**CHBP Federation**

**FGB Meeting**

**Wednesday 29th June 2022 at 6.30pm**

**CHURCH HILL School**

**MINUTES**

**LA GOVERNOR PARENT GOVERNORS**

Vacant 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** Natalie Cardozo **(NC)**

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

Jo Porter **(JP)** H of S at CH

Jo Kennedy **(JK)** H of S at BP

Nancy Nash (NN) School Business Manager

**CLERK**

Lynn Aldrich

**Also in attendance:**

Philip Cohen Potential LA governor

|  |  |
| --- | --- |
| **Item** | **Minutes** |
|  | **Part 1** |
| **1.** | **Welcome and receipt of apologies for absence and approval of any absences.** |
|  | Apologies received and approved from FO, DC & JK.  PdV, SM and AG joined the meeting remotely.  Georgie Wheeler (new H of S at BP from 1.9.22) was invited but unable to attend.  The meeting was quorate. |
| **2.** | **To declare any conflict of interest to items on the agenda.** |
|  | None. |
| **3.** | **To receive notification of any other urgent business.** |
|  | None received. |
| **4.** | **To receive and approve the minutes of the previous FGB meeting.**  [20.4.22](https://app.governorhub.com/document/629484f174458ab596a43f70/view) |
|  | The minutes were received and approved. |
| **5.** | **To receive the Executive Head’s report for the summer 2022 term**:   * To agree any actions arising from the report |
|  | [Summer 2022](https://app.governorhub.com/document/62b4cf9126ed3b7b32f29ed8/view)  Refer to attached report for details.  ***Q. What will your (AG) timetable be like across the 3 schools next year?***  AG cannot confirm at present; it will be organic with the priority focus on embedding the new Head of School at BP (Georgie Wheeler) whilst supporting Jo Kennedy in her new role as Head of School at Hollickwood. The goal is 3.5-4 days across the federation with a view to returning to a more set time in each school eventually.  ***Q. The federation is reviewing subject leadership roles as staff change posts etc; how will this be reviewed to ensure continuing success in the schools?***  There needs to be closer working across the federation, particularly with the dispersal and sharing of roles to create greater equity. This will involve a subject leader or at least a subject champion based at CH school for every curriculum area as BP school staff will not have the ongoing capacity to be released (to support CH school) as much.  ***Q. Are the days of achieving 96% plus attendance now a thing of the past? The federation is above average compared with other schools but still low by previous standards.***  The pandemic has reduced both local and national attendance levels; attendance at 93-94% over all 3 schools with no comment from Ofsted on this during inspection visit.  From September there will less of a reason for absence from parents with the schools still challenging around holidays. Odd absence days and any patterns observed.  Covid infections are on the rise and are still impacting attendance with pupils absent for longer. |
| **6.** | **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 | |
|  | 1. The process has been established and an election will be held before the end of term. 2. Refer to Item 12. 3. Governors cannot access BELS via GovernorHub but training opportunities are shared and signposted by the chair. 4. Ongoing. To remain a discussion point 5. Completed. Car park restored to use. 6. Completed. Available online and shared with all stakeholders. 7. Refer to Item 11. 8. Completed. AGM in May, no stakeholders attended. |
| **7.** | **To receive the minutes from the following committee meetings:**   1. Resources Committee [18.5.22](https://app.governorhub.com/document/629484dd23f4c08f3e7e446a/view) and [8.6.22](https://app.governorhub.com/document/62ac5f4535cf33541dde02e9/view) 2. Curriculum & Standards Committee [15.6.22](https://app.governorhub.com/document/62b32ed218a8fc7048484dfd/view) 3. Premises Committee [June 2022](https://app.governorhub.com/document/62b4cf5ed565b976605d3431/view) |
|  | The committee minutes were received by the board.   1. To confirm the (in year) budgets were balanced at both schools. FO, PdV, AG and NN meet outside the cycle of meetings to ensure finances are well managed.   Extra-curricular lettings require monitoring.   1. Governor visits to return from September with a link to the SIP.   Comments from the Ofsted visit are already being addressed with positive adaptations to both guided reading and phonics delivery.  It was also agreed that policy tracking would sit with and be driven by the school, with policies added to GovernorHub with a review date and key contact.   1. The Premises report for BP school was shared (with accompanying photos which were helpful). It was agreed that in future it would be helpful if NN and the site manager were not present on the walk throughs to prompt staff to flag up potential issues/problems with the site. This will be trialled for 2022-23 to facilitate more detailed and robust reporting from staff.   ***Q. How are the actions followed up?***  Report shared with NN who actions any maintenance through to the caretakers or other contractors.  It was agreed that NN will report back on outstanding actions following the next termly premises walk.  CH premises tour report has been shared with JK but the report will come to the next FGB meeting (2.11.22) |
| **8.** | **To confirm approval and submission of the budget for 2022-23**   * shared and approved via GovernorHub |
|  | The budget was scrutinised at the Resources Committee meeting of the 18.5.22 and shared with the FGB via GovernorHub.  The budgets were approved for submission. |
| **9.** | **To receive an update from the staff governor, providing a reflection on the views of the staff across the federation.**  [Staff summer 2022](https://app.governorhub.com/document/62b9669bb5b1402bf929ea21/view) |
|  | Refer to report for detail.  *AG left the meeting at 7pm*  EB and CJ asked 2 questions of the staff:   1. What is your proudest moment this year? 2. What are you looking forward to next year? 3. Mainly proud of the positive feedback following the Ofsted inspection and SEF visits; looking forward to trips and visits recommencing, Yr6 have been very resilient and mature; achievements of the school council.   Independence observed in EYFS pupils, all 3 reception classes working very well together and the design & implementation of the RSE curriculum.   1. Looking forward to working with different colleagues, parents and/or year groups; completion of a range of qualifications (SENCo, mental health training); recommencement of trips for pupils and ‘nice things’ to encourage participation.   The governors passed on thanks to all staff for their work over the last year. |
| **10.** | **To share the SIP for 2022-23 (key strands) to include:**   * How governors can evidence this during visits |
|  | To note that the SIP was not ready to share for this meeting, the SLT (plus incoming Head of School at BP Georgie Wheeler) plan to meet early July to work on the SIP which will be shared before the end of term via GovernorHub.  FO has offered to co-ordinate governor visits to school (to resume from September, possibly half termly) with a link into the SIP.  It was agreed that subject leads will facilitate visits by directing governors on what to look for and the ‘evidence of progression’ observed. For example, how pupils progress in a particular subject from Yr1 through to Yr6.  Lesson visits may be helpful alongside book looks.  JP agreed that this would be a useful exercise /CPD for staff to explain to governors, whilst also making governor presence in school more visible.  Both maths and English are moderated heavily within school; other subjects to be linked in with curriculum map used as a focus (for governor visit-evidence).  Governors can capture pupil voice during visits and experience the wider school day eg lunch time, assembly.  ***Q. Can governors have a calendar of events such as leavers assemblies, other special events?***  Yes, JP agreed to share the weekly agenda so that visits may be worked around these and the half-termly list of workshops/external visitors.  FO to co-ordinate from September 2022.  SIP to be shared via GovernorHub before end of term. |
| **11.** | **To receive the Chair’s Report to include the following:**   * Election of parent governors * Commissioning an external review of governance * To discuss the AGM and future stakeholder meetings * Governor training |
|  | SR recently attended both school fairs which were very good.  SR to organise leaving card for JK.  To note that in the recent Ofsted inspection that governance was remarked upon positively, which is unusual in reports published now.  SR has liaised with the LA around parent elections which can be accomplished via Google forms. NN to action this before the end of term.  AGM was held in May, with no parents attending. The possibility of holding a hybrid version next year was considered.  Various options investigated for an External Review of Governance, with prices varying. It is possible to use the training hours (paid for) from BELS and it was agreed that this option would be used.  SR to instigate for autumn term.  The chair extended thanks to all governors for their work over the last year. |
| **12.** | **To discuss new school websites and agree any actions for governors regarding compliance** |
|  | The school websites are not ready to be launched yet. NN to meet with suppliers to prepare the content. NN to liaise with FO on website compliance and content.  Governance section to include photographs/pen portraits of each governor.  Action for next meeting. |
| **13.** | **To receive the following termly reports**   * Safeguarding report and update on link governor from September 2022 * SEND |
|  | [Safeguarding 2022](https://app.governorhub.com/document/62c3e928ede8edd7e490fe43/view)  AG prepared the audit and shared with the chair prior to the meeting. Document requires sign-off from SR.  Safeguarding link governor PW.  SEND update shared at C & S Committee meeting (15.6.22), SM to attend SEND online forum and meet with SENCo in school before the end of term. |
| **14.** | **To ratify and approve any policies required from FGB, to include:**   * Complaints policy and procedure for governors * Management of policies |
|  | [Medical Conditions Policy](https://app.governorhub.com/document/62bacf077361ec4249a0fee1/view)  The policy was shared with the board and approved.  The RSE policy requires further work and will be shared with governors next term for approval.  Following recent use, the Complaints policy requires adaptations and additional details/stages to ensure robustness and compliance.  This will be shared next term.  It was agreed that responsibility for managing and developing policies should fall to the school/federation as an operational process with governors having strategic oversight and approval as required.  Policies will be uploaded to GovernorHub which has the facility to track review dates and assignment to committees.  NN and MH to share the policies with clerk to set up the policy review on GovernorHub. |
| **15.** | **To consider the future of the federation and ongoing developments with Hollickwood School** |
|  | SR had a mid-term review with the HW chair of governors and is yet to have an end of year discussion.  The LA extended thanks to CHBP for their work with HW school.  It was agreed that CHBP would require at least 1 terms’ notice of any scale back on SLT management time spent at HW school to adjust for financial implications. |
| **16.** | **To review the effectiveness of the meetings and feedback on the governor skills audit** |
|  | There has been a recent skills audit which will help to facilitate and gauge training required and also any skills gaps.  The SIP will be discussed at the first C & S committee meeting of the year (27.9.22) all governors are welcome to attend. |
| **17.** | **Any other urgent business.** |
|  | None received. |
| **18.** | **To consider which items discussed at the meeting should remain confidential.** |
|  | None. |
| **17.** | **FGB Meeting dates for 2022-23.**  2 November 2022  29 March 2023  17 May 2023 (budget ratification)  28 June 2023 |

**ACTIONS arising from the FGB Meeting 29th June**

**2022**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Item** | **Action** | **By** | **Date** |
| 1 | 6 | Hold parent elections using Google forms | NN | Before end of term |
| 2 | 6 | To continue to look at CCTV installation to enforce parking outside school premises | PC | 2.11.22 |
| 3 | 7 | To share the CH school premises walkthrough | PW | ASAP |
| 4 | 7 | To trail premises walkthrough without SBM present | PW | ongoing |
| 5 | 10 | To share the SIP on GovernorHub once agreed. | AG | Before end of term |
| 6 | 10 | To share a calendar of key school events so governors have an opportunity to attend | JP/JK | Termly |
| 7 | 10 | To co-ordinate a programme of governor visits with a focus on the SIP | FO | 2.11.22 |
| 8 | 11 | To engage BELS to undertake an external review of governance | SR | 2.11.22 |
| 9 | 12 | To ensure websites are complaint and contain all statutory information plus pen portraits/ photos of governors | FO | 2.11.22 |
| 10 | 14 | To add policies/review date to GovernorHub to facilitate management | Clerk | Before end of term |