

CHBP School Federation

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



Church Hill Primary School
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CHBP Federation

FGB Meeting

Wednesday 20th November 2019 at 7pm

Brunswick Park School

LA GOVERNOR

Cllr Lisa Rutter **(LR)**

PARENT GOVERNORS

Sejal Rabone **(SR)** (Vice-Chair)
Suzanna McGloin **(SM)**

STAFF GOVERNORS

Andy Griffiths **(AG)** (Executive Headteacher)
Cheryl Jordan **(CJ)**

CO-OPTED GOVERNORS

Elly Balmforth **(EB)**
Paul deVille **(PdV)** (Vice-Chair)
Nina Dean **(ND)**
Amin Ghia **(AGh)**
Megan Hallett **(MH)**
Fiona Oommen **(FO)**
Nicki Ross **(NR)**
Nick Salt **(NS)** (Chair)
Peter White **(PW)** MBE

ASSOCIATE MEMBERS

Duncan Hooper **(DH)**

CLERK

Lynn Aldrich

Also present: Jo Porter **(JP)** Head of School (CH)
Jo Kennedy **(JK)** Head of School (BP)

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Item	MINUTES
	Part 1
1.	Welcome and receipt of apologies for absence and approval of any absences.
	NS welcomed those present to the meeting and acknowledged the loss of the recently deceased member Bobbie Cotterill, both to the governing body and the community in general. Apologies were received and approved from SR and SM.

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2.	To declare any conflict of interest to items on the agenda.	
	MH works for Capita PW is a director of Barnet Education Arts Trust (BEAT)	
3.	To receive notification of any other urgent business.	
	None received.	
4.	To confirm the chair and vice-chair for the academic year 2019/20.	
	PdV stepped down as vice-chair and SR confirmed as vice chair. NS remained as Chair (proposed by PdV, seconded by MH).	
5.	To review committee structure and membership for 2019/20	
	Following membership resignations/re-structuring the committees have been re-organised. To confirm, the convener for Resources remains PdV and for Curriculum & Standards SR. PW to take on the role of Premises convener. A full list of committee membership and structures is available on GovernorHub (committees 2019-20). It was agreed that both the Heads of School (JK and JP) should join the governing body as associate members. NS re-iterated that all governors were welcome to attend any meeting and thanked the members for their continued support and enthusiasm in their roles.	
2	6.	To receive and approve the minutes of the previous FGB meeting. (3.7.2019)
	The minutes were received, approved and signed by the chair. There was a small correction to note on page 1. 19/52, the PP governor assigned is Nina Dean (and not SM as stated).	
7.	To consider matters arising and actions following above minutes not covered elsewhere on this agenda.	
	It was agreed that all outstanding actions have been addressed.	
8.	To receive the Chair's Report:	
	To agree any actions arising from the report NS delivered a verbal report to the governors: <ul style="list-style-type: none"> CH school is no longer 'a school causing concern' (CH school letter). With considerable credit for this going to AG and JP (with great support from JK). The BPSI report on CH school was shared at the last C & S committee meeting and was also very positive. NS encouraged all governors to apply for and use a <i>lgfl.com</i> email address to maintain security and good practice to ensure GDPR compliance, or to post on GovernorHub The governing body agreed not to use social media WhatsApp for communication purposes. It has been confirmed with the school business manager Nancy Nash that she will not have access to GovernorHub. It was agreed that all necessary reports will be 	

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	<p>shared with the clerk, who will upload to the platform. Nancy will attend the Resources Committee meetings and receive an agenda in advance of the meetings.</p> <ul style="list-style-type: none"> The impact and importance of reading all the reports shared on the platform was reiterated to governors, with particular importance to the C & S committee reports, as this ties in with Ofsted and the new framework. The Governance Handbook 2019 (Handbook) is very clear that governors should be challenging the content of reports (from SLT), evidenced by questions in the minutes. NS has now visited both schools and submitted a governor visit report (NS visit report). Governors were encouraged to visit the schools and complete a short proforma detailing the observations, once a year at least. The visit reports to be uploaded to GovernorHub and shared at FGB meetings. During the school visit to BP, NS reported back to Yr4 the effect their representations to the FGB had regarding re-cycling. It was suggested that governors could attend a staff meeting, to meet the staff and explain the role of the governor in a school. This to be linked with thanking the staff directly for their contribution and ongoing support to the federation. AG invited all who could attend to the next joint staff briefing at 3.45pm on the 3.12.19 To note that an AGM was held at each school last year but is no longer a requirement. NS proposed that the AGM continues to be held, but as a joint endeavour with a possible date in February proposed. Both school websites are currently unavailable and under construction. CH has not had a website since September 2019 and BP not been undated since last year. This is not due to any fault of the federation. The new websites scheduled to go live on 4.12.19. This to be communicated to the parent body in the newsletters this week. To maintain transparency it was agreed that governor photographs would be taken (to be used on the websites) and PW volunteered to do this at the next FGB meeting 18.3.20. The involvement of governors in panel hearings was discussed at the last FGB meeting 3.7.19. To this end NS has liaised with the chair of governors at a neighbouring school Monkfrith and following favourable discussions it has been agreed that external governors can be co-opted onto panel hearings, in a reciprocal arrangement. <p>The governing body agreed this was a very useful initiative and NS to approach other local schools to share governor resources.</p>
<p>9.</p>	<p>To receive the Executive Head's Report: To agree any actions arising from the report</p>
	<p>Heads report Nov 2019</p> <p>Refer to report for detail. There were no questions posted on GovernorHub.</p> <p>Q. How are policies/practices implemented across the federation or each school? Is there a standard approach adopted?</p>

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	<p>For example with staff development and CPD, both schools are rapidly moving towards a joint approach. Support staff training is offered jointly across the federation, with some individual staff members more reticent to adopt the opportunity to upskill. This is currently offered for TA's for 1 hour every fortnight. This is a work in progress.</p> <p>AG explained that the expectations and message is the same across both schools with the curriculum and teaching practice embedded in each school.</p> <p>Staff now have a clear and cohesive picture of what 'working at age related expectations' should look like.</p> <p>The ICT leads from both schools are now working together to devise a curriculum map that can be used across the federation.</p> <p>AG to incorporate more data (in report) as the schools move forward on these initiatives.</p>
<p>10.</p>	<p>To receive the minutes from the following committee meetings:</p> <ol style="list-style-type: none"> a. Resources Committee (8.10.2019) b. Curriculum & Standards Committee c. Premises Committee
<p>4</p>	<p><i>a) Resources committee:</i></p> <p>With regard to the outstanding actions from the Resources committee meeting (refer to document):</p> <ul style="list-style-type: none"> • NS to draft a letter to the LA and share via GovernorHub for comment before the end of term. • 3 year budget to be considered and re-drafted at the extra Resources committee meeting scheduled for the 21.1.20 and subsequently shared with the FGB at the next meeting on the 18.3.20 for approval. • The proposal to close the nursery to be considered in Item 2 of the part ii minutes. <p>PdV hopes to have a clearer picture of the deficit that the schools are facing in the January meeting, but to note at this stage the Teachers' Pay Award and Pay Grant for 2019/20 proposes that each of the pay ranges are increased by 2.75%.</p> <p>As part of this announcement, the DfE has proposed to fund the 0.75% increase, with schools expected to meet the 2% increase. However, it should be noted that to date there has been no further information on how this funding is going to be calculated or distributed and this is not reflected in the school budgets.</p> <p>All governors were invited to attend the next Resources committee meeting on the 21.1.20. Realistically it may take longer than 3 years to bring in a balanced budget.</p> <p>Although resources are shared across the schools, both school budgets remain independent of each other, and will remain so until, at least, both budgets are balanced. Governors are aware that excellent teaching requires non-contact time for CPD, which could be cut if budgets are reduced.</p> <p><i>b) C & S committee:</i></p> <p>SR was absent so NS briefed the governors on the C & S committee meeting. To note that the SIPs are on GovernorHub and all governors were reminded to familiarise themselves with the content. The focus remains on delivery of a broad and balanced curriculum with consistency and quality at the forefront. Both JK and JP have been robustly</p>

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questioned on this and the collaborative approach across the federation and development of subject leaders for the whole federation ensures ownership in curriculum delivery.

CH school congratulated on a very positive outcome for the BPSI report and the subsequent removal of the 'school causing concern' status.

BP school to undergo a BPSI where the deep dive will be Humanities.

Both NS and SR (if she can) together with other governors to visit the schools and thank the staff in person for their hard work and dedication – see staff meeting 3rd December, above

AG shared the news that BP school was recently ranked 64th in England based on its 2018 outcomes in the Sunday Times 2019 Parent Power rankings (a rise from 214th from the previous year.) There was one other Barnet primary school in the top 100 and NS volunteered to contact the governing body with a view to sharing best practice.

Q. Are all governors aware of the PP strategy as stated in the C & S minutes?

Refer to Item 11 and visit report from PP link governor and the PP strategy plan shared at the C & S meeting. ([PP strategy plan](#))

c) Premises committee:

There has not been a premises committee meeting this term as yet.

The emerging and critical procedures are outstanding and still to be addressed. JK and JP to receive the agenda for the Premises committee meetings and attend if practical to do so. (AG will be in attendance)

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11. To receive governor reports

- a) Confirmation of link governor roles**
- b) Governor visit forms**

a) NR is **SEN and Safeguarding link** governor (NS volunteered to help with admin if required)

NR confirmed that 2 SEND visits to school had occurred this term and a 3rd scheduled, ([SEND governor report](#)) was shared at the C & S committee meeting 6.11.19.

The SENCO is working well in both settings and SEN developing strategically, with the SEND report prepared with input from SENCO.

The Accessibility Plan has been drafted.

NR has reviewed the Single Central Record, with a couple of actions pending (some information missing) at BP school and some historic reference checks outstanding on TAs at CH school.

AG undertaking Risk Assessments on staff unable to provide references.

The next visit to include a check on 3 members of staff (randomly chosen)

The Safeguarding Policy has been updated, with the DSPs contact sheet and photos to be more visible around the school (in reception and other areas).

NR to undertake level 3 Safeguarding training shortly.

ND is **PP link governor** and PTA rep.

PP report on GovernorHub and shared with governing body. ([PP report](#))

ND visit next term to examine the impact reports.

ND also visited both settings to look at EYFS teaching.

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	<p>MH is co-ordinating policy development and once these are in place and represent the federation then the schools will update and take responsibility going forward.</p> <p>AGh is Sports Premium and GDPR link governor and a report on PE to be shared via GovernorHub shortly. SM has responsibility for the termly newsletter and governors' induction, with any suggestions to SM. SM is working on updating the Governor Induction Folder but as handover was not possible CJ has been provided with an available hardcopy and also been inducted. SR is the Ofsted link governor, with further Ofsted Framework training available (to all governors) in February 2020. CJ is the staff governor. LR representative of the council.</p> <p>b) Governor visit proforma available on the GovernorHub and to be used as a record of governor visits.</p>
12.	To receive an update on renewable energy and agree any actions
	PW confirmed that there were photovoltaic cells on the roof at BP and it is possible to display a readout of the figures. PW liaising with the council to prepare a report for the governing body (next meeting).
13.	To receive an update on GDPR and agree any actions
	AGh has visited both schools to liaise with the DPOs. There have been no GDPR breaches to report.
14.	To receive an update on Ofsted preparedness and the new framework
	SR absent but Ofsted preparations covered in committee report (item 11). It is understood that BP is due to undergo an Ofsted inspection shortly so all governors reminded to be prepared and available if possible.
15.	<p>To ratify and approve the following policies:</p> <ul style="list-style-type: none"> • Accessibility Plan • CHBP Behaviour Policy • CHBP Behaviour Principle Written Statement • CHBP Critical Incident Policy • BP Data Security Policy • CH Data Security Policy • CHBP Staff Attendance Policy • Child Protection Policy • Safeguarding Policy
	<p>Policies Statement</p> <ul style="list-style-type: none"> • The Accessibility Plan has been drafted but is not ready to share with the governing body. • Child Protection and Safeguarding have been integrated into one policy document.

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	All policies were approved by the governors and subsequently signed by the chair.
16.	To receive the termly Safeguarding report
	NR has recently taken on the role of Safeguarding governor and gave a verbal report to the governors. A full report to come to the next FGB meeting 18.3.20.
17.	To provide an update on Governor Training
	GOA meeting 10.10.19 PdV attended a briefing for Chairs and vice chairs, very useful, to consider self-reflection on an annual basis (at committee level too) with 360° self assessment. To note training on the 28.11.19 to cover data assessment and further training available on Prevent and Ofsted.
18.	Any other urgent business.
	None received.
19.	To confirm dates for future meetings in 2020 as follows: All meetings to start at 7pm at BP School
	18 th March 2020 8 th July 2020

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ACTIONS arising from the FGB Meeting 20th November 2019

Number	Item	Action	By	Date
1	8.1	Governors to apply for an lgfl.com email address via Nancy Nash	All	Next meeting
2	8.2	To attend the next staff meeting on the 3.12.19 at 3.45pm to thank staff and explain the role of governors	As many as possible	Staff meeting (3.12.19)
3	8.3	To schedule an AGM in the spring term	NS/AG	Jan 2020
4	8.4	To take and share governor photos on the school websites	PW	Next meeting.
5	8.5	To approach other schools with a view to sharing governor resources (eg panel hearings)	NS	Next meeting.
6	10	To contact the other Barnet School (in the Top 100) with a view to sharing best practice	NS	Next meeting.
7	11.1	To share the Sports Premium report on Governorhub	AGh	ASAP
8	11.2	To update the Governor Induction folder	SM	Next meeting
9	12	To update and report on renewable energy	PW	Next meeting.

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Signed _____

Dated: _____

DRAFT