



## CAMPSBOURNE PRIMARY SCHOOL

### MINUTES OF THE GOVERNING BODY MEETING

Held on Monday 11<sup>th</sup> July 2022 at 6.30pm

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)

Observers: Duwan Farquharson, Laura Lewis-Williams, Burcu Keser and Sherilyn Sibanda

#### 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 Brij Sharma, Gladys Merceron and Verral Paul-Walcott.

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

2.1 There were no declarations made at the meeting.

#### 3. ANY LATE ITEMS

3.1 HT appraisal – Chair

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

4.1 The Minutes of the full Governing Body meeting held on 8<sup>th</sup> June 2022 were **agreed** as an accurate record for the Chair to sign and for school to retain on file.



## 5. ACTIONS LIST ARISING FROM MEETING 8<sup>th</sup> June 2022

Item No	Action	Assigned to
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. <b>Ongoing HT to add this item to the 3-year overview plan.</b>	HT
8.1 (27/4/22)	Short survey to establish parents' views on school holiday scheme provision. 8/6/22 - Completed need to check responses. 11/7/22 - HT updated the main area that arose, and he is looking into it to make the sports and forest school provision more structured. The school has in place holiday provision for the first 3 weeks of summer holidays. A reminder has been placed in the newsletter. Need to look at the number of staff needed for the provision we want to provide and then gradually increase this. <b>A Governor asked if the provision is open to non Campsbourne children.</b> The HT said no, in his view it is important to encourage and attract children from Campsbourne school to attend. <b>Completed</b>	HT
4.4 (27/4/22)	8/6/22 Find out from the LA if unspent childcare vouchers can be used by someone else. <b>HT to do</b>	HT
4.5	School Meal Vouchers not working – raise issue with the LA – inform parents. Item placed in Newsletter. <b>Completed</b>	HT
9.2	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. <b>Completed item placed in newsletter.</b>	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 – <b>Completed.</b>	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 updated he spoke to Haringey and there is a possibility that restrictions will be put in place. <b>Ongoing</b>	HT
19.1	Prevent Training to be update on Governor Hub training schedule. <b>Completed</b>	Clerk

## 6. PARENTAL ENGAGEMENT/COMMUNICATION FOCUS

### 6.1 Governors Newsletter

RT updated the Governors Newsletter to parents was sent out last week as shared via Governor Hub with the FGB in advance of the meeting.

### 6.2 Potential Teachers strike

It was noted there is a potential teachers strike taking place in the Autumn term.

## 7. CHAIR'S ITEMS

### 7.1 Leavers, New Governors, and Associate Members

The Chair referred to previous discussion where she had indicated she will be stepping down in the autumn term, and OC had said he would be stepping down in July 2022. OC has now tendered his resignation as Co-opted Governor with effect from today, 11<sup>th</sup> July 2022. The Chair thanked Owen on behalf of the Governing Body for all his hard work and input during his tenure at Campsbourne School.



The Chair welcomed Laura Lewis-Williams and Duwan Farquharson as newly appointed Co-opted Governors and also Burcu Keser, Sherilyn Sibanda and Verral Paul-Walcott as Associate Members to the Governing Body for a term of four years each with effect from 11<sup>th</sup> July 2022. The Chair mentioned she has forwarded to the new governors and members an overview of the role and some information about the school and the governing body, as well as some information about the role of associate members.

As part of the induction process the Clerk to set up the new governors and members on Governor Hub where they will be able to sign in and access all relevant documents and information relating to Campsbourne Governing Body as well as have access to Haringey Education Partnership (HEP) training and the Key for School Governors. Clerk to email the newsletter to parents to the newly appointed governors and members. **ACTION: Clerk**

The Chair suggested setting up the “buddy scheme” and asked governors to put names forward to buddy a new governor/member and it was agreed as follows:

- Duwan Farquharson – Elli
- Laura Lewis-Williams - Anita
- Burcu Keser - Ayca
- Sherilyn Sibanda - Alex
- Verral Paul-Walcott – Jude Fransman

## 7.2 **Governing Body Restructure – Meeting timetable for 2022/23**

The Chair referred to the proposal regarding having focus on areas of finance and curriculum and has been looking at restructuring the governing body, reviewing the terms of reference, and moving to a committee structure. The proposed structure will consist of the full Governing Body and a Resources, Health & Safety and Premises Committee, a Curriculum and Standards Committee and will continue with the current Equity, Diversity, & Inclusion Committee. Each of these committees will meet on a termly basis the timetable for all meeting dates is being worked on and will be shared after the meeting.

## 7.3 **Governing Body Away Day**

The Chair mentioned the Awayday event on Friday 23<sup>rd</sup> September 2022, she is looking into the possibility of getting someone external in to assist with the structure and training. This will incur a small cost, but it is important to receive relevant training and she has asked Karen Marr her previous trainer to see if she could assist. The Chair acknowledged all have work commitments but asked everyone to try and attend the event on 23<sup>rd</sup> September, and if anyone is unable to attend to let the Chair know.

## 7.4 **Pay Committee - Appraisal**

The Chair mentioned she is looking to set up a Pay Committee to consider the HT appraisal in September. The membership will consist of the Chair, AH and one other governor.

## 7.5 **Staff Wellbeing**

The Chair said JF had raised the issue of low pay and the rise in the cost of living. The Chair said the question is what school can do other than checking in on people. **A Governor asked if there is a way of finding out via a staff survey as wondered if support staff have the same space as other staff. A Governor mentioned some staff may not feel comfortable to mention anything, so it is about creating a space for them.** The HT mentioned the employee support service line available to all staff to talk about such issues. The Chair asked a reminder is sent out to raise awareness of the employee support line. The HT said he will check this out with HR and also regarding entitlement to free school meals if staff carry out lunch time duties. The Chair said she will check with her Chairs group. **ACTION: HT & Chair**

**A Governor asked will there be a wellbeing committee.** The HT responded yes, four people have planned to meet early September.



## **8. HEADTEACHER'S ITEMS**

### **8.1 Building Works update**

The HT reported the works have come to a halt as some tasks cannot be done due to the weather being too hot. The builders are meant to be working on the windows over the holidays. The HT is hoping the builders carry out the works they have to and leave by the end of the summer and then return next Easter.

### **8.2 SCHOOL DEVELOPMENT PLAN/SCHOOL EVALUATION PLAN (SDP/SEP)**

The Governing Body received the SDP/SEP for the Junior and Infants school as circulated in advance of the meeting. For the benefit of the new governors and members the school has two SDP as officially two schools with one headteacher. The HT updated on the headline data as follows:

The main focus in terms of teaching and learning is relating to metacognition held via 4 twilights from 3.45pm to 5.15pm during autumn and spring terms. Initial focus is on memory retrieval which is being worked on to help children focus, and not overloading the brain.

The Year 1 phonics results were good, and the assessments and SATs data shows the children have done well overall.

**A Governor asked whether the assessment information is shared with the parents.** The HT said he is trying to establish if this data is shared, can it be shared or not. The Chair said if the line is we cannot publish SATs data maybe we make a generic statement as acknowledgment that Campsbourne School's achievement is above the national level. **ACTION:** HT

The HT mentioned he has drafted a letter for parent to go out in September regarding roll out of Class Dojo.

The HT explained changes to how the teachers plan provision for children with SEN in their class. **A Member said we need to be clear how that support is written and provided. A Governor asked is there a review undertaken** and the HT said yes reviews are carried out, so children get the timely support. **A Governor asked do teachers feel confident in planning the teaching for SEN children.** The HT said yes, and this is improving but if a child needs a high level of support that can be challenging. The DHT meets with the teachers, reviews are undertaken and has an overview of the provision. **A Governor asked are teachers responsive to this** the HT responded will know more about this in due course. It was agreed this is an item for the consideration of the Curriculum & Standards committee in the Autumn term. **ACTION:** Clerk

### **8.3 Taking Governors Photos**

It was agreed for all to provide their electronic photo for the school noticeboard and website by end of term to the HT. **ACTION:** FGB

## **9. POLICIES TO AGREE/NOTE/DELETE**

**9.1** The Governing Body received the policies as circulated in advance of the meeting. The Chair and HT will look through the list of all policies and allocate to appropriate committees. **ACTION:** HT/Chair

**The Governing Body received and agreed to the following policies:**

- Data Protection
- Fofl
- Privacy Notice Pupils
- Privacy Notice Staff
- Behaviour Principles
- Health & Safety Policy

**The Governing Body received and noted the following policies:**

- CCTV
- Clear Desk
- Data Breach



- Data Retention
- Electronic Information and Communication
- Information Security
- Asbestos Management Plan
- Control of Infections Policy
- Assessment for Learning
- CPD
- Feedback
- Learning and Teaching
- Attendance
- Collective Worship and Assembly
- Extended Schools
- Fasting
- Lettings
- Missing Children and Collection
- Placement of Children outside their Chronological Year Group
- Checking Identity of Visitors
- Annual and Special Leave Policy
- Flexible Working Policy
- Learning Observation Policy
- Managing Wellbeing Policy
- Sickness Absence Management Procedure
- Grievance Procedure
- Reading and Spelling Policy
- RSE Policy
- Transition Policy

**The Governing Body agreed to deleting the following policies:**

- Educational Visits
- Fire Safety Management
- Managing Contractor
- Manual Handlings

**10. OFSTED – Standing Item**

10.1 The Chair updated on OFSTED for the benefit for the new governors and members and that Campsbourne is due an inspection during the Autumn. AH will send the Ofsted briefing paper to the new governors and associate members. **ACTION:** AH

**11. COVID – HT**

None to report.

**12. EQUITY, DIVERSITY & INCLUSION Standing item**

**12.1 Black heritage networking event – JSB**

JSB reported on the Black heritage networking event which was to get parents from the black community together to discuss areas they want the school to work on and gave them an opportunity to give feedback in a safe space. The turnout was good around 25 parents and about 40 children attended, and all parents participated in the discussion. Some of the items that came up were why parental engagement, JSB's role, white slip, racial incidents, behaviour, racism, teaching, and diversity. Next steps are to plan a social event at the end of term and a further meeting in the autumn. JSB is currently working on the report which will be shared with the FGB in due course. **ACTION:** JSB

The Chair said FGB will look at the report to ensure we are aware of any key points. The HT said will take any action needed and add to the school development plan and also take to class representatives working committee. A Governor said the event was also about managing parents' expectation, giving clarity, and



raising awareness of things that are in place. The Chair thanked JSB, and all involved in this event for their hard work and input.

**12.2 Equity, Diversity, and Inclusion Committee**

AJ updated on the EDI committee meeting held on 23<sup>rd</sup> June 2022, the key items that were discussed were Pupil Premium and interventions, looked at the definitions of participation, engagement, and consultation, white slips, and the proposed working group structure. The Minutes of the EDI will be available in due course.

**13. HEALTH AND SAFETY Standing item**

**13.1** The Chair updated she will be visiting to look at H&S on Monday and asked if anyone is interested in taking over the H& S link role. Duwan Farquharson put himself forward as the H&S link governor.

**14. GOVERNOR VISITS Standing item**

**14.** It was noted governor visits have been posted onto Governor Hub.

**15. GOVERNOR TRAINING Standing item**

**15.1** The HT reminded all to sign up to the Safeguarding event being held via an online seminar on 12<sup>th</sup> September. JF gave her apologies as is unable to make this date. The HT asked if anyone else is unable to attend to let him know as there are other dates available.

**16. ITEMS OR THE NEXT AGENDA**

**16.1** Nothing further than those mentioned above.

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

**17.1** The schedule of meeting dates for 2022/23 will be shared with all via Governor Hub after the meeting.

**18. ANY OTHER BUSINESS**

**18.1 Diverse Issues**

A Governor asked if there is a date in the calendar regarding a whole school approach to talk about diverse issues/anti-racism. The Chair suggested to look at JSB's report and see how we want to look at this at the September FGB. **ACTION:** Item: JSB

**18.2 EID**

A Governor asked if anything was sent out to parents regarding EID. The HT said he will be sending a message out to parents.

There being no further Part 1 business the meeting concluded to enable Part 2 Confidential Agenda items discussion.



## ACTIONS LIST

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4.4 (27/4/22)	8/6/22 Find out from the LA if unspent childcare vouchers can be used by someone else. <b>HT to do</b>	HT
9.2 (8/6/22)	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
13.7 (8/6/22)	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 updated he spoke to Haringey and there is a possibility that restrictions will be put in place. <b>Ongoing</b>	HT
7.1	Clerk to email the newsletter to parents to the newly appointed governors and members. <b>ACTION: Clerk</b>	
7.4	Staff Wellbeing - The HT mentioned the employee support service line available to all staff to talk about such issues. The Chair asked a reminder is sent out to raise awareness of the employee support line. The HT said he will check this out with HR and also regarding entitlement to free school meals for staff that carry out lunch time duties. The Chair said she will check with her Chairs group.	HT, Chair
8.2	<b>A Governor whether the assessment information is shared with the parents.</b> The HT said he is trying to establish if this data is shared, can it be shared or not. The Chair said if the line is we cannot publish SATs data maybe we make a generic statement as acknowledgment that Campsbourne School's achievement is above the national level.	HT
8.2	Provision for children with SEN – Item for Curriculum and Standards Committee.	Clerk
8.3	It was agreed for all to provide their electronic photo for the school noticeboard and website by end of term to the HT.	FGB
9.1	Look through the list of all policies and allocate to appropriate committees	HT/Chair
10.1	Send the Ofsted briefing paper to all new governors and members.	AH
12.1	Black heritage networking event – Share report with FGB for discussion in September.	JSB

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

SIGNED



DATE

20.10.22

ELEANOR JONES, CHAIR OF THE GOVERNING BODY