

# Campsbourne Primary School

## FGB Meeting Minutes

Held on Thursday 11<sup>th</sup> July 2024 at 6:00pm, in person



### Membership:

Position	Name	Initial	Term End Date
LA Governor	Emily Arkell*	EA	20/09/2025
Parent Governors	Burcu Keser (maternity)	BK	22/11/2026
	Rajvinder Kotecha*	RK	20/10/2027
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 (chair)*	LLW	10/07/2026
	Alex Heywood *	AH	22/09/2024
	Annika Murray*	AM	12/12/2027
	Barney Angliss	BA	12/12/2027
Headteacher	Jonathan Smith	HT	Ex officio
Clerk	Ramona La Rose / Mel Sealy-Pearson		

\*Denotes absence

### Part 1

#### 1. WELCOME / INTRODUCTIONS / APOLOGIES

DF and RT co-chaired and welcomed all to the meeting. Apologies were received and accepted from AM, AH, RK, EA and LLW.

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

There were no declarations of interest relating to items on this agenda.

#### 3. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

Governors **agreed** the minutes were an accurate reflection of the meeting held on 27<sup>th</sup> March 2024.

*Ayca Onkal joined the meeting at 18:51.*

*Rani Tebbit joined the meeting at 18:57.*

#### 4. ACTIONS ARISING FROM THE MINUTES OF THE MEETING

##### 4.1 Minutes of the Meeting Held on 27 March 2024

Item No	Action	Assigned to
5.7	To complete Safeguarding and Prevent training and provide certificates of completion to the School for its records. <b>Ongoing – deferred to the next meeting.</b>	<b>All Governors</b>
5.8	To prepare the next Governor Newsletter.-TBC	<b>RK and AH</b>
7.5	To check automatic renewal of DBS checks for its staff with HR. <b>Ongoing – deferred to the next meeting.</b>	<b>Headteacher</b>

<b>10.4</b>	To review the Send Policy ahead of the next FGB meeting. <b>Ongoing – deferred to the next meeting. A summary of issues was sent to RT and a briefing will be provided in August.</b>	<b>EA and BA</b>
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#### 4.2 Amendments to The Minutes of 13 December 2023

The following decision was not recorded and needs to be added to Section 4 of the minutes:

*DECISION: The FGB agreed to appoint Barney Angliss and Annika Murray as Co-opted Governors; terms of office to start on 13.12.23 and end on 12.12.27*

### 5. CHAIRS' ITEMS

#### 5.1 Governor Plan 2024/2025

The Headteacher gave a verbal overview of the Governor Plan which can be found [here](#); All objectives were completed except for the Bikeability, which the LA has now removed. This will be looked at in more detail during the away day in November.

**Action: Date to be arranged for away day in November by the Chair**

#### 5.2 Chair of Governor Report

This item was covered in the Chair's Report which can be found [here](#);

#### 5.3 Link Governor Roles

LLW has produced an updated table of roles which can be found [here](#); Governors discussed membership and felt it would be beneficial to look at recruiting a support staff member onto the board.

**Action: The Headteacher to update the website with Link Governors.**

**Action: The Headteacher to discuss recruitment for Governors in curriculum with the Chair.**

#### 5.4 Governor Newsletter

The newsletter was sent in mid-June.

**Q: Do staff get to see the governor newsletter?**

**A: Yes.**

### 6. COMMITTEE REPORTS

#### 6.1 Resources and Premises Report

Co-vice Chair DF undertook a review of these which has been approved and will be discussed at the meeting on 18th July 2024.

The school has significantly turned around the financial position. The Headteacher and SBM was commended for this. This will continue to be monitored.

#### 6.2 Curriculum and Standards Report

Staff have had a training day on the new curriculum which will start in September.

An update on the SEND Hub was given. The Hub has been running since Easter and the cohort has a high sensory need, a large amount of which are non-verbal. A renovation is in progress which is being done by a charity organised via a member of staff at the Forest School. It is hoped this will be completed by autumn.

### 7. SAFEGUARDING

#### 7.1 Health and Safety

##### 7.1.1 Safeguarding Report

The Headteacher went through the safeguarding report, a copy of the report is [here](#); There is now an Outcome Star which is being trialled on one child by trained staff which measures the impact for mental

health and wellbeing and social and emotional interventions. All training is up to date and further training has been booked for September.

The Health and Safety audit from the LA and most actions have been completed from the previous years. The website security has improved.

Attendance is better in the Infants than it is in the Juniors, particularly in SEND. Emotional Based Avoidance report will be reviewed in September.

#### 7.1.2 Report from Safeguarding Governor

This item was covered in the Safeguarding Lead's report which can be found [here](#);

### 8. HEADTEACHER'S ITEMS

The headteacher went through the Headteachers Report which is [here](#);

**3 Year Pupil Premium Plan for Infants and Juniors** - The Headteacher gave a summary of the Pupil Premium Strategy for Infants and Juniors the link for the Infants is [here](#); and a link for the Juniors is [here](#);  
The plan stays the same, apart from no longer funding after school club.  
This has been approved and can be published on the website.

The Pupil Premium Strategy was confirmed for a three-year period, up until 2027.

**Action: Headteacher to publish the 3 Year Pupil Premium strategy for Infants and Juniors on the website.**

**SDP/SEF for Infants and Juniors** - This item was covered in the SEF for link for infants [here](#); link for Juniors [here](#); There were no updates.

**Parent Survey** - A high number of parents replied to the survey. The Headteacher spoke to some of the parents who left their details to gain their feedback; some parents felt that the school does not have high expectations of the pupils. The headteacher explained that he is making changes to parent evenings so that parents are provided with their child's next steps in reading, writing and maths. Governors were concerned about the declining numbers of question 13 "The school supports my child's wider personal development.". The headteacher explained that he would look into how we can promote the work we do with children in the weekly newsletter.

**Q: Why did we get rid of the End of Year Objectives?**

**A: They changed because of the way that we assess the subjects. They were a labour intensive way of assessing the children instead of using it as an assessment tool.**

Governors discussed the lower attendance numbers for parents evening and how to engage more families. The Headteacher will look at investigating whether online still works as he felt some disadvantaged families may face barriers. A decision will be made about whether this will be changed back to face to face meetings for everybody.

**Q: What are the figures on parents who never attend?**

**A: We are unsure however, parents are easier to reach when the event is face to face.**

**Action: The Headteacher to analyse SEND students when assessing Parents' Evening attendance.**

**Staff Well Being Survey** - The Headteacher held a one hour session on 3<sup>rd</sup> June and a survey took place which can be found [here](#); The Headteacher will speak to the Wellbeing Committee, which is formulated by The Headteacher, a Teacher and two members of Support Staff, the findings of the survey will be discussed to help with solutions.

There will be another one hour session during the next inset day. The survey will add 'role' so it can be defined in groups by teachers, support staff and premises and admin as this could impact the results, it will still remain anonymous. This will allow for better results.

*Natasha Crabbe left the meeting at 19:36.*

## 9. POLICIES

Behaviour Policy – This was recently tweaked as there was a change in law and will be reviewed twice a year.

Data Protection Policy- There are no changes to this policy.

Equalities Objective Policy – Policy has been reviewed and **agreed**.

Model Annual Leave and Time Off Policy – Policy has been **agreed**.

Model Sickness Absence Policy – Policy has been **agreed**.

Health and Safety Policy – There are no changes to this policy.

Anchor Approach Relationships and Behaviour Policy inc Anti Bullying – Policy has been **agreed**.

BA felt that the Permanent Exclusion (PEX) Policy did not work well in some circumstances and should be reviewed. The Headteacher agreed to check this is consistent with the Relationship and Behaviour Policy and discuss at the next meeting.

**Q: Do we have a separate PEX policy?**

**A: No, it's included within the Behaviour Policy.**

**Q: Will the exclusions be consistent with the behaviour policy?**

**A: Yes as Haringey writes it.**

**Action: Headteacher to put the Haringey Permanent Exclusions Policy on the website.**

**Action: Headteacher to check Haringey Exclusions Policy and Relationship & Behaviour Policy are consistent.**

## 10. TWILIGHT ARRANGEMENTS FOR 24-25

The Headteacher informed Governors that White Rose Maths would be the focus for twilight.

## 11. EQUALITY INFORMATION AND OBJECTIVES

Governors discussed the objectives and felt it was in a good place. A Governors queried who the designated person for monitoring is – it will be the Headteacher. The Governors **agreed** to sign the objectives off.

**Action: To publish the Equality Information and Objectives on the website.**

## 12. OFSTED – Standing Item

This item was not discussed.

## 13. LINK GOVERNOR VISIT

AO and RK completed visits in the Summer Term.

AO gave a verbal overview of her Eco Hub report. There are some questions raised, such as communication to staff about Forest School and access to the resources by all children during wintertime. This will be discussed further in September.

## 14. GOVERNOR TRAINING – Standing item

This item was deferred to the next meeting.

## 15. ITEMS FOR THE NEXT AGENDA

There were no additional item suggestions for the next agenda.

## 16. DATE AND TIME OF NEXT MEETING

Thursday 19th September 2024

Thursday 12th December 2024

Thursday 26th March 2025

Thursday 10th July 2025

All meeting dates were confirmed.

**17. ANY OTHER BUSINESS**

There was no other business to discuss

Part 1 of the meeting finished at 20.13. There were no Part 2 items for discussion.

Signed ..... Date .....  
Chair

**Action Table**

<b>Item No</b>	<b>Action</b>	<b>Assigned to</b>
<b>4</b>	(10.4): To provide an update on the SEND policy in August and review the policy in the autumn. Assigned to BA	<b>BA</b>
	(10.4) To review the Pupils with Medical Conditions Policy ahead of the next FGB meeting.	<b>EA and BA</b>
	(7.5) Report back on automatic renewal of DBS checks for staff	<b>Headteacher</b>
	(5.7) To complete Safeguarding and Prevent training and provide certificates of completion to the School for its records.	<b>All Governors</b>
	(5.8) To prepare the next Governor Newsletter	<b>RK and AH</b>
<b>5</b>	Update website with link governor roles.	<b>Headteacher</b>
	Recruitment for Governors in curriculum, try to recruit associate member with support staff member.	<b>LLW</b>
	Date to be arranged for away day in November	<b>LLW</b>
<b>8</b>	To publish the 3 Year Pupil Premium strategy for Infants and Juniors on the website.	<b>Headteacher</b>
	To analyse SEND students when assessing Parents' Evening attendance	<b>Headteacher</b>
<b>9</b>	Put Haringey Exclusions Policy on website.	<b>Headteacher</b>
	Check Haringey Exclusions Policy and Relationship & Behaviour Policy are consistent	<b>Headteacher</b>
<b>11</b>	To publish the Equality Information and Objectives on the website.	<b>Headteacher</b>
<b>14</b>	Add Governor Training to the agenda for the next meeting	<b>Clerk</b>