

**CHESTNUTS PRIMARY SCHOOL
GOVERNING BODY
Minutes of Full Governing Body Meeting held on 8th February 2018 at 18:30 hrs**

Local Authority Governors (1)	Expiry of Term	Foundation/ Trust Governors (2)	Expiry of Term
Maureen Duncan	14/09/21	Vacancy	
		Vacancy	
Parent Governors (6)		Staff Governors (2)	
Hannah D'Aguiar	17/09/18	Adrien Schellingerhoud	15/04/19
Bethany Marchant	19/03/19	Katie Horwood, Headteacher <i>(ex officio)</i>	
Richard Pierce*	19/10/21		
Kalvi Nadarajah	01/11/20		
Hugh Merritt (Chair)	24/10/18		
Vacancy			
Co-opted Governors (7)			
Kaley Foran (Vice Chair)			
Ian Macdonald	17/09/18		
Anselm Marshall	31/05/20		
Lisa Jepson	14/09/21		
Becky Martin	14/12/21		
Vacancy			
Vacancy			
<i>*Denotes not present at the meeting</i>			
Also Present			
Sharon Bolton Governor Services, Haringey, London			

Part 1

1. Welcome and Apologies

- 1.1 The Chair welcomed all governors to the meeting.
- 1.2 There were no apologies. Richard Pierce was absent.

2. Minutes of the last meeting held on 14 December 2017 and actions

- 2.1 The minutes of the previous meeting had been circulated in advance and was taken as read.
- 2.2 Chair has uploaded a termly blog to the Chestnuts website. It was well received by governors as a good new way to communicate with stakeholders. Hugh said he would like different governors to write each blog and a volunteer for the Spring blog would be sought at the next meeting.
- 2.3 The HT reported that the Nursery Admissions Policy can remain the same. There had been a discussion as to whether to change how the transfer for the 2yr old provision to the 3yr old provision should work to allow the nursery to

move children into the 3yr old provision quicker and therefore allow more 2yr olds to be admitted, but they decided to leave the policy to bed in for longer. Following a question from a governor, the HT reported that there have been no complaints from parents regarding admissions. The HT confirmed that the Policy would remain in place for another year.

3. Minutes of committees

3.1 Standards Committee on 19 January 2018

The minutes of the previous meeting had been circulated in advance and were taken as read.

Kaley confirmed that the Assessment Policy and the Learning and Teaching Policy had been updated following governors submitting comments.

It was noted that the HT had reported a need for a speech and language therapist and that the Finance Committee should consider this as part of budget planning.

The Chair queried the progress of the parent survey, however Richard was not at the meeting. 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. The governors agreed that it would be good to have the survey results as part of the forthcoming self-assessment and development planning.

Action: Bethany to check on the progress of the parents' survey and report to the next meeting.

3.2 Flexi-schooling.

The Chair queried whether there was anything to report following a meeting the HT had held with flexi-schoolers, bearing in mind previous discussions regarding flexi-schooling at the Standards Committee and full governing body. The HT reported that had met with all the families concerned and provided the new policy document. She is tracking the progress of the children involved. 34 children are currently being flexi-schooled, mostly in infants.

3.3 Finance and Personnel Committee on 25 January 2018

The minutes of the previous meeting had been circulated in advance and were taken as read.

3.3.1 Budget monitoring

A £50,000 surplus is predicted for the end of the year. This does not include

the loan. The committee had agreed that some of this surplus would be used before the end of the year subject to the results of initial budget planning for 2018/19.

The Head informed the Governing Body that loan repayments had now started to be made but it has been very difficult to speak to the finance officer to clarify the exact details. The current level of deduction is sustainable

Action: Options for repaying the loan will be discussed again at the next F&P committee.

3.3.2 A full assessment of the structural repair needs of the school will be conducted for the next F&P for the purposes of budget setting. The HT reported that this will also determine if the school can get financial support towards major building work from the Local Authority. The school will know by November 2018. In the meantime, the school needs a priority list of repairs. The HT reported that one key priority was to put up "snow guards" around the roof to prevent parts of the roof falling into the playground, as had happened recently with a piece of lead.

3.3.3 It was reported that it is unlikely that the school will meet its income target in respect of school dinners for this year despite an increase in charges. Anselm expressed the belief that increasing the charges further will not be the answer to meet the income target and other measures will need to be looked at.

Overall, this year there is more income than in previous years and a reduction in bad debts but more needs to be done to improve the systems relating to collection of outstanding debt.

3.3.4 Last years' Health & Safety Audit had led to a substantial action plan. F&P have focused on the action plan since then and were now satisfied that all the key points had been completed. There is likely to be another Health & Safety Audit in March 2018 that will provide further assurance.

4 Head Teacher report

4.1 Katie will be looking at the SEF after half term. The chair recommended that the SEF is discussed in all committee meetings and the next full governing body meeting so that in the summer term work can begin on the School Development Plan.

4.2 There have been a higher number of safeguarding referrals this term. There is a preponderance of domestic violence in the referrals.

Ques: How about the paper trail?

Head: The HT is confident that the school has very robust systems to document safeguarding concerns. Will soon be purchasing a new piece of software which makes recording safeguarding issues easier.

- 4.3 In relation to finance, the Business Manager is beginning to spend a little bit more freely given the predicated surplus in the budget.
- 4.4 The last half term has been very difficult for staffing. The Early Years have been working with two fewer people due to unexpected long-term staff absences. This has had an impact on the quality of provision in the Early Years and the workload of the remaining staff. However, three strong candidates have been appointed to start after the half term holidays. This is very positive for the school.
- Ques?** What was the issue with replacing the staff?
- Head: There were two staff on maternity cover. The school did not know that the insurance does not cover maternity cover for support staff so the school did not have the funding to immediately replace them.
The SBM is looking into ensuring that the insurance cover is fully fit for purpose.
- 4.5 Staff morale is high in terms of work, but low because there has been ongoing bad news about personal issues for a number of members of staff.
- 4.6 There has been damage to a part of the roof but this has been fixed.

5 Update on Haringey Educational Partnership (HEP)

- 5.1 The Chair referred to discussions in previous meetings about the setting up of HEF. In summary, the Local Authority is losing its funding to provide School Improvement Advisory Services. As such, the LA in conjunction with schools has looked at setting up a school partnership model to provide these services, which has been named HEP. The model has now been finalised and schools have been provided with details (which had been circulated to governors in advance). The school was now required to decide whether to opt in to HEP.
- 5.2 The Chair reported that the document received from the Local Authority indicates a reduced level of support.
- 5.3 The Head reported that she has asked the LA for clarification on the relationship between HEP and Governor Services. A key question is: What will happen for the summer term in relation to Governor Support if the HEP

begins 1st September 2018, since Governor Support is paid for on an April – April basis? She has not yet had an answer.

- 5.4 It is of concern that the School Improvement Advisers have been issued with redundancy notices. This may result in a lack of continuity as it isn't clear who the SIAs will be under HEP.
- 5.5 The HT reported that she felt that the school does not have much of a choice and alternative provision could be very expensive. The school should stick with its fellow Haringey schools for the moment and try to make a success of HEP.
- 5.6 It was stated that the school must be clear on what the school will get from the HEP.
Key question: Will benchmarking data for pupil performance and finance be provided?
Head: This data is already available.
- 5.7 One of the advantages of the HEP is that a group of Heads and Governors designed it so it should reflect the real need of schools. In spite of this, it is hard to judge the substance of the HEP when there are so many unknowns.
- 5.8 **Ques?** How much will be saved if the school buys into the HEP?
Head: £13 per pupil, which works out to approximately £6k for the year.
- 5.9 It was suggested that the savings should be secured (slush fund) so that the school can buy in support that HEP cannot provide. On this basis the Governors approved the school joining the HEP for the next two years.

7. **Parent Governor Recruitment/Governing Body Constitution**

- 7.1 The Chair reported that Dave Stewart has resigned as a parent governor. He has cited a lack of time and the fact that he is now a member of staff.
- 7.2 The Chair had circulated a paper before the meeting putting forward the possibility of reconstituting the governing body. According to the Governing Body Constitution, there are supposed to be 17 governors. The Chair summarised the reasons given in the paper for reducing this number:
- 17 is a very big number of governors by normal governing body standards.
 - There have been long-term vacancies that have proved hard to fill. Currently there are four vacancies. There are now two committees instead of three, so less governors are needed to fill the roles.

7.4 **Ques?** Who is a Trust Governor?

Trust Governors are appointed by the Trust. Beyond that there are no specific requirements.

7.5 Following discussion, Governing Body **agreed** that a smaller Governing Body is more manageable and more beneficial to the school. The constitution will be changed to reflect a Governing Body of 13 instead of 17. The Chair shared the table below outlining the current position in relation to **Option 2**, which is being adopted.

Type of governor	Required	Current constitution	Current actual	Option 1	Option 2
LA	1	1	1	1	1
Parent	2	6	5	5	4
Staff (inc HT)	2	2	2	2	2
Trust	2	2	0	2	2
Co-Opted	0	7	5	5	4
Total	7	17	13	15	13

8. Link Governor Visits/Training attended

8.1 **Ques?:** How many link governor roles are there?

Head: There are 11 link governor roles

8.2 **Ques:** How many Governors are needed for a meeting to be quorate?

Clerk: Seven governors are needed for the meeting to be quorate.

8.3 **Ques?** Is the Head and the LA Governor included in the figure for the quorate?

Clerk: The Head is not included in the quorate.

8.4 **Action:** In order to accommodate the new Governing Body structure, one parent governor and a co-opted governor need to be changed to another category of governor. Hugh and Kayley put themselves forward as Trust Governors and this was agreed by the Governing Body, subject to the agreement of the Trust.

8.5 The meeting discussed what link governor roles needed to be allocated following Dave's resignation. The Chair reported that Dave had previously held the roles of Reading and Pupil Voice and in addition, the roles of Staff Wellbeing and BME were vacant. The Head stated that a BME is not a particular priority for the school at this point.

8.6 After some discussion the link governor roles were filled as follows:

Area	Governor
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Pupil Voice	Becky Martin
Reading	Kalvi
Staff Wellbeing	Maureen Duncan
Health and Safety	Hugh
Inclusion and BME	Maureen
Pupil Premium	Ian
STEM	Lisa
Safeguarding and SEND	Hannah
Creative Curriculum	Richard
Early Years	Bethany

- 8.7 **Action:** Kaley will be doing a feedback sheet for link governors.
- 8.8 **Action:** Staff should be informed about the Link Governors. Chair to arrange with the HT
- 8.9 The Chair reported that he had spent the day in school the previous week. In line with his Link Governor role he had completed a health and safety walk with the HT and the caretaker. The issues noted would be included in the priority list for repairs. He had also spent some time in classrooms in Juniors and positively noted the good behaviour and the creativeness of the work being undertaken.

8.10 Governor Training

Governor	Training	Date
Hugh Merritt	School Financial Health – How well are you managing your budgets?	Wednesday 8 th November 2017
	Understanding School Data and Assessments	28 th November 2017
Anselm	Exclusions Legal Framework	7 th February 2018
Hannah	Monitoring and Evaluation SEND (Including Autism provision)	22 nd February 2018
Becky	Health and Safety – What are governors responsibilities?	27 th February 2018

9 Any other business

- 9.1 The Chair reported that Bethany had suggested that the Governing Body should have training on employment matters as the GB is the employer for staff. The Chair would have a think about the best way to do this.

9.2 Ques? How is the school managing Data Protection matters?

Head: She would prefer to use an independent company to cover data protection.

There is a presentation from the LA but a further 'myth busting' exercise is needed. It will be on the next Full Governing Body agenda and should be addressed in a measured and reasonable way.

9.3 The HT reported that the Haringey Music Service approached the school about being a part of a 3-year programme to embed music in the entire curriculum. North Haringay are also signing up. Risley Avenue is the first school in the borough to sign up and it featured positively in their Ofsted report. If agreed, it has to be included in the School Development Plan. It will cost the school £2,000 and WIGMORE HALL will pay £10,000 towards the programme. The Governing Body **agreed** that the school should buy into the service.

9.4 Dates of future meetings

Standards Committee	- 6 th March 2018
Finance and Personnel Committee	- 15 th March 2018
Full Governing Body Meeting	- 22 nd March 2018

The meeting ended at 20:13pm

Signed by Chair/Vice Chair

Date