



**CHESTNUTS PRIMARY SCHOOL  
GOVERNING BODY  
Minutes of the full Governing Body meeting held on  
Tuesday 20 March 2021 at 6:30pm, via Zoom**

GOVERNOR TYPE	NAME		TERM EXPIRY
LA Governor (1)	Maureen Duncan <i>from 6:55pm</i>	MD	14.09.21
Parent Governors (4)	Christian Lund	CL	04.07.23
	Angeline Conaghan	AC	04.07.23
	Kalvi Nadarajah	KN	13.12.21
	<i>Vacancy</i>		
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> ; Felicity Baird (FB), <i>cover Clerk (Haringey Education Partnership)</i>		
	<i>*Asterisk denotes absence</i>		

## PART 1

### 1. APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence, the GB was quorate.

### 2. DECLARATIONS OF INTEREST

2.1 No declarations were made.

### 3. MINUTES OF THE PREVIOUS MEETING

3.1 The Minutes of the previous meeting were **approved** as an accurate record.

#### 3.2 Matters Arising:

The Chair confirmed that he would advertise the Parent Governor vacancy following the half term break and contact HEP again regarding the Co-opted Governor vacancy.

3.3 The Head reported that she did not write to Y2 parents, as lockdown had been lifted and pupils had returned to school. The letter to parents regarding the number of children in school was no irrelevant as a result of lockdown ending.

3.4 The Head said that she would share examples of online lessons on Governor Hub.



**Action: Head**

3.5 The staff gifts/tokens of appreciation went out before half term.

3.6 The Chair reminded all Governors to complete their annual declarations of interest forms on Governor Hub.

**Action: All**

**4. REPORTS FROM COMMITTEES & LINK GOVERNORS**

4.1 AC had carried out a Link Governor visit to the school library. A discussion about staff concerns regarding going into next year had taken place, in addition to discussing success of reading extracts of books, and the challenges of reading aloud because of the pandemic. AC reported that the profile of reading of families was looked at and how more families could be encouraged to read more with their children. AC asked if funding could be reviewed for funding schemes in the next academic year as TAs were reporting not getting enough time to read with all their children. However, AC said that reading felt like a high priority in the school.

4.2 Governors asked how the school was monitoring PP and Covid-Catch up funding. KN said that she was the Link Governor on this matter and a document had been produced at the start of term.

4.3 HD reported she had discussed with the school's SENCo the number of children at the school who were on the SEND register (currently 60 had EHCPs), noting that some had significant needs. The SENCo was now having to turn some pupils away from places at the school as their needs could not be met in the setting. It was noted that this matter was on the RR and had become more of an issue recently. Governors suggested that the school needed to be firm about which pupils it could accept, noting that some SEND learners' needs could become more unmanageable over time. The GB was mindful that this issue would persist as numbers of mainstream learners fell across the borough and as a result of insufficient SEND provision across the borough.

**5. HEADTEACHER'S UPDATE**

5.1 The Head reported that pupils had returned to the school 4 weeks ago and attendance levels were the highest they had even been. The return to school had been successful; there had been no issues regarding Covid-19 however there was a lot of sickness within the last fortnight. Teachers and support staff were feeling quite run down.

5.2 Children appeared happy to be back in school. 1 child had been off-rolled as they were to continue with home education. 1 family had not returned to school due to anxiety about it being safe; the school was trying to work with the family to convince the parent the school was Covid-secure. 6 new children had joined the school and a further one was due to join. The 7 new children were a mixture of new children to the area (x2), new to the country (x2), and the remainder from other local schools. There were roughly 2-3 spaces in each year group with 6-7 spaces in Y5.

5.3 Year group assemblies had taken place, football coaching with Spurs coaches had taken place. Children had been assessed the previous week and the data had just been uploaded. Staff were to review the information in the coming week.



- 5.4 The National Tutoring Programme was running well. The Head was supervising Maths and the Deputy Head supervising English. The pupils appeared to be enjoying the provision. A group of (SEND / PP) pupils with significant / concerning levels of gaps in learning had been identified and an action plan was being drawn up. The Chair asked if the next Standards Committee meeting could look at the assessment data.
- 5.5 The Head and Deputy had attended the HEP BAME Achievement Conference and reported it was very good and informative. The school was working on its BAME action plan, which would also include contributions from 2 Governors. Unconscious bias training for staff was to take place. Governors asked if they could join the training, which was welcomed. The Head was to share the link to the training which was to take place on 5 May 2021 at 3:45pm online. The link to the recording of the HEP BAME Achievement Conference was also to be shared on the Hub.

**Action: Head**

- 5.6 Governors enquired about the planned school Friday closures. The Head reported that following calls with the LA and the DfE, this had been signed off, despite many other schools being refused permission to close on Fridays. However, the school now planned to revert back to Fridays at school following the Easter break and covering PPE elsewhere.
- 5.7 The Chair asked about changes to the DfE guidelines for schools. The GB heard that school trips would be permitted following the Easter break, and residential trips would be allowed following May. The school planned to keep children in their bubbles for the remainder of the summer term, with an expectation that guidance would be updated for September. There were no other major changes. Ofsted were to revert back to on-site inspections soon. There was still no date for the school's next Ofsted inspection.
- 5.8 Governors asked what the plans were for pupil catch up. The Head reported that the 3 classes run in Y6 for a year would change to 3 classes in Y5, and the same model for Y3. There was an additional teacher in Reception. There were concerns regarding the language development of some children. A review of how support staff's time was spent meant that some year groups were now able to have additional adults supporting classes.
- 5.9 Governors asked if any mapping/survey of the community in relation to wellbeing had been undertaken. The Head said that no surveys had taken place but care/support had been put in place for those children identified as requiring it. The school was keen to circulate a survey but did not want to bombard families in the first few weeks back, and it was hoped a survey could take place in the summer term. It was noted that children had experienced more anxiety regarding this lockdown compared with the first one. The Head agreed, and said that younger children especially had found it difficult as they had been unable to settle into a routine – Y1 children had never attended an assembly in the hall. It was **agreed** that AC and the Head would meet to discuss resettling the children.

**Action: Head/AC**



#### 5.10 Building Works

It was reported that this work would be starting in July. Asbestos removal would continue over the Easter break. The GB heard that the building work was scheduled to last 18 months – 2 years, would involve scaffolding across the school building, replacement of the roof, windows, heating, electrics, water tanks, fire alarm system, burglar alarm, boilers. It was noted that the work would be disruptive and that part of the front playground would be lost for the duration of the work.

5.11 During the work, the upstairs hall was to be converted into 2 classrooms; the Head had asked for this to be a permanent conversion as the school's 3 halls were not effectively used. The Music Room would become a further additional classroom. The Head said that until the work started it was difficult to know how disruptive it would be, but noted that the Project Manager was a parent of a child at the school, and therefore was invested in ensuring that it ran as smoothly as possible.

5.12 The Head said that once a start date was known, she would write to families explaining about the work and disruption.

5.13 Governors said that the work could provide an opportunity for learning, particularly for links to be made regarding architecture and maths and that it would be good to get some pupil voice involved.

### 6. **RISK REGISTER REVIEW**

6.1 The GB discussed the Risk Register (RR). The Chair noted that the RR had been scored to demonstrate the risk priority and noted that previously, safeguarding and employment was recorded as higher risk to ensure that focus was kept on these areas.

6.2 The GB discussed the RR and different ways of recording risks. It was **agreed** that an offline activity should take place to bring the RR up to the correct level before bringing it back to the GB for review. The Committee Chairs **agreed** to work through their relevant sections, liaising with their Committees before bringing the RR back to the GB for high level review/approval.

#### **Action: Committee Chairs**

6.3 It was further **agreed** that the building works and their potential impact should be added to the RR. The Head and the School Business Manager (SBM) had been reviewing RR software that contained a Governors' section. The SBM was in the process of negotiating with the company about cost and a further update would be brought to the GB in due course.

### 7. **ANY OTHER BUSINESS**

7.1 The Chair said that a full session on SDP planning was required in the second half of the summer term. The Head said that she would like a session to look at the priorities with the Governors in June and asked if a date could be set soon.

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

*MS & CN left the meeting at this stage.*



#### **ACTION LIST**

<b>ITEM No.</b>	<b>ACTION</b>	<b>ASSIGNED TO</b>
3.4	SHARE EXAMPLES OF ONLINE LESSONS ON GOVERNOR HUB	HEAD
3.6	COMPLETE ANNUAL DECLARATION OF INTERESTS FORM IF NOT ALREADY DONE SO	ALL
5.5	SHARE INFORMATION & LINK TO STAFF UNCONSCIOUS BIAS TRAINING & HEP BAME ACHIEVEMENT CONFERENCE LINK ON GOVERNOR HUB	HEAD
5.9	MEET TO DISCUSS RESETTLING PUPILS, WELLBEING	AC / HEAD
6.2	WORK THROUGH RELEVANT SECTIONS IN RISK REGISTER, LAISING WITH COMMITTEE MEMBERS, AND REPORT BACK TO THE GB	COMMITTEE CHAIRS

**SIGNED**

**HUGH MERRIT, CHAIR OF GOVERNING BODY**

**DATE**