



CAMPSBOURNE PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING Held on Wednesday 28th September 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	09/06/2025
	Duwan Farquharson	DF	10/07/2026
	Eleanor Jones Co-Chair	EJ	18/09/2022
	Brij Sharma Co-Chair	BS	13/09/2025
	Laura Lewis-Williams	LLW	10/07/2026
	*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
	*Sherilyn Sibanda	SS	10/07/2026
	Verral Paul-Walcott	VPW	10/07/2026
	*Burcu Keser	BK	10/07/2026

* Asterisk denotes apologies

- 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, the Chair EJ welcomed all to the meeting.
- 1.2 Apologies for absence were received and recorded from Jade Springer-Best, Anita Jakhu, Sherlyn Sibanda and Burcu Keser.

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. GOVERNING BODY ADMINISTRATION

3.1 To re-appoint Co-opted Governor

The FGB agreed to re-appointment EJ as Co-opted governor for a term of four years.

3.2 To elect in Chair /Vice-Chair for academic year

The GB unanimously voted and **agreed** for Eleanor Jones to stand as Chair for a term of one year. The Chair said will not be operating the Co-Chair model this year.

The GB unanimously voted and **agreed** for Alex Heywood to stand as Vice Chair for a term of one year.

3.3 To agree Committee Terms of References and Link Governor roles

The Chair referred to the proposed Terms of References (TOR) for the Finance & Premises and the Curriculum & Standards Committees as shared in advance of the meeting and asked Governors if they have any comments. It was noted DF had already sent his comments to the Chair.

A Governor asked regarding the Pay Sub-committee. The Chair responded the Pay Sub-Committee will form part of the Resources and Premises Committee subject to agreeing the TOR.

A Governor requested the TORs to specify staff and non-staff members.

A Governor asked whether confidential items will still be discussed at the FGB. The Chair responded yes.

The FGB **agreed** to the Finance & Premises and the Curriculum & Standards Committees Terms of Reference. The Chair said if anyone has any further comments to let her know.

The Committee Chair and Vice-Chairs were agreed as follows:

Finance & Premises Committee

- Duwan Farquharson - Chair
- Alex Heywood - Vice Chair

Curriculum & Standards Committee

- Laura Lewis-Williams – Chair
- Rani Tebbit - Vice-Chair

The Chair stated Equity, Diversity & Inclusion and Safeguarding will form an integral part of the committees. At each of the non-clerked committee meetings need to elect a minute taker and suggested using the agenda template from “The Key” for the first committee meetings.

Link Governor Roles

The GB agreed Link Governors as follows:

- Curriculum/Assessment/Ofsted – Anita Jakhu & Natasha Crabbe
- Numeracy – Brij Sharma
- Literacy – Brij Sharma & Associate Member TBC
- Data Protection - Duwan Farquharson
- Early Years Foundation Stage (EYFS) - Eleanor Jones
- Health and Safety - Duwan Farquharson
- Healthy living (PE and PHSE) – Rani Tebbit
- Humanities - Gladys Merceron
- Parent Community & Communications - Jude Fransman & Gemma Hall
- Pupil Premium, Black, Asian, and Minority Ethnic (BAME), Achievement for All – Anita Jakhu
- Safeguarding and prevent – Emily Arkell
- School Council - Rani Tebbit & Emily Arkell
- Science, Technology and Maths (STEM) – Ayca Onkal
- Special Needs (SEND) – Gemma Hall & Sherilyn Sibanda
- Wellbeing and Behavior – Rani Tebbit
- Sustainability Champion – Gladys Merceron
- Extended services (ASC and clubs) - Jude Fransman

3.4 Governors to review/sign Code of Conduct & Annual Declaration of Interest form on Governor Hub

The Chair reminded all to ensure they log into Governor Hub to review and sign the Code of Conduct and complete their Declarations of Interests.

The GB noted Campsbourne Governing Body Instrument of Government which sets out information about how the GB is constituted, as shared on Governor Hub.

3.5 To review/agree the Scheme of Delegation

It was agreed for the Scheme of Delegation to be presented for review and agreement by the Finance & Premises Committee.

3.6 Keeping Children Safe in Education 2022

The Chair stressed the importance of all governors to attend the KCSIE training, check the information she placed on Governor Hub and declare they have read and understood the Keeping Children Safe in Education (KCSIE) 2022 Policy. **ACTION:** FGB

The HT reminded all to check they have current DBS if not to bring the relevant ID to the school office. Discussion took place about how often the DBS needs to be undertaken. See information shared on Governor Hub regarding requirements. **ACTION:** FGB

4. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

The Minutes of the full Governing Body meeting held on 11th July 2022 were **agreed** as an accurate record for the Chair to sign and for school to retain on file.

5. ACTIONS LIST

5.1 Action arising from FGB 11th July 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. Ongoing HT to add this item to the 3-year overview plan. Completed	HT
4.4 (27/4/22)	8/6/22 Find out from the LA if unspent childcare vouchers can be used by someone else. Response is no – Completed.	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. The Chair suggested having discussion re becoming Parent Governor at the coffee mornings. Completed	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. HT has emailed no response to date will chase.	HT
7.1	Clerk to email the newsletter to parents to the newly appointed governors and members. AO will send to all governors on a weekly basis. Completed	Clerk
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. Completed.	HT, Chair
8.2	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. Completed.	HT

8.2	Provision for children with SEN item for Curriculum and Standards Committee on committee agenda - Completed	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. Completed.	FGB
9.1	Look through the list of all policies and allocate to appropriate committees. Item on agenda. Completed.	HT/Chair
10.1	Send the Ofsted briefing paper to all new governors and members. Completed.	AH
12.1	Black heritage networking event – Share report with FGB for discussion in September. Item on agenda see 11.1 below. Completed.	JSB

6. PARENTAL ENGAGEMENT/COMMUNICATION FOCUS

- 6.1 The Chair said the Coffee mornings are an opportunity for parents to meet with governors and we need to encourage parents to consider becoming Parent Governors particularly as Parent Governor elections will be coming up as a result of GM term ending in November. This will be mentioned at coffee morning and via Group Call, class WhatsApp, Class List and the Newsletter to ensure communications are received. The Coffee Mornings will be scheduled to take place on Fridays, a.m. The HT said he has arranged open morning so will let the Chair know which Fridays are free for the coffee mornings to take place. **Action:** HT

7. CHAIR'S ITEMS

7.1 Newsletter

The Chair said she will be working on the Autumn Newsletter which will consist of information about the new Governors and Associate Members, Committee Structure, highlight the school's SAT results, Parent Governor elections and Coffee mornings. If anyone has any other items to let Chair know.

7.2 Follow up from Safeguarding training

The Chair referred to a local school being judged by Ofsted as inadequate and stressed the importance of safeguarding and school Improvement. A Safeguarding Audit review of the school will be undertaken on 18th October followed by a visit by EA as Safeguarding and Prevent Link Governor.

The HT updated the Prevent training the FGB done was not the full course so need to do again. It was agreed for all to do the HEP online course to get the required certificated Prevent training.

8. HEADTEACHER'S ITEMS

8.1 Term Dates 2023/2024

The GB agreed the Term Date 2023/2024 as circulated in advance of the meeting.

8.2 End of Term Procedures

The HT reported the school will close at 1.45pm on the last day of each term Christmas, Easter and Summer and there will be no after school provision after that time on those days.

8.2 Safeguarding Review

Will be carried out on 18th October (see para 7.2).

8.3 Building Works update

The HT updated builders are on site on a daily basis as working on the school's brick work, windows, boiler, and fencing.

A Governor questioned the school's energy costs. The HT responded a smart meter has been installed now and he will be receiving information next week regarding how to monitor energy usage. The HT discussed with teachers the basics regarding energy conservation and to ensure windows and door are closed.

The HT stated it is not just the energy costs that have gone up, the cost for food, school meals all have gone up and rising so a lot to be discussed at the Finance & Resources Committee.

9. POLICIES

9.1 Policies Overview to be agreed

The HT referred to the proposal he circulated suggesting agreeing which policies go to the Committees and which should come to FGB. It was **agreed** for policies to be agreed by committees as per the proposal, for ratification by the FGB as appropriate.

9.2 To Agree

The Chair asked if there are any comments on the policies circulated for review in advance of the meeting. The Governors **agreed** to the following policies:

- Statutory Policy - Safeguarding and Child Protection Policy and Procedures (Autumn 2022)
- Statutory Policy - Nursery Admissions (Autumn 2022)
- Governor Monitoring Visits (Autumn 2022)
- Governor Code of Conduct (Autumn 2022)

9.3 To Note for information only

The Governors **noted** to the following policies:

- Statutory Policy - Reception Admissions (Autumn 2022)
- Statutory Policy - First Aid Administration of Medicines Policy (Autumn 2022)
- Online Safety Policy 2022 (Autumn 2022)
- Child on Child Abuse Policy (Autumn 2022)
- Acceptable Use Policy (Visitors - Contractors) (Autumn 2022)
- Acceptable Use Policy (Staff-Governors-Volunteers) (Autumn 2022)
- Acceptable Use Policy (Parents) (Autumn 2022)
- Acceptable Use Policy (KS2) (Autumn 2022)
- Acceptable Use Policy (KS1) (Autumn 2022)

9.4 To Delete

The GB **agreed** to the deletion of this policy

- Designated Teacher for Looked After and Previously Looked After (Spring 2021)

10. OFSTED – Standing Item

The Chair said nothing further to add at this stage to the various conversations the GB has had to date.

11. EQUITY, DIVERSITY & INCLUSION Standing item

11.1 Black heritage networking event – JSB/GH

The Clerk reported JSB had sent her the report earlier today when she sent apologies for not being able to attend. In JSB absence it was agreed to discuss the report at the next FGB meeting.

The HT updated he had a discussion with JSB about the training and felt some staff members were uncomfortable to talk openly about issues and that maybe we could use EDI committee to develop these conversations more broadly. The HT suggested that maybe other members of staff/SLT attend the meeting rather than the HT. HT is in the process of booking Jeffrey Boakye for Sep 2023 for whole staff INSET. It was agreed that the HT attend part of the EDI committee meeting and members of SLT attend other parts.

A Governor asked if parameters are set to have difficult conversations and mentioned Angela Brown.

The HT cited about a previous event and people's perceptions, and it is about breaking barriers and having open discussions. A governor had a contact who they thought could help and would send details to the HT.

A Governor asked what is it that is difficult, is it about the team. If using a case study how can assumptions be made, why difficult. Another Governor explained it takes time for people to feel comfortable to have an open conversation without the fear of being criticised.

A Governor suggested arranging staff socialising events.

The Chair said if having these conversations in school is not happening is this discussed at SLT. The HT said yes these are when issues come up however having different people attending EDI would assist as it is a case of trying to find different forums to involve all, teachers are over stretched and there are time restraints.

11.2 Update on meeting held on 23rd June 2022 – Deferred to the next meeting as EDI, Chair not present.

11.3 Timing of future meetings – Deferred to the next meeting.

12. HEALTH AND SAFETY Standing item
See 13.

13. GOVERNOR VISITS Standing item

13.1 The Chair updated on her visit as the Health and Safety Link Governor with HT and Michael Lovell (Caretaker) and reported all actions from the previous H&S audit have been addressed or are progressing (visit report shared on Governor Hub). During visit picked up some more actions such a guttering needing attention. The next audit will take place during October.

The Chair encouraged all to schedule in visits related to their link roles and to let the HT know when planning to visit so relevant staff can be made aware.

14. GOVERNOR TRAINING Standing item

14.1 The Chair reminded all to undertake the Prevent training, other relevant training and to look at the extensive training programmer HEP offers. All training attended to be recorded on Governor Hub.

14.2 All should have membership to the National Governor Association if not to let the Clerk know. **ACTION:** Clerk to check JF's membership.

15. ITEMS FOR THE NEXT AGENDA

To let Chair or Clerk know of any items for December meeting or any other communication.

16. DATE AND TIME OF NEXT MEETING

It was noted the next FGB meeting will take place on Tuesday 13th December 2022 at 6.30pm at the school.

17. ANY OTHER BUSINESS

17.1 The Chair said she has circulated dates for the Awayday that Karen Marr can do and will also share on Governor Hub. **ACTION: Chair**

17.2 The Chair asked the Clerk to send a Zoom link for F&R 4th Oct 2022. **Action: Clerk**

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

ACTIONS LIST

Item No	Action	Assigned to
C/F 13.7 (8/6/22)	<p>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. HT has emailed no response to date will chase.</p> <p>Response from Haringey 26/09 - We are working on the next batch of school streets, there are 12 more due by end of financial year. Our discussions have included your school, but there is the proposed controlled parking zone that is coming into force around your school too. So, we have to work in conjunction with these schemes. We have a school street meeting on Tuesdays, and I will try to find out the next stage. I believe Sharon has been in contact with us, so I hope that the school hands up survey can be conducted to make sure the car levels are still lower.</p>	HT
3.6	All Governors to attend the KCSIE training, check the information the Chair placed on Governor Hub and declare they have read and understood the Keeping Children Safe in Education (KCSIE) 2022 Policy.	FGB
3.6	All to check they have current DBS if not to bring the relevant ID to the school office.	FGB
6.1	The HT said he has arranged open morning so will let the Chair know which Fridays are free for the coffee mornings to take place. Completed	HT
14.2	All should have membership to the National Governor Association if not to let the Clerk know. Clerk to check JF's membership. JF is a member of NGA. Completed	Clerk
17.2	The Chair asked the Clerk to send a Zoom link for F&R committee 4 th Oct 2022. For ease of managing the meeting DF as Chair of committee set up the zoom link. Completed	Clerk

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

SIGNED



DATE

20.1.23

ELEANOR JONES, CHAIR OF THE GOVERNING BODY