



CHESTNUTS PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING

Held on Thursday, 24 MARCH 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, Deputy Headteacher (DHT)

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 There being a quorum, HME took the Chair and welcomed all to the meeting
- 1.2 Apologies for absence were received from Mavis Scott.

2. GOVERNOR ELECTIONS

- 2.1 The Chair referred to the discussion at the previous meeting regarding the nominations received for the vacant governor positions; one parent, two co-opted, one trust governor and the election of Chair.
- 2.2 The GB unanimously agreed for Dan Salem to be Trust Governor with effect from 24th March 2022 for a term of four years and as Chair for the remainder of the academic year.
- 2.3 The GB unanimously agreed to the elections of Arya Alatsas and Ella Speakman to be Co-opted Governors and Alex Davies to be Parent Governor with effect from 24th March 2022 for a term of four years.

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

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

ACTION: Send reminder to New Governors to complete declarations via Governor Hub - Clerk

4. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

- 4.1 The minutes of the meeting held on 3rd February 2022 were **agreed** as an accurate record for the Chair to sign and the school to retain on file subject to the following amendment:

Para 6.1 Arya Alatsas - last sentence to read "I am an accounts director for a design agency."

ACTION: Amend 3rd February 2022 Minutes to reflect above amendment – Clerk.

ACTION: Sign Minutes of 3rd February 2022 - Chair

5. ACTIONS LIST

AGENDA ITEM	16 September 2021 Carried Forward Actions	ASSIGNED TO
Item 6d	Reschedule the May 2022 Full Governing Body meeting.	Chair/Clerk
Item 9bii	Carry out appropriate s12/EDBS etc. security checks for Governors – C/F SBM to complete any outstanding checks	SBM
Item 7: SDP Action Plan	AP 11/21 – 06 – The Action Plan to be updated to reflect applicable zero costs – C/F being 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 on HT report – done and ongoing.	HT
AGENDA ITEMS	3 February 2022 Actions	ASSIGNED TO
3.1	Sign Minutes of 30/11/2021 – Completed	Chair
5.2	School Development Plan item on next agenda – Completed item on agenda	HT, Clerk
6.1	Governor election item at next FGB - Completed item on agenda	Chair, Clerk
6.2	Link Governor review – agenda item - Completed item on agenda	Chair, Clerk
6.4	Place self-assessment questionnaire on Governor hub and pass to Dan to review.	Chair

6. BUDGET 2022/23 – Part 2 discussion.

7. HEADTEACHER'S UPDATE

- 7.1 The GB received the HT Summary report, March 2022 as circulated in advance of the meeting. The HT reported it has been a very challenging time for the school, have had lots of teacher absences and it has been difficult to get in supply teachers in to cover the absence. The HT asked the governors if they found the new report format helpful. The Governors said the report looks appealing, but the format maybe limiting especially when looking at numbers. The Chair said he will be meeting with HT to look at splitting the information in the report differently.
- 7.2 The HT reported the school is full in Years 1,2,3, but not in Years 4,5,6. **Governors noted the number of children on roll and that in one year group the numbers are down to 50 children and asked where they are moving to.** The HT said it is a combination of factors, a big proportion moving out of London, some families have specific needs, and some children joined the school last week but left this week as they were re-housed.
- 7.3 Attendance is at 92.5% as a result of children being out of school mainly due to Chickenpox and Covid and unauthorised absence where parents have taken children out to go on holiday. The school has referred a couple of children to Education Welfare.
- 7.4 One child was excluded for a day for physical assault of another child.
- 7.5 Building work – have made good progress the majority of the work in the Junior school is complete, the windows are in place and the work on the roof has been done although was more difficult than anticipated. The work to the Infants school will start after Easter. The building works continue to be challenging, disrupts teaching with classes needing to be moved.

7.6 School Development Plan

The GB received the School Development Plan Spring 2022 as circulated in advance of the meeting. The HT updated a lot of work particularly this week has been put into the plan, it has been difficult to talk about school improvement and senses one thing we could improve on is to have Link Governors and Curriculum leads for core subjects and for the Standards and Curriculum committee to discuss this.

Action: Link Governors and Curriculum leads - item for Standards and Curriculum Committee.

The five priority areas were discussed and the actions and milestones in the plan were noted:

Priority 1: To continue to develop our curriculum, ensuring that all subject areas are coherently sequenced to ensure progression of knowledge in learning and that subject specific teaching is secure.

The HT reported Christine from HEP was impressed with how well the curriculum particularly in relation to Geography is embedded across the school and suggested the teacher champions this by sharing with other schools across the LA.

The Chair asked why the geography curriculum has embedded well. The HT responded this is due to the subject leads driving the subject forward and taking the time to make the choices, so the resources are of high quality and interesting. A Governor commented there is a potential risk of putting too much pressure on one person, is there capacity for the teacher to be stretched.

Priority 2: To improve outcomes across the school in Mathematics

The whole school Maths review this term has highlighted some areas for development for the school. Targeted support is going into the year groups that need it the most.

Priority 3: To improve outcomes across the school in reading

The school is doing well with Reading. A phonics programme has been selected and is now being introduced and a teacher has been appointed to drive this forward. An area for development is to ensure that the pace of the lessons is not slowed by the 'thoroughness' of the teaching.

A governor asked how well aligned our new reading framework is. The HT said it is well aligned the biggest issue is the difficulty in providing the needed support to the not fluent readers in Year's 2, 3 and 4.

A governor mentioned as a parent she does not have a clear idea what she is meant to be doing with regards to reading with children at home and feels the school needs to utilise using parents time properly. The HT said she is working on re-establishing the reading role as having the school library closed has not helped. **The governor asked if there are books children can take home.** The HT said yes each class has a selection of books for children which they can take home. The governor said need to communicate this to the parents so that they are aware.

Priority 4: To narrow the gap between specific groups in our school (BAME, disadvantaged/Non disadvantaged)

The HT reported the school is looking at what we can do to narrow the gap between specific groups especially between disadvantaged and non-disadvantaged children

A Governor asked is this gap a consistent thing. The HT said no but the gap has got bigger. Chestnuts has a very high and wide mix of children in each class which ranges from one end to the other and nothing in the middle whereas some schools tend to have more children in the middle.

A Governor asked if the school links teachers performance managements targets to teachers' assessments for disadvantaged children. The HT responded yes the school does have performance management and targets for teachers for every child. The HT said we need to look at other factors as well and cited pupil

attendance is at 47%, there is a need to increase attendance and to facilitate for children to learn more at home. School has offered chrome books but not all have taken them up on this.

Governors asked if the school has a sense of the barriers, clearly Covid is one but what else. The HT said attendance and punctuality, and that the disadvantaged families found returning back from Covid harder than before.

A Governors said there appears to be a number of reasons as to why things cannot be better need to see how we build on barriers and find ways through them a possible item for the Standards and Curriculum committee to consider. The Chair said Maths is the priority we need to ensure every teacher is performing at the best they can. For various reasons, for some the foundations are not there, and the school is working on this with HEP to close the gaps. These foundations need to be set between now and the summer term and thereafter once we have things in place this can be looked at by the Standards and Curriculum committee. With regards to BAME there is so much to do, but firstly need to look at resources and if we have money left we can look at the gap. **A governor said why not look at the gap first and ringfence to close the gap around BAME as do not want them to be left behind.** The HT updated this is not a mutually inclusive group children from BAME are not being left behind as they are getting support and are progressing.

The GB noted teaching is inconsistent across the school. DHT said a lot of things have impacted the school's journey, have taken steps back to go forwards and the best course of action is to improve the provision for all the children. The school has information on the children that were behind prior to Covid but now that has increased so we have higher leaps to make.

The HT said the school is not just doing nothing, lots of work is done with groups of children including supporting the families to encourage the learning. 52 children received tutoring and the majority were from disadvantaged groups.

Priority 5: To recover from the COVID-19 pandemic in a range of areas including: Writing, Re-establishing routines, and behaviour, Bringing the wider community back together, Emotional barriers to learning.

The HT updated the writing focus is improving. **A governor asked what areas are being piloted for writing.** The HT responded the school has long term plans to look at text reading and writing planning, spelling has been impacted too but the teaching of grammar has remained secure.

The behaviour in school is excellent and is commented on by every adult that comes into school. Emotional wellbeing is in place. The school will have summer term events and concerts. Support is being given to the teachers that need it. The school has lots to do but all is positive.

8. CHAIR'S ITEMS

8.1 The Chair mentioned he will be meeting with the HT and the SBM.

9. LINK GOVERNOR REVIEW

9.1 The Chair said he will be reviewing the Link Governors and will come back to the GB on this item. The Chair said he will sit on both the Finance and Personnel and the Standards and Curriculum committees, and it was agreed for Alex Davies to be member of the Standards and Curriculum committee and Arya Alatsas to be a member of the Finance and Personnel committee.

ACTION: Review of Link Governors – Chair

10. POLICIES

None

11. COVID

None

12. STANDARDS AND CURRICULUM COMMITTEE

12.1 Part 2 discussion

13. FINANCE AND PERSONNEL COMMITTEE

13.1 Part 2 discussion

14. GOVERNOR VISITS - Standing item**15. GOVERNOR TRAINING - Standing item**

The Chair reminded all to look at Governor Hub regarding training and for new governors to go on the Governor Induction training.

16. ITEMS FOR THE NEXT AGENDA

None.

17. DATE AND TIME OF NEXT MEETING

Next meeting to be held in person at the school the date of meeting on Thursday 19th May 2022 at 6.30pm to be confirmed.

18. ANY OTHER BUSINESS**18.1 White Paper**

KFO mentioned the White Paper will be out prior to the next GB meeting. It relates to avoiding converting schools to academies but for all schools to be in a trust. The Chair asked KFO to prepare a briefing paper for the GB.


ACTION: White Paper – prepare a briefing paper for the GB – KFO

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

ACTIONS LIST

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Item 9bii	Carry out appropriate s12/EDBS etc. security checks for Governors – C/F SBM to complete any outstanding checks	SBM
Item 7: SDP Action Plan	AP 11/21 – 06 – The Action Plan to be updated to reflect applicable zero costs – C/F being done bring to next FGB	HT
AGENDA ITEMS	3 February 2022 Actions	ASSIGNED TO
3.1	Sign Minutes of 30/11/2021 – Clerk to check - Completed	Chair
6.4	Place self-assessment questionnaire on Governor hub and pass to Dan to review.	Chair
AGENDA ITEM	24 March 2022 Actions	ASSIGNED TO
3.1	Send reminder to New Governors to complete declarations via Governor Hub.	Clerk
4.1	Amend 3 rd 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." Completed	Clerk
4.1	Sign Minutes of 3 rd February 2022 - Chair	HME
7.6 & 9.1	Link Governors and Curriculum leads - item for Standards and Curriculum Committee. Review of Link Governors.	Chair
18.1	White Paper – prepare a briefing paper for the GB – KFO	KFO

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

Chair's signature:  _____ Date: 6/4/22
Dan Salem
Chair