



CHESTNUTS PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
Held on Wednesday 21st September 2022 at 6pm at the school

Governor Type	Name	Initial	Term End Date
LA Governor (1)	Maureen Duncan	MD	15/09/2025
Parent Governors (4)	Christian Lund	CL	03/07/2023
	*Helen Drummond	HD	21/07/2025
	Alex Davies	AD	23/03/2026
	Vacancy		
Co-opted Governors (5)	Kaley Foran – Vice Chair	KF	02/12/2024
	*Clare Matthai	CM	02/12/2024
	Arya Alatsas	AA	23/03/2026
	Ella Speakman	ES	23/03/2026
	Vacancy		
Foundation/Trust Governors (2)	Dan Salem - Chair	DS	23/03/2026
	Vacancy		
Staff Governor (1)	Mavis Scott	MSC	18/09/2023
Headteacher	Katie Horwood	KHO	Ex officio

* Asterisk denotes absence

Also in attendance:

Jasbir Aujla, Clerk to Governing Body (Haringey Education Partnership)
 Lydia West, Assistant Head Teacher
 Emily Potter, Assistant Head Teacher

1. WELCOME / INTRODUCTIONS / APOLOGIES

1.1 There being a quorum, DSA the Chair welcomed all to the meeting and asked everyone to introduce themselves.

1.2 Apologies for absence were received from Clare Matthai and Helen Drummond.

1.3 The Chair wish to record his Thank you to the Headteacher, Katie for her continuous persistence in getting as much of the works done as possible over the summer holidays which enabled the school to open and be functional. The HT said the teachers have been very supportive and worked phenomenally hard and are over ambitious. Governors had a quick look around at the completed works in a classroom which looked very nice but also saw areas in the corridors where the work carried out is of poor quality. The HT reported there are a number of areas in the school where works have been done to the same poor standard. The Chair said he will inspect each area of the school and send pictures of all areas still needing work to Haringey Council. The Chair also mentioned the playground needing some works to be done from a Health & Safety perspective. A lot of fund-raising is needed to support some of the work costs. Senior Officers from Haringey are scheduled to visit the school to view areas needing work during October.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

2.1 No declarations were made at the meeting.

3. GOVERNING BODY ADMINISTRATION

3.1 To elect/vote in Chair/Vice for academic year

The GB unanimously voted and **agreed** for Dan Salem as Chair for a term of one year.

The GB unanimously voted and **agreed** for Kaley Foran as Vice Chair for a term of one

3.2 GB Membership; Committee composition and Link Governor roles

The Chair said he is looking to fill the two vacant governor positions, one co-opted governor and one parent governor and having done skills audit the GB need to cover Health & Safety and Human Resources areas. The Chair asked governors to let him know of potential nominees.

3.3 Governors to review/sign Code of Conduct & Annual Declaration of Interest form

The Chair referred to the reminder message placed by the Clerk to ensure all log into Governor Hub and to review and sign the Code of Conduct and complete their declarations. The Chair asked all to check CRB status and to speak to the School Business Manager regarding any required updates.

ACTION: FGB

3.4 To review/agree Scheme of Delegation

The Chair asked all to review the Scheme of Delegation by Friday 23rd September 2022. If no comments are received by this date the version shared will be the **agreed** Scheme of Delegation.

3.5 Keeping Children Safe in Education 2022 (KCSIE)

The Chair stressed the importance of all governors to attend the KCSIE training Part 1 and the safeguarding link governor to complete all five sections. HEP are providing this training as well as the Key. MD reported she is an accredited DSI and has had comprehensive training. All to declare on Governor Hub they have read and understood the Keeping Children Safe in Education (KCSIE) 2022 Policy.

ACTION: FGB

4. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

4.1 The Minutes of the FGB meeting held on 14 July 2022 were **agreed** as an accurate record for the Chair to sign in due course and the school to retain on file.

5. ACTIONS LIST

AGENDA ITEM	Actions	ASSIGNED TO
6.2 (18/5/2022)	Raise with Haringey the issue of differing funding provided for pupils with additional needs across schools. 14/7/22 ongoing item may provide Finance and SEN training in due course. Ongoing Haringey working Party looking at. Agreed to close AP.	Chair/HT
6.5 (18/5/2022)	Look at providing more information on the SEN provision	Chair/ HT
12.2 (18/5/2022)	Building works - plans show the vehicle entrance for this will be opposite the school which will cause disruption. It was agreed for the GB to write a letter of concern to Haringey Council. Letter sent awaiting response. Chair sent letter in June with a gentle reminder in September. The LA is aware and will be coming into school. Close AP.	GB/ Chair
5.4	Send out a message to emphasise attendance expectations from September. Chair updated letters been sent out will review later in the year. Close AP.	HT/ Chair
6.1	Provide Finance & Personnel update at the next FGB meeting. Finance is balanced as can be at present and some items need to be worked on. Close AP.	Chair
9.2	Give thought to SLT members attending the FGB meetings. Close AP	HT/Chair

6. HEADTEACHER'S ITEMS

- 6.1 The HT reported it has been a lovely calm start to the term. Wellbeing is good and staff are bringing lots of enthusiasm. The building will continue to cause frustration, but it is good to see the school looking much better there is less dust, no constant noise, and no scaffolding. The Art room and a whole music room are now being developed.
- 6.2 The HT report will be provided at the next FGB meeting.
- 6.3 The Chair reported he has asked the office staff to update the school website with dates of all events.

7. CHAIR'S ITEMS

7.1 Building

The Chair mentioned from the building point of view Haringey Council are paying he will chase up regarding all unfinished works and ask them to do a room at a time, so the works get done and completed properly. The HT and the Chair said the new uniform is looking very nice and has created a fresh start to the academic year and term. Governors acknowledged the incredible effort the school has gone through in saving money to reduce the cost of the school uniform making it cost effective.

7.2 Governors Training

The Chair stressed the importance of Governors responsibilities to attend all relevant training. All to look at the Safeguarding training programme being provided by HEP, and he highlighted the Safer Recruitment training to be done by non-parent governors.

7.3 Governors Visits

The Chair emphasised the need and purpose of governor visits is for governors to gain an understanding of the subject area and seeing supporting evidence. Governors are to arrange visits with the HT or a senior member of staff.

MD said as the SEND and Safeguarding link Governor she will be checking the Single Central register.

The Chair said he will be looking into and assigning link governors to relevant areas. Discussion took place regarding Curriculum the HT pointed out this is an area Ofsted looked at during the previous inspection and the governors at that time did not know adequately about the Curriculum, consideration needs to be given to the fact that this is a huge task for just one governor to take on.

The Chair mentioned the possibility of phased link governors to see what is happening and said he and the HT will discuss in detail and share in due course with all on Governor Hub. The HT pointed out the need to be clear about the focus of the visit and what is strategic and operational. All the relevant School Improvement information is made available on the school's website, will also place on Governor Hub too and governors need to find the time to look at the five priority areas. A Governor said the School Improvement plan has priorities and the governors need to look at the intent and impact.

(Further discussion in Part 2)

The HT said she is very proud where school is at now the change is immense and the governors' roles is to challenge and support.

AHT said it is good for staff to get use to answering questions, but it is helpful to know what areas Governors will be looking at during their visit.

The Chair acknowledged last year's results are very good and the school will continue to build on this. He made reference the large data reports from which CL highlighted the headline data and requested if he could do same this year. **ACTION:** CL

8. POLICIES

- 8.1 The Chair thanked KF for undertaking the onerous job of updating all the policies over the summer recess and sharing the revised versions with all via Governor Hub, these need to be reviewed and agreed by the GB. It was agreed for KF to place a message on Governor Hub, Noticeboard assigning the policies to governors to review by 10 October. KF asked governors once they have reviewed the policy to create a post on the noticeboard with any questions they would like the HT or Chair to answer. Future changes will be highlighted for ease of reference. **ACTION:** KF
- 8.2 It was noted some policies will need to be approved by the full governing board and KF will be mark those accordingly and will be approved at the next FGB meeting. **ACTION:** Clerk

9. DATE AND TIME OF NEXT MEETING

- 9.1 The Chair updated the FGB meetings will be held in person at the School and the Committee Meetings will be held via zoom.
- 9.2 It was agreed the next FGB meeting will take place on Wednesday 23rd November 2022 at the school.
- 9.3 The Curriculum & Standards Committee will take place on Monday 3rd October 2022. The HT asked the Clerk to check if she can clerk this meeting as there is not a F&R meeting this term and the school has agreed two meeting per term with HEP.
- 9.4 The Finance & Personnel meeting will take place on Wednesday 25th January 2023.

10. ANY OTHER BUSINESS

None

There being no further Part 1 business, this section of the meeting closed.

ACTION LIST

AGENDA ITEM	Actions	ASSIGNED TO
3.3 & 3.5	All to log into Governor Hub: <ul style="list-style-type: none">Review and sign the Code of Conduct and complete their & Annual Declaration of Interest formsCheck CRB status and to speak to the School Business Manager regarding any required updates.Declare on Governor Hub they have read and understood the Keeping Children Safe in Education (KCSIE) 2022 Policy.	FGB
7.3	Highlight as done for previous year the headline data from the large data report.	CL
8.1	Place a message on Governor Hub, Noticeboard assigning the policies to governors to review by 10 October. Completed	KF
8.1	Some policies will need to be approved by the full governing board and KF will be mark those accordingly and will be approved at the next FGB meeting.	KF

I, Chair of Chestnuts FGB, approve these minutes as an accurate representation of the meeting.

Chair's signature:  Date: 3/10/22
Dan Salem
Chair