



**CHESTNUTS PRIMARY SCHOOL
GOVERNING BODY**
Minutes of Full Governing Body Meeting held on
10th September 2020 at 5pm via Zoom

Local Authority Governors (1)	Expiry of Term	Foundation/ Trust Governors (2)	Expiry of Term
Maureen Duncan	14/09/21	Hugh Merritt (Chair)	15/09/23
		Vacancy	
Parent Governors (4)		Staff Governors (2)	
Christian Lund	4/7/2023	Mavis Scott	4/7/2023
Angeline Conaghan	4/7/2023		
Richard Pierce **	19/10/21		
Kalvi Nadarajah	01/11/20	Katie Horwood, Headteacher (<i>ex officio</i>)	
Co-opted Governors (5)			
Vacancy			
Hannah D'Aguiar	19/09/22		
Becky Martin **	14/12/21		
Hannah Marr	04/07/23		
Vacancy			
Also Present: Carole Newton, Sharon Bolton – Clerk			
<i>** denotes apology tendered</i>			

Part 1

1. Election of Chair and Vice Chair

Hugh Merritt was elected as Chair of the Governing Body.

2. Declarations of Interest

There were no declarations of interests.

3. HT update - School Re-opening

- a. A member of staff has tested positive with the result that the whole of the lunchtime staff (who had a training session together) have had to isolate for two weeks. The Early Years staff have been covering at lunch time. At least eight schools in Haringey have staff or children who have tested positive for Covid-19.

- b. On the whole, the children are glad to back in school. There is 90 to 95% attendance. There is only one child that cannot attend at the moment, A few children have been sent home with colds or temperatures. A few children



have been quarantined after travelling abroad.

- c. The school does not have the equipment to administer tests. They are in very short in supply.
- d. It was confirmed that Hugh, Hannah D and Kalvi had met with the HT prior to reopening to review and approve the risk assessment. This was very much in line with the risk assessment produced for the June re-opening, with some changes to the drop-off procedures and extra provisions for breakfast club and after-school club. Bubbles will be either year group or class depending on logistics.

Ques: How are things running in relation to the risk assessment?

Ans: Things are going according to plan.

- e. **Ques:** How are staff holding up?

Ans: Staff are happy to be back to work. It hasn't been an easy week. There have been a few staff who are overwhelmed as they have been away from full time work for the whole lockdown period. Some teachers who are struggling with IT have found it more difficult.

- f. **Ques:** How are the NQTs managing?

Ans: The new teachers are doing well.

- g. **Ques:** Are there any group of children who are struggling?

Ans: The children with Additional Educational Needs (AEN) are finding it difficult but Mavis is doing a good job to support the children. She stated that anxiety is high for some of the children with AEN as they get used to the new routines.

- h. Governors welcomed Mavis back to school after an accident.

Maureen joined the meeting at 18:52pm.

- i. **Ques:** What was the parents' reaction to the letter concerning Friday lunch time closure?

Ans: There has been a mixed response, but most parents are pleased that the school has remained open. Some parents have asked why staff aren't wearing masks all the time. The school has responded to the parents' queries and parents have been informed that staff will not be mandated to wear masks at this time.



- j. Two staff meetings have been planned to address gaps in children's learning.
- k. **Ques:** is there a contingency plan if there is a second lockdown?
Ans: the school is launching Google classroom next week. The children are being introduced to the application this week. A lot of work is being done to update the look and feel of the site. It was **agreed** that the home working plan would be reviewed and approved at the next Standards Committee.
- l. **Ques:** What is being done to support access at home?
Ans: The school has been fundraising and the PSA are also fundraising. Almost all children have access.
- m. It was noted that printed materials create additional difficulties for families who do not have printers at home. There are also cases where there is more than one child in the house needing access at the same time.
It was agreed that there should be tutorial for parents to enable them to support their children at home.
- n. In relation to children with Additional Educational Needs Maureen reiterated that Governors needs to aware of the government guidance as deviation from that leads to a range of challenges and complications.
- o. Reception have an open afternoon tomorrow for 6 parents and their children – from Monday they will start in groups of 6. Instead of home visits the staff did 'bag drops.'
- p. The Governors acknowledged the creativity and hard work from the staff through the reopening period. The Head stated that the teachers are tired, and the current structure is not sustainable for a year.
- q. **Ques:** How is the Headteacher managing staff wellbeing?
Ans: The school is a very supportive environment, and the Headteacher is always available for a chat if needed.
- r. **Ques:** How is the school preparing for the Friday adaptations?
Ans: The first one tomorrow will be difficult since some support staff are isolating.
The Head was asked to clarify the childcare position on a Friday to parents as some appear to think they should be paying.
Action: The Headteacher will address this in the next newsletter.



s. **Ques:** Could the school explore the use of volunteers to cover the lunchtime over the next couple of weeks while the staff are absent or more generally going forward?

Ans: It will be explored. The children are not having swimming lessons at the moment so the swimming teacher is helping to fill gaps.

t. There a discussion about whether a Covid-19 committee was needed but it was **agreed** that an extraordinary meeting would be convened if it becomes necessary. **Agreed** that Hannah D, Kalvi and Hugh will continue meet if necessary to discuss changes to the risk assessments and other minor Covid-19 related matters.

4. **Minutes of previous Full Governing Body Meetings**

The minutes were agreed as a true record.

5. **Committees and link governors (see Governance Map doc)**

a. It was suggested that a Data Governor should be appointed. Hannah Marr agreed to take on the role. Carole is the school link.

b. Angeline Conaghan agreed to become the Reading link governor.

c. Kalvi Nadarajah agreed to become the Pupil Premium link governor.

d. **It was agreed** that staff should be reminded who their link governor is and leave it up to them to contact Governors if they want to.

e. **Ques:** How are the governor vacancies being filled?

Ans: The Chair has previously used the Aspiring Governance site. He also suggested that Governors make recommendations but it was agreed that the Governing Body needs to be clear that they recruit people to fill existing skills gaps. HR seems to be a gap at the moment according to the last audit. The Head will contact Kaley (previous governor) to see if she can recommend someone. It was noted that local people have more commitment to the school.

f. Agreed that committee memberships would remain the same as last year. Chair committees will be agreed at the next committee meetings. Terms of reference and work plans to be reviewed at the committee meetings with the terms of reference to be agreed at the next FGB.



- g. Pay Committee members agreed as Hannah Marr, Hugh and Chris
It was noted that the committee must ensure that they follow Trade Union recommendations and guidelines.
- h. Headteacher Appraisal members agreed as Hugh and Hannah D'Aguiar.
Becky will be asked if she can do the appraisal as she did it last year.
- i. The Governors Code of Conduct agreed and adopted.

6. Strategy Planning

- a. The current SDP has come to an end meaning that a new plan needs to be developed. There was a discussion as to what this should look like given Covid-19. It was **agreed** that in spite of Covid-19 the school needs a robust strategy but there was a general consensus that in the short-term the school needs to focus on embedding the new protocols and working towards stability for the staff as well as the children.
- b. The Head feels that the school has a solid plan in place for this term so the focus needs to be on identifying and addressing the gaps in children's learning. This needs to be a precursor to agreeing any new priorities. Even then, it will be difficult to look too far forward.
- c. It was agreed that the school will look at agreeing and finetuning the priorities in the 2nd half of this term. Chair to propose a date for an strategy session.

7. Governor Recruitment

There are three co-opted/trust governor vacancies. (see item 5e)

8. Safeguarding Policy approval

- a. Model LA policy has not been received yet. **Agreed** to distribute by email for approval.
- b. The staff completed safeguarding training on 3rd September 2020.

9. Any other business

The Head thanked Governors for their support during the summer term and beyond. The Chair thanked the Head and staff for pushing through the first week of term.

The meeting ended at 20:10pm.



Signed by Chair/Vice Chair

Date