



CHESTNUTS PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
Held on Wednesday 14th July 2022 at 6.30pm at the school

Governor Type	Name	Initial	Term End Date
LA Governor (1)	Maureen Duncan	MDU	15/09/2022
Parent Governors (4)	*Christian Lund	CLU	03/07/2023
	*Holly Cassidy	HCA	13/07/2025
	Helen Drummond	HDR	21/07/2025
	Alex Davies	ADA	23/03/2026
Co-opted Governors (5)	Kaley Foran	KFO	02/12/2024
	*Hannah Marr	HMA	03/07/2023
	*Clare Matthai	CMA	02/12/2024
	Arya Alatsas	AAL	23/03/2026
	*Ella Speakman	ESP	23/03/2026
Foundation/Trust Governors (2)	Hugh Merritt - left	HME	19/09/ 2022
	Dan Salem - Chair	DSA	23/03/2026
Staff Governor (1)	Mavis Scott	MSC	18/09/2023
Headteacher	Katie Horwood	KHO	Ex officio

* Asterisk denotes absence
- Denotes no response/did not attend

Also in attendance:

Jasbir Aujla, Clerk to Governing Body (Haringey Education Partnership)
Carol Newton, Deputy Headteacher (DHT)

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 There being a quorum, DS took the Chair, welcomed all to the meeting. The Chair mentioned all future GB meetings will start at 6pm.
- 1.2 Apologies for absence were received from Holly Cassidy, Hannah Marr, Claire Matthai, Christian Lund, and Ella Speakman.
- 1.3 Helen Drummond was recorded as absent from the meeting.
- 1.4 The Chair updated Hugh Merritt, Holly Cassidy and Hannah Marr have resigned from the Governing Body with effect from 14th July 2022.

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

- 2.1 No declarations of interest were made at the meeting.

3. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

- 3.1 The Minutes of the meeting held on 18th May 2022 were **agreed** as an accurate record which the Chair signed and gave to the HT to retain on file.

4. ACTIONS LIST

4.1 Update on actions.

AGENDA ITEM	18 May 2022 Actions	ASSIGNED TO
6.2	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.	Chair/HT
6.5	Look at providing more information on the SEN provision	Chair/HT
8.2	Look at Chestnuts link to HEP and the KEY on Governor Hub so it is easily accessible. Completed	Clerk/KF
10.1	School Uniform - bring recommendation to the next FGB. Completed.	HT
12.2	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.	GB/Chair

5. HEADTEACHER'S UPDATES

5.1 Headteacher's Report

The HT verbally updated as follows:

5.2 Safeguarding

The HT reported there are no children on the child protection/safeguarding register. The school has a few families that are receiving various forms of support. The number of families receiving support has trailed off as the threshold is high. The school has made one referral. **A Governor asked is there anything the GB needs to be aware of**, the HT responded no. A Governor mentioned GP referrals tend to have more impact than a school's referral.

5.3 Incidents

The HT reported there are no racial or sexual incident to report. The school had one exclusion for half a day and the school is working with Haringey to support the child. A Governor asked regarding the child's behaviour the HT explained, and how the staff are dealing with this and have in place a plan and clear way to manage the behaviour.

5.4 Attendance

The HT updated attendance is at 93% the school has had some children off school in the main due to Covid, Chicken Pox and colds symptoms and the staff are looking at enrichment to support these children. The school currently has 67 persistent absentees, and the school provides support to a number of these families. The absence letters to parents are sent out by Haringey Education Welfare office. These figures are reported to the DFE. It was noted school needs to send out a message to emphasise attendance expectations from September. **ACTION:** HT/Chair

5.5 Building

The building work is on track due to finish 1st September and the scaffolding will be taken down over the summer holidays. During the holidays, the school will have over one hundred builders on site doing various things. For the works the LA has agreed to contribute 10k, the contractors 10k and the school will provide 10k as well total 30k which is a minimal amount towards what is required.

5.6 Events

The HT updated the following events have or are planned to take place; Sports day, Music Day, children had a great time at Pendarren, a whole school event was planned for next week but is not taking place now due to extreme heat warnings, but school will film and capture classrooms activities.

5.7 Attainment 2021-22 presentation to Governors

The Headteacher took the GB through the Attainment 2021-22 presentation report to Governors as circulated in advance of the meeting. The HT updated on the data broken down by Girls, Boys, Pupil Premium, SEND support, EBCP, EAL and summer born comparing with 2019 National and 2019 school averages for the following:

EYFS - Good level of Development

Year 1 – Phonics & Teacher Assessments

Year 2 – Phonics & KS1 Statutory Assessments

Year 3 – Teacher Assessments

Year 4 – Teacher Assessments & Multiplications Test

Year 5 – Teacher Assessments

Year 6 – KS2 Statutory Assessments in Reading, Writing, SPG and maths

The HT said overall this is encouraging data and is in line as result of covid.

A Governor asked regarding Year 6 how much of the 106.5% in reading is down to the children and what part is down to the teachers. The HT said the quality of teaching was really good and is aiming for this going forward but may be difficult as losing a teacher

A Gov asked what the strategy for writing is. The HT said this year the school changed the way we teach writing. The school has made progress over the past 2 years and what we do now is an ambition to continue.

A Governor said the results look a lot better than some other schools. The HT she is very proud of the staff and the children.

A Governor asked whether the funding available for the national tutoring would help the school. The HT said it is only 15 hours, but she will look at see if can use the funding to take on a staff for few weeks.

The GB thanked the HT for her verbal update and presentation.

6. CHAIR'S ITEMS

6.1 Finance update

The Chair said there is nothing to update on at present. He has a few questions, will be meeting with the SBM and CM early September and will provide an update at the next FGB meeting. **ACTION:** Chair

7. SCHOOL UNIFORM

7.1 The Governing Body received the Chestnut Primary School, Uniform Policy as circulated in advance of the meeting. The HT reported consultation with the parents has been done and majority of the feedback is positive. The change is based on cost, accessibility, uniform that can easily be purchased from various stores. The School's Uniform will consist of:

- Bottle green sweatshirt (can be purchased with the school logo or without)
- White polo shirt (can be purchased with the school logo or without)
- Bottle green, grey, or black bottoms. This can include tracksuit bottoms, trousers, leggings, shorts, or skirts. (Green logo tracksuit bottoms can be purchased)
- Green summer dress

From September 2022 it is expected that reception children will wear the new uniform. Across the school this will be phased in. Children will be able to wear either uniform to school.

A Governor asked about the transition period. The HT said the uniform change will be phased in.

A Gov asked how the school will enact this. The HT said they will provide letter to parent and give a date by when the new uniform needs to be in place.

The HT to include in the policy black shoes. The HT updated the office has letters prepared to go out to parents regarding the change in school uniform, the increase in cost of school meals, breakfast club and after school childcare.

The GB received and unanimously **agreed** the Chestnuts School Uniform Policy.

8. DATE AND TIME OF NEXT MEETING

- 8.1 The Chair updated the FGB, and Committee meeting dates have been updated and placed on Governor Hub for all to note. The next FGB meeting will take place on Wednesday 21 September 2022 at 6pm.
- 8.2 The Chair mentioned he is considering the possibility of changing the size of the Finance & Personnel and the Curriculum & Standards committees to consist of either two or three members each and this may result in minor change to some dates.
- 8.3 Going forward all relevant GB meeting documents to be placed timely, one week prior to the meeting on Governor Hub for all to review to enable appropriate challenge.

9. ANY OTHER BUSINESS

- 9.1 The Chair and GB wished to note their "Thank you" to Hugh Merritt, Hannah Marr and Holly Cassidy for their hard work and input during their tenures as governors at Chestnut Primary school. The GB agreed to send a gift as a thank you to the previous Chair, Hugh Merritt.
- 9.2 **A Governor asked for Lydia West, Assistant Headteacher to be invited to give an update to the GB.** The Chair mentioned giving thought to SLT members attending the GB meetings. **ACTION:** HT/Chair
- 9.3 The Chair asked all to plan in at least one governor visit per term.
- 9.4 The Governing Body wished to note their Thankyou to the HT and her staff for all their hard work over the academic year.

There be no further business Part 1 of the meeting concluded.

ACTIONS LIST

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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.	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.	GB/Chair
5.4	Send out a message to emphasise attendance expectations from September.	HT/Chair
6.1	Provide Finance & Personnel update at the next FGB meeting.	Chair
9.2	Give thought to SLT members attending the FGB meetings.	HT/Chair

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

Chair's signature:  Date: 2/8/22

Dan Salem
Chair

