



CAMPSBOURNE PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING
Held on Wednesday 13 December 2023 at 6.30pm at the School

| Position | Name | Initial | Term End Date |
|-------------------------------|---------------------------------|---------|---------------|
| LA Governor | Emily Arkell (Late) | EA | 20/09/2025 |
| Parent Governors | Burcu Keser * | BK | 22/11/2026 |
| | Rajvinder Kotecha | RK | TBC |
| Staff Governor | Tim Ershan | TE | 27/09/2027 |
| Co-opted Governors | Ayça Onkal | AO | 09/06/2025 |
| | Duwan Farquharson Co Vice Chair | DF | 10/07/2026 |
| | Rani Tebbit Co Vice Chair | RT | 05/07/2025 |
| | Gemma Hall * | GH | 05/07/2025 |
| | Laura Lewis-Williams | LLW | 10/07/2026 |
| | Anita Jakhu | AJ | 22/09/2024 |
| | Alex Heywood * | AH | 22/09/2024 |
| Headteacher | Jonathan Smith | HT | Ex officio |
| Associate Members Visitors | Natasha Crab | NC | |
| | Mark Chapman | MC | |
| | Annika Murray * | AM | |
| | Nick Hobbs | NH | |
| Clerk to | Barney Angliss * | BA | |
| | | | |

* Asterisk denotes apologies

• Donates absence

Part 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies received from BK, AH and GH, also from associate governors AM and BA
- 1.3 Brief self-introductions were made by the governors.

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

- 2.1 No declarations of interest 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 full Governing Body meeting held on September 2023 to be received by the FGB.

4. CHAIRS ITEMS

- 4.1 Chair expressed her gratitude to DF, AJ and Jude for interviewing for new governors.

The panel has put forth recommendations for the appointment of two new governors. One candidate brings valuable experience in Special Educational Needs and Disabilities (SEND), while the other candidate

possesses a strong background in finance. Both individuals express their interest in joining as governors, pending approval by the Full Governing Body (FGB).

The governors voted and ratified the 2 new governors.

ACTION: Clerk to add new governors to GovernorHub

ACTION: SBM to add governors to GAIS.

ACTION: School to carry out relevant DBS requirements.

ACTION: Chair to complete induction with Governors and complete the checklist. Also, to inform them of the HEP induction.

Chair reported from the West Borough Chairs meeting

The meeting was focused on Ofsted and succession planning.

ACTION: In the absence of the chair the vice chairs will attend the West Boroughs Chairs meeting.

5. HEADTEACHER'S ITEMS

Headteacher's Report

5.1 The following information was highlighted:

- a. The Term dates for 2024/25 were outlined – these were in line with the dates set by the Local Authority.
- b. Pupil roll numbers were positive for 2023/24.
- c. An overview of staff changes was provided, including absences, staff development.
- d. Quality of teaching
- e. Curriculum
- f. Parents events
- g. Complaints

Q: Do staff have a set amount of training days they need to attend?

A: Yes, there are 5 days allocated for staff training.

Q: What are the main reasons for movement for children on role?

A: This is due to families moving out of the borough. It is a borough wide issue.

Q: Why are the support staff absences high at 177 days?

A: This relates to autumn 2022, these have reduced and included long term absences.

Q: What is the trigger for sickness monitoring?

A: Haringey HR send through the absence reports and triggers for absence meetings. This is treated on a case by case status depending on the reason of absence.

DF commented that it is important to look into performance management as the pay committee make recommendations on performance management.

Headteacher explained the process for performance management.

Q: Looking at the data for quality of teaching and trying to reconcile with the recommendation to the pay committee, it was unclear which teachers require improvement. Is there a link for this data and the data provided to the pay committee?

A: There is no correlation on the data. This is to provide an understating of where the teachers are.

Q: For the outstanding teachers how are they challenged to improve on their quality of teaching.

A: All teachers have a CPD and these teachers are the go-to teachers for best practise models.

Q: Did we recruit a consultant to look at the History curriculum?

A: No, we did get some support for specific unit.

Q: Can we receive feedback from the get set PE curriculum?

A: We have launched this early and have had positive feedback, the children who have started have been very excited and enjoy the current lessons.

Q: Can we receive numbers on parents who attended the coffee mornings/workshops?

A: The turnout has been as expected and one meeting had 22 parents. Some parents have attended in the past.

ACTION: Headteacher to provide attendance figures for the coffee morning/workshops.

6. POLICIES

- a) Pay Policy- Haringey Policy
- b) Violence at Work Policy
- c) Parental Leave Policy
- d) Governor Monitoring Visits
- e) Statement of Behaviour Principles – Ceri May from Anchor Project is putting this together.
- f) Equality Information and Objectives – Need to identify governor/s to work on the objectives.
- g) Equality and Accessibility Policy – Need to identify governor/s to work on the objectives

Resources and Premises

- h) Cyber Security Policy and Report – Ready for Resources and Premises
- i) Asthma Policy – Ready for Resources and Premises
- j) Finance Policy – Ready for Resources and Premises
- k) Privacy Notice (Pupils and Parents) - Ready for Resources and Premises
- l) Privacy Notice (Staff) - Ready for Resources and Premises
- m) Privacy Notice (Governors and Volunteers) - Ready for Resources and Premises

Q: Does the Violence at Work cover violence by pupils to staff?

A: This is a Haringey Policy and would need to consult with Haringey for any changes.

Q: The policy states ETC, who is the ETC referring to and can we receive some clarity?

A: This policy is a Haringey Policy and any changes or recommendations need to be raised to Haringey

Q: How are policies used and who are the stakeholders?

A: The main policy users are the employees, then the pupils and parents. The policies are ratified and published on the school website.

ACTION: Headteacher to check with Haringey why this mention pupils against staff.

ACTION: Statement of Behaviour Principles will be discussed at the committee meeting.

ACTION: Governors to review policies in advance and bring any concerns to the meeting rather than discussing all policies at the meetings. Th policies can be discussed further at committees.

Governors ratified the Pay Policy, Violence at Work policy and the Parental Leave policy.

The governor reports should be sent to the Head, the employee and the clerk. The reports can be uploaded to GovernorHub by the governor completing the visit.

8.

8.1 RESOURCES & PREMISES

There are works started after Christmas and the Head and Site officer are putting together a maintenance/premises plan.

- 8.2 The R&P Committee Chair, DF, updated on key items discussed at the meeting.
- The School deficit has increased from budget setting to the end of the first quarter to approx. £18K. Due to the change in finance staff the information received was delayed. In October with the new finance officer starting the budget has been revised and we are expecting a new report by the end of term.

ACTION: DF to upload finance report once received.

- Pay Committee met on the 19th October 2023, the information was scrutinised and the committee have recommended that 11 staff members progress to the next scale. This will have an impact on the finance report.
- An action for the Headteacher was formalise the performance management process which as been completed.

Q: Do teachers automatically go through threshold?

A: No, the teachers have to meet their performance management targets and if they apply to go through the threshold they must demonstrate how they have met the UPS standards.

Q: How will the school resolve the deficit position?

A: The current shortfall in the number on roll in Year 5 has the biggest impact on the income figures as the current Year 5 progress through the school and the numbers on roll remain stable or increase the financial position will improve.

- 8.3 The C&S Committee Chair, AJ, updated on the following key items discussed at the meeting, as set out in the minutes:
- The terms of reference was updated and recommended to the FGB to ratify.
 - The link governor roles have been discussed and mapped to the SDP objectives.
 - Governors are contacting staff to plan meetings
 - The link governor visit form has been updated and is on GovernorHub
 - The assessment data was reviewed and this was positive. There was a slight decline in greater depth for reading.
 - Attendance data has been reviewed and this was also positive.

9. SAFEGUARDING

Headteacher presented the safeguarding report to the Governors. The report is current to date.

EA is the Safeguarding Governor.

The SCR is checked regularly.

Staff training is all UpToDate and new staff will complete their training in January 2024

ACTION: All governors need to complete Safeguarding and Prevent Training.

The school commissioned an e-safety audit, this has been a positive report. The recommendations are to update the school website.

ACTION: Headteacher to complete training on filtering and monitoring with SENSO.

Attendance is 96% in the infants and 94.8% in the juniors.

The school has had 6 fixed term exclusions.

Q: Are 6 exclusion the same children?

A: The same children are getting the exclusion, this is challenging as the children receiving the exclusions are SEN children. This is unsustainable and may need to be addressed with more serious action.

MC suggested considering the provisions provided by the HLP. HLP is mainly outreach provision and the school requires more specialist provision.

The link governor presented a short update on safeguarding included in the safeguarding report.

Q: Is the filtering process for both staff and children?

A: The filtering is for both staff and children and the LGFL report isn't useful as this does not separate the 2 categories. The HT is investigating different options for monitoring internet usage.

10. HEALTH AND SAFETY - Standing item

10.1 The Health and Safety governor has completed a link visit. The report has been uploaded to GovernorHub.

ACTION: Health and Safety audit to be received by the FGB. The audit has a few actions to be followed through.

11. GOVERNOR TRAINING -- Standing item

11.1 Governors to use the HEP training portal.

LLW and RT completed training on Complaints and Grievance's.
AJ, LLW and RT attended the Racial Equity Conference

ACTION: All governors to record their training completed.

12. ITEMS FOR NEXT AGENDA - Standing item

13. DATE AND TIME OF NEXT MEETING

13.1 The next FGB is 27th March 2024.

14. ANY OTHER BUSINESS

14.1 The DPO officer is now Elizabeth the SBM

14.2 The newsletter is on GovernorHub

ACTION: Headteacher to send out the newsletter before the end of term

ACTION: The Data Protection Policy to be updated with the new DPO

ACTION: The website to be updated with current Governors

ACTION LIST

| Item No | Action | Assigned to |
|---------|--|---------------------|
| 4 | ACTION: Clerk to add new governors to GovernorHub | Clerk |
| 4 | ACTION: SBM to add governors to GAIS. | SBM |
| 4 | ACTION: School to carry out relevant DBS requirements. | HT/SBM |
| 4 | ACTION: Chair to complete induction with Governors and complete the checklist. Also, to inform them of the HEP induction. | Chair |
| 4 | ACTION: In the absence of the chair the vice chairs will attend the West Boroughs Chairs meeting. | Chair/Co Vice Chair |
| 5 | ACTION: Headteacher to provide attendance figures for the coffee morning/workshops. | HT |
| 6 | ACTION: Headteacher to check with Haringey why this mention pupils against staff. | HT |
| 6 | ACTION: Statement of Behaviour Principles will be discussed at the committee meeting. | Committee Governors |
| 6 | ACTION: Governors to review policies in advance and bring any concerns to the meeting rather than discussing all policies at the meetings. Th policies can be discussed further at committees. | Governors |
| 8 | ACTION: DF to upload finance report once received. | DF |
| 9 | ACTION: All governors need to complete Safeguarding and Prevent Training. | Governors |
| 9 | ACTION: Headteacher to complete training on filtering and monitoring with SENSO. | HT |
| 11 | ACTION: All governors to record their training completed. | Governors |
| 14 | ACTION: Headteacher to send out the newsletter before the end of term | HT |
| 14 | ACTION: The Data Protection Policy to be updated with the new DPO | HT/SBM |
| 14 | ACTION: The website to be updated with current Governors | HT/SBM |

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

SIGNED 

DATE 27-3-24

LAURA LEWIS-WILLIAMS, CHAIR OF THE GOVERNING BODY