

CHBP School Federation

Brunswick Park Primary and Nursery School
Osidge Lane,
Southgate,
London
N14 5DU

Tel: 020 8368 3468
Email: office@brunswickpark.barnetmail.net



Church Hill Primary School
Burlington Rise
East Barnet
Hertfordshire
EN4 8NN

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Email: office@churchhill.barnetmail.net

CHBP Federation FGB Minutes of Meeting Wednesday 12th November 2025 at 6pm Brunswick Park School

LA GOVERNOR

Cllr Dr Philip Cohen **(PC)**

PARENT GOVERNORS

Candice McClean **(CMcC)**

Kajal Mahatma **(KM)**

STAFF GOVERNORS

Andy Griffiths **(AG)** (Executive Headteacher)

Tracy Strachan **(TS)**

CO-OPTED GOVERNORS

Elly Balmforth **(EB)**

Natalie Cardozo **(NC)**

Paul deVille **(PdV)** (Chair)

Megan Hallett **(MH)**

Sue Markham **(SM)**

Fiona Oommen **(FO)**

Suzanna McGloin **(SMcG)** (Vice)

Isabel Barbuk **(IB)**

Sam Oakham **(SO)**

Jason Binfield **(JB)**

Lawal Muhammad **(LM)**

Francesca Dance **(FD)**

ASSOCIATE MEMBERS

Duncan Hooper **(DH)**

Jo Porter **(JP)**

Nancy Nash **(NN)**

Fiona Murray **(FM)**

CLERK: Patricia Roche

Item	Minutes
	Part 1
1.	Welcome and receipt of apologies for absence and approval of any absences

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2

	<p>Apologies were received and approved from IB and PC was absent from the meeting. AG advised that EB has had a baby boy and congratulations were passed on from the governing body.</p> <p>PdeV welcomed and introduced all the new governors. PdeV advised that MH would be resigning as Co-opted governor at the end of this school term. PdeV expressed his thanks for her years of service on behalf of the governing body.</p>
2.	<p>To declare any conflict of interest to items on the agenda</p> <p>Nothing to declare</p>
3.	<p>To receive notification of any other urgent business</p> <p>NN advised she would send links to new governors for DBS and apologised for the delay. Action: NN</p>
4.	<p>To receive and approve the minutes of the previous FGB meeting</p> <p>The minutes from the full gb meeting held on 25th June 2025 were approved as a true copy of the meeting.</p>
5.	<p>To provide an update on the actions arising from the previous meeting</p> <ol style="list-style-type: none"> 1. AG advised a job description has now been put together for an admin support role for the SENDCO with a January start date. 2. AG has now uploaded all policies and will continue to liaise with JP to ensure all are up to date 3. On agenda for this meeting 4. Dates all confirmed on Governorhub
6.	<p>To confirm that all governors have completed their declarations on Governorhub for KCSIE, Declaration of business interests and Code of Conduct for Governors</p> <p>All governors were reminded to complete this and the clerk will send a reminder via Govhub to those who have yet to do this. Action: All governors</p>
7.	<p>To confirm Chair, Vice-Chair and committee structure for this academic year</p>

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Chair

PdeV is happy to remain on as Chair for this academic year and this was approved by all governors.

Vice-Chair

SMcG is happy to remain on as Vice Chair for this academic year and this was approved by all governors.

It was suggested that IB may wish to co-Vice Chair and PdeV will discuss this post meeting.

Committee structure, as follows:

C&S committee:

SMcG (Chair)

AG

EB

JP

SM

KM

NC

JB

CMcC

FD

LM

Finance:

FO (Chair)

PdeV

IB

SO

NN

CMcC

LM

MH

DH

AG

Premises:

MH (until Dec 25)

PdeV

JB

AG

NN

SO

PdeV explained there are also ad-hoc committees such as Disciplinary Committee and there is a need for a parent advocate to join this group. NC and FD agreed to join this group.

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4

	Governors Disciplinary Committee: AG, PdeV, JP, SM, SMcG, FD, NC
8.	Confirmation of governor link roles for 25/26 Safeguarding – KM and JB SEND – SM SIP and Governor visits – FO H&S and Premises – PdeV and IB Compliance and Website – SMcG, SO, JB and NN Meeting dates co-ordinator – SMcG Staff Wellbeing – SMcG Community links and PTA – LA Governor Future strategies – PdeV Pupil Premium – NC Staff Voice – TS and EB It was decided that Pupil Voice could be picked up by C&S committee. A discussion was held on the importance of the website in communicating with parents and the public and it was suggested that fundraising links could be set up. It was highlighted that the schools should be proud and should publicise this and a reminder should be sent to parents to look on the website. It was noted that whilst it is not governors' responsibility to manage the website there is a checklist of items that need to be displayed on there.
9.	Governor membership The clerk advised that there are some Co-opted governors whose term is due to expire in the spring term and all with the exception of MH vacancy wish to stay on for another term. The clerk will seek clarification on the position of the LA governor.
10.	To receive updates from the following committee meetings: <ol style="list-style-type: none"> Finance Committee Curriculum & Standards Committee Premises update Finance: FO advised that the committee met the previous week and the minutes will be uploaded on Govhub. The committee looked at Q2 figures and FO explained there are 2 separate accounts, 1 for CH school and 1 for BP school with 2 separate cost centres for the purpose of budgeting.

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5

FO advised the budget was submitted in May with a deficit for CH and a surplus for BP.

DH had posted the updated figures on Govhub pre meeting and highlighted the following:

CH school:

The 25/26 budget showed an in year deficit of £72K and at the end of Q2 the deficit is £78K and DH advised the school is on target even though in deficit.

BP school:

DH advised that the budget approved in May showed a surplus of £1K on income of 3.5 million, however, the projections are now showing a £220K deficit.

DH advised the reasons are to do with increase in salaries as well as the volume of children with additional needs that are not being funded.

AG advised there are 27 children at BP and 14 at CH with additional needs that the schools are not receiving any funding for and AG advised that he is not willing to compromise on the wellbeing of staff and the safety of the children which means the schools are self-funding support for these children.

The committee is aware that finances are being compromised by this and it is felt that there needs to be a strategy for the LA to address this.

FO proposed that she write to the LA to set out that governors do not feel this is sustainable and to highlight governors concerns and to see if they can offer any support.

AG advised that staffing costs are creeping up at both schools and are higher at BP than at CH.

On a positive note, FO highlighted there is more income due to come in.

FO advised that the schools have received a visit from the DFE further to the LA not accepting the Licensed Deficit. Costs and income were looked at and the report is yet to be received, however, FO feels that it went positively.

The DFE person suggested setting up an ARP provision at CH to help with additional income and advised he is satisfied with the strategies in place and feels the schools are working well to keep costs down. He was very sympathetic about the percentage of SEND children at CH and was very impressed with the NEST set up at CH which was self-funded by both schools.

DH advised the committee will get Q3 figures by 21st January and will post an update summary on Governorhub and all governors were asked to review this.

Action: All governors

Curriculum & Standards:

SMcG advised the committee has met and minutes will be posted on Govhub.

The committee is aware of the temporary changes in structure and that JP is now Head of both schools. The committee looked at how they can work with

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6

	<p>SLT in respect of reporting going forward and agreed with JP that she will use the SDP which is a live document to report to governors on which will highlight key areas and will be rag rated for ease of use. This can then be used to ensure the right things are on the SDP and are being tracked in an easy and transparent format.</p> <p>JP will update the SDP and send this to governors via Govhub.</p> <p>Governors were advised to ask questions on all areas of SDP and not just to focus on red items.</p> <p style="text-align: right;">Action: JP</p> <p>The committee talked about SEND children and the provisions and lack of funding.</p> <p>The committee looked at how better they can interact with parents and put forward the addition of parent representatives on the Governor Disciplinary/Advisory panel.</p> <p>The committee discussed that the school is now a Trauma Informed school as well as looking at staff wellbeing and is pleased that an inset day is set for later in the month to focus on this.</p> <p>The committee reminded all governors that they need to update their Safeguarding training annually.</p> <p style="text-align: right;">Action: All governors</p> <p>The committee highlighted the importance of governor visits and how important it is for governors to see things in action.</p> <p>Premises:</p> <p>MH advised that the visit has taken place at CH and BP needs to be arranged. The new committee members will arrange this.</p>
11.	<p>To ratify and approve any Policies due</p> <p>AG has carried out an extensive audit of policies and had uploaded all to be ratified on Govhub in advance of the meeting.</p> <p>All policies uploaded were duly ratified.</p>
12.	<p>Executive Headteacher's report</p> <p>AG had uploaded his report on Govhub.</p> <p>QUESTIONS:</p> <p>A governor asked how roll numbers are looking for next year and AG advised that the birth rate is still low for the next two years.</p>

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7

	<p>A governor asked what the strategy is for widespread attendance figures and AG advised that the EWO undertakes route termly visits and looks at any who are under 95% with a particular focus on persistent absentees.</p> <p>AG advised that the EWO writes to parents, holds meetings and that parents are fined if necessary.</p> <p>AG advised that low roll numbers affect percentages for attendance.</p> <p>A governor asked if attendance has to be measured from the start of the year and AG advised that it does but each individual case and circumstances are looked at prior to EWO involvement.</p>
13.	<p>Head of School reporting</p> <p>This was discussed earlier under C&S committee notes.</p>
14.	<p>Chair's report to include any correspondence received since the last meeting</p> <p>PdeV advised he has not been able to produce a report for this meeting and it was highlighted that the number of new governors on board is a reflection of his commitment to both schools.</p>
15.	<p>To receive the termly Safeguarding report</p> <p>c/fwd to next meeting.</p>
16.	<p>Premises visits</p> <p>To be arranged with new committee members.</p>
17.	<p>SLLF Update</p> <p>This was moved to Part II minutes.</p> <p>PdeV advised governors that the soft federation in place with SLLF has had good outcomes for Tudor and Manorside to no detriment of CHBP and that the decision was made to make this formal for AG to remain with them on a secondment for two and a half days each week for a term of 5 years so the wages will be split between SLLF and CHBP. It is felt that it is good to have AG's experience and expertise across both SLLF and CHBP and will provide security across all schools for the future.</p>
18.	<p>EHTPM Update</p> <p>PdeV advised this this is taking place the following day and targets will be set with SLLF</p>

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	The HTPM for JP will also take place separately and will be followed by the Deputy HTPM.
19.	Training Update The clerk has circulated all BELS training dates on Govhub and governors are encouraged to book directly. PdeV asked all governors to advise of their individual training booked or completed and governors were reminded to put a record of their training attended on their profile on Govhub under Training.
20.	Any other urgent business No other business.
21.	To consider which items discussed at the meeting should remain confidential Item 17 SLLF update was discussed in Part II PdeV highlighted to governors that all matters discussed at FGB meetings are confidential and should not be discussed outside of the meeting.
	Meeting closed at 8.05pm Date of next FGB meeting: 25th March 2026

8

ACTIONS POINTS:

1. NN to send DBS link to new governors (NN)
2. All governors to re-confirm their confirmations (All Governors)
3. JP to send SDP to governors (JP)
4. FO to write to LA from Finance committee (FO)
5. All governors to review Q3 figures in Jan (All Governors)
6. All governors to complete safeguarding training (All Governors)

c/fwd item

Safeguarding report (KM and JB)