



**CHESTNUTS PRIMARY SCHOOL  
GOVERNING BODY**

**Minutes of the full Governing Body meeting held on  
16<sup>th</sup> September 2021 at 6:45pm, via Zoom**

GOVERNOR TYPE	NAME		TERM EXPIRY
LA Governor (1)	Maureen Duncan	MD	14.09.22
Parent Governors (4)	Christian Lund	CL	04.07.23
	Angeline Conaghan	AC	04.07.23
	Kalvi Nadarajah	KN	13.12.21
	Holly Cassidy	HC	15.07.24
Co-opted Governors (5)	*Kaley Foran	KF	02.12.24
	Hannah D'Aguiar	HD	19.09.22
	Hannah Marr	HM	04.07.23
	*Clare Matthai	CM	02.12.24
	<i>Vacancy</i>		
Foundation / Trust Governors (2)	Hugh Merrit, <b>Chair</b>	HM	15.09.23
	<i>Vacancy</i>		
Staff Governor (1)	Mavis Scott	MS	04.07.23
Headteacher (1)	Katie Horwood	KH	<i>Ex officio</i>
	Also Present: Carole Newton (CN), <i>Deputy Headteacher</i>		
	<i>*Asterisk denotes absence</i>		

**PART 1**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- a. Apologies were received from Hannah D'Aguiar and Kaley Foran.
- b. The Chair welcomed Holly Cassidy and Helen Drummond as new Parent Governors.

**2. ELECTION OF CHAIR AND VICE CHAIR**

Hugh Merritt was elected as Chair of the Governing Body. He informed governors that he would ideally like to stand down at the end of the term. Anyone interested in the role should speak to Hugh so that a robust handover can be organised.

**3. DECLARATIONS OF INTEREST**

**Action:** Governors should complete the Annual Declaration of Interests Form on Governorhub which can be accessed via governors' individual profiles. Governors are also asked to upload their address on Governorhub.

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes were not available and will be presented at the next Full Governing Body meeting.

**5. HEADTEACHER'S UPDATE**

Below is a summary of the points raised:



## 5.1 New School Year and Covid-19

- 5.1.1 The first Covid-19 positive case presented on the second day of the term. The whole nursery and reception team had Covid. The Head spoke to the Local Authority who advised that the Nursery must remain open.
- 5.1.2 It has been extremely challenging for staff to settle the children with so many staff members absent. The outbreak management plan has been implemented. The risk assessment is on Governorhub.
- 5.1.3 **Ques:** When will the nursery staff return to work?  
**Ans:** They will return on Tuesday and the reception staff return on Wednesday.
- 5.1.4 A number of staff are unvaccinated and have to self-isolate each time they are exposed to Covid.
- 5.1.5 All face-to-face meetings have been cancelled. All meetings are online. None of the staff were hospitalised or were critically ill.
- 5.1.6 If this happened in KS2 the SMT would be willing to cover the classes.
- 5.1.7 It is likely that some of the staff who are unvaccinated will remain unvaccinated.
- 5.1.8 Assemblies have been cancelled for the time being.
- 5.1.9 The Head stated that apart from the massive building project and the KS1 Covid issues it has been a lovely start to the year.

## 5.2 School Development Plan

Katie is working on the action plan. It will be presented the next meeting.

6. Governor appointments and Committee ToRs (see Governance Map document)  
The Chair referred governors to the Governance Map document on Governorhub. The following points were raised:
- a. Finance & Personnel Committee  
There are no changes to the membership of this committee.
  - b. Pay Committee  
Members: Chris, Hannah Marr and Kaley (in her absence).
  - c. Headteacher Appraisal  
Members: Helen and Chris.
  - d. **Action:** The Head requested for a change of date for the May 2022 Full Governing Body date. Governors agreed to a change of date.
  - e. Link Governors



- BAME – Christian Lund
- Reading and Digital – Hannah Marr
- **Humanities – ????**
- Finance Lead - Clare Matthai

f. Additional points raised:

6.f.1 Maureen Duncan (LA Governor) is willing to remain on the Governing Body for at least for another year.

6.f.2 Kalvi's term of office expires in December 2021.

6.f.3 Holly Cassidy and Helen Drummond will join the Standards and Curriculum Committee and Chris has stepped down from the committee. The terms of references have not changed for the main committees.

**The Terms of References were approved by the Governing Body.**

## 7. Governor Recruitment

a. There is a co-opted governor vacancy. Hugh will look through the governor recruitment sites to see if he can recruit a new co-opted governor.

b. There is still a skills gap for HR expertise on the Governing Body.

c. **Ques:** How do we go about recruiting a Chair if no current governor is interested in taking on the role?

**Ans:** in that case the chair will inform the GB and they will identify someone to Chair the GB.

## 8. Governor Code of Conduct (see Governance Map document)

Governors were encouraged to read Governor Code of Conduct (page 28 onwards) of the Governance Map document. The updated document includes the Nolan Principles.

**The Code of Conduct was adopted by the governing body.**

## 9. Policy approval (see policies in folder)

### a. Behaviour Policy

i. The policy was drafted by the staff team. It was approved in Sept 2019. The policy has been updated again since the last draft.

ii. There was an agreement to change the reference to laziness in the policy and replace it with something less accusatory such as disengagement.

iii. The policy will allow a more consistent approach to behaviour management in the school.

iv. It was agreed that there will be an analysis of the impact and use of the work club. There was a discussion about the impact on the children who are in the work club including the possibility of some form of mentoring while they are there. The Head stated that the policy will be revised to reflect that a reflection sheet is completed by the children while they are in the work club.

**The policy was approved by the governing body.**



b. **Safeguarding Policy**

- i. This is a model policy that has been adapted from the Haringey Education Partnership template.

**Action:** The Headteacher will remove the Safer Recruitment notes from the policy.

- ii. **Action:** The School will carry out appropriate checks on governors for assurance that they are fit for school governance. The checks are not statutory, but it is good practice endorsed by Ofsted. This is mentioned in KCSIE and in Safer Recruitment. It was recommended that this should be raised with the school's HR contact. This will also be included in the pending Safer Recruitment policy.

**Action:** Maureen will send the appropriate link to the Headteacher.

- iii. **Action:** All Governors must read Section A in the KSIE document. The Chair will upload the document to Governorhub for reference.

**The policy was approved by the governing body.**

c. School Emergency Plan

**The policy was approved by the governing body.**

d. Staff Handbook

**The policy was approved by the governing body.**

e. Violence/Harassment in the Workplace

**The policy was approved by the governing body.**

It was agreed that changes to policies should be highlighted in the document so that Governors can see the most recent amendments.

- f. **Ques:** Has the relevant policy for residential trips been updated in light of the incident that took place on the last residential trip.

**Ans:** The Head reported that she has reflected on the sequence of events that took place as well as the details of the actual event. Governors noted that it is not the headteacher's fault (she was ill with Covid at the time). The school has learnt a lot from the actual incident. The Head stated that in general, staff need to be more aware of children who need more nurturing especially in residential trips.

**Ques:** Was a risk assessment done for the trip?

**Ans:** Yes a risk assessment was completed.

10. **Health and Safety in the playground**

- a. The next Health and Safety audit is due within the next two weeks.



- b. From the last audit it was noted that in the playground at the front with the big equipment, the soft surface has become loose and has become a dangerous trip hazard. The governing body needs to decide how it will be dealt with in the long term. The Chair conducted a Health and Safety walk with the Site Manager who stated that the playground safety needs to be addressed.
- c. The building work is a major project which is due to be completed in August 2022. There are difficulties with getting materials which is a nationwide challenge.
- d. The school earned £8,000 from the Asda advert and it was agreed that the school could explore earning some additional income from the school as a site for filming.
- e. The other playground is out of bounds for the duration of the building project. At the moment only one year group at a time uses the playground so this is being managed.

**11. ANY OTHER BUSINESS**  
None.

**SIGNED** \_\_\_\_\_  
**HUGH MERRIT, CHAIR OF GOVERNING BODY**

<b>ITEM No.</b>	<b>ACTION</b>	<b>ASSIGNED TO</b>
<b>Item 3</b>	Governors should complete the Annual Declaration of Interests Form	<b>All Governors</b>
<b>Item 5.2</b>	Katie is working on the action plan. It will be presented the next meeting.	<b>Katie/Headteacher</b>
<b>Item 6d</b>	The Head requested for a change of date for the May 2022 Full Governing Body date.	<b>Chair/Headteacher</b>
<b>Item 9bi</b>	The Headteacher will remove the Safer Recruitment notes from the policy.	<b>Headteacher</b>
<b>Item 9bii</b>	The School will carry out appropriate checks on governors for assurance that they are fit for school governance.	<b>Headteacher</b>
<b>Item 9bii</b>	Maureen will send the appropriate link for governor checks to the Headteacher.	<b>Maureen</b>
<b>Item 9biii</b>	All Governors must read Section A in the KSIE document.	<b>All Governors</b>