



**CHESTNUTS PRIMARY SCHOOL**  
**MINUTES OF THE GOVERNING BODY MEETING**  
**Held on Wednesday 18th May 2022 at 6pm 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	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 and introductions took place.
- 1.2 Apologies for absence were received from Holly Cassidy.
- 1.3 The Chair mentioned Hannah will be moving and therefore stepping down from her governor role.
- 1.3 Helen Drummond, Ella Speakman and Hugh Merritt were recorded as absent from the meeting.

**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 24<sup>th</sup> March 2022 were **agreed** as an accurate record for the Chair to sign and the school to retain on file.

**ACTION:** Chair

#### 4. ACTIONS LIST

##### 4.1 Actions update

AGENDA ITEM	16 September 2021 Carried Forward Actions	ASSIGNED TO
Item 6d	Reschedule the 19th May 2022 Governing Body meeting.	Chair/Clerk <b>Completed</b>
Item 9bii	Carry out appropriate s12/EDBS etc. security checks for Governors – C/F SBM to complete any outstanding checks. Aware will undertake checks ongoing.	SBM
Item 7: SDP Action Plan	<b>AP 11/21 – 06</b> – The Action Plan to be updated to reflect applicable zero costs – <b>C/F being done bring to next FGB</b>	HT
AGENDA ITEMS	3 February 2022 Actions	ASSIGNED TO
3.1	Sign Minutes of 30/11/2021 – Clerk to check.	Chair <b>Completed</b>
6.4	Place self-assessment questionnaire on Governor hub and pass to Dan to review.	Chair <b>Completed</b>
AGENDA ITEM	24 March 2022 Actions	ASSIGNED TO
3.1	Send reminder to New Governors to complete declarations via Governor Hub.	Clerk <b>Completed</b>
4.1	Amend 3 <sup>rd</sup> February 2022 Minutes to reflect above amendment. Para 6.1 Arya Alatsas - last sentence to read "I am an accounts director for a design agency."	Clerk <b>Completed</b>
4.1	Sign Minutes of 3 <sup>rd</sup> February 2022. Completed	HME <b>Completed</b>
7.6 & 9.1	Link Governors and Curriculum leads - item for Standards and Curriculum Committee. Review of Link Governors.	Chair <b>Completed</b>
18.1	White Paper – prepare a briefing paper for the GB – KFO	KFO

- 4.2 The Chair updated going forward the FGB's aim will be to focus on a key item at each meeting. During Jan to May the main item being worked on is the budget and will be presented to the FGB for comments in May. The Standards and Curriculum committee are looking to meet in July, the focus will be on data, where at and where we are going, in preparation for September. Future dates of meeting will be shared in due course.

#### 5. HEADTEACHER'S UPDATE

The GB received the Headteacher's report as presented at the meeting.

##### 5.1 Rapid Improvement

The HT updated monthly meeting take place to measure progress against targets. The support received from the consultant has really assisted, progress is being made in all areas. A lot of work is ongoing, staff are fully on board and want the best for the children. The school is also preparing for Ofsted.

**A Governor asked how much do parents know about the consultant support.** The HT responded parents do not know and there is no need for them to know.

**A Governor asked regarding progress made, in what.** The HT updated staff have seen a real difference, the teachers are making real efforts to engage the children, the children are happy, wanting to learn compared to previously having passive learners. All is very positive the teachers have been doing a lot of planning behind the teaching and learning.

## 5.2 Building Work

The building work project is 63% complete against the 67% target. Work is now ongoing on the Infants School. The work on roof lights has proved complex but is progressing. The completion date for the works is 8<sup>th</sup> September 2022. Negotiation is taking place about additional works.

Due to the ongoing building works over the Summer, there will be no access to the School for Summer playschemes to take place which will have a big impact on the school finances. The HT also expressed concern regarding staff not being able to get into school to prepare for September.

## 5.3 SAT's update

The Year 6, SAT's took place last week and the children tried their best. Three children did not sit the Reading and SPAG paper due to EAL and anxiety. The school has no indication regarding the results as there is no national data until July to compare with. The Phonics assessment will take place after half-term. The DHT updated the school is working on assessments in a staggered approach and do other assessments throughout the year. Discussion took place regarding SAT's and what is the benefit to the children. The HT said going forward will be discussing the benefit of SATs with neighbouring schools and the plan is to make a collective decision with a group of schools.

## 5.4 Safeguarding

It was reported the school has had one incident of homophobic bullying. There are currently five families receiving early help support. There are no CP or CIN plans and there are four families supported by pastoral lead and AHT in school.

**A Governor asked whether the school receives support from Haringey Social Services area.** The HT responded support is lacking from Haringey, so it is left to the school to provide the support.

## 5.5 Positive Things

The HT updated school trips and sports matches are back on, a whole school musical being written in conjunction with Wigmore Hall, Sports day planned for 6<sup>th</sup> July, the school is oversubscribed for reception in 2022 with a wait list of twenty and the PSA events are coming up.

## 5.6 Staffing

It was noted four teachers are expected to leave in July, two are leaving education and two are relocating. Interviews are taking place to recruit a reading/English leader and an early year's teacher.

**A Governor asked if the number of teachers leaving is normal.** The HT said usually tend to have some movement along the lines of one leaver and one promotion.

**A Governor asked if filling the position.** The HT responded yes these positions will be filled.

The Chair and governors thanked the HT for her report.

## 6. BUDGET 2022/23 REVIEW AND APPROVAL

6.1 The GB received the 2022/23 Budget as presented at the meeting. The Chair updated a huge amount of work has gone into preparing the revised budget as a 3-year plan, this involved looking at each figure on each line and pushing it as far as possible so that the 2022/23 position is as accurate as can be. The budget will be very closely monitored by the Chair, HT, SBM and CM. In the figures being presented the premises funding is not included as planning to use the surplus towards this.

6.2 The HT took the GB through the Budget presentation as follows. The current position is:

- High salary cost
- Oversubscribed EHCP and SEND support provision
- Falling Pupil Premium funding, year on year
- An inefficient kitchen
- Income from certain successful clubs paying for the shortfall of lesser clubs

The GB noted the budget comparison chart. The HT pointed out the negative impact if the school stays with the original budget compared to the proposed budget.

#### Steps to resolve

- Staff structural changes
  - Reduction of teacher numbers (without affecting quality of teaching & learning)
  - Educational support staff changes
  - Reducing non educational support staff
- Working more closely with the LA to reduce our intake of pupils with additional needs or to provide additional income in order to fund these pupils
- Improve profitability of school run clubs

**A Governor questioned is the funding provided for pupils with additional needs not sufficient, does the school employ anyone.** The HT responded there is a shortfall in the funding provided by Haringey, so the school funds the gap. The school does not employ anyone as does not want to be reliant on one person to provide the needed support. The school does not allocate hours it provides a package which consist of other things as well. The school is well known for providing pupils with additional needs good support but cannot continue and Haringey needs to be aware and acknowledge this.

**The GB asked why the funding provided differs across schools in Haringey.** The Chair updated Haringey are aware of this issue and are looking at this and the formula used to calculate the funding. The HT said it is also about looking at the needs of the children in the east of the borough compared to the west. The HT and the Chair will continue to raise this issue with Haringey. **ACTION:** HT/Chair

A Governor reminded regarding the need to respond to the green paper.

**A Governor said if teachers are taking on more they should be paid more.** The HT explained how the teachers' salary scales and the incremental stages work.

#### 6.3 Staffing KPI

The HT shared the staffing KPI's and pointed out with the changes can see that contact time with Teachers and Support staff is still above the national average. Positive changes can be seen in the new budget within this area, as well as the cost benefits, slowly creating a positive impact on the budget going forward.

#### 6.4 Proposed staffing structure 22/23

Part 2 discussion.

#### 6.5 SEN Provision

The HT updated on the SEN funding and the GB noted the Income received, Expenditure and deficit. The HT highlighted SEN is the area where the school see the most impact on the budget (outside of salaries) on a yearly basis. The school's intake of pupils and low funding models produced by Local Authorities make for an unsustainable model. The school has in the past been in a position to subsidise the outgoings with reserves, for smaller amounts of needs within the school, but are now beginning to measure the actual impact this has on the school budget.

**A Governor mentioned that a few parents have expressed some concern about the support for SEN children. He asked what the ELSA support programme is as he wants to know more.** The Chair said he and the HT will look at providing more information on the SEN provision. **ACTION:** Chair.

## 6.6 Pupil Premium

The HT updated the school is currently in a favourable position with Pupil Premium. However the margin between sustainability and making a loss is especially small, considering each eligible pupil receives £1385.

## 6.7 Clubs & Lettings

The position with clubs and lettings is good however as mentioned earlier in the meeting not being able to provide the summer holiday provision due to the building works at the school will have a big impact on the budget.

## 6.8 3 -Year Budget projections

The HT took the GB through the 3-year budget projection.

**A Governor asked why there is not a supply staff budget.** The HT said there has not been a budget put aside for supply teachers previously prior to Covid.

**A Governor asked why there is not a teacher in the reception class.** The HT explained reception is covered by a non-teacher.

**A Governor asked in the future will the school have a teacher to cover absence.** The HT stressed the school cannot have a teacher on standby, they have a non-qualified teacher and the HT, DHT and others cover as and when needed. The school would rather have consistent member of staff in front of the children doing the job rather than get a supply teacher. The Chair reiterated if the school has not got cover for a class members of the senior leadership team cover it.

The Chair mentioned he has been in discussion with Haringey and there IS no funding for redundancies and related costs.

The GB received and **agreed** the 3-year final budget projections as presented at the meeting and noted:

In-year budget deficit as£24,682

Surplus brough forward £56,552

Cumulative surplus brought forward £31,870

The Chair said he will place the 3-year final budget projection in the documents folder on Governor Hub, for all to view and should governors have any further questions, to ask before Tuesday, 24<sup>th</sup> May, after which these will be submitted.

The GB thanked all involved for their hard work on the management of the year accounts, 3-year projections and in reducing the deficit.

## 7. STAFFING STRUCTURE - Part 2 discussion.

## 8. CHAIR'S ITEMS

### 8.1 Governor roles and Responsibilities

The Chair said he has been looking at governor roles and responsibilities which will change further in due course with Hannah leaving and updated as follows:

- Policies - Kaley is looking at, so by September we will have a full complement of policies which will be split for review over a few terms.
- Finance - Claire
- Curriculum – Helen
- KS1 – SEN safeguarding - Maureen
- KS2 – Chris
- BAME -Arya

The Chair encouraged all to arrange their relevant school visits.

## 8.2 Training

The Chair reminded all to check the training available on Governor Hub and mentioned the following:

- 11<sup>th</sup> June 2022 – New Governor Induction – HEP
- 16<sup>th</sup> June 2022 – Keeping your School Safe - HEP

KF and Clerk to look at Chestnuts link to HEP and the KEY on Governor Hub so it is easily accessible.

**ACTION:** KF, Clerk.

## 9. POLICIES REVIEW CYCLE

9.1 As discussed above at 8.1.

## 10. SCHOOL UNIFORM

10.1 The HT updated the DFE have said schools need to revisit the school uniform policy. The Chestnuts uniform is a unique colour and is only provided by Asda online or by Uniform online latter is costly and even more so if the item has the school logo on it. We need to look at the school uniform from an affordability and policy prospective. The HT will do some research and bring recommendation to the next FGB, reduced pricing would be a factor and then need to tell parents how it will work practically including phasing out of the current uniform. **ACTION:** HT, Clerk

## 11. DATE AND TIME OF NEXT MEETING

11.1 The Chair asked governor which day is favoured for future meetings. It was **agreed** for FGB meeting to be held on a Wednesday at 6.30pm and for committee meetings to consider differing times or virtual meetings.

## 12. ANY OTHER BUSINESS

### 12.1 New Oven

The HT updated the kitchen oven needs replacing, the school has received three quotes for different companies and proposes to go with the cheapest at a cost of circa £6,600. The GB **agreed** for the spend of circa £6,600 towards a new oven.

### 12.2 Building work


A Governor updated on a paper out for some works to be carried out near the school and the 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.

Part 1 of the meeting concluded to enable Part 2 Confidential Agenda items discussion.

## ACTIONS LIST

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 in the borough.	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.	Clerk/KF
10.1	School Uniform - bring recommendation to the next FGB - item on agenda	HT Clerk item
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.	GB/Chair

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

Chair's signature:  Date: 4/6/22

Dan Salem  
Chair

