

**CHESTNUTS PRIMARY SCHOOL
GOVERNING BODY**

**Minutes of Full Governing Body Meeting held on 14th December 2017 at 18:30
hrs**

<u>Local Authority Governors (1)</u>	<u>Expiry of Term</u>	<u>Foundation/ Trust Governors (2)</u>	<u>Expiry of Term</u>
Maureen Duncan*	14/09/21		
		Vacancy	
<u>Parent Governors (6)</u>		<u>Staff Governors (2)</u>	
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		
Kalvi Nadarajah.	01/11/20		
<u>Co-opted Governors (7)</u>			
Kaley Foran (Vice Chair)*	15/09/19	Vacancy	
Ian Macdonald	17/09/18		
Anselm Marshall*	31/05/20		
Lisa Jepson	14/09/21		
Bethany Marchant	19/03/19		
Becky Martin			
<i>*Denotes not present at the meeting</i>			
<u>Also Present</u>			
Carole Newton, Deputy Headteacher ^{Part} Becky Martin (Observer)		Sharon Bolton Governor Services, Haringey, London	

Part 1

1. Welcome and Apologies

- 1.1 The Chair welcomed all governors including the new parent governor Kalvi Nadarajah.
- 1.2 Apologies were received from Anselm Marshall, David Stewart, Maureen Duncan, Richard Pierce and Kaley Foran.
- 1.3 Becky Martin and Lisa Jepson were formally welcomed to the governing body and appointed as co-operative governors.

2. Minutes of previous meeting and actions

- 2.1 Clerk has ensured that Becky and new clerk formally appointed.
- 2.2 Item 14.1 – Governors Annual Report.
It was agreed that a general informal report will be done at the end of the final year. The Chair will oversee a termly blog on the website to keep parents up to date on activities and events.

3. Minutes of committees

- 3.1 Personnel and Finance Committee – 5th October 2017 and 3 December 2017
 - 3.1.1 There are still issues with the catering budget, including an ongoing issue with bad debt for school meals. The committee will continue to look at solutions to bring the catering budget under control.
 - 3.1.2 The year to date financials are looking reasonably healthy as against the budget.
 - 3.1.3 The committee had approved new financial procedures which strengthen the financial controls of the school.
 - 3.1.4 The nursery will be near full capacity with 19 children in receipt of the 30hrs subsidy. This will significantly strengthen the financial position of the school, however investment is needed in the nursery to replace old equipment. Some changes will need to be made to the nursery admissions policy around the transition from the 2yr old provision to the 3/4yr old provision.
 - 3.1.5 Lettings are going very well and a new Lettings Policy has been approved. However, the swimming pool needs refurbishment.
 - 3.1.6 The committee continues to monitor completion of the Health and Safety Action Plan.

Action: The nursery admissions policy will be revised and presented for ratification to the Governing Body.

3.2 Standards Committee

It was suggested that the Finance & Personal committee should consider drafting questions for the parent survey concerning the after school club and or school meals. **Action: Richard to circulate for review.**

4 Head Teacher report - SDP progress

Katie presented a new form of report which shows progress against the SDP action points through a traffic light system, together with some commentary. The report will be produced termly so that governors can track progress against the SDP. Katie outlined that generally the SDP actions were on target and highlighted the following points:

- 4.1 Quality of teaching very good. Only one teacher was deemed not good or better.
- 4.2 The school is in the process of a data capturing exercise.
- 4.3 There will be a new system of reporting on pupils progress – to be introduced by the Head.
Action: Details of reporting to be brought to next Standards Committee
- 4.4 The school has huge levels of need in Speech and Language so the school is considering hiring its own Speech and Language therapist.

5 Approval of Safeguarding Policy

Katie presented a new Safeguarding Policy. The policy is based on the Local Authority template. The governing body reviewed and approved the safeguarding policy. A governor questioned the level of awareness of staff in relation to safeguarding matters. The head stated that she is confident that staff are very sensitive to safeguarding matters.

6 Update on Haringey Educational Partnership

The Chair reported that the Local Authority currently provides a School Improvement Service but that due to cuts in funding the Local Authority have had to look at alternative SIP provision. As such, the LA are looking to set-up the Haringey Educational Partnership. This will be a separate entity run by the schools in conjunction with the LA which schools will pay for directly. The current timetable is for school to be asked to formally opt in to the HEF in the Spring term. HEP is supposed to be cheaper for schools. More details have been promised from the LA.

Action: The Chair will provide further information at the next Full Governing Body meeting.

7 Trust Update

- 7.1 It was reported that following the discussions at the previous meeting very little progress has been made in the Trust. The land transfer has still not taken place and until this happens North Haringey will not begin their consultation to leave the Trust.

8 Any other business

- 8.1.1** The Head reported that the school allows a 'flexi-schooling' system where parents can choose to educate their children one day per week. There are 37 children now who are involved in flexi-schooling. This is very difficult to manage. Some of these children are falling behind.
- 8.1.2** Historically there was no policy covering this but now the new policy states that the privilege can be withdrawn if the students are falling behind. This new policy had been reviewed at the Standards Committee.
- 8.1.3** The Head has informed parents that all changes to agreements must be discussed and agreed with the Head.
- 8.1.4** The Head is in the process of tracking the children involved and gathering evidence in order to make an informed decision about the basis on which to continue to offer 'flexi-schooling' and drafting an updated policy. Any change in current policy will be brought to the governors for approval.

8.2 Governors Pack

The Chair informed Governors that the Governor's Pack has been updated to reflect the new governors, assigned link roles and updated work planners. The pack is now available on the website.

The meeting ended at 19:58pm

Signed by Chair/Vice Chair

Date