



**Campsbourne Primary School**  
**MINUTES OF THE GOVERNING BODY MEETING**  
**Held on Tuesday 22 February 2022 at 6pm**

**Membership:**

Position	Name	Initial	Term End Date
LA Governor	Emily Arkell	EA	20/09/2025
Parent Governors	Jude Fransman	JF	23/11/2023
	Gladys Merceron	GM	20/11/2022
Staff Governor	Jade Springer Best	JSB	06/10/2023
Co-opted Governors	Ayça Onkal	AO	09/06/2025
	Vacancy		
	Eleanor Jones – Co Chair	EJ	18/09/2022
	Brij Sharma - Co Chair	BS	13/09/2025
	Owen Cheshire	OC	11/12/2022
	Anita Jakhu	AJ	22/09/2024
	Alex Heywood – Vice Chair	AH	22/09/2024
Headteacher	Jonathan Smith	HT	Ex officio
Associate Members	Natasha Crabbe	NC	17/11/2024
	Rani Tebbit	RT	05/07/2025
	Gemma Hall	GH	05/07/2025

\* Asterisk denotes absence

**Also in attendance:**

Jasbir Aujla, Clerk to Governing Body (Haringey Education Partnership)

**PART 1**

**1. WELCOME / INTRODUCTIONS / APOLOGIES**

- 1.1 There being a quorum, EJ took the Chair and welcomed all to the meeting. The meeting was held in person at the school and the following Governors JSB, BS, OC joined via videoconference in accordance with the Campsbourne School's Acceptable Use policy.
- 1.2 There were no apologies for absence.

**2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

- 2.1 No declarations were made at the meeting.

**3. ANY LATE ITEMS**

**3.1 Quarter 3 Finance Report.**

AH gave a brief update of the budget for the 10 months to date and will post the Quarter 3 Finance report and other relevant details on GovernorHub.

**ACTION:** Post Quarter 3 Finance report on GovernorHub – AH.

#### 4. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

- 4.1 The Minutes of the FGB meeting held on 19 January 2022 were **agreed** as accurate records for the Chair to sign in due course and the school to retain on file.

**ACTION:** Chair to sign the Minutes and provide to HT.

#### 5. ACTIONS LIST ARISING FROM MEETING HELD ON 19 JANUARY 2022

##### 5.1 Actions List

ITEM No.	ACTION	ASSIGNED TO
4.1	Chair to sign the Minutes and provide to HT- <b>Completed</b>	EJ
5.2	After School Clubs - Explore further attendance from the Turkish community AO updated on her discussion about channels of communication. It was felt sending a long-translated letter about the After School Club is not far reaching as the letter will only be read by a few parents. The Chair suggested she attends a coffee morning with the Turkish community parents and provides an update. AO felt that would be good idea as will give the parents the opportunity to meet other governors. AO will also attend to translate where needed. <b>ACTION:</b> After School Clubs - Explore further attendance from the Turkish community. EJ & AO to discuss setting up a coffee morning.	AO  EJ/AO
6.2	Share the new books with the GB Governor asked regarding the timeline as to when the books will go into the classrooms. The HT there is no timeline as such as the books will stay in the classrooms. The HT said he is currently going through and sorting by Authors as this is an easier way to find books. Boxes have been ordered for the books to be placed in and is hoping they will go into classroom over the next couple of weeks. HT asked governors to let him over next two weeks if they are planning to come in to view the books. Thereafter, book can be viewed in the classrooms. <b>ACTION:</b> Governors to inform HT if visiting to view the new books	HT  FGB
6.2	Book visit to look at book corners - <b>Completed</b> BS visited spoke to Tracey re literacy will meet again to discuss strategy and approach.	BS
7.2	Provide an update on DOJO at next FGB meeting – <b>Completed item on agenda</b>	JSB
8	Pull headline parent survey information together and discuss with the HT for the newsletter - <b>Completed</b>	BS
8	Put article in Newsletter on work of EDI committee and diverse GB. <b>Completed</b>	AJ
10.1	HT to keep GB informed re OFSTED ongoing	HT
10.2	Share key questions schools were asked by OFSTED that were shared at the Chairs meeting. - <b>Completed</b>	EJ
12.1	Provide information on Behaviour Report at the Summer Term FGB meeting - Agenda Item	HT Clerk
12.3	Share Assessment data at next EDI Committee - <b>Completed on EDI Comm agenda</b>	HT Clerk
12.6	Place item regarding CO2 monitors in the school newsletter - <b>Completed</b>	HT
16.1	EDI minutes on next FGB agenda - <b>Completed</b>	Clerk
16.2	HT, Chair or AJ to inform of BFNR of EDI meeting date 10 <sup>th</sup> March 9.30-11.30am - <b>Completed</b>	HT, EJ, AJ
21	Chair to confirm date of next meeting - <b>Completed</b>	EJ

## 6. PARENTAL ENGAGEMENT/COMMUNICATION FOCUS

### Class Dojo

The plan is to get an iPad for each class which the teacher will use to walk around the whole classroom videoing groups of children undertaking various activities. The parents download the Class Dojo app and are able to see what goes on in their child's class like "a window in the day of what goes on in a classroom."

**A Governor asked if the parents are aware that the videos are not to be shared.** It was noted parents have been made aware and have signed a usage agreement but that we would need to get specific authorisation for this app. The HT thinks that the videos are shared only amongst that class but will look into this further.

It was noted the app can be used for one-way communication only and has the ability to set restrictions for usage.

## 7. PARENT SURVEY – follow up

- 7.1 BS updated he met with HT to discuss the Parent Survey and an article has been placed in the newsletter. A report on this visit has been placed on Governorhub for all to view. Discussion took place regarding the following three key areas.

### 7.2 1. Communication

**The Chair asked if there are any questions or actions that need to be undertaken.**

HT said he will create the "You Said" "We Did" document.

The HT updated he is looking into an app function for the website that is a one stop shop for information. Thinking of an App on the website to which all communication is directed to rather than via email and looking to go for a google calendar to be added on. HT mentioned he is aware of a parent at the school that works for Google he will speak to this parent to discuss what he is planning to do and what the options might be.

**A Governor mentioned she has made a list of all the communication channels used and asked what our aim is, what is the best method of communication, do we need to centralise communication, who is our audience and how do we reach all.**

The Chair said at times there is a need to use different modes of communication to deliver certain messages as one size will not fit all.

The HT agreed the need to streamline communication and feels there still is the need to use the type of approach Jade is using as well as speak face to face, via phone and via other methods. The school needs to have the capacity to build these relationships with parents.

A Governor said the approach the HT suggests is right, we need to know where the communication gaps are and how do parents want to be communicated with and vice versa.

### 7.3 2. Access to school clubs for low-income families

The Chair updated she has been looking at the provision for children from disadvantaged backgrounds and there is a need to review the data to ensure we are content the funds are being used. The Chair said AO was going to look at Turkish community and issue of more boys than girls.

**ACTION:** Review data and confirm governors are content with the access to school clubs for low-income families being provided - HT will discuss with AO.

7.4      **3. More stretch learning opportunities children**

The HT said he will be looking at more stretching learning opportunities for children that finish the work they are set. This links with the school's priorities, and he has been discussing with Tracey. JF said she is meeting Tracey and will ask this question. The HT said he has completed the pupil survey and has been carrying out the number crunching -he will share the information at EDI committee on 10 March 2022.

**ACTION:** Provide update in newsletter re Pupil survey - HT

**8.        RECRUITMENT PROCESS – EJ**

- 8.1      The Chair referred to discussion at the previous meeting regarding OC leaving at end of the academic year and her own term also coming to an end in September 2022. The Chair said she does not wish to stand as Chair from September onwards and asked governors if they are interested to give thought to this role. The Chair said she will consider remaining as Chair until the position is filled.

**ACTION:** Governors to give thought to the Chair role - FGB

- 8.2      The Chair mentioned the need to undertake the Skills profile audit of the governing body and asked the Clerk to look into this and circulate the necessary.

**ACTION:** Circulate Skills profile audit - Clerk

- 8.3      The Chair asked the Recruitment working group to look at and refresh the recruitment process document prepared last year and formalise what worked or did not work ready for the next round of recruitment. The refreshed version to circulate to FGB for comments.

**ACTION:** Update Recruitment process document – AJ, OC

**ACTION:** Look at the Recruitment document and provide comments - FGB

The Chair mentioned next part of this process will be to look at where we go next and asked all to think about what local groups, communities, and organisations we can approach to encourage people to join the GB.

**A Governor asked if the GB have a couple of parents interested in the vacant governor role.**

The Chair said they will ask the person JF suggested to apply, and discussion is taking place with another highly skilled parent that is interested in the role.

**Governor suggested maybe GB should consider one of the above persons rather than delay.**

The Chair said she feels the parent governor recruitment process is potentially unfair and once we have a good process in place for non-parent governors it would be useful to revisit this, within statutory parameters. The GB agreed this makes logical sense and needs to be more targeted and clearer regarding what the gaps are to ensure a more representative governing body.

A Governor suggested the GB considers someone from the extended services as a representative to get a different perspective.

The Chair asked AJ to bring that recruitment process document to the EDI committee meeting to look at.

**ACTION:** Bring the Recruitment process document to EDI Committee meeting – AJ

**A Governor mentioned that we do not know the demographics of current GB - she has a form that can be circulated to obtain this information.** It was agreed for all to complete the demographic audit when received.

**ACTION:** GB to complete the Demographic audit when received

**9. OFSTED – Standing Item – EJ**

9.1 The HT updated he has not to date heard anything regarding the Ofsted inspection. The Chair said governors have been sending in comments on the Ofsted document AH circulated. AH said he will incorporate all the comments together into one document. It was agreed for the smaller group consisting of EJ, BS, AC, (JF, EA gave their apologies as unable to do this date) to meet on Friday 4 March 2022, at 9am to review the Ofsted document.

9.2 The full Governing Body joined by Morgan to go through the Ofsted document at the Away Day event on Friday 25 March 2022 from 9am to 12noon (or 1pm for lunch). The Chair asked all to let her/Clerk know of their availability.

**10. CHAIR'S ITEMS**

None

**11. HEADTEACHER'S ITEMS**

**School Evaluation and Development Plan**

The GB received both the Junior and Infants School Evaluation and Development plans as circulated in advance of the meeting. The HT updated the school follows an annual school improvement cycle which runs from April to April and went through each page of the documents and commented he is proud of how the school has managed to continue with teaching and learning during the Covid pandemic. The HT asked governors to focus on the summary pages, the progress made and the HT's self-evaluated grades. Page 5 sets out what we need to do, and the HT said he is meeting with Natasha and the SLT regarding this. The HT said his objectives tie into these priorities. It was agreed for all to read the document prior to the GB away day on 4<sup>th</sup> March 2022. The HT mentioned the plan will be completed in time for discussion at the next GB meeting.

**A Governor asked which year group teacher assessment are used in.** HT reported years 1 and 2.

The GB acknowledged the School Evaluation and Development plans are very good and informative documents to read and contain a lot of information to be proud of.

**ACTION:** ALL to read School Evaluation and Development plans prior to the away day – GB.

**ACTION:** HT to bring School Evaluation and Development plans to March GB meeting – HT.

**12. BUILDING WORKS UPDATE – HT**

12.1 The HT reported Phase 1 building works have not finished yet as some pipes are not connected this work will be completed over the next two weeks.

12.2 After Easter scaffolding will be up over the whole school. It is anticipated works will be done by fourth week of September 2022. It was noted exit routes at the school during these works will be pinch point which the school will closely monitor.

**13. COVID – HT**

13.1 The HT is liaising with the LA with regards to Covid and the frequency of hand washing.

13.2 Whole school assemblies are held on Wednesdays and Fridays.

Monday, Tuesday, and Thursday assemblies focus on PSHE, Keeping Safe and Values. The HT reported the school has identified 20 Values which broadly link to the school's values, and at each assembly the HT will share one Value what it means and how its links with the school and children.

**A Governor asked if Values could be put up in classrooms.** The HT said he is looking at putting up "Value of the Week" and will include an item on this in the newsletter.

**ACTION:** Place item on Values in newsletter – HT.

**A Governor asked what is happening in light of the Government relaxing the Covid rules.**

The HT said he will liaise with Public Health for guidance so that there is a consistent approach across the Borough.

**14. EQUALITIES, DIVERSITY & INCLUSION** Standing item

14.1 **To note minutes of Autumn EDI Committee meeting**

The GB received the minutes of the Autumn EDI meeting held on 19<sup>th</sup> November 2021 as circulated in advance of the meeting. The Chair asked all to note the Minutes and if anyone has any comments or items for next meeting to let EJ and AJ know.

14.2 AJ reported a parent is attending the next EDI meeting as an observer. AJ asked if an update could be provided on Pupil premium at the meeting. The HT said he will ask MC to attend the meeting.

**ACTION:** MC to attend EDI committee meeting to update on Pupil Premium - HT

**15. HEALTH AND SAFETY** Standing item

15.1 **H & S**

The Chair updated she did a walk around the school as part of the H&S visit and has posted her report on Governorhub. The school had a positive H&S Audit, and the inspector was impressed.

15.2 **Fire Risk Assessment**

The HT updated as part of the building works the school has had new fire exit signs put up but some of these signs have been put up on doors that have not operated for some time (as they cannot be opened). The HT has asked the LA to come and check whether these should indeed be fire doors as other fire exits are available and some of the doors do not open. The HT mentioned separate to this there is an issue with some doors as not self-closing and this something the LA needs to look into.

**ACTION:** Provide update on the Fire Risk Assessment at the next meeting - HT

**16. GOVERNOR VISITS** Standing item

The Chair said "well done" to all in being diligent with governor visits and to keep up the good work. It is good and interesting to read the reports on the visits.

RT reported she will be visiting the School Council.

GM said she will be arranging an EYFS visit.

JF said she is trying to set up a visit to look at Science and asked should she see Josh. The HT responded yes to meet up with Josh as he will be able to give a good overall of science.

Empribox, the previous provider of the science curriculum have gone out of business, so a new curriculum is being developed. Discussion took place about the number of providers that have gone or are going out of business as a result of the Covid pandemic.

NC mentioned that EExAT, which is the system we use in the Early Years for assessment, is not guaranteed to be operational next year. The EYFS lead is looking to move to Tapestry which is a similar product.

**17. GOVERNOR TRAINING** Standing item

- 17.1 The Chair reminded all of the commitment to training, maintaining CPD and updating of the training schedule with any relevant training. If anyone wants to do any particular training to look at what HEP or NGA provides and to let the Chair know. Any training which is relevant to the governor role can also be recorded (e.g., workplace diversity training)

**18. ITEMS FOR THE NEXT AGENDA**

- 18.1 No further items other those mentioned as actions in these Minutes.

**19. DATE AND TIME OF NEXT MEETING**

- 19.1 It was **Agreed** the next FGB meeting will take place at the school on Wednesday, 23<sup>rd</sup> March 2022 at 8am and will be Chaired by BS.

- 19.2 JF and Chair gave their apologies for the 23<sup>rd</sup> March GB meeting.

**20. ANY OTHER BUSINESS**

- 20.1 A Governor asked does the school do a something in support of the well-being plan such as make children walk a mile a day. The HT responded this is on his "to do" list.

There being no further Part 1 business, this section of the meeting closed

## ACTIONS LIST

ITEM No.	ACTION	ASSIGNED TO
3.1	Chair to sign the Minutes and provide to HT - <b>Completed</b>	EJ
4.1	Post Quarter 3 Finance report on Governor Hub - <b>Completed</b>	AH
Jan item 5.2	After School Clubs - Explore further attendance from the Turkish community. EJ & AO to discuss setting up a coffee morning.	EJ, AO
Jan item 6.2	Governors to inform HT if visiting to view the new books	
Jan item 12.1	Provide information on Behaviour Report at the Summer Term FGB meeting - Agenda Item	HT Clerk
7.3	Review data and confirm governors are content with the access to school clubs for low-income families being provided - HT will discuss with AO.	HT, AO
7.4	Provide update in newsletter re Pupil survey	HT
8.1	Governors to give thought to the Chair role	FGB
8.2	Circulate Skills profile audit - <b>Completed</b>	Clerk
8.3	Update Recruitment process document	AJ, OC
8.3	Look at the Recruitment document and provide comments	FGB
8.3	Take the Recruitment process document to EDI Committee meeting	AJ
8.3	GB to complete the Demographic audit when received – Survey circulated	AJ
11	ALL to read School Evaluation and Development plans prior to the away day HT to bring School Evaluation and Development plans to March GB meeting	FGB HT
14.2	MC to attend EDI committee meeting to update on Pupil Premium	HT
15.2	Provide update on the Fire Risk Assessment at the next meeting - HT	HT

SIGNED



ELEANOR JONES, CO-CHAIR OF THE GOVERNING BODY

DATE

9/5/22