



CAMPSBOURNE PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING
Held on Thursday 28th September 2023 at 7pm via Zoom

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	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 (Late)	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 Carb	NC	
	Mark Chapman	MC	
Clerk to Governors	Elif Sahin	ES	

* 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, EA, AO, and also from associate governors MC and NC
- 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. GOVERNING BODY ADMINISTRATION

- 3.1 The Governors to reviewed the constitution of the Governing Body.
- 3.2 The Governors nominated LLW as Chair to Governors, LLW was voted and elected chair of Governing Body. The Governors nominated DF and RT as Co Vice Chair, DF and RT were voted and elected as Co Vice Chair.
- 3.3 The terms of reference for committees have been delegated to the committee meetings.
 Link Governors to be agreed and discussed before the next full Governing Body

Link governors

Safeguarding Governor: Emily Arkell

SEND Governor: Gemma Hall/ Rani Tebbit

ACTION: Link Governor Roles to be delegated.

ACTION: Clerk to enquire for some clarity around Governors and Maternity Cover.

ACTION: Chair/HT to advertise for a parent Governor.

Governors voted to increase constitution to ensure the gaps in skills are filled by new Governors.

ACTION: Chair to recruit new co-opted governors.

Q: Can we recruit for a 1-year period?

A: Governors are recruited for a 4-year term.

Q: If you increase the constitution do you need to fill all the position?

A: The school can have vacancies but this will flag on the audit report for governance.

Q: If a perspective Governor already works with the school can they still apply to become a Governor.

A: Yes, all Governors are required to complete a declaration of interest and all interest would need to be declared.

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

ACTION: All governors to sign the code of conduct on GovernorHub and complete DOI's by Friday 29th September 2023

ACTION: Clerk to give TE access to GovernorHub

3.5 The Scheme of Delegation have been delegated to committees to ratify.

3.6 Keeping Children Safe in Education 2023

ACTION: All Governors to complete KCSIE training and to confirm on GovernorHub by 10th November 2023.

3.7 HT Appraisal Panel:

Laura

Alex

Duwan

SIP (School Improvement Partner)

Pay Committee:

Alex

Duwan

Laura

Emily

The terms of reference to be ratified at the Pay committee.

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

Minutes from the meeting held in July 2023 agreed.

5. **ACTIONS LIST ARISING FROM MEETING JULY 2023**

Actions to be deferred to December 2023 meeting

6. CHAIR'S ITEMS

6.1 Governors agreed to complete a newsletter by the end of each half Term

ACTION: governors to provide and collate information for a newsletter. AH to compile the information

6.2 JF will lead on the recruitment of the Parent Governor. This will need to happen quickly as JF term will end November. JF will hold a coffee morning for potential parent governors.

ACTION: Parent Governor election to be held by the 10th November 2023

6.3 Governor Away Day will be held on the 10th November 2023

ACTION: Chair to produce an agenda for the governor away day.

HEADTEACHER'S ITEMS

7.1 Safeguarding Review 18th October

ACTION: HT to check the safeguarding review date for clarity of the safeguarding review.

ACTION: HT has a Health and Safety audit on the 28th November 2023

7.2 Building Works update

Phase 1 of the building works has been completed and the LA will authorise the payments for the 2nd Phase. These works are expected to start after half term.

7.3 Budget 23/24

The funding for UFSM is funded at 90% by the Mayor of London. This funding has had a positive impact on the deficit position for this financial year.

Q: Has the school had to recruit more kitchen staff to fulfil the demand on the uptake in school meals?

A: No, the school has managed with the current structure in the service.

Q: has the uptake increased in meals increased?

A: Yes, will provide a percentage for next meeting.

ACTION: HT to report on the increase in meals taken since the introduction of free school meals.

7.4 Mission Statement

The HT is reviewing the school's vision and values, engaging with both staff and various stakeholders. The first phase involves consultation with the staff, followed by outreach to other stakeholders.

On the inset day, the staff focused on reviewing the school's mission statement, which was subsequently forwarded to the Governors for evaluation. In January, the school will analyse and consider comments and feedback received during this process.

Q: Can governors have an input on the wording?

A: Governors are asked to feedback and provide input where necessary.

8. POLICIES

8.1 Policies Overview to be agreed

The policies need to be noted and the changes are due to the KCSIE changes.

8.2 To Agree

- Acceptable Use Policy (KS1)
- Acceptable Use Policy (KS2)
- Acceptable Use Policy (Parents)
- Acceptable Use Policy (Staff Governors and Volunteers)
- Acceptable Use Policy (Visitors and Contractors)
- Anchor Approach Relationships and Behaviour Policy in Anti Bullying
- Child on Child Abuse Policy
- Online Safety Policy
- Pupil Premium Policy
- Safeguarding and Child Protection Policy
- School Travel Policy
- Equality and Accessibility Policy
- Nursery Admissions
- Reception Admissions

Q: The Pupil Premium policy suggests to appoint a link governor for pupil premium?

A: This will be delegated to the committees to recruit for roles.

Q: Does the school have a cyber security policy?

A: HT will enquire if this is on the policy schedule.

HT explained any changes to policies, Governors have received and ratified the policies listed

9. OFSTED – Standing Item

Nothing to report.

10. EQUITY, DIVERSITY & INCLUSION Standing item

ACTION: LLW and RT to review this agenda item and report back at committee meeting.

11. HEALTH AND SAFETY

There is a Health and Safety audit on the 28th November 2023

HT advised the infant playground woodland walk is being decommissioned as there are high risk areas which have been raised in the inspection report. Health and Safety from Haringey have advised that this equipment will need to be removed.

12. GOVERNOR VISITS

This agenda item to be removed from the agenda and there will be committee updates and reports.

13. GOVERNOR TRAINING

Safeguarding training to be completed by the 10th November 2023. Governors will need to go through the HEP website to book courses. The school no longer has access to The KEY for schools.

14. ITEMS FOR THE NEXT AGENDA

ACTION: Governors review the school visit form

15. DATE AND TIME OF NEXT MEETING

Away Day 10th November 2023 9.30am to 12.30pm

Wednesday 13th December 2023

ANY OTHER BUSINESS

The DfE have created a well being charter and the school are signing up to this charter

One of our policies currently stipulates that individuals receiving working tax credit are eligible for discounts on specific activities. Given the upcoming shift by the government to universal credit, a thorough review of this policy is necessary. If we intend to continue offering discounts to parents, the policy must be revised to align with the criteria for the school's support.

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

SIGNED

Laura Lewis-Williams

DATE

13-12-23

LAURA LEWIS-WILLIAMS, CHAIR OF THE GOVERNING BODY