



CAMPSBOURNE PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING

Held on Wednesday 8th June 2022 at 6.00pm

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	9 June 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

- Donates absence

Also in attendance:

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

Eleanor Girling, Prevent Education Officer, Haringey Council (Item 3)

Burcu Keser and Farhiyo Abdi Ali (Observers)

Part 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

1.1 There being a quorum, the Chair EJ welcomed all to the meeting. The meeting was held in person at the School.

1.2 Apologies for absence were received and recorded from Owen Cheshire and Brij Sharma.

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

2.1 A Governor declared being elected as a Councillor for Bounds Green ward in the London Borough of Haringey and has completed the register of interest form.

3. PREVENT TRAINING – Eleanor Girling, Prevent Education Officer, Haringey Council

3.1 The Governing Body received the Prevent Training presentation as provided by EG. Some London Boroughs receive funding, but this is dependant if the area necessitates the funding. Haringey have a Prevent/ Safeguarding team in the Haringey and the police have a prevent team that looks at anti-terrorism. The LB prevent team looks at those vulnerable to radicalisation and successfully works with individual's until they are no longer a concern whereas those that have done something are dealt with by the police. Schools have a Prevent duty and this should form part of the school safeguarding policy.

A governor asked do these concerns arise during the day or when? EG responded concerns can occur at any time. If a parent becomes aware of a concern they can refer to Prevent.

EG mentioned further Prevent training is being run in July and Governor are welcome to attend.



Governors Briefing
Campsbourne.pdf

4. ANY LATE ITEMS

- 4.1 The following late items were received:
- Newsletter (RT) to be discussed after item 10
 - Governors Visits
 - Recycling - The HT updated the governors to say that the cost to collect 6 pallets to create a compost heap in the garden had been approved.

5. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

- 5.1 The Minutes of the FGB meeting held on 27th April 2022 were **agreed** as accurate records for the Chair to sign and the school to retain on file.

6. ACTIONS LIST ARISING FROM MEETING 27 April 2022

- 6.1 Updates on actions arising in bold

Item No	Action	Assigned to
12.1 (Jan) & 6.1 27/4/22	Provide information on Behaviour Report at the Summer Term FGB meeting. Completed provided at FGB 8/6/22.	HT Clerk
4.1 (27/4/22)	Ask the LA what the policy is on getting solar panels. 8/6/22 - HT has emailed the LA they are liaising with the solar school company. The Chair raised at Chairs meeting and the SBM was going to liaise with other school business managers. Ongoing.	HT EJ
4.4	Item in the newsletter to encourage parents to send children to school clubs during the school holidays. Completed AH has provided wording for newsletter. The HT will include in a LA item.	HT
8.1	Short survey to establish parents' views on school holiday scheme provision. Completed need to check response.	HT
4.4	Find out from the LA if unspent childcare vouchers can be used by someone else. HT to do.	HT
4.5	Speak to catering providers. Find out more about what the projected catering school meal costs will be. Item at the next meeting and if need be, will consider increasing the cost of school meal prices from September 2022. Completed item on agenda 8/6/22	SBM
4.5	School meal vouchers not working - raise issue with the LA – inform parents	HT
5.1	Sign Minutes of the FGB meeting held on 23 rd March 2022. Completed	BS
10.1	Forward the awayday notes to AH and HT. Include feedback she has received from fellow Chairs. Completed	EJ
20.1	Discuss bringing items to EDI with JSB. DHT will be attending the EDI committee meeting on 23 rd June 2022 to update on pupil premium – Completed item on EDI agenda.	HT
20.2	Invite governors to the EDI training in September. Staff & Governor training on 1 st September. Clerk to send reminder on Gov Hub. RT mentioned she had her first meeting regarding SEN with DHT and has some ideas, will report back on key items at the next FGB. DHT is planning the next coffee morning and is organising speakers and will update on date in due course.	HT RT, GH

7. CATERING – HT

- 7.1 The HT read out an email from the SBM relating to catering and the increase in the cost of fish. In light of the many financial pressures on parents, the GB decided against raising the cost of school meals at this time but asked that the school monitor costs for review again in the Autumn.

The GB discussed that one way to make school meals more cost effective is to increase uptake and the HT explained that he has drafted a new menu which the School Council are taking back for comments and is expecting feedback soon which will be given consideration. The HT reported he has also been discussing with the children, what meals they liked, and it appears at times an issue of not liking a particular food is more to do with the amount of an ingredient used rather than the actual recipe with children enjoying the meal once adjustments are made.

- 7.2 AH updated he has made reference in his message in the newsletter for parents to encourage children to have school meals.

8. RECRUITMENT PROCESS

- 8.1 The Chair updated the recruitment details need to be firmed up and will be shared via Governor Hub after this meeting.

9. PARENTAL ENGAGEMENT/COMMUNICATION FOCUS

9.1 Governors newsletter

RT updated she is working on pulling together articles for the Governors' newsletter. The headings are Governors Visits with quotes, Finance Committee, EDI Committee, New recruits will flag issue re parent governor vacancy, brief para on Ofsted. Aiming to have a good draft within 2 weeks.

- 9.2 The GB discussed the use of Classlist where a parent had shared a letter written to the HT recently which gave rise to some discussion amongst parents. The board discussed reminding parents of the appropriate use of this forum which is not one which the HT or any school staff have visibility of. Classlist is an HSA tool, and the HSA will be asked to remind parents of its purpose and appropriate use.

The GB acknowledged that whilst Classlist is not intended to and should not be used in this way, the school could offer a space for such discussions.

Whilst it is not necessarily the responsibility of the school to provide a discussion space, the GB agreed that the school could host a coffee morning which will offer a discussion forum for parents and which the HT and any governors could also attend. JF agreed to put together Terms of Reference to clearly set out the purpose of such a coffee morning. An item to flag this will also be placed in the Governor newsletter. **ACTION: JF**

A Governor asked whether there is a need for a parent engagement working group. The HT pointed out that the school already has in place a number of face-to-face forums such as the class representative, BFNRs, SEN and Turkish coffee mornings. The Governor suggested this is publicised more to raise awareness.

ACTION: HT

10. PARENT SURVEY – Follow up

- 10.1 The Chair commented the results of the Parent survey are very positive. The HT said he did say to parents to contact him re any issues and has not heard anything. He also said there is the natural tendency to focus on the negatives but there are a lot of positives.

11. OFSTED – Standing Item

- 11.1 The Chair updated on the Chairs meeting where the overall view was that schools are over prepared for the Ofsted inspections. The Chair to send her notes to AH, schedule meeting with JS and go back to James Page, HEP. **ACTION: EJ**

12. CHAIR'S ITEMS

12.1 Governing Body structure/committees

The Chair referred to her standing down in the Autumn and to revisiting the GB structures to look at setting up committees. She made reference to previous committees' terms of references (TOR) and her proposal going forward is to set up the following:

- Resources and H&S and Premises Committee
- Curriculum & Standards Committee

The Chair asked all to look at the previous TOR, to ensure there are no gaps and to bring the updated proposal to the July, Governing Body meeting for agreement to be ratified in September. The Chair said having the above type of committee structure in place gives opportunities to other governors to Chair committees and also allows more time for discussion on items rather than try to do all at a full governing body meeting. The HT agreed this approach will work better for Campsbourne but needs to review against the Terms of Reference of the EDI committee as its remit will overlap with the above committees. The Chair will discuss this with AJ as needs to look at having the EDI committee members represented on the proposed committees. It was agreed to discuss this at the June EDI Committee.

ACTION: Chair to circulate current versions of the TOR for all to review

ACTION: Chair to discuss with AJ

ACTION: Governing Body structure/committees' item on June EDI committee meeting - Clerk

13. HEADTEACHER'S ITEMS

13.1 The GB received the Headteacher's report Summer 2022 as circulated in advance of the meeting and gave the GB the opportunity to raise questions and answers were provided prior to the meeting. The HT took the GB through his report.

13.2 Behaviour Report (Summer Term)

The HT said he has responded to the questions raised by a Governor ahead of the meeting. The HT pointed out that it is about creating a space for discussing and updating on children's experience and perceptions on what is/is not appropriate with regards to behaviour.

A Governor said for her it is where an issue become prevalent and feels there is a need to make all children aware of what is/is not appropriate. The HT said what is needed are real life age-appropriate scenarios. Understanding the appropriateness and timing of where things can be raised whilst being aware so that things do not unnecessarily flare up. The Chair asked if something on this will be included in the September training. The HT said he is looking into this.

13.3 The GB noted the Year 2 SATS have been conducted well with children not feeling any pressure or being aware of being tested.

13.4 Attendance is on par with national figures. The HT meets with Diane on a weekly basis and follows up absence with letter to the relevant parents. This as part of safeguarding is being aware of where a child is if not at school. **A Governor asked if any children are returning to school following home schooling.** The HT responded No.

13.5 Building Works

Phase 2 works are due to be completed on 18th September.

13.6 The upgrade of the ICT Suite is due to be carried out during the summer holidays.

13.7 A Governor raised concern about the children standing around the Newland Road entrance which still gets traffic at pick-up/drop-off times. The HT said this entrance was not in use when the school street was originally drawn up and he will raise this again with Haringey Council. **ACTION: HT**

13.8 Swimming Provision

The GB received and noted the letter relating to the Swimming provision service level agreement as circulated in advance of the meeting. The current agreement was set in 2018 at £13,500 annually, due to various increased costs an increase of 6% is proposed by the provider which would raise the annual bill from £13,500 to £14,310. The Governing Body **agreed** to the increase of the swimming provision to £14,310 per annum.

13.9 There being no further question the Chair thanked the HT for his report.

14 POLICIES TO NOTE/AGREE

14.1 To be discussed at the July meeting.

15 COVID

15.1 None

16 EQUALITIES, DIVERSITY & INCLUSION Standing item

16.1 It was noted the next meeting of the EDI committee is on Thursday 23rd June 2022 at 9.30am. It was agreed to add the item Governing Body structure/committees to the agenda.

ACTION: Agenda Item - Clerk

17 HEALTH AND SAFETY Standing item

17.1 None

18 GOVERNOR VISITS Standing item

18.1 Governors have posted their visit notes on Governor Hub.

19 GOVERNOR TRAINING Standing item

19.1 RT attended SEN training provided by HEP.

Prevent Training to be update on the training schedule on Governor Hub – **ACTION:** Clerk

All to add any training attended on Governor Hub

20 ITEMS FOR THE NEXT AGENDA

20.1 None.

21 DATE AND TIME OF NEXT MEETING

21.1 It was agreed the next FGB meeting will take place on Monday 11th July 2022 at 6.30pm at the school.

22 ANY OTHER BUSINESS

22.1 There were none.

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

ACTIONS LIST

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4.1 (27/4/22)	Ask the LA what the policy is on getting solar panels. 8/6/22 - HT has emailed the LA they are liaising with the school solar company. The Chair raised at Chairs meeting and the SBM was going to liaise with other school business managers. Ongoing.	HT EJ
8.1 (27/4/22)	Short survey to establish parents' views on school holiday scheme provision. 8/6/22 - Completed need to check responses.	HT
4.4 (27/4/22)	8/6/22 Find out from the LA if unspent childcare vouchers can be used by someone else. HT to do	HT
4.5	School Meal Vouchers not working – raise issue with the LA – inform parents	HT
9.2	the GB agreed that the school could host a coffee morning which will offer a discussion forum for parents and which the HT and any governors could also attend. JF agreed to put together Terms of Reference to clearly set out the purpose of such a coffee morning. An item to flag this will also be placed in the Governor newsletter.	JF
9.2	School already has in place a number of face-to-face forums such as the class representative, BFNRs, SEN and Turkish coffee mornings. The Governor suggested this is publicised more to raise awareness.	HT
12.1	Circulate current versions of the Terms of Reference of committees for all to review. Chair to discuss with AJ the EDI comm and structure/committees. Governing Body structure/committees' item on June EDI committee meeting – Completed	EJ EJ/AJ
13.7	Concern about the children standing around the Newland Road entrance which still gets traffic at pick-up/drop-off times. The HT said this entrance was not in use when the school street was originally drawn up and he will raise this again with Haringey Council.	HT
19.1	Prevent Training to be update on Governor Hub training schedule. Completed	Clerk

I, Chair of Campbourne Primary School FGB, approve these minutes as an accurate representation of the meeting.

SIGNED

DATE

ELEANOR JONES, CHAIR OF THE GOVERNING BODY

11/7/21

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