**CHBP Federation**

**FGB Meeting**

**Wednesday 23rd June 2021 at 6.00pm**

**Via Videoconference**

**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)**

Nina Dean **(ND)**

**ASSOCIATE MEMBERS** Amin Ghia **(AGh)**

Duncan Hooper **(DH)** Megan Hallett **(MH)**

Jo Porter **(JP)** Fiona Oommen **(FO)**

Jo Kennedy **(JK)** Nicki Ross **(NR)**

Nick Salt **(NS**)

Peter White **(PW)** MBE

**CLERK**

Lynn Aldrich

**Observer**

Sue Markham

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| **Item** | **Minutes** |
|  | **Part 1** |
| **1.** | **Welcome and receipt of apologies for absence and approval of any absences.** |
|  | Apologies were received and approved from AG and CJ.  The chair introduced Sue Markham, who joined the meeting as an observer and prospective governor. |
| **2.** | **To declare any conflict of interest to items on the agenda.** |
|  | None declared. |
| **3.** | **To receive notification of any other urgent business.** |
|  | The Premises committee report was received and is discussed in Item 7 (committee reports). |
| **4.** | **To receive and approve the minutes of the previous FGB meeting.**  [24.3.21](https://app.governorhub.com/document/60c8cd1cb431a700233f492e/view) |
|  | The minutes were received and approved by the board. |
| **5.** | **To receive the Executive Head’s Report:** [Summer 2021](https://app.governorhub.com/document/60c9ee18e1cba40022580a83/view)  To agree any actions arising from the report |
|  | AG was absent to attend a conference. The report was shared on GovernorHub in advance of the meeting with questions and answers posted on the portal (copied here)  ***Q. What are the maximum possible numbers of pupils on role? Does this affect issues in the classroom in terms of space or resources?*** Maximum on role, based on 30 children per classroom, is 210 at Church Hill and 420 at Brunswick Park. With the Local Authority’s In Year Fair Access, there is the possibility to go over numbers – which does create space issues, due to additional furniture required, particularly at Brunswick Park. That being said, the additional numbers bring in extra revenue which has been explained to staff and has been referenced in relation to security of support staff moving forward. Over the past few years, staff have been more accustomed to taking in additional numbers so are very adaptable.  ***Q Has there been an impact on the feel of the school communities with this higher mobility? Or not?*** No real impact.  ***Q Year 6 transition - have there been any approaches from secondary schools to help with transition. What can the schools do to support this?*** Both schools will be doing their usual Circle Times linked to transition. This is an integral part to the close of Year 6. Children may not get the opportunity to attend their usual transition activities at their respective secondary schools so we will ensure that they are as fully prepared as can be.  ***Q. Who gave BPS the Red RAG status re accessing therapies? What are the consequences of this?*** Thank you for raising the concerns with the LA directly - sad state of affairs for our pupils and all those in Barnet. This is a positive status, as opposed to a negative one, with RAG ratings purely based on the number of EHCP children within the school’s cohort. These children have had very little access to therapies, with the majority of those accessed remotely throughout the pandemic. The cynic in me could associate this rating to the 3 open tribunal cases with Brunswick Park parents. If this means children gain access to therapies, then I can only see our identification as red as progress!  Thank you for the reassurance regarding the high number of MASH referrals. Still concerning though.  ***Q. Are there any events coming up this term that governors could attend safely?***  The Yr6 production at CH is planned for the 21.7.21, with parents invited and a virtual graduation for Yr6 (via Zoom) which governors are welcome to attend.  The BP Yr6 leavers assembly and graduation is on the 23.7.21(am) |
| **6.** | **To consider matters arising and actions following above minutes not covered elsewhere on this agenda.**  **ACTIONS arising from the FGB Meeting 24th March 2021**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Number | Item | Action | By | Date | | 1 | 5 | To review websites for compliance following audit | SM/AG | 23.6.21 | | 2 | 6.1 | To share feedback on pupil voice | ND | Via GovernorHub | | 3 | 6.2 | To address with the council the abandoned vehicle in service road at BP. | LR/PW | 23.6.21 | | 4 | 6.3 | To question the council regarding enforcement of neighbours use of the zebra crossing (as a dropped kerb access) at BP. | LR | 23.6.21 | | 5 | 6.4 | To provide feedback on identified actions following premises walks in November and March. | PW | 23.6.21 | | 6 | 7 | To co-ordinate a federation response regarding the Osidge Lane car park plans. | SR/LR | 23.6.21 | | 7 | 8 | To focus on curriculum alignment across the federation and pupil voice | ND | C & S committee  5.5.21 | | 8 | 10 | To add a disclaimer to school websites explaining that some policies may be modified due to Covid-19. | AG | ASAP | | 9 | 12 | To initiate and plan a governor skills audit | SM/SR | 23.6.21 | |
|  | 1. BP completed and compliant. CH awaiting review with PP impact statement for 2019-20 a priority. JP requires further training to manage the website. SM agreed to prioritise CH website audit so that compliance can be addressed over the summer break. The intention is that school websites will then be managed by the Admin team. FO agreed to be website link governor and provide oversight. SM/FO to liaise before end of term. 2. ND shared Pupil voice via GovernorHub 9.6.21 and at the C & S committee meeting. 3. Discussed in Item 7c. 4. Discussed in Item 7c. 5. Discussed in Item 7c. 6. LR confirmed that the ward councillors were against the plans (and why) and the outcome will be decided at a meeting on the 20.7.21. PW attended an open webinar and explained that the Osidge Lane car park was part of BP school travel plan, the Hendon hub committee were not aware of this.   The car park is presently out of commission for the school as it is now used for a Covid test centre.  ***Q. When will it be de-commissioned as a Covid test centre and return to normal/school use as per the travel plan?***  LR agreed to find out from the council.   1. It has been agreed that QR codes to be used to record photos of displays/pupil voice from both schools. To be reviewed via C & S committee. 2. Completed. 3. Discussed in Item 9. |
| **7.** | **To receive the minutes from the following committee meetings:**   1. Resources Committee ([12.5.21](https://app.governorhub.com/document/60accef83bb9d500230c79a3/view)) 2. To include approval of the budget via GovernorHub [Budget v2](https://app.governorhub.com/g/churchhillbrunswickparkfederation/docs/60bf34b417a481002251cf15) 3. To include approval of oven purchase in line with the Financial Management policy [Oven](https://app.governorhub.com/g/churchhillbrunswickparkfederation/docs/60c8a1de3338f10023a43090) 4. Curriculum & Standards Committee (9.6.21) 5. Premises committee [June 2021](https://app.governorhub.com/document/60d20b7207cf7a00230d7001/view) |
|  | a. The resources committee minutes were received by the board.   1. The budget was discussed in detail at the meeting on the 12.5.21 and agreed. Following the meeting, information relating to staffing issues, which were discussed on the 12.5.21, were resolved and version 2 of the budget was shared with the board for approval via GovernorHub.   Version 2 of the budget was approved by the board via GovernorHub and the budget signed off by SR.  The board thanked both AG and NN for all the additional work involved to update the budget.   1. Approval of oven purchase was agreed by the board via GovernorHub and will be discussed at the next resources committee meeting (28.6.21).   The following question was raised on GovernorHub.  ***Q. Have you looked into leasing the oven?***  Leasing brings additional measures, which can restrict us. NN has been speaking with ISS regarding the possibility of hiring the kitchens out now that we are not with Barnet. If we lease the equipment this would restrict us again.  b. The curriculum & standards committee minutes were received by the board.  c. Refer to report for detail.  *AGh joined the meeting at 6.30pm.*  PW explained that there had been many delays to the works identified in the November 2020 report due to poor winter weather and the preference to complete the work during the summer holidays.  With reference to the garages at CH school, both NN and PW to undertake a site visit next week to understand the issues. JP explained that this was an ongoing problem to keep tidy and maintain safety, with the space used as a ‘dumping ground’ and the person responsible for the area not keeping on top of this. It is both a hazard and an eyesore.  ***Q. What can the board do to help JP in resolving this issue at?***  It is both a safeguarding and H & S issue and this could potentially trigger a no notice Safeguarding Inspection from Ofsted.  The premises committee agreed to undertake a walk with NN before the end of term to put a plan in place to resolve the issue.  LR confirmed that the council has agreed to remove the van parked on the access road to BP school, it is not taxed and has been abandoned. It was also confirmed that the land/road does belong to the London borough of Barnet and is for use by the school.  The governors agreed that it was a positive step that the council are taking ownership as this helps with relationships with the neighbours and their use of the road.  JK to put an article in the school newsletter explaining the outcome and the role that LR played in the resolution.  JK also agreed to remove the bicycle from the parent hub at BP.  JP explained that there was an ongoing problem with parents parking inconsiderately, being abusive to neighbours/staff and parking in the disabled parking space (which is required for a pupil) and the zebra crossing.  Governors advised JP to contact the local authority regarding use of a community police officer at start/end of school day to address the parking issue.  JP will also add car registrations/names to school newsletter to try and deter poor practice.  There is plenty of parking available nearby.  JP to promote healthy living to the pupils via PHSE lessons eg park & stride, walking bus to encourage pupils to walk to school.  ***Q. Can we put cones on the zig-zag areas to enforce considerate parking?***  JP agreed to look into this as an option.  ***Q. Can the school use CCTV/camera enforcement?***  SR/PW agreed to email LR who can look into this as a possibility. |
| **8.** | **To receive the Chair’s Report:**   * To agree any actions arising from the report |
|  | *DC left the meeting at 6.50pm*   * SR confirmed that poll voting on GovernorHub was successful so that this can be used to confirm approvals in future. * AGh and ND have resigned from the board. The chair thanked them both for their commitment and work for the federation over the years. * To note that phonics and SATs will return for the 2021-22 school year. The Heads of school reports shared at the C & S committee meeting on the 9.6.21 highlighted gaps in learning and these will be the focus for support next year. * SR proposed inviting phase leaders to committee meetings, eg literacy lead, PP lead. JP/JK agreed that this would be useful CPD for the teachers to explain processes to an external agency and prepare for Ofsted. * The SIP is in the process of development for next year with 6 key priorities. There will be meetings with phase leaders and assistant heads to gain their input and agreement. SR agreed to attend the SIP development meeting on the 29.6.21 to provide governor input. The 6 key areas will be shared with governors prior to the end of term but the complete SIP will be available by the autumn term. It was agreed that governors should take on a portfolio to align with the 6 defined priorities. * Head of School reports to be co-authored by assistant heads responsible for a particular strand to provide them with CPD in this area and to share a different voice. * To note that although pupil numbers are decreasing throughout the borough the federation schools are full. Promotion of the schools should remain at the forefront and ND shared a link to the website of a Hertfordshire school with an impressive walk through. [Abbots Langley](https://abbotslangley.herts.sch.uk/2020/09/07/admissions/)   It was agreed that professionally sourced promotional material like the attached also helps with staff recruitment.   * SR has attended the Barnet Chairs forum which has been very useful and supportive. SR shared slides and links with the board via GovernorHub. * Both FO and PdV have initiated a Financial Standards review with NN, it is a rolling submission/deadline document. * Governors could attend the virtual leavers assembly of Yr6 at BP & CH via Zoom on the 23.7.21 and the 21.7.21.     *Sue Markham left the meeting at 7.15pm.* |
| **9.** | **To discuss the governors skills audit** |
|  | MH agreed to revisit last years audit and to complete an audit for this year by mid-July 2021. |
| **10.** | **To review and reflect on governance structure for the next academic year:**  To include governor wellbeing and workload |
|  | SR thanked all the governors for their work over the past year and proposed a social ‘in person’ meeting andworking party for governor strategy and vision going forwards towards the end of July once restrictions are lifted.  SR agreed to email out an invitation.  Available governor training via BELS has been shared via GovernorHub.  To note that governor training for an Ofsted visit is available.  Governors to inform SR of training attended. |
| **11.** | **To ratify and approve any policies required from FGB.** |
|  | The following policies were unavailable for this meeting but require board approval:   * remote learning policy * EYFS policy   MH agreed to share on GovernorHub for review and approval with any changes to the policies highlighted on the most recent versions.  It was agreed that a confirmation on GovernorHub would confirm that the governor had read and approved the policy. |
| **13.** | **To receive the termly Safeguarding report** [17.6.21](https://app.governorhub.com/document/60d08dbc0d423400229f8a39/view) |
|  | Refer to report for detail.  There were no further questions. |
| **14.** | **Any other urgent business.** |
|  | Governors would prefer to source GovernorHub through Barnet rather than Herts for Learning (presently used) so that the information is more local and specific for the federation.  It was agreed that the SR would contact NN to see if the contract could be changed to facilitate this change from September.  AGh who has now stepped down from the board with immediate effect, was the link for the Governors email address.  SR requested a volunteer to manage the email account on behalf of the governors.  *Post meeting NS agreed to manage this for a short time until another governor could be found to take it on full time.*  It was agreed that prior to any new governors joining the board the skills audit would be conducted to understand where there are gaps in board strength that need filling. |
| **15.** | **To consider which items discussed at the meeting should remain confidential.** |
|  | None. |
|  | **Meeting dates for 2021-22 were agreed at the meeting:**  Resources Committee Meeting dates:  3 November 2021, 8 March 2022, 8 June 2022  C & S Committee Meeting dates:  10 November 2021, 15 March 2022, 15 June 2022.  FGB meetings:  24 November 2021, 30 March 2022, 29 June 2022.  All meetings will continue via Videoconference until agreed otherwise**.** |

**ACTIONS arising from the FGB Meeting 23rd June 2021**

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| **Number** | **Item** | **Action** | **By** | **Date** |
| 1 | 6.1 | To complete CH school website audit and ensure compliance | SM | Before end of term |
| 2 | 6.1 | Governor to oversee ongoing website compliance | FO | From September 2021 |
| 3 | 6.6 | To find out when Osidge Lane carpark will be returned to normal use and Covid test centre decommissioned. | LR | 24.11.21 |
| 4 | 6.7 | To use QR codes to track school displays and pupil voice | JK/JP | Ongoing via C & S committee |
| 5 | 7c | To undertake a premises walk to resolve garage space and use | PW/NN | ASAP |
| 6 | 7c | To contact the council with regards to inconsiderate parking at CH (re use of CCTV/cameras and a community police officer) | SR-LR | 24.11.21 |
| 7 | 7c | To look into the use of cones to enforce parking at CH | JP | 24.11.21 |
| 8 | 8 | To invite phase leaders to participate in C & S committee meetings | JP/JK | Ongoing via C & S committee |
| 9 | 8 | To share the 6 key priorities for SIP with governors | AG | By end of term via GovernorHub |
| 10 | 8 | To investigate use of promotional videos for school websites | NS | 24.11.21 |
| 11 | 9 | To complete a governor evaluation audit for submission to LA | MH | Before end of term |
| 12 | 11 | To share the Remote Learning policy and EYFS policy with governors for review and approval | MH | ASAP |
| 13 | 14 | To change GovernorHub suppliers from Hfl to Barnet | SR/NN | For September 2021 |