

**GOVERNING BODY OF
CAMPSBOURNE PRIMARY SCHOOL**

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Campsbourne Primary School

MINUTES OF THE FULL GOVERNING BODY MEETING

DATE: Tuesday, 13th December 2022

TIME: 6.30pm

VENUE: Zoom (Virtual meeting)

PART ONE

Position	Name	Initial	Term End Date
LA Governor	Emily Arkell*	EA	20/09/2025
Parent Governors	Jude Fransman	JF	23/11/2023
	Burcu Keser*	BK	22/11/2026
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	18/09/2026
	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

Also in attendance: Glenn Barnfield, Clerk, Haringey Education Partnership

Part 1

1. WELCOME

1.1 The Chair, Eleanor Jones, welcomed everyone to the meeting which began at 18.35 and took place over Zoom.

1.2 Apologies for absence were received from Emily Arkell, Burcu Keser, Brij Sharma, Anita Jakhu and Verral Paul-Walcott.

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

2.1 No declarations were made in relation to any item on the agenda.

3. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

3.1 The minutes of the meeting held on 28th September 2022 were agreed as an accurate record.

4. ACTIONS From the previous meeting

4.1 In reviewing the actions from the previous meeting, it was highlighted that:

- All Governors had attended the KCSIE Training
- Governor DBS checks were almost complete.
- Dates for the open mornings would be shared with Governors in a newsletter; this would also be shared on Governor Hub.

5. PARENTAL ENGAGEMENT/COMMUNICATION FOCUS

5.1 The Chair noted that the Headteacher had met with the HSA reps. The Headteacher noted that the meeting had been productive and that there was nothing to highlight.

6. CHAIR'S ITEMS

6.1 Parent Governor: The Chair confirmed that Burcu Keser had been elected as a Parent Governor.

6.2 **DECISION: The FGB ratified the appointment of Burcu Keser as Parent Governor; with her term end date 22.11.2026.**

6.3 EDI monitoring survey results: The Chair noted that the EDI monitoring survey results would be shared ahead of the next FGB meeting (ACTION: Chair).

6.4 Regarding the diversity of the FGB, the Chair noted that it could look to recruit more male Governors to ensure there was a greater male/female balance.

6.5 Succession planning - GB leadership: The Chair had shared a plan ahead of the meeting on the future of the GB leadership. In summary - Alex Heywood has agreed to step in as Acting Chair from January until the next FGB meeting in March 2023. Laura Lewis-Williams had agreed to become Chair of the FGB meeting from April 2023. Rani Tebbit had agreed to be the next Chair of the Curriculum & Standards Committee.

6.6 **DECISION: The FGB agreed that Rani Tebbit's membership of the FGB would change to being a Co-Opted Governor (in place of Eleanor Jones who was stepping down at the end of the Autumn Term) from the beginning of the Spring Term.**

6.7 The FGB thanked Eleanor Jones for all her hard work and dedication as Chair of the FGB.

7. HEADTEACHER'S ITEMS

7.1 Headteacher's report: The Headteacher provided an overview of his Report and the 3-Year Plan. It was noted that there would be consultations with Staff to receive feedback.

7.2 The following information from the Headteacher's report was highlighted:

- Training, including around diversity, had been arranged for 2023.
- Attendance continued to perform well.
- Persistent absences were steadily decreasing.
- There was no staff member on long term sick leave.
- One teacher had been placed on an Informal Support Plan.

7.3 **Is the number of staff member absences high?** The Headteacher responded that absences were covered internally, where possible. He felt the number was roughly in line with previous terms and noted that the long term absences distorted the data. On the whole, he had no concerns to raise regarding staff absences.

7.4 The Headteacher noted that he would provide a greater breakdown on persistent absences in his next report (ACTION: HT).

7.5 On pupil attendance, the Headteacher assured that this was improving overall and would continue to improve further in light of the school was decreasing the number of persistent absences.

8. POLICIES – To agree

- 8.1 Behavior Policy – The Chair noted that the School was to carry out a thorough review of the Behaviour Policy over the 2022/23 academic year; a revised version of the Policy would then be presented to the FGB in 2023/24. The FGB was asked to confirm the existing Policy (which should be approved annually) whilst the School continued its review.
- 8.2 The Chair provided an overview of the review of the Behaviour Policy and potential changes, which included the rewards system being significantly reduced.
- 8.3 Equality Information and Objectives Policy – The Headteacher noted that the Equality Information had been updated.
- 8.4 On recruitment, it was noted that the current process stipulated that a recruitment panel should be diverse, where possible.
- 8.5 Regarding diversity monitoring, the Headteacher noted that this information was collected from student application forms and forms were sent out annually. He agreed that highlighting free school meals to parents should be done each term to ensure all eligible students received this.
- 8.6 Disciplinary Policy – Responding to a question, the Headteacher noted that this was separate to the Code of Conduct.
- 8.7 More generally, the Headteacher was asked to ensure that all links listed in the policies were correct and up to date (**ACTION: HT**).
- 8.8 Inclusivity was discussed and the Headteacher noted that all was done to encourage SEND students to take part in assemblies and other events taking place at the School. He added that the School was looking ahead to review the assemblies that are held.
- 8.9 It was reported that some children with SEND may find participating in assemblies challenging due to the high number of parents in attendance. The Headteacher agreed to discuss alternative options with the SLT (**ACTION: HT**).

8.10 **How do you communicate policies to staff?** The Headteacher agreed that this was an area that could be improved. Policies were available on the website or the teacher's drive. He would look to regularly add any policy updates to morning briefings with staff (**ACTION: HT**)

8.11 **DECISION: The FGB ratified the following:**

- The Behaviour Policy
- Equality Information and Objectives
- Disciplinary Policy

9. OFSTED

- 9.1 The Chair noted that the School was continuing to prepare for an Ofsted inspection, however, there was no indication when this might take place.

10. COMMITTEE UPDATES

- 10.1 EQUITY, DIVERSITY & INCLUSION: It was noted that Jude Fransman and Anita Jakhu would be co-chairs moving forward. Ayça Onkal, Gemma Hall and Jade Springer Best would shadow the co-chairs.
- 10.2 At the last Equity, Diversity & Inclusion Committee it was highlighted that there had been a focus on Jade Springer Best's role and how the School may seek to utilise this role. The Committee suggested that her job descriptor be reviewed. It was agreed that this was not the role of governors and that this was a decision for the head teacher.

10.3 RESOURCES & PREMISES: The Chair of the Resources & Premises Committee noted the report from the last meeting was available on Governor Hub. The following information was highlighted:

- A Pay Sub-Committee had met on 20 October 2022; all recommendations were approved.
- Feedback had been provided on the health and safety audit; there were no serious concerns to raise.
- A safeguarding update had been provided; there were no concerns to raise.
- The School accounts had been thoroughly reviewed. The accounts were approved.
- The cost of School meals had been reviewed and it was agreed to increase these to £2.40 from January 2023. This would be reviewed annually in the summer term.

10.4 On the decision to increase the cost of School meals, it was noted that the Committee had not taken this decision lightly but considered it necessary in light of current pressures.

10.5 CURRICULUM & STANDARDS: The Chair of the Curriculum & Standards Committee noted the report from the last meeting was available on Governor Hub. The following information was highlighted:

- There was a discussion around link governors (on the agenda at Item 12).
- An update on progress of disadvantaged pupils had been provided.
- All Link Governors had been asked to report back at the next meeting.

11. HEALTH AND SAFETY

11.1 The Chair reiterated that the most recent Health and Safety Audit had been reviewed at the last Resources & Premises Committee meeting.

12. GOVERNOR VISITS

12.1 Link Governor Roles: The Chair noted that associate members could work with governors (such as in a shadowing capacity) on link visits as part of succession planning and ensuring their skills and expertise were utilised.

12.2 The Chair had shared a document ahead of the meeting on revising the process for link governor roles and addressing gaps.

12.3 The FGB was asked to review the link roles and let the Acting Chair know which roles they were interested in (**ACTION: FGB**).

13. GOVERNOR TRAINING

13.1 The Chair reminded the FGB to check available training on Governors Hub. There was also training available on the NGA.

13.2 From the New Year, it was recommended that the FGB log all training on Governor Hub.

14. ITEMS FOR THE NEXT AGENDA

14.1 None.

15. DATE AND TIME OF NEXT MEETING

15.1 The next FGB meeting would be held in person on 28th March 2023.

16. ANY OTHER BUSINESS

16.1 None.

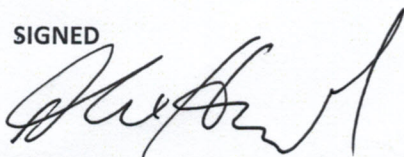
Part 2 – CONFIDENTIAL ITEMS

The FGB agreed the Part 2 Minutes of the meeting held on 28th September 2022 and there were no further items discussed in Part 2.

Item No	Action	Assigned to
C/F 13.7 (8/6/22)	School entrance, school streets, proposed controlled parking zone schemes. UPDATE: The FGB agreed to review this at the next meeting.	HT Clerk - item
7.4	Provide Breakdown on persistent absences data	HT
8.7	Links in policies to be checked to ensure they worked and were up to date.	HT
8.9	Alternative assembly options for students with SEND (who may find participating overwhelming due to the number of parents in attendance) to be discussed with the SLT	HT
8.10	Headteacher to improve communications around policy updates (such as discussing any updates at morning briefings)	HT
12.3	FGB to inform Acting Chair if they are interested in any link roles	FGB

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

SIGNED



Alex Heywood

DATE

VICE CHAIR OF THE GOVERNING BODY