**CHBP Federation**

**FGB Meeting**

**Wednesday 20th April 2022 at 6.00pm**

*(re-scheduled from 30th March 2022)*

**Brunswick Park School**

**MINUTES**

**LA GOVERNOR PARENT GOVERNORS**

Cllr Lisa Rutter **(LR)** Sejal Rabone **(SR)** Chair

Suzanna McGloin **(SM)** ViceChair

**STAFF GOVERNORS** **CO-OPTED GOVERNORS**

Andy Griffiths **(AG)** (Executive Headteacher) Elly Balmforth **(EB)**

Cheryl Jordan **(CJ)** Paul deVille **(PdV)**

Megan Hallett **(MH)** Sue Markham **(SM)**

Fiona Oommen **(FO)**

**ASSOCIATE MEMBERS** Nick Salt **(NS**)

Duncan Hooper **(DH)** Peter White **(PW)** MBE

Jo Porter **(JP)**

Jo Kennedy **(JK)**

**CLERK**

Lynn Aldrich

**Also in attendance:**

Natalie Cardozo Potential governor

Nancy Nash School Business Manager

|  |  |
| --- | --- |
| **Item** | **MINUTES** |
|  | **Part 1** |
| **1.** | **Welcome and receipt of apologies for absence and approval of any absences.** |
|  | Apologies were received and approved from LR, SMc, SM, CJ, DH and JP.  NS has left the board following the end of his term of office. |
| **2.** | **To declare any conflict of interest to items on the agenda.** |
|  | PW is a trustee at Barnet Education Arts Trust. |
| **3.** | **To receive notification of any other urgent business.** |
|  | To re-appoint governors to board following term expiry.  Following postponement of the FGB from 30.3.22 it was necessary to reconstitute the GB following term of office expirations for several governors.  To note that former parent governors SR and SMc were co-opted to the board and a parent governor election will be held this term to appoint replacements. |
| **4.** | **To receive and approve the minutes of the previous FGB meeting.**  [24.11.21](https://app.governorhub.com/document/61b09a810186eb4a4dc0ba09/view) |
|  | The minutes were received and approved. |
| **5.** | **ACTIONS arising from the FGB Meeting 24th November 2021**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Number** | **Item** | **Action** | **By** | **Date** | | 1 | 5.2 | To add website compliance to future FGB agenda | Clerk/SMc | Ongoing | | 2 | 5.6 | To pass on car registration numbers to LR for persistently inconsiderate parking | JK-JP | Ongoing | | 3 | 5.13 | GovernorHub sourced through Hfl until March 2022, opportunity to switch supplier then | NN | 30.3.22 | | 4 | 7 | To add an additional coding line to the budget reports for contingency/sink funds | AG | 30.3.22 | | 5 | 7 | To provide feedback on request to the LA for additional funding for the IT switch expense | AG | 30.3.22 | | 6 | 7 | To continue premises oversight with a focus on H & S/Ofsted in discussions with site manager. | PW | 30.3.22 | | 7 | 7 | To discuss kitchen maintenance and usage plan | Resources committee | 8.3.22 | | 8 | 15 | To form a Hollickwood working party | SR | ASAP | | 9 | 15 | To write to the Chair of Governors at Hollickwood with ‘holding’ email | SR | ASAP | |
|  | 1. Ongoing. School websites require attention to ensure information can be easily sourced and is current and accurate. 2. Ongoing as required. 3. GovernorHub now sourced through BELS however this is still unclear as you access the platform; it would be helpful to see training taken through BELS via GovernorHub. NN to facilitate this if possible. 4. Completed. 5. Completed. Additional funding received. 6. Refer to Item 6c for further discussion. 7. Discussed in detail at previous Resources Committee meeting (23.3.22) with options considered. The kitchen was hired for use over the Easter break. 8. Since the last meeting (24.11.21) this topic has moved onward and is discussed during Item 15. 9. As above. |
| **6.** | **To receive the minutes from the following committee meetings:**   1. Resources Committee 23.3.22 2. Curriculum & Standards Committee 15.3.22 3. Premises Committee |
|  | The committee minutes were received by the FGB.  Resources Committee  To note that the budget is in a stronger position than forecast, supported by the revenue received from Hollickwood School which will be held separately from the main funding. The timings for budget submissions were moved last year and remain the same this year which has been helpful. A Resources Committee meeting will be held on 18.5.22 to discuss and ratify the budget.  The committee will return to discussions with the LA about the historical debt at CH school once the end of year figures are confirmed.  Both schools have worked within ‘in-year’ budgets set for this year and both schools are financially viable.  C & S committee  The convenor for the committee was absent (SMc) so detail from the minutes was received.  Both schools have subsequently received a visit from the School Effectiveness advisor and the reports were shared with the board post meeting. This will be discussed/reviewed at the next committee meeting on 15.6.22.  Governors were reminded of the requirement to question and challenge the data effectively at meetings.  Premises committee  There has been no visit during the spring term but one will be planned for the summer.  PW updated the board on the incursion into school grounds at CH school in January.  In brief a youth was seen to jump onto the pillar next to the gate and then jump down inside the school thus allowing him to operate the gate’s exit button allowing the other two individuals to enter. Once inside they were passed by a parent collecting their children, the youths offered the older child sweets, he declined and they then racially abused and threatened him.  The youths were very abusive towards the office staff. They were challenged and left.  PW arranged a visit to the and was informed on his way there that the youths had returned and that the school had gone into lock down. Although on arrival there was no sign of the youths the police had been contacted via 999 emergency.  JP and PW discussed the draft Lock Down procedure and ways of making the school perimeter more secure.  The police did not arrive although they had specifically been asked to attend during going home time as there were concerns about the safety of children. Parents of lone-travellers were contacted and children were either collected or given use of ASC, free of charge. The Site Manager had attempted to photograph the youths and had abuse and threats of violence shouted at him. JP had also informed and was taking advice from the Local Authority’s Safeguarding Team.  PW attended an early morning staff meeting, to show governor support for the school and to assist JP as required. JP briefed the staff on the occurrences and summarised the new lock down procedure. An interim procedure was circulated to all staff who will have to sign to acknowledge that they have received it, this will subsequently be offered to the governing body for ratification as the Church Hill lockdown procedure.  PW subsequently liaised with JK to ensure consistency across both schools.  The main concern was the lack of response from the police, especially in the light of the threats to members of staff and parents.  There has now been contact with the Community Police Officer and the police visited the school the following day.  SR wrote to Councillor Longstaffe regarding the poor response from the police.  The police would like to use the school site for meetings and the governors agreed that this would be very useful for the school and the local community.  With regard to inconsiderate parking at the school, the double yellow lines/zig zags will be re-painted and bollards have also been installed.  LR has also requested installation of CCTV to enforce parking. MH agreed to take this forward with a colleague and also for BP school.  Both schools have good CCTV coverage of their premises. Staff have been reassured by the installation of lockdown phones, which can also be used as a broadcast system.  The Lockdown policy is currently under development and will be shared with governors for review and ratification.  The premises committee will review any policies within their remit. |
| **7.** | **To confirm and approve the SFVS documents for BP and CH schools 2020-21.** |
|  | [CH SFVS](https://app.governorhub.com/g/churchhillbrunswickparkfederation/docs/6242e45d0ac49ef6aad0bc14?sort=LAST_MODIFIED_DESC)  [BP SFVS](https://app.governorhub.com/g/churchhillbrunswickparkfederation/docs/6242e4328dce5ac5afcbaa20?sort=LAST_MODIFIED_DESC)  Refer to attached links for detail.  The SFVS for both schools was shared and scrutinised at the Resources committee meeting on 23.3.22 and approved for submission by the deadline in March 2022. |
| **8.** | **To receive an update from the staff governor, providing a reflection on the views of the staff across the federation.** |
|  | [Staff view](https://app.governorhub.com/document/6241819b85f6b8ca1c615b93/view)  Refer to attached link for detail.  Overall positive feedback to job/school and JK moving roles.  To note that not many staff chose to respond which has resulted in some very conflicting view expressed.  ***Q. Is the survey conducted anonymously?***  No, but confidentiality was assured.  Some staff felt that AG was not present enough and that his new role at Hollickwood should be articulated to all staff stressing the benefits to the federation.  Staff feel stretched as due to Covid absences they have covered for others.  Governors felt that staff should be familiar with the role of Executive Head now and that AG cannot always be present in a school but the tiered management structure embedded in both schools eg Head of School and Assistant Head of School are there to support staff accordingly. JP to organise a parent and staff survey this term for CH school.  Governors were keen to hear the views of staff and particularly if there are any issues arising and to facilitate staff wellbeing. |
| **9.** | **To receive the Executive Head’s report for the spring 2022 term**:   * To agree any actions arising from the report |
|  | [Executive Head report spring 2022](https://app.governorhub.com/document/6241e688bfdf3d1bb76928da/view)  To note that CH school has undergone an Ofsted inspection since the report was written.  The judgement from Ofsted was that the school was ‘good’.  AG’s judgement prior to visit was that the school was securely ‘good’.  Overall the inspection process was very smooth with staff very supportive during the visit.  EB has won an award for delivery of RE and has been asked to present at a Head teachers’ event.  Attendance is now higher (than in report) with the school roll swelling with Ukrainian pupils. These children are treated as ‘sibling status’ from the same address.  To monitor attendance more closely the federation has established a tracker spreadsheet for each pupil to include a tier system/threshold for absence.  Tier 1 results in a letter to parents.  Tier 2 referral to educational welfare officer.  Tier 3 as above and issue of fixed penalty in certain cases (late returners from school holidays and repeat offenders)  Attendance is well above the national average.  JK to share with parent body that fixed penalties have been issued.  Lateral Flow (Covid tests) have been shared with vulnerable families as required.  ***Q. When will the car park be returned to use for BP School?***  Possibly never, potentially to be used as storge for bin lorries.  LR asked to clarify this with council and to explain that the car park is part of the school plan. |
| **10.** | **To receive the Chair’s Report to include the following:**   * To feedback on Ofsted visit * Commissioning an external review of governance * To discuss holding an AGM * Sharing the electronic version of the CHBP Governor Handbook * Governor training and record keeping |
|  | SR visited the BP nursery and met with teachers, LSAs, sports coach and NQT.  SM has undertaken a SEND visit and report to be shared at next C & S committee meeting (15.6.22)   * Verbal feedback following CH Ofsted inspection: areas for deep dive included maths, early reading skills and RE. It was helpful for the staff and school that a school effectiveness visit had taken place just weeks early (refer to item 6 and shared post meeting via GovernorHub).   School website was found to be poorly designed, although all information was there it was not easily located and contained out of date information.  AG agreed that more training was required to address this.  There were 67 responses received from the parent view survey with 98% happy with the school and 95% recommending the school to others.  EYFS pupils showed a love of learning and were well behaved.  Staff feedback very positive within a supportive environment (like a family).  Parents also thought there had been an improvement in teaching.  The curriculum is a growing success with support for subject leads across the federation.  Priorities now require embedding (particularly at KS1) with more consistency. Guided reading could be better organised and more accuracy and consistency in maths delivery. Vocabulary to be aligned to drive curriculum with all teachers choosing to use impactful vocabulary.  The governing body was complimented.  The report will be shared once received.   * Governors agreed that an external review would be helpful. SR to contact BELS and NGA for prices. * The last AGM was held in 2019 and the board agreed that it would be useful to hold another before the half term.   SR to arrange a suitable date and the clerk to share exemplars of AGM agenda and information.   * The CHBP Governor Handbook has been digitised and is now current. A copy is available on GovernorHub and will be updated annually. [CHBP Governor Handbook](https://app.governorhub.com/document/623b51a2f210d85648f52722/view) * SR shared her training page on GovernorHub with the board and encouraged governors to keep their training current and up to date. |
| **11.** | **To review school websites and agree any actions** |
|  | It was agreed that this item would be discussed at the next summer term FGB and curriculum meeting when the website link governor is in attendance (SMc). |
| **12.** | **To receive the following termly reports**   * Safeguarding report and update on link governor * SEND |
|  | NS was the safeguarding link governor and has now left the board.  SR agreed to appoint another link governor ASAP.  The PP link governor will be Natalie Cardozo once appointed to board.  SM has undertaken an initial SEND visit and will make another this term. Report will be shared at the next C & S committee meeting. (15.6.22) |
| **13.** | **To ratify and approve any policies required from FGB, to include the following:** 1. EYFS  2. Feedback and Marking policy  3. Peer on Peer abuse policy  4. Safeguarding policy  5. SEND policy  6. SEND information report |
|  | To note that the H & S policy will be shared with the FGB at the next meeting as the policy requires some school specific additions. The Health Education and RSE policies to be shared at the next C & S committee for scrutiny and Tracey Strachan (pastoral lead) invited to the meeting also.  ***Q. The Peer-on-Peer abuse policy is now a separate policy from the Safeguarding policy?***  Yes, this has become more relevant as sexualised behaviour is observed in schools. This policy addresses concerns over low level accusations and is split from the Safeguarding policy.  MH agreed to add definitions of acronyms to the policy.  All policies were ratified by the board. |
| **14.** | **To consider governor terms of office to include:**   * re-appointments * appointment of new governor. |
|  | *NC left the meeting at 8.15pm*.  All governors were re-appointed for another term at the start of the meeting.  The board agree that NC would be a useful addition and was appointed to the board as a co-opted governor to sit on the C & S committee and as PP link governor.  It was agreed that parent governor elections would be run as soon as practical to replace the 2 appointments on the board.  NN to join the board as an associate member.  The school websites, GIAS and GovernorHub will be updated accordingly. |
| **15.** | **To consider the ongoing developments with Hollickwood School (HW)** |
|  | Refer to confidential part ii minutes. |
| **16.** | **Any other urgent business.** |
|  | Discussed in Item 3. |
| **17.** | **To consider which items discussed at the meeting should remain confidential.** |
|  | Item 15. |
|  | **Meeting dates for 2021-22.**  29th June 2022 |

**ACTIONS arising from the FGB Meeting 20th April 2022**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Item** | **Action** | **By** | **Date** |
| 1 | 3 | To ensure parent governor elections are held this term | Clerk/NN | 30.6.22 |
| 2 | 5.1 | To ensure school websites are up to date, compliant and contain all statutory information | SMc/C & S committee | 15.6.22 |
| 3 | 5.3 | To contact GovernorHub to ensure access to BELS training is visible on the top line of the platform | NN | 30.6.22 |
| 4 | 6 | To facilitate installation of CCTV to enforce parking measures at both schools | MH/LR | 30.6.22 |
| 5 | 9 | To clarify the use of the Osidge Lane car park and date to be returned for school use as per the school plan. | LR | 30.6.22 |
| 6 | 10 | To share final Ofsted report with all stakeholders | AG | 30.6.22 |
| 7 | 10 | To facilitate an External Review of Governance for the autumn term and arrange a provider | SR | 30.6.22 |
| 8 | 10 | To hold an AGM prior to half term | SR | 27.5.22 |