

CHBP School Federation

Brunswick Park Primary and Nursery School
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Church Hill Primary School
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CHBP Federation

FGB Meeting

Wednesday 7th October 2020 at 6pm

Via Videoconference

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 deVillie **(PdV)**
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)**
Jo Porter **(JP)**
Jo Kennedy **(JK)**

CLERK

Lynn Aldrich

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Item	MINUTES
	Part 1
1.	Welcome and receipt of apologies for absence and approval of any absences.
	Apologies received and approved from JP. LR arrived at 6.20pm and PW left at 6.15pm. The outgoing chairperson NS thanked the governing body for all their support over the last 30 months both to him personally and to the federation.
2.	To declare any conflict of interest to items on the agenda.
	None.

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3.	<p>To confirm that all governors have completed the following declarations via GovernorHub:</p> <p>Read and understood the updated version of Keeping Children Safe in Education (KCSIE, part 1 Sept 2020).</p>																														
	<p>This has been completed by all governors and a record available on GovernorHub along with a record of business interests.</p>																														
4.	<p>To receive and approve the minutes from the previous FGB meeting on the 8th July 2020 (8.7.20)</p>																														
	<p>The minutes were received and approved. A copy to be 'signed remotely' by the chair and stored on GovernorHub.</p>																														
5.	<p>To follow up on the actions from the previous FGB meeting:</p> <p style="text-align: center;">ACTIONS arising from the FGB meeting 8th July 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number</th> <th style="text-align: center;">Item</th> <th style="text-align: center;">Action</th> <th style="text-align: center;">By</th> <th style="text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">3</td> <td>To upload the final approved version of the FGB minutes to the school websites</td> <td style="text-align: center;">Admin</td> <td style="text-align: center;">ASAP</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">6.1</td> <td>To schedule the AGM for 2021 when practical to do so.</td> <td style="text-align: center;">NS</td> <td style="text-align: center;">Autumn term</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">6.2</td> <td>To approach the top performing school in the borough for possible collaborative opportunities</td> <td style="text-align: center;">NS</td> <td style="text-align: center;">Autumn term</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">6.3</td> <td>To take governor photographs for noticeboard</td> <td style="text-align: center;">PW</td> <td style="text-align: center;">When possible to do so.</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">10</td> <td>To confirm committee structure and governor roles for 2020/21</td> <td style="text-align: center;">NS</td> <td style="text-align: center;">18.11.20</td> </tr> </tbody> </table>	Number	Item	Action	By	Date	1	3	To upload the final approved version of the FGB minutes to the school websites	Admin	ASAP	2	6.1	To schedule the AGM for 2021 when practical to do so.	NS	Autumn term	3	6.2	To approach the top performing school in the borough for possible collaborative opportunities	NS	Autumn term	4	6.3	To take governor photographs for noticeboard	PW	When possible to do so.	5	10	To confirm committee structure and governor roles for 2020/21	NS	18.11.20
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	<ol style="list-style-type: none"> 1. Refer to Item 8. 2. It is still impractical to conduct an AGM in person or remotely. SR agreed to communicate this to the parent body. The wider issue of communications with the parent body and stakeholders was discussed, as the newsletter is no longer produced, any suggestions on how to progress this to be emailed to SR. 3. NS has contacted Queenswell School for possible collaborative opportunities, although impractical to deliver at present, the link has been made. 4. Deferred until governors can meet in person. 5. Refer to Item 6. 																														

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6.	<p>To confirm and approve the following positions:</p> <ul style="list-style-type: none"> • Chair of Governors (vote required) • Chair arrangements and membership of the Curriculum and Standards and Resources committees 2020-21.
3	<p>The clerk took the chair for this item as NS stepped down. All governors (with voting rights) were contacted in advance of the meeting by the clerk via GovernorHub, to inform them of the procedure for casting a vote for the only candidate to stand for the post of chairperson (SR).</p> <p>Governors emailed the clerk and SR was elected as chair by a unanimous vote.</p> <p>SM was nominated for the position of Vice-Chair and by a show of hands (via Zoom) was elected as vice-chair by the majority.</p> <p>The committee membership was reviewed and membership changes confirmed on GovernorHub. The Resources Committee convenor remains PdV and the Curriculum and Standards Committee convenor is now ND. The Premises Committee convenor remains PW and will meet as required. All meetings are now scheduled for 2020/21.</p> <p>FGB: 24 March 2021, 23 June 2021 Resources: 4 November 2020, 3 March 2021, 12 May 2021 C & S: 11 November 2020, 24 February 2021, 5 May 2021.</p> <p>SR continued to Chair the meeting.</p> <p>The following changes to link governor roles were advised:</p> <ul style="list-style-type: none"> • NS assigned as Safeguarding governor (to be assisted by NR as required) • NR to remain as SEN governor • ND to remain as PP/CLA governor
7.	<p>To receive a report from the Executive Head to include:</p> <ul style="list-style-type: none"> • A review of the Risk Assessment following school re-opening
	<p>Heads report</p> <p><i>PW left the meeting 6.15pm</i></p> <p>To note that the Risk Assessment is reviewed regularly by SLT. No changes have been required due to the updated guidance. There have been no positive Covid-19 cases in pupils or staff across the federation and the process for dealing with any positive cases is well understood within the bubble system. Attendance has been very good, there has been turnover of pupils, but spare capacity has been filled, with 3 pupils now home schooled.</p>

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	<p>Q. Some families were struggling to engage with the online learning, is this still an issue?</p> <p>Individual pupil access to the online provision was RAG rated during lockdown and those families not engaging were identified. The gap was greatest between PP vs non-PP students and paper copies of work were provided where this was seen as a challenge.</p> <p>Participation was less in Yrs5-6 for English, although Maths held up well, this has had a knock on effect on reading ability as these pupils have returned to school. JK considered this most likely due to a combination of accessing the set work and the complexity of the lessons.</p> <p>Accompanying instructions/booklets will be improved to enhance learning.</p> <p><i>LR joined the meeting.</i></p> <p>Q. Is there ongoing (wellbeing) support for staff?</p> <p>Staff feedback has been very positive with ongoing communication via Whatsapp and email, as senior staff are unable to visit the classrooms so often.</p> <p>One staff member has own childcare issues and this is accommodated with early starts/finishes as necessary.</p> <p>Q. Has there been an opportunity to survey the parents and pupils regarding their return to school?</p> <p>AG contacted all parents prior to school reopening and approx. 6/7 families at each school flagged an issue of concern/anxiety for their child.</p> <p>Pupil behaviour has been exemplary and the parents generally positive.</p> <p>There has been good pastoral support in school, with regular opportunities (eg circle time) for open discussion.</p> <p>Lunch times are less structured, but each bubble has a designated zone and staff member in attendance and there have been no issues.</p> <p>LR informed the GB that there has been an increase in Covid-19 in the borough and the council has the powers to impose local lockdowns.</p> <p>LR to share information from other school settings regarding virus transmission etc.</p>
<p>8.</p>	<p>To receive a report from the Chair of Governors</p>
	<p>SR thanked NS for all his work as chair of governors over the previous 18 months and continued commitment to remain as a governor.</p> <p>SR thanked governors for their messages of support to stand as chair.</p> <ul style="list-style-type: none"> • Both NS and SR have undertaken a visit to the schools since reopening and are satisfied with the procedures in place. • SR to visit fortnightly and meet with AG (notes to be shared via GovernorHub). • (5.1) School websites contain all statutory information but FGB minutes still to be uploaded for transparency. 4 staff members to receive training to

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	<p>enable website management conveniently. Governors were reminded to take a regular look at the websites for gaps/inaccuracies. It was agreed that appointing a website liaison governor would be useful for AG going forward so that information can be directed to the school contact.</p> <ul style="list-style-type: none"> • Staff performance management is ongoing by SLT. AG performance managed by AGh/NS and Paul Whitcomb for the local authority. • School Business Manager requires up to date governor information for DfE. • Governors were reminded to continue their training as there is much content available virtually. Training services are shared via GovernorHub. • MH managing policy updates and all governors reminded to read and comment on these as this in turn supports and challenges the leadership team. • The governor vision is aligned to the schools: to support recovery and planning with a focus on Safeguarding, Attendance and raising standards for all pupils so the gap between PP and non-PP pupils is diminished. <p><i>DH left the meeting.</i></p>
<p>9.</p>	<p>To review safeguarding and to monitor the wellbeing and welfare of pupils, staff and stakeholders.</p>
<p>5</p>	<p>Safeguarding audit Refer to report for details. To note that there are amendments to the report with respect to Covid-19. The time dedicated to safeguarding will be increased with an increase in the number of families requiring interaction for various reasons. Pastoral support has been very strong. The safeguarding governor NS has discussed his position with the LA as he is re-locating to another area, they confirmed that although this was unusual the role can be undertaken from a distance (remotely). The Single Central Record can be shared via a screenshot. MH reminded the governors that the Safeguarding and Child Protection Policies were shared via GovernorHub (30.8.20) for comments which have now been received and incorporated. MH to share final version on GovernorHub for approval.</p> <p>It was agreed that GovernorHub should be trialled this term for policy comments and approvals which will be ratified at the FGB meetings.</p> <p><i>LR left the meeting.</i></p> <p>NR has met with the SENCo as there is a very high number of pupils with Educational Health Care plans (EHCP) in the schools (3 in reception) and the SEN applications are increasing. It was agreed that this issue would be discussed at the next C & S Committee meeting (11.11.20)</p> <p>Q. What are the numbers at the federation?</p>

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	<p>AG confirmed that there were 13 EHCP pupils at BP school, with 3 pupils in reception class. The fiscal effects on school budgets for this number of pupils is great. AG has already raised the issue (of so many EHC pupils) with the LA and suggested that the chair also raise a concern. Other schools in the borough are known to decline these pupils (supported by parental feedback). Practically the school does not have the physical spaces available to accommodate these children eg. dedicated areas, sensory spaces and rooms etc. and they are often working in the corridors. The school must fund the first £6,000 of each EHCP.</p> <p>Q. Is there a maximum percentage of EHCP pupils any school can accept? No, however it does impact on other pupils once the number gets higher and teacher wellbeing if the resources are not available to meet the pupil needs.</p> <p>Q. Can financial constraints be cited as an issue to refute acceptance of EHCP pupils? No, this cannot be cited as a reason to not accept a pupil in the school, otherwise it will be taken to tribunal. The SENCo works extremely hard on completing the EHCP, there is much evidence and paperwork required for each case. Governors would like to pass on their support and thanks to the SENCo for her commitment.</p> <p>It was agreed that in order to support AG in this area a benchmarking exercise should be completed with other schools in the borough comparing EHCP pupil numbers. In this way the case for other local schools who have the capacity to accept more EHCP pupils can be built.</p>
10	To review the school websites and ensure all statutory information is available and up to date.
	<p>Discussed under Item 8. To note that AGh checks the general governors email address weekly for messages.</p>
11.	Any other urgent business
	None.
12.	To consider which items discussed at the meeting should remain confidential.
	None.
	<p>Future meeting dates to continue remotely via videoconferencing until further notice.</p> <p>Wednesday 24th March 2021 at 6pm Wednesday 23rd June 2021 at 6pm</p>

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ACTIONS arising from the FGB Meeting 7th October 2020

Number	Item	Action	By	Date
1	5.2	To communicate to the parent body that an AGM will occur when practical	SR	24.3.21
2	7.1	To improve the instructions (for parents) for completing work remotely.	JP/JK	24.3.21
3	7.2	To share information on virus transmission/cases in other local schools	LR	Ongoing
4	8.1	To appoint a website liaison governor	SR	11.11.20
5	8.2	To share governor details with School Business Manager	Clerk	Completed post meeting
6	9.1	To share the Child Protection and Safeguarding policies via GovernorHub for approval	MH	ASAP
7	9.2	To trial the use of GovernorHub for policy comments and approvals this term	MH	24.3.21
8	9.3	To discuss the number of EHCP pupils	All	C & S meeting 11.11.20
9	9.4	To benchmark EHCP pupil numbers with other schools in the borough	AG	C & S meeting 11.11.20