



## CAMPSBOURNE PRIMARY SCHOOL

### MINUTES OF THE GOVERNING BODY MEETING

Held on Wednesday 23<sup>rd</sup> March 2022 at 8am

#### 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)

Elizabeth Rarieya, School Business Manager (SBM)

#### PART 1

#### 1. WELCOME / INTRODUCTIONS / APOLOGIES

1.1 There being a quorum, BS took the Chair and welcomed all to the meeting. The meeting was held in person at the school and the following Governors: Emily Arkell and Anita Jakhu joined via videoconference in accordance with the Campsbourne School's Acceptable Use policy.

1.2 Apologies for absence were received and recorded from Eleanor Jones, Gemma Hall, Natasha Crabbe, Owen Cheshire, and Gladys Merceron

#### 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
  - Behaviour - Racial Incident recording
  - Voluntary Fund
  - Budget

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

- 4.1 The Minutes of the FGB meeting held on 22<sup>nd</sup> February 2022 were **agreed** as accurate records for the Chair to sign and the school to retain on file.  
**ACTION:** Chair to sign the Minutes and provide to HT.

#### 5. ACTIONS LIST

- 5.1 Actions arising from meeting held on 22<sup>nd</sup> February 2022

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. <b>Ongoing</b>	EJ, AO
Jan item 6.2	Governors to inform HT if visiting to view the new books. <b>Completed</b> EDI Committee looked at the books after their last meeting. The majority of the books have now been placed in the classrooms but there still are a few in the HT office.	
Jan item 12.1	Provide information on Behaviour Report at the Summer Term FGB meeting - <b>Agenda Item</b>	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. <b>The HT provides this information to the governing body on a termly basis.</b>	HT, AO
7.4	Provide update in newsletter re Pupil survey – <b>Completed went out Monday.</b>	HT
8.1	Governors to give thought to the Chair role. <b>Chair asked all to give thought to Chair/Co-Chair role</b>	FGB
8.2	Circulate Skills profile audit - <b>Completed</b>	Clerk
8.3	Update Recruitment process document JF will place current version of the recruitment pack to all for comments. <b>Completed</b> All to look at the Recruitment pack and provide comments – Clerk to chase	FGB
8.3	Take the Recruitment process document to EDI Committee meeting – <b>CF to June meeting</b>	AJ
8.3	GB to complete the Demographic audit when received. <b>Survey circulated.</b> All reminded to complete by end of the week	FGB
11	ALL to read School Evaluation and Development plans prior to the away day - <b>Completed</b> HT to bring School Evaluation and Development plans to March GB meeting – <b>on agenda</b>	FGB HT
14.2	MC to attend EDI committee meeting to update on Pupil Premium – <b>CF to June EDI meeting</b>	HT
15.2	Provide update on the Fire Risk Assessment at the next meeting. <b>Completed - Discussed at item 16 below.</b>	HT

#### 5.2 After School Clubs

AO updated the Breakfast club will be up and running after Easter. Minik Kardes are running a 6-week workshop programme for parents from the Turkish Community, the first workshop was on empowerment, but attendance was low which may have been due to the way in which the communication out to parents was translated. Need to introduce a tick box return

slip and produce flyers to encourage attendance from the Turkish community. If attendance improves will look at running these workshops on an annual basis.

**A Governor questioned the delivery of the workshops and whether it would be worthwhile asking parents what they may want to see at these workshops as to her it appears like this may be a standalone programme.** AO said it is a ready-made programme that is being delivered and Minik Kardes do not share the detail, but she will enquire about tailor-made sessions to suit needs. The HT said this programme is being run successfully across other London Boroughs and was of the opinion we should let Minik Kardes run it how they think it works and then we can look into.

**A Governor asked to see information on the aims and objectives of each workshop session.** The HT said he will ask them for this information.

**ACTION:** Ask Minik Kardes for the aims and objectives of the workshops - HT

## **6. PARENTAL ENGAGEMENT/COMMUNICATION FOCUS/PARENT SURVEY**

6.1 The HT said he had a conversation with the head class representatives regarding starting up channels of communication, encourage attendance and asked them their views regarding holding class representatives' meetings on a termly basis. The representatives will take this back to others to consider.

**A Governor asked regarding the teachers getting iPads.** The HT responded the iPads are on order.

**A Governor said she really liked the "you said" "we did" response to the Parents Survey questionnaire that was sent out to parents as it directly addressed issues and, she asked what the HT is planning to do next.** The HT said he is working on a google questionnaire to send out at the beginning of next term.

**A Governor asked if any feedback on the new style newsletter had been received as senses parents may not be accessing it and, whether the school has any information on how many parents may have accessed the newsletter.** The HT said he will investigate this and look at the number of clicks. Will get class representative to encourage usage as need the parents to be looking at the newsletter.

**A Parent Governors said he did not get the newsletter.** The HT said it may be down to which parent is the first point of contact, he will look into the system links as to why this is happening as all parents should receive the information being sent out.

## **7. RECRUITMENT PROCESS**

7.1 The HT shared the Warner Questions by reconstruct with the GB, which have been developed for use within all settings working with children and young people. The four key areas are as follows:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes towards the use of authority and maintaining discipline

The HT outlined the sample questions which in his view are really good and could be built into the governor recruitment pack.

**The Chair said this information is helpful and important as via these questions can ask what we are looking for.** The HT said it is more about what we are not looking for and whether responses raise “red flags” which are a cause for concern.

A Governor referred to the parent governor nominee mentioned at the previous meeting and said she would ask her to attend a GB meeting as an observer.

**Governors asked regarding membership and how many governors are needed.** The Chair said we have one vacancy already and with OC leaving at the end of this academic year we will have two but need also to be mindful of other Governor terms coming to an end in the Autumn. The GB noted the need to look for OC’s replacement now and prior to getting the Recruitment pack in place. This item will be discussed further at the Awayday for which the agenda has been circulated.

**8. OFSTED – Standing Item**

- 8.1 The long and short Ofsted forms have been prepared. James May, from HEP will add his information in and will be attending the Awayday to update on Ofsted. This is a useful preparation document for new governors as well as good information for all. The HT said the school is likely to be inspected by Ofsted late Autumn or early Spring.

**9. CHAIR’S ITEMS**

**9.1 Behaviour - Racial Incident recording**

**A Governor requested information on how racial incidents are recorded at the school, the numbers recorded, anonymous information on general issues raised and any issues with recording of incidents.** The HT said the behaviour information for the Infants school will be shared with the GB in the Spring term. There have been no racial incidents reported at the school. The school uses the white slips to record the types of behaviour, but these are not automatically issued there is a process to go through before issuing a white slip. The school needs to look at SEN and non-SEN children’s exclusions as all tend to be SEN children.

**The Chair asked in response to the governor’s question is the HT surprised there have been no racial incidents.** The HT said the system captures what is reported via the white slips.

**A Governor asked the HT is he saying no racist incidents have been reported.** The HT said yes, nothing has been reported. **The Governor said this cannot be right as a parent contacted her regarding an issue.** The HT said the staff fill in the white behavioural slips and put down the type of behaviour and all white slips issued are looked at in detail. Some children may say a something but when look into the issue it turns out to be a something different. The HT asked the governor to make him aware of the issue after the meeting so he can check if the school is already aware.

**A Governor said does the HT think the white slip has a prescriptive list, if racist incident is not on the white slip there may be a disconnect, need to look at how this is defined.** The HT responded racist incident is not listed on the current white slip, this is being updated to be included and will be in place after Easter. He also pointed out just because it is not listed

does not stop someone recording such incidents and it does come down to the teacher's interpretation of the issue.

**Governors asked if it is clear to all how to report an incident.** The HT responded yes parents are aware of how to report an incident they can go directly to staff or email the school. All teachers are aware to report issues, and these are followed up.

The GB requested an item on Behavioural slip/Racist classification is included on the next FGB agenda

**ACTION:** Include Behaviour slip/Racist Classification on next FGB agenda - Clerk

## 9.2 **Voluntary Fund**

AH asked the GB whether we should proceed with the Voluntary Contribution fund proposal.

The HT referred to the Charges policy and mentioned the increased cost of school meals. Currently, Campsbourne school is at the lowest costing for school meals across Haringey but feels if the school increases the cost this may not sit well with the parents especially when asking for voluntary contributions.

The Governing body acknowledged food prices have gone up but felt some families will be prepared to pay more for their child's school meal. It was noted the school does not want to increase meal costs but if we have to we will need to have clear justification for the increase.

The SBM updated she has been doing some analysis on school meals and the after-school clubs which she will share with the FGB in the Spring Term. The benchmarking shows Campsbourne's fees are low cost but, she needs to look in detail to see if the school can cover the costs.

The HT pointed out if more children were to have school meals it would financially be more cost effective,. The HT also said he will look at doing some fun things like stamp/token collection which children could collect to indicate if they enjoyed their lunch to encourage take up. It was agreed to discuss school meals at the next meeting.

Governors noted that the Voluntary Contribution is a separate issue, and the way forward is to channel this via the HSA and their events. It was agreed to approach the HSA to get them to communicate to parents the importance of contributions and to mention even if they are unable to attend events their contributions are most welcome by the school.

**ACTION:** Bring to next FGB analysis of costings relating to school meals and after school clubs – SBM

**ACTION:** Approach HAS to get them to communicate the importance of contributions - GB

**ACTION:** Agenda item School Meals – Clerk

## 9.3 **BUDGET**

The GB received the Quarter 4 – Finance report as circulated in advance of the meeting. The SBM updated on the current budget position projections as of 31<sup>st</sup> March 2022, including income and expenditure. The SBM explained the variances against the budget as set out in the report.

### **Income**

The in-year-end balance is at a deficit of circa 31k. Have got some money coming in from Haringey and once the work on duplicate adjustments has been done this will bring the deficit figure down to 21k. The deficit in the main is due to reduction in income. The summer play scheme which previously brought in a lot of income has been lower due to reduced take up and the After School club numbers were initially low too.

The Chair said the after school and breakfast clubs' attendance will pick up. The HT mentioned the after-school club is picking up, but the school holiday scheme numbers are not great.

The Chair said as part of the survey it may be worthwhile asking parents what they would like to see the school providing for holiday provision. The HT mentioned he has been looking at this and it appears parents tend to be paying for their children to go elsewhere or are managing amongst themselves as a lot more parents are working from home. It was also noted that some children want to go elsewhere than come to "School." The HT said he will be looking into doing a simple short survey to establish parents' views on this.

**ACTION:** Short survey to establish parents' views on school holiday scheme provision - HT

### **Expenditure**

The SBM highlighted an increase of 15k that was not budgeted for due to the decision to have a teacher in to assist with marking whereas previously this was covered by support staff, but a teacher is needed to assist with this.

Considering recoding the school trip amounts as the income and expenditure sit in different places. Some adjustments due to school trip refunds.

The SBM said this is the first cut of the budget and the projected year end position at present is a surplus of £115,438.

The Governing Body **agreed** the year-end projections, subject to the updates mentioned above.

## **9.4 Schools Financial Value Statement**

The Governing Body received the SFVS as circulated in advance of the meeting. The SBM outlined the document and mentioned one question came up: Does the governing body have a finance committee, or equivalent, with clear terms of reference and a knowledgeable and experienced Chair? the GB noted the response to this as: the Governing Body does not have committees, decisions are dealt with via the whole GB and with delegation to individual governors for more detailed work.

The Governing Body **agreed** for the Schools Financial Value Statement to be signed off and submitted.

The Chair thanked the SBM, and all involved for their hard work on the budget. The SBM left the meeting.

## **10. HEADTEACHER'S ITEMS**

### **10.1 School Self Evaluation & School Development Plan**

The HT referred to the School Self Evaluation and School Development plans as circulated in advance of the meeting and asked all to familiarise themselves with the documents in time for Awayday event on Friday.

## **11. POLICIES TO NOTE/AGREE**

### **11.1 New Policy**

- Managing Allegations made against Staff (Spring 2022) (New Policy from LA)
- The GB **Agreed** the Managing Allegations made against Staff (Spring 2022) Policy.

### **11.2 Updated Policy**

The following updated policies were circulated to the GB ahead of the meeting for review. The Governors **agreed** to adopt the following policies:

- Statutory Policy - Safer Recruitment Policy (Spring 2022) Updated from LA
  - Home Learning - minor changes
- Expectation for teachers to consider sensitively consider the different resources children have at home learning. Add in comms – this is homework – (homework)  
Reminder to parents to sign up

### **11.3 No Changes to Policies**

The following policies were circulated to the GB ahead of the meeting for review. There were no changes to the policies. The Governors **agreed** to adopt the following policies:

- Home School Agreement (Spring 2022) No Changes
- Intimate Care Policy (Spring 2022) No Changes
- Positive Handling (Spring 2022) No Changes
- Statutory Policy - Children with Health Needs Who Cannot Attend School (Spring 2021) No Changes
- Statutory Policy - Complaints Policy (Spring 2021) No Changes
- Statutory Policy - Governors Allowance Policy (Spring 2022) No Changes
- Statutory Policy - SEND Policy (Spring 2022) No Changes
- Statutory Policy - Supporting Pupils with Medical Conditions Policy (Spring 2022) No Changes

## **12. BUILDING WORKS UPDATE – HT**

12.1 The HT updated meeting regarding the building works is being held this afternoon and an update will be provided at the next FGB meeting.

## **13. COVID – HT**

13.1 The HT reported the school currently has one case of Covid.

**A Governor asked if a child could attend school if tested positive for Covid.** The HT said no, if a child tests positive for Covid they should not come into school, and this has been communicated to parents via the newsletter.

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

14.1 AJ updated on the EDI Committee meeting held on 10<sup>th</sup> March 2022. The concept “Otherness” was discussed as well as Communication, Curriculum Development, looked at the results of the Pupil Survey and after the meeting went and viewed the new books.

**15. HEALTH AND SAFETY** Standing item

**15.1 Fire Risk Assessment**

The HT updated on the Fire Risk assessment report, the items that came up were due to changes as a result of the building works. The initial fire exit signs on the doors have worked well for the past number of years and it is only since the building work has been done that this issue has arisen because contractors have marked up some non-fire doors as exits. The HT has gone back to the Local Authority as it is their responsibility to look into this and it was their contractors that changed the doors. He has asked them to put in writing the signs that can be removed off the non-exit doors.

**A Governor asked if the fire alarm went off would all know how to evacuate the building.**

The HT responded yes all staff know which exits are to be used.

**16. GOVERNOR VISITS -** Standing item

**16.1** JF updated she had a really good visit to the EYFS classrooms (Nursery/Reception) to get a sense of their maths provision. The full update has been placed on Governor Hub.

**17. GOVERNOR TRAINING -** Standing item

**17.1** The HT reported he and Wendy Fitt have completed the Safeguarding training and Morgan Currie is scheduled to complete soon.

**17.2** RT updated she attended, understanding behind the curriculum provided by HEP and asked where the school is at with the Science Curriculum. The HT updated the plan is to start in the Spring term, the summer term curriculum is being worked on now and work on the autumn plan will start during the summer term. The feedback received on this so far is very good.

**18. ITEMS FOR THE NEXT AGENDA**

**18.1** None

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

**19.1** It was agreed the next FGB meeting will take place on Wednesday 27<sup>th</sup> April 2022, possibly 8am start, time of meeting to be confirmed.

**20. ANY OTHER BUSINESS**

**20.1** None

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

SIGNED

A handwritten signature in black ink, appearing to read 'E. Jones', written in a cursive style.

ELEANOR JONES, CHAIR OF THE GOVERNING BODY

DATE 11/7/22.