



CAMPSBOURNE PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING Held on Tuesday 28th March 2023 at 6.30pm at the School

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
	Rani Tebbit	RT	12/12/2026
	Laura Lewis-Williams	LLW	10/07/2026
	Anita Jakhu	AJ	22/09/2024
	Alex Heywood - Chair	AH	22/09/2024
	Vacant		
Headteacher	Jonathan Smith	HT	Ex officio
Associate Members	Natasha Crabbe	NC	17/11/2024
	Gemma Hall	GH	05/07/2025

* 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 welcomed all to the meeting.
- 1.2 There were no apologies for absence.

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. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

- 3.1 The Minutes of the full Governing Body meeting held on 13th December 2022 were **AGREED** as an accurate record for the Chair to sign and for school to retain on file.

4. ACTIONS LIST

4.1 Action arising from 13th December 2022

Item No	Action	Assigned to
C/F 13.7 (8/6/22)	School entrance, school streets, proposed controlled parking zone schemes. Agreed to review this at the next meeting. 28.03.23 – HT reported no update on this issue at present, if he does get any information he will inform the GB. Item to be closed off .	HT Clerk - item
7.4	Provide Breakdown on persistent absences – Discussed at C&S comm - Completed	HT
8.7	Links in policies to be checked to ensure they work and are up to date. Completed	HT
8.9	Alternative assembly options for students with SEND (who may find participating overwhelming due to the number of parents in attendance) discuss with the SLT. 28.03.23 – HT has mentioned to MC to look into options.	HT

[Handwritten signature]

8.10	Headteacher to improve communications around policy updates, discuss any updates at morning briefings). 28.03.23 - A Governor asked if this is minuted, the HT responded yes, in morning briefing notes. Ongoing - Close off.	HT
12.3	FGB to inform Acting Chair if they are interested in any link roles - item on agenda	FGB

5. PARENTAL ENGAGEMENT/COMMUNICATION FOCUS

- 5.1 It was noted this item has been on the FGB agenda for some time. The HT updated at the last parents review meeting he got mixed views regarding communication some parents felt communication from the school is good whereas, others felt it could be better.

A Governor asked if an annual parental survey is carried out. The HT responded yes.

The GB discussed where the Parental Engagement and Communication item should sit going forward as focus on this needs to continue. The Chair of Curriculum & Standards committee said this item does sit under that committees remit however there may be times when the committee may bring strategic items to the FGB for instance outcome of parental survey. The Chair said key items like this would be covered in the Headteacher's report and will be listed on the 12-month calendar cycle which he is working on and will be shared in due course. The GB **Agreed** to move the Parental Engagement and Communication item to the Curriculum & Standards committee. **Action: Clerk**

Some Governors mentioned receiving reminders from the school to book parents' meetings but when they clicked on the link there appears to be a technical issue for bookings as to whether it is to be in person or not. A Governor said she has taken a "screen shot" of the message she got, the HT asked the Governor to send him the relevant information and he will follow this up with school cloud. **Action: HT.**

6. CHAIR'S ITEMS

6.1 Governing Board Constitution

See Confidential Part 2.

6.2 Equality, Diversity & Inclusion EDI

The Chair referred to his message on Governor Hub relating to EDI, also discussed at the awayday. He said he is not devaluing the work of the EDI committee and proposed it becomes a parental engagement group as opposed to a committee of the GB with a lead representative from the group reporting back to the HT who in turn would be held to account by the FGB committees. The EDI committee has parents on it, and pointed out the HT's duty and accountability is to the Governing Body and not to parents of the school.

The EDI Committee Chair, **questioned what the issue is regarding having parents at the meeting, is the EDI committee deterring from the agreed TOR not appropriate.** The HT responded having re-read the TOR they do not sit well as a governing body committee. The EDI committee is formal and operates like a GB meeting, has an agenda, is clerked, has minutes and an actions list but there are parents on it, he feels that is not appropriate and raises concern about who the HT is being held accountable by. The HT added for instance when looking at the behaviour policy that sits under Curriculum & Standards and a staffing issue sits under Resources & Premises committee therefore most of the areas where the GB would be holding the HT to account would be covered. The HT said if a parent was to attend a GB meeting they are present as an observer and do not contribute to the discussion so there is a blurred line.

A Governor asked whether parents attend these meetings regularly and how do they contribute. The EDI Chair responded parents from the black family's network attend every EDI meeting, they contribute to discussions, share their opinions, experiences and we get feedback from them. The HT said obtaining parents feedback is valuable and is needed.

A new Governor said she attended her first EDI meeting and found it really insightful and felt was a safe place for parents to be heard and asked how else we can make it work. Other members of the EDI Committee commented on the value of having the EDI committee.

A Governor commented this is a grey area, the EDI committee was set up prior to the Curriculum & Standards and Finance & Resources Committees, in the TOR there is a mixture between providing space for strategic discussion and around issues which are too complex to be dealt with in a decision-making focussed committee and looking at the first point on TOR it says hold the school to account so understands the HT's point.

The EDI Chair said she has no problem for the EDI to be a working group rather than a committee, it is not a talking group, or a parent engagement group as that is JSB's role nor is it to put pressure on the HT and is sorry if the HT feels like that. When EDI Committee was first set up it was to get independent views like the SEND group and asked what the alternative is, wants some formality and clarity as to how it will exist in the current structure, don't want to lose the focus, it needs to evolve and is confused about what holding HT accountable means, does the HT want to arrange and Chair the EDI meetings, will governors be on it and asked the HT what he envisages will be different. The HT responded he would need to speak to staff members outside of this meeting to decide best way forward and if it going to be a school led WP or something.

The Chair said the structure and purpose can stay the same, and it is not directly linked to the GB because there are parents on it, so becomes a working group with a reporting line that goes directly into the HT. The EDI Chair said she is confused what is it she should be saying to the HT as she is the EDI lead what is different. The Chair said as the HT will not be at the EDI working group meetings whoever the EDI lead is would feedback key points to the HT and the HT reports to the GB and the Committees the points that were raised.

HT said the role of the parent governors is to bring the views of the parents. A governor asked how, as parent governors cannot speak to all parents regarding their views. The HT said parent governors are there to represent not to seek each individual parent's views.

A Governor said she feels this will not work, how will it feed into the EDI, how are parents engaged. The HT updated on changes to the School Development Plan (SDP) that set out the priorities within each area over the next four years with focussed EDI strands in various places. When the HT meets with parents he looks at feedback to see how things can change but the SDP is already agreed, and it is important not to retract from the core items in the SDP.

The EDI Chair said the EDI comm would feed into SDP and referred to the swot analysis carried out at the last meeting and commented she is not sure what is needed, need to look at how parent can feed views to HT.

A Governor questioned having the space for EDI discussion at committees. The HT said in his view it is fundamentally the role of the committees.

The Chair said to commit to look at the reporting lines and not be a committee as has parental involvement. **ACTION: Chair/HT.**

6.3 Link Roles

To be reviewed in due course. It was noted as previously agreed, Laura Lewis-Williams will be the FGB Chair FGB with effect from 1st April 2023.

7. HEADTEACHER'S ITEMS

7.1 School Development Plan

The GB received the school SDP as circulated in advance of the meeting. The HT shared the SDP at the meeting and highlighted the areas he has updated under well-being, added in committees monitoring roles, increasing school revenue, will update link governors and add in ICT equipment replacement and building.

The GB agreed the School's School Development Plan 2023-2027.



7.2 Headteacher's Report

The GB received the HT report as shared in advance of the meeting. The HT said he will change the report to have a closer link to the SDP and progress being made and updated on the following:

The GB noted 2023/24 Term Dates

Strike days

411 children currently on roll

Staff Absence

Three staff members on long term sickness absence, one has return to work the remaining two have been referred to Occupational Health.

A Governor requested to see the absence figures with long term absence numbers taken out. **Action: HT**

Complaints

There was one.

A Governor asked what the complaint related to. The HT responded it related to behaviour.

Premises

Works have stopped, as the LA do not have contractor currently. The LA is working to find a resolution. The HT hopes this is resolved by September.

7.3 SEND funding

The HT reported the LA provide a notional budget which the first 6k for EHCPs comes from, he has asked for the agreement to be provided in writing.

7.4 School entrance

Discussed above item closed.

7.5 S175 Audit

The HT thanked Emily Arkell for meeting and working with the relevant officer regarding the S175 Audit from which there were two actions.

8. POLICIES

8.1 To Agree

Send Policy

The GB received the SEND Policy circulated in advance of the meeting. The HT highlighted the only change to the policy was around when the IEP meeting is held. RT said she has a few minor comments which she will give to HT. The GB **AGREED** the SEND Policy.

8.2 For Information

First Aid Policy

The HT reported the First Aid policy has been updated to include administering prescribed medicine as highlighted in the policy circulated in advance of the meeting, The GB noted the School's First Aid Policy.

9. SCHOOL'S FINANCIAL VALUE STATEMENT - SFVS

The Chair of the Resources and Premises Committee, DF shared the SFVS document which needs to be agreed by the GB and signed off by 31st March 2023. DF updated on the amendments below which the SBM will do as follows:

Number 6 - not fully complaint will add to the action point on page 1 to completed by Sept 2023

Number 25 – needs to look at the audit report.



The GB agreed for the Chair, AH to sign and submit the SFVS and submit to the LA.

10. COMMITTEE UPDATES – Standing Item

10.1 EQUITY, DIVERSITY & INCLUSION – 3rd March 2023

The EDI Chair updated above.

10.2 RESOURCES & PREMISES – 2nd March 2023

The R&P Committee Chair updated on key items discussed at the meeting:

- Year-end corrections have been done to the budget, to date have a total reserve of 109k, in year revenue is 59.5k and capital 49.6k overall this is good news.
- Referred to documents uploaded on Governor Hub, Staff Insurance and Scheme of Delegation (increasing the 15k amount) which need to be discussed and reviewed in due course.
- Insurance premium, 3 quotes obtained and reviewed and propose accepting the most competitive quote. The GB **AGREED** the proposed Insurance premium quote.
- To note Budget report has been circulated and is on Governor Hub.
- The full Minutes of this meeting are on Governor Hub.

10.3 CURRICULUM & STANDARDS – 28th February 2023

The C&S Committee Chair reported a number of items discussed at the meeting as follows:

- Autumn term assessment
- Attendance, above national average
- Behaviour Report
- SDP/SEP
- SEND report
- Safeguarding
- Governor Visits updates received.
- MC will attend next meeting.
- The full Minutes of this meeting are on Governor Hub.

11 HEALTH AND SAFETY - Standing item

Nothing to report.

12 GOVERNOR VISITS - Standing item

Updated above, see Minutes of Committee meetings.

13 GOVERNOR TRAINING - Standing item

The Chair reminded all to attend relevant training and to update the training schedule.

14 DATE AND TIME OF NEXT MEETING

The GB agreed the next meeting of the FGB will take place on Thursday, 13th July 2023.

15 ANY OTHER BUSINESS

There was none.

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



ACTION LIST

Item No	Action	Assigned to
5.1	Parental Engagement and Communication item to the Curriculum & Standards committee. Completed	Clerk
5.1	Check the link with school cloud relating to the link re parent meetings in person or not.	HT
6.2	Commit to look at the EDI reporting lines and not be a committee as has parents' involvement.	HT/Chair
7.2	Provide Staff absence figures with long term absence numbers taken out.	HT

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

SIGNED



DATE

12/10/23

ALEX HEYWOOD, CHAIR OF THE GOVERNING BODY

