**CHBP Federation**

**FGB Meeting**

**Wednesday 24th March 2020 at 6.00pm**

**Via Videoconference**

**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

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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 EB and CJ. |
| **2.** | **To declare any conflict of interest to items on the agenda.** |
|  | PW is a member of Barnet Education Arts Trust. |
| **3.** | **To receive notification of any other urgent business.** |
|  | None received. |
| **4.** | **To receive and approve the minutes of the previous FGB meeting.**  [7.10.20](https://app.governorhub.com/document/5f91d8cc27d9a933755de86f/view) |
|  | The minutes were received and approved. |
| **5.** | **To consider matters arising and actions following above minutes not covered elsewhere on this agenda.**  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 | |
|  | 1. SR included a notice in the school newsletter to inform the parent body of the postponed AGM. Any feedback would be followed up, none received to date. 2. Completed. Refer to C & S meeting minutes where this has been discussed. 3. No further updates received and no longer relevant. 4. The website liaison governor is SM. Refer to the website audit in the meeting folder on GovernorHub ([website)](https://app.governorhub.com/document/605a2c2535440146baf97af5/view). To review for compliance at the next FGB meeting 23.6.21. 5. Completed. 6. Completed. Shared on the 13.10.20 and approved by 5 governors. 7. MH to continue with policy renewal/comment via email to governors with final versions uploaded to GovernorHub in the relevant meeting folder. 8. This information was shared via a Freedom of Information request. [SEND FOI request](https://app.governorhub.com/document/605202a702993f09b65522e5/view). It was noted that the Borough has a considerable number of pupils with EHCP. 9. As above. |
| **6.** | **To receive the minutes from the following committee meetings:**   1. Resources Committee ([4.11.20)](https://app.governorhub.com/document/5fb3ae09cedc289077ba0a5f/view) and ([3.3.21)](https://app.governorhub.com/document/604f2d7f517462d4bfe2454b/view) 2. Curriculum & Standards Committee ([11.11.20](https://app.governorhub.com/document/5fbe39d0c45b8cbdfb505fa3/view)) and ([24.2.21](https://app.governorhub.com/document/604f2d6cccd0bb0107161da9/view)) 3. Premises Committee ([Nov 2020)](https://app.governorhub.com/document/5fbe39f2d8c146ae5b88e203/view) and   [March 2021)](https://app.governorhub.com/document/6051ed859374580a89c0c978/view) |
|  | 1. In summary, CHBP in a financially better position than expected but still not good.   BP school will finish the year with a positive carry forward.  CH school will finish the year at a loss, with large Covid-19 costs to be recouped. Single form entry schools have been hit harder (than 2 or 3 form entry schools) to cover these costs.  The route out of deficit was debated, with more information known at year end, it is likely that the in year budget will be break even at BP, and CH in deficit. The local authority appear to be comfortable with this situation, so long as its identified.  CH still carrying historical deficit, but aspiration is to work within a balanced budget.  AG informed the board that BP school successful in recouping £31,000 in Covid-19 costs from the DfE.   1. ND has spoken with both heads of school. Lessons learned from 1st lockdown used to improve delivery of curriculum this term. ND intending to zoom meet in the summer term to hear pupil voice, with SEND pupils too for balance. NR and staff have worked hard to complete EHCP applications.   ***Q. Is there sufficient budget available for curriculum delivery?***  AG confirmed that there was. The training and CPD package offered from Barnet Education & Learning Service (BELS) is for single schools, no offer of a federation package so training is duplicated. AG has returned the buy back form with CH opting out, currently awaiting reply.  ***Q. How do governors get to hear pupil voice?***  ND agreed to share her feedback to all via GovernorHub.  JK and JP to include a brief update in their Head of School reports.   1. PW undertook an in person visit to the schools to complete the premises walk.   In summary CH school is looking tired and requires decorating.  Certain matters referenced in the November report are still awaiting completion as they are dependent on the warmer weather (cementing etc) but should be addressed next term.  There is a ‘server room’ at CH used as a store/dumping ground. This has since been cleared out by the site manager. JP and the school business manager Nancy Nash (NN) intend to make a sweep of the whole school to tidy out redundant equipment such as physical aids for SEN pupils that are no longer required.  It was noted that the server room and all cupboards in the corridors should be kept locked as pupils can presently gain access.  In BP school there was a bike in pieces in the studio but this was being used for an art project in nursery.  JK has contacted the council about an abandoned van in the service road that has been there for several years, awaiting acknowledgement.  It was discussed that there is an historic lack of clarity on the ownership of this service road, and it is of concern regarding H & S issues.  LR agreed to address the abandoned vehicle and complaints with the council directly and requested all supporting evidence and photos. PW and JK to liaise.  There is an ongoing issue with a neighbour of the school using the zebra crossing as access to their property and parking for several cars. There permission for a dropped kerb was refused.  LR agreed to question the council why this is not enforced. AG/JK to forward any documentation regarding the kerb/ neighbour confrontations to LR.  There is also a cleaner’s store with no lock, NN agreed to address.  PW to provide feedback to FGB on completed actions. |
| **7.** | **To receive the Chair’s Report:**   * To agree any actions arising from the report |
|  | * SR has attended Chairs events and confirmed that other schools are struggling with budget deficits and also not receiving any feed back from the local authority. * The new normal for governance may be ‘flexi-governance’ whereby meetings continue remotely alongside in person activities. * SR previously shared with the FGB (via GovernorHub 5.2.21) the governance priorities during lockdown this term: risk management and safeguarding, wellbeing across the whole school community, providing continuity of education and managing resources. The federation has been fortunate that there have been no new governors or SLT management changes. SR thanked all the governors for their extra support and in person visits to the schools where possible. * SR spoke with AG on the 31.12.21 regarding the January lockdown, which saw bubble closures and eventually whole school closure. Parents and carers have been very understanding; AGh confirmed that there have been no governor emails or complaints to governors since September 2020. * There are still some staff members affected by Covid-19 and all staff have been thanked for their support via SLT. * SR confirmed that she is hoping to visit the schools in person during the summer term if possible, but pupils have been prepared well for the return. * Training and forums have continued via zoom, SR shared information on GovernorHub. * SR would like the GB to take a skills audit this year, to understand where there are any skills gaps. * Preparations for Ofsted inspections to start next term, as both schools are expecting a visit. * The Local Authority (LA) have undertaken a School Evaluation Visit (SEV) at each site and were complimentary about governance.   *NR joined the meeting at 6.50pm*   * The focus for the GB should be on the next stage for the federation post Covid-19: to include actions to reduce the deficit and Ofsted preparations. How can we move the federation forward? The LA are sharing CHBP as best practice exemplar for federation in the borough. * SR to host a social event for Governors in July, if possible. * Documents were shared regarding the siting of a PDSA clinic at the Osidge Lane car park. It was agreed that SR/LR would co-ordinate the response from the federation. LR has had a briefing meeting with officers and has written to oppose the proposal but agreed that further support from a petition would be helpful.   AG has distributed leaflets and a note to parent body and already had 5 responses. This area is a key drop off point for parents and used for staff parking, as such it would be a huge loss to the school. AG confirmed that both the Osidge Lane and library car park were recognised (by the LA) as safe drop off zones as the surrounding roads are very busy.  Both JK and JP will include this issue in the school newsletters, as some parents have been parking across neighbours’ driveways. |
| **8.** | **To receive the Executive Head’s Report:** [Spring 2021](https://app.governorhub.com/document/604f4314de4bc54fa1469707/view)   * To agree any actions arising from the report |
|  | AG has previously shared the document at the C & S committee.  To note that now fully open across both schools, this has been well managed with pupils happy to be back. The focus has been on wellbeing and embedding the school routine. The wider curriculum is still taught although the focus is on numeracy and literacy. Both JK and JP are collaborating with a view to have everything in place for September eg. strategic planning, budgets, staffing (including assistant head roles) and curriculum planning.  AG has a good team of people to work with.  Some working practices have had positive benefits and will stay including: the soft start to school 8.30-8.50am which has helped with interventions, lunch time consistency of staff has led to improved behaviour and more purposeful play.  Alignment of curriculum across the federation and the shared ethos and planning, preparation and assessment (PPA) is key. As the pupils are the focus for Ofsted inspections, documenting pupil voice is also important. Returning to in person governor visits will also address this.  Also, to note that the schools intend to focus on the wider curriculum**.**  It was agreed that this would be discussed at the next C & S committee meeting (5.5.21).    ***Q. Have (remote) parent consultations been more difficult for EAL parents?***  AG has not received any comments, there has been better attendance than in person. Only concerns about not being able to see the pupil’s work. |
| **9.** | **To receive an update on GDPR and agree any action:** |
|  | Due to Brexit, there has been a small alteration to GDPR compliance but this will have no impact on day to day use.  The policy will be reviewed annually. |
| **10.** | **To ratify and approve the following policies:**   1. Attendance 2. Data Protection (BP school)   Data Protection (CH School)   1. Data Retention (BP school)   Data Retention (CH school)   1. Educational Visits 2. Exclusions 3. Intimate Care 4. Legionella 5. Medical Conditions 6. RSHE 7. **SEND** |
|  | The policies a-i were shared in advance for comments, which have been incorporated into the final versions. Policies are federation friendly.  The SEND policy has been amended slightly to include 4-5 small changes. This policy is still open for comment but was put forward for ratification subject to further comment received.  It was agreed that a comment/disclaimer on the school websites explaining that Covid-19 modifications may be adopted on certain policies as required, rather than adapting each policy for Covid-19.  MH to arrange.  All the policies were approved. |
| **11.** | **To receive the termly Safeguarding report** ([safeguarding](https://app.governorhub.com/document/602bfd5c59641426d481bc75/view)) |
|  | NS has not been in school to check the central register but has been reassured by NN that it is up to date and compliant.  ***Q. Do you have to see it?***  Probably not under the current circumstances, NS did see it in November. PdV agreed to view in person if required. |
| **12.** | **To provide an update on Governor Training to include:**   * A discussion on a governor skills audit |
|  | SR attended an unconscious bias training course.  ND unable to attend a prebooked committee chairs course but shared the slides on GovernorHub.  As referenced in item 6 a governor skills audit to be undertaken to identify any skills gaps. |
| **13.** | **Any other urgent business.** |
|  | None. |
| **14.** | **To consider which items discussed at the meeting should remain confidential.** |
|  | None.  AG informed the GB that issues discussed in committee part ii minutes were awaiting resolution, he has sourced advice from HR and JP performing informal reviews with learning support assistants. |
|  | **To confirm dates for future meetings in 2020 as follows:**  All meetings to start at 6.00pm via Videoconference until agreed otherwise**.**  23rd June 2021 |

**ACTIONS arising from the FGB Meeting 24th March 2021**

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| **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 |