



CHESTNUTS PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING

Held on Thursday, 3 February 2022 at 6.30pm (virtual meeting)

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
	Vacancy		
Co-opted Governors (5)	Kaley Foran	KFO	02/12/2024
	*Hannah Marr	HMA	03/07/2023
	*Clare Matthai	CMA	02/12/2024
	Vacancy		
	Vacancy		
Foundation/Trust Governors (2)	Hugh Merritt – Chair	HME	19/09/ 2022
	Vacancy		
Staff Governor (1)	Mavis Scott	MSC	18/09/2023
Headteacher	Katie Horwood	HT	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 (CNE), Deputy Headteacher

Dan Salem, Arya Alatsas and Ella Speakman (Observers and potential New Governors)

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 There being a quorum, HME took the Chair. The Chair welcomed all to the meeting and introduced Dan Salem, Arya Alatsas and Ella Speakman as potential new governors attending the meeting as observers today and Jasbir Aujla, Clerk to Governing Body.
- 1.2 Apologies for absence were received from Clare Matthai, Hannah Marr, and Holly Cassidy.
- 1.3 Helen Drummond was 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 30 November 2021 were **agreed** as an accurate record for the Chair to sign in due course and the school to retain on file.

ACTION: Chair to sign Minutes of 30 November 2021

4. ACTIONS LIST

Agenda Item	16 th September 2021 Carried Forward Actions	Lead	Timescale
Item 6d	Reschedule the May 2022 Full Governing Body meeting – Not yet	Chair	ASAP
Item 9bi	Delete the notes from the Safer Recruitment policy – Completed	HT	03.02.2022
Item 9bii	Carry out appropriate s12/EDBS etc. security checks for Governors – EAN to complete any outstanding checks	HT	ASAP
Agenda Item	30 th November 2021 Actions	Lead	Timescale
Item 3: Minutes of the last meeting 16.09.2021 Review of Action Points	AP 11/21 – 01 – Safer Recruitment Policy to be amended in line with discussions from the FGB meeting held on 16.09.2021- Completed	HT	03.02.2022
	AP 11/21 – 02 – S128 bona fide checks etc. to be undertaken to ensure that Governors were not barred from taking part in the management of the school and the outcome reported back Completed	DHT/ HT	ASAP/ 03.02.2021
Item 4: Reports from Committees – S&C Committee	AP 11/21 – 03 – Summative data to be presented at the next S&C Committee meeting – Item on S&C agenda - completed.	Clerk/ HT	18.01.2022
	AP 11/21 – 04 – LA audit to be added to the S&C Committee agenda - Item on S&C agenda – completed	Clerk/ HT	18.01.2022
Item 7: SDP Action Plan	AP 11/21 – 05 – Upload useful Link Governor resources to GHub - Completed on govhub	Chair	ASAP
	AP 11/21 – 06 – The Action Plan to be updated to reflect applicable zero costs – been done bring to next FGB – Carried forward	HT	ASAP
	AP 11/21 – 07 – A rag rated version of the Action Plan to be presented on a termly basis – Carry forward	HT	03.02.2021
Item 8: Governance Effectiveness	AP 11/21 – 08 – An online questionnaire to be developed and circulated to the membership – Completed	Chair	ASAP
	AP 11/21 – 09 – The results of the Governance questionnaire to be placed on the next agenda – On agenda - completed	Clerk	03.02.2022
Item 9: Chair's Action or AOB	AP 11/21 – 10 – Enact the Parent Governor election process to ensure a replacement was sourced by the next FGB meeting Completed on agenda for discussion	HT	ASAP
	AP 11/21 – 11 – Recruit a Co-Opted Governor – Completed on agenda	Chair	ASAP

5. HEADTEACHER'S UPDATE

5.1 The HT updated daily management of Covid has presented challenges whilst working on and monitoring school improvement. The school has had endless issues with absence which is proving to be very tiresome especially moving teachers about to cover classrooms. Last week there were five members of staff and a whole class out due to the pandemic. The HT also has Covid and has been working from home this week. In spite of all of this and the ongoing building works it has been an enjoyable term, it is good to see the children getting on well and we are very proud of all the learning that is going on.

Deputy Headteacher said considering all that is going on the school continues to fire fight the children are coping very well are enjoying and happy to be in school and may not be aware of anything else going on.

A Governor asked if school needed any support as there have been a lot of Covid cases and related absence. The HT said school has been managing by getting supply staff in and will keep GB updated.

A Governor asked as we seem to be at a different point with the pandemic now and not to minimise what is happening are the cases less severe with symptoms milder and has anxiety reduced. The HT said some staff are still very anxious. We had a good Inset day it was good as all came together to create music.

Governor questioned how we are supporting highly anxious and vulnerable staff. The HT has reintroduced whole school assemblies; staff were anxious about this but once they attended it was ok. Have two very anxious members of staff one has Covid the other is generally anxious.

- 5.2 So far the school has held two inset days one as mentioned above, and the other was at the beginning of the term on what makes Chestnut School special. HT reported that the first inset day focused on developing a whole school motto and the staff inputting into the School Development plan. It was interesting to hear the views of those that do not know much about or had no understanding about certain areas of the plan. In the afternoon there were sessions on teacher monitoring and evaluation. It was a positive day, the message given to staff is we had a path and we are getting back on it post Covid. Staff discussed strengths of the school, what is special, best things, what we want for our children and there was a lot of positive discussion on what it means to succeed to be successful for the children to strive, be the best they can be and excel. The Chair reported that he had attended the Inset day and that it was really good and interesting to hear about the School Development plan but noted that he found it interesting that education and attainment did not spontaneously come up during the discussions.

ACTION: School Development Plan item on next agenda – HT

- 5.3 **The Chair asked about the building work.** The HT reported last week the builders turned on a tap and flooded an area, school will be reimbursed for the damage. Noise is disruptive but inevitable whilst works are ongoing. Have been discussing with the LA the look of the school as there is a risk it will end up looking worse than it did before. The rest of the scaffolding will be up during February half term.

6. CHAIR'S ITEMS

6.1 Governor Recruitment

The Chair mentioned the Governing body has one parent governor, two co-opted governors and one trust governor vacancies. The Chair has been liaising with HEP and they have put forward Dan Salem as a replacement chair of governors (and co-opted governor). He had also put an advert on Inspiring Governance and has selected Arya Alatsas and Ella Speakman from the applications received. All three will be visiting the school and can then decide if they want to join the governing body.

The Chair asked the new governors to introduce themselves:

Dan Salem

I have been a governor at Muswell Hill Primary School for over 10 years and past few years Chair to the governing body and Chair of the resources, curriculum, and the buildings committee. The school is on the other side of the borough so different types of issues, and I have a lot to bring to Chestnuts school. When I came into school I felt all was very "chic" and am aware this is a highly recommended school. I am open, collaborative and looking forward to work on the SDP together and move Chestnuts forward.

Arya Alatsas

I live locally was on the Manor Trust Board and for a time chaired the Trust board as well. I have not served on a governing body. I am a relatively new dad so have a new perspective on things. I am an account director for design agency. I am looking forward to joining the governing body.

Ella Speakman

I was a teacher for four years and taught year six children. I am now a Social Worker at Horizon Youth centre working with youngsters with SEND and from disadvantaged backgrounds. Chestnuts seems to be a positive and safe place for children with a holistic approach to learning and I am looking forward to popping in as I live across the way from the school.

The Chair updated he had received one nomination for the parent governor vacancy from Alex Davies. As there was only one nomination received Alex will be joining the governing body as a Parent governor and will attend the next meeting.

The HT welcomed all and said she looks forward to them visiting the school after the half term and to contact her regarding when planning to visit.

The Chair mentioned he wants to step down and Dan is ready and eager to assist Chestnuts School move forward on its journey. Hopefully, at the next full governing body meeting Dan can put his name forward as nominee for the election as Chair. If Dan takes over, the Chair said he will stay until the end of the academic year and volunteered to focus on finishing off the outstanding Trust work. Formal elections will take place at the next FGB after all have visited.

ACTION: Governor election at next FGB: Chair. Agenda item: Clerk.

6.2 Link Governors

The Chair updated Maureen Duncan has agreed to take on the role as the link Governor for Safeguarding and SEND on a temporary basis. At next meeting we review the list of Link governors.

ACTION: Link Governor review: Chair. Agenda Item: Clerk.

6.3 HT Appraisal

The Chair updated the HT appraisal has been completed and thanked HDR and CLU.

6.4 Governor self-assessment

The Chair reminded all to complete the questionnaire he will put the link up on Governorhub and pass to Dan to review.

ACTION: Place questionnaire on Governorhub and pass to Dan to review - HME

7. POLICIES

7.1 Nursery Admissions Policy

The Governing Body received the Nursery Admissions Policy as circulated in advance of the meeting. The HT updated this policy is reviewed yearly as the admissions process is separate from the main school process which is run by the LA. The Nursery is full which is very good. The school tries to admit children that can go on into reception at Chestnuts. No changes are proposed to the policy. The GB **approved** the Nursery Admissions policy.

8. COVID

8.1 Covered by item 5.1 and Confidential Part 2 discussion at Item 19.1

9. Standards and Curriculum Committee

9.1 MDU updated on meeting held on 18 January 2022, and thanked CNE for the notes. The thrust of the meeting was looking at data as important to interrogate, the committee:

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- Noted strong reading and writing attainment
- Lower parts of school showing strong attainment across the board
- Year 5 showed concerns and the need for support and intervention

- Data used for which children will benefit from tuition
- In Year 6, 52 children were split into three groups so given boost where needed
- In the annual Phonics testing only two children that did not do well following booster

Going forward the data is being developed so it appears better each time and is easier to interrogate. Next steps the committee has requested to see comparative information as need to look at group data to see if interventions are helping children achieve.

The Chair thanked MDU, CNE and HT for their hard work.

10. Finance and Personnel Committee

10.1 Confidential Part 2 discussion item 18.2

11. Health & Safety

11.1 The HT said a well done to all involved in the school attaining 87% in the H&S Audit. All that remains are a few loose bits of paperwork which will be done. HT will go through the action plan with Mark Hosking, Site Manager to ensure completed.

12. GOVERNOR VISITS - Standing item

HME attended the Inset day was really good and interesting.

CLU plans to visit soon.

Chair encouraged all to visit and do their role as link governors

13. GOVERNOR TRAINING - Standing item

The Chair reminded all to look in GovernorHub at the training being provided by HEP and book to attend as appropriate.

14. ITEMS FOR THE NEXT AGENDA

The GB agreed the following items for next meeting.

- SDP
- Budget setting

15. DATE AND TIME OF NEXT MEETING

It was agreed the FGB meeting will take place on Thursday 24 March 2022 at 6.30pm.

16. ANY OTHER BUSINESS

None

Staff and observers withdrew from the meeting to enable Part 2 Confidential Agenda items discussion.

ACTION LIST

AGENDA ITEM	16 September 2021 Carried Forward Actions	ASSIGNED TO
Item 6d	Reschedule the May 2022 Full Governing Body meeting	Chair
Item 9bii	Carry out appropriate s12/EDBS etc. security checks for Governors – SBM to complete any outstanding checks	HT
Item 7: SDP Action Plan	AP 11/21 – 06 – The Action Plan to be updated to reflect applicable zero costs – been done bring to next FGB	HT
Item 7: SDP Action Plan	AP 11/21 – 07 – A rag rated version of the Action Plan to be presented on a termly basis	HT

AGENDA ITEMS	3 February 2022 Actions	ASSIGNED TO
3.1	Sign Minutes of 30/11/2021	Chair
5.2	School Development Plan item on next agenda	HT Clerk
6.1	Governor election item at next FGB	Chair Clerk
6.2	Link Governor review – agenda item	Chair Clerk
6.4	Place self-assessment questionnaire on Governor hub and pass to Dan to review	Chair

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

Chair's signature:  _____ Date: 4/3/22

Hugh Merritt
Chair