



**CHESTNUTS PRIMARY SCHOOL
FULL GOVERNING BOARD PART 1 MEETING
HELD ON THURSDAY, 14th SEPTEMBER, 2017 AT 6:30 PM**

<u>Local Authority Governors (1)</u>	<u>Expiry of Term</u>	<u>Foundation/Trust Governors (2)</u>	<u>Expiry of Term</u>
Vacancy		Vacancy	
		Vacancy	
Parent Governors (6)		Staff Governors (2)	
Hugh Merritt (Chair)	24/10/18	Adrien Schellingerhoud*	15/04/19
Hannah D'Aguiar	17/09/18		
		Katie Horwood, Headteacher (<i>ex officio</i>)	
Bethany Marchant	19/03/19		
Richard Pierce	19/10/21		
Dave Stewart	19/10/21		
Co-opted Governors (7)			
Kaley Foran (Vice Chair)	15/09/19	Vacancy	
Ian Macdonald	17/09/18		
Esin Cakmak*	17/09/18		
Anselm Marshall	31/05/20		
Maureen Duncan	14/09/21		
Lisa Jepson	14/09/21		
<i>*Denotes not present at the meeting</i>			
Also Present			
Carole Newton, Deputy Headteacher ^{Part} Becky Martin (Observer) Alan Tsui (Observer)		Jenny Ude (Cover Clerk), Services, Haringey, London	

MINUTE NO.	SUBJECT/DECISION	ACTION BY
1.	WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE	
1.1	The Chair opened the meeting, welcomed everyone, and introductions were made.	
1.2	An apology for absence was received and accepted from governor AS and EC.	
1.3	The meeting was quorate.	
1.4	The Chair explained that observers, BM and AT, would shortly make it known to him, whether or not, they would wish to join the governing board.	
1.5	The Clerk would ensure that newly appointed governors, LJ and BM were in receipt of all the mandatory governance paperwork; she would also register LJ and BM onto the Haringey Traded Services portal.	Clerk
2.	DECLARATIONS OF BUSINESS INTERESTS, PECUNIARY OR OTHERWISE, IN RESPECT OF ITEMS ON THE AGENDA	
2.1	Newly appointed co-opted governor, MD, declared that she was the former Headteacher at Chestnuts.	

	Item 7.6: the Clerk would confirm that the governance records had been updated, to reflect that the former governor JAR, had now resigned.	Clerk
4.14	Item 7.6: prospective co-opted governors had now been sought by the Chair, to fill the identified skills gap, on the governing body.	
4.15	Item 8.1: for information, and discussion, the draft Co-operative Trust Report, was circulated in advance of the meeting by the Chair.	
4.16	Item 11: future committee and governing board dates were circulated by the Chair.	
5.	ANNUAL DECLARATIONS OF BUSINESS INTERESTS FORM	
5.1	In accordance with governance procedures, all governors present, duly completed and returned to the Chair, the annual declarations of business, interests form. The Clerk to monitor completion of these forms, by those absent governors and newly appointed governors.	Clerk
6.	GOVERNANCE MAP AND TERMS OF REFERENCE (ToR)	
6.1	The Chair referred the meeting to the Governance Pack, 2017/18; he gave context, and outlined what the expectations were around governance; he referred the meeting to the governing board's strategic function.	
6.2	He explained what the current reporting functions were, for each of the committees; the remit of each committee, and how the committee structures, going forward, would work, without the Welfare, Community and Communications Committee (WCC), and how its functions would be reallocated to the Finance and Personnel Committee, and the Standards and Achievement Committee. The Chair took the view, and governors agreed , that this may potentially create an unmanageable workload, for the remaining committees; the position around this would be closely monitored and reviewed in the autumn 2 term. As an action, the Chair said that he would update the committee reporting structure; Safeguarding related issues would be reallocated to the Standards committee; he would also revise each of the committee Terms of Reference.	Chair
6.3	The Headteacher and the Chair would complete the piece of work around school policies, and would make this available to governors for review, once completed.	Chair/Headteacher
7.	COMMITTEE MEMBERSHIP AND LINK GOVERNORS	
7.1	The Chair referred the meeting to the link governor roles and responsibilities, as well as to the standard Terms of Reference for each link governor role in the Governance Pack. In addition to the existing link governor roles (Safeguarding, Inclusion, Reading, STEM, Early Years, PP, Health and Safety, Pupil Voice and Staff Wellbeing), it was suggested that there should be a Creative Curriculum link governor. There was general agreement, that this additional link governor would be considered and taken forward. There was also discussion around having a separate Early Years Foundation Stage inclusion link governor, in addition to the general Inclusion link governor. It was agreed that a specific role wouldn't be created, but the role profiles of both the Early Years link governor and the	
7.2		

	<p>former Community status; he said that there were alternative routes that the school would consider. A focused and lengthy discussion followed, around the direction of travel generally, within the education sector, the challenges that schools currently faced, and the decisions that schools would need to take in the future, so that they were sustainable. There was general agreement that a huge benefit of being part of a Co-operative Trust, was around the sharing of staff and procurement. Governors understood that there would be a lengthy administrative process that would take place to reach completion if the school was to leave the Trust.</p> <p>Governors were unanimous in their decision for the school to retain Co-operative Trust status.</p> <p>As an action, the Headteacher suggested that a speaker be invited to a future governing body meeting. This person could provide guidance on how to take the Trust forward. The Headteacher said that she would take this forward.</p>	Headteacher
<p>12. 12.1 12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p>	<p>APPROVAL OF SCHOOL DEVELOPMENT PLAN 2017/18</p> <p>Governors discussed in detail, the School Development Plan, 2017/18. The Headteacher outlined the priority objectives, and the success criteria to date, against each of the Ofsted judgments. Governors agreed that some changes should be made to the SDP to ensure it reflected the priorities agreed at their previous meeting. In particular, the SDP should better reflect the focus on Reading as an area for development, should refer to the need to complete the financial audit action plan and the health and safety action plan, to improve the provision of wrap-around care and to include some more realistic targets for identified groups.</p> <p>The Headteacher reported that the school had received a very poor financial audit. She updated that the next Financial audit was scheduled for May, 2018; assurance was given by her, that the auditor's recommendations, following the last visit, would be in place by then.</p> <p>She advised that there were currently, two people supporting the work around SEND; she said that there was a longer term vision around this; good progress was being made with the SEND pupils.</p> <p>The Headteacher said that the SDP would be revised in conjunction with the Senior Leadership Team, the (SLT); this would then be allocated to the responsible committee, with a clear action plan and budget allocation, for oversight. SDP progress would be reviewed, at each of the governing board meetings.</p>	Headteacher/ Committee Chairs
<p>13. 13.1</p>	<p>GOVERNOR TRAINING 2017/18</p> <p>Governors were referred to the list of scheduled training on offer this half term, by Haringey, London. Governors were encouraged to attend as much training as was possible, so that their knowledge and skills were kept up to date.</p>	All
<p>14. 14.1</p>	<p>GOVERNORS ANNUAL REPORT</p> <p>Although this was no longer a statutory requirement, the Chair said</p>	Chair



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	that the Governors Annual Report would be completed by the end of the autumn term.	
15. 15.1	ANY OTHER BUSINESS Governors acknowledged and praised the work of the PSA; there was positive comment that the PSA were successful at raising significant funds for certain projects at the school. To further improve openness and transparency, governors felt that a member of the PSA would be invited to the next Finance and Premises Committee meeting. The Headteacher said that she would follow this through.	Headteacher
16. 16.1	DATE OF NEXT FGB AND COMMITTEE MEETINGS The date of the next FGB meeting in Autumn 2 would be circulated by the Chair. The Standards meeting would be held on 29 th September @ 7.45 am. The Finance and Premises Committee would be held on 5 th October, 2017 @ 6.30 pm.	Chair

There being no further Part 1 business, the meeting closed at 8.30 pm. The Chair thanked everyone for their attendance.

Signed..... Date

HUGH MERRITT - CHAIR

List of agreed Actions

Item	Action	By whom
1.5	The Clerk would ensure that newly appointed governors, LJ and BM were in receipt of all the mandatory governance paperwork; she would also register LJ and BM onto the Haringey Traded Services portal.	Clerk
4.4	Item 3. (4.11): the Headteacher updated that the school website would be operational in week commencing, the 18 th September, 2017. She gave assurance that the website would be DfE compliant, and would include all the statutory policies, as well as the past, part 1, governing board minutes.	Headteacher
4.5/4.10	Item 3. (5.1): the Headteacher explained that the school would publish governor details on the school website, as well as the protocol, on how parents/carers should contact them.	Headteacher
4.13	Item 7.6: the Clerk would confirm that the governance records had been updated, to reflect that the former governor JAR, had now resigned.	Clerk
5.1	In accordance with governance procedures, all governors present, duly completed and returned to the Chair, the annual declarations of business, interests form. The Clerk to monitor completion of these forms, by those absent governors and newly appointed governors.	Clerk
6.2	As an action, the Chair said that he would update the committee reporting structure; Safeguarding related issues would be reallocated to the WCC; he would also revise each of the committee Terms of Reference.	Chair
6.3	The Headteacher and the Chair would complete the piece of work around school policies, and would make this available to governors for review, once completed.	Chair/Headteacher
7.2	The Chair said that the Pupil Voice link governor role would need to be reallocated; all governors were asked to consider this role.	All
8.1	As part of the annual governance requirement, the Governor Code of Conduct, 2017/18, was duly signed by those governors present; absent governors would need to complete this, and return to the Chair for safekeeping. The Chair emphasized to the meeting the importance of collective responsibility.	Chair
9.1	The Chair referred the meeting to the advertisement for the election of a parent governor.	Chair/Headteacher

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	<p>He said that there was one parent governor vacancy on the governing board; it was expected that this vacancy would be filled by the autumn 1 term. There was agreement that the advert should refer specifically to the wish for the appointment to reflect the unique diversity of the school</p>	
10.2	<p>The Headteacher said that she would circulate the DfE's, Analyse School Performance (ASP) data to governors, (formerly, known as RAISEonline), once she was able to access the portal. The Standards and Achievement Committee would interrogate the data at their next meeting.</p>	Headteacher
11.4	<p>As an action, the Headteacher suggested that a speaker be invited to a future governing body meeting. This person could provide guidance on how to take the Trust forward. The Headteacher said that she would take this forward.</p>	Headteacher
12.4	<p>The Headteacher said that the SDP would be revised in conjunction with the Senior Leadership Team, the (SLT); this would then be allocated to the responsible committee, with a clear action plan and budget allocation, for oversight. Progress would be reviewed at each of the governing board meetings.</p>	Headteacher/Committee Chairs
13.1	<p>Governors were referred to the list of scheduled training on offer this half term, by Haringey, London. Governors were encouraged to attend as much training as was possible, so that their knowledge and skills were kept up to date.</p>	All
14.1	<p>Although the governors annual report was no longer a statutory requirement, the Chair said that the Governors Annual Report would be completed by the end of the autumn term.</p>	Chair
15.1	<p>Governors acknowledged and praised the work of the PSA; there was positive comment that the PSA were successful at raising significant funds for certain projects at the school. To further improve openness and transparency, governors felt that a member of the PSA would be invited to the next Finance and Premises Committee meeting. The Headteacher said that she would follow this through.</p>	Headteacher
16.1	<p>The date of the next FGB meeting in Autumn 2 would be circulated by the Chair. The Standards meeting would be held on 29th September @ 7.45 am. The Finance and Premises Committee would be held on 5th October, 2017 @ 6.30 pm.</p>	Chair



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