**CHBP Federation**

**FGB Meeting**

**Wednesday 2nd November 2022 at 6.30pm**

**Brunswick Park School**

**LA GOVERNOR PARENT GOVERNORS**

Cllr Dr Philip Cohen **(PC)** Sejal Rabone **(SR)** Chair

Suzanna McGloin **(SM)** ViceChair

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

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

Natalie Cardozo **(NC)**

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

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

Fiona Oommen **(FO)**

**ASSOCIATE MEMBERS** Nancy Nash **(NN)**

Duncan Hooper **(DH)** Judith Smith **(JS**)

Jo Porter **(JP)** Peter White **(PW)** MBE

Georgie Wheeler **(GW)**

**CLERK**

Paula Powder **(PP)**

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| **Item** | **Minutes** | **Action** | **Mins** |
|  | **Part 1** |  |  |
| **1.** | **Welcome and receipt of apologies for absence and approval of any absences.** | SR | 1 |
|  | *Apologies were received and approved from DH, CJ and FO*  *Apologies were later received from NC* |  |  |
| **2.** | **To declare any conflict of interest to items on the agenda.** | All | 1 |
|  | To be completed by all Governors on GovernorHub |  |  |
| **3.** | **To receive notification of any other urgent business.** | SR | 1 |
|  |  |  |  |
|  | To confirm that all governors have completed the following declarations via GovernorHub:  All read and understood the updated version of Keeping Children Safe in Education (KCSIE, part 1 Sept 2022).  Declarations of interests. | All | 2 |
|  | *Governors have confirmed that they have completed the updated version of “keeping Children Safe in Education (KCSIE, part 1 Sept 2022)*  *Governors have Declared of interests on GovernorHub* |  |  |
| **4.** | **To receive and approve the minutes of the previous FGB meeting.** | All | 2 |
|  | *The minutes were received and approved.* |  |  |
| **5.** | **To provide an update on the actions arising from the previous meeting.**  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 | Ongoing | | 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 | 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 |  1. Ongoing. Parent elections to be held again. 2. Ongoing To request from Barnet LA for installation of CCTV for Churchill & Brunswick school to stop dangerous parking 3. Completed 4. Ongoing 5. SIP to be uploaded to GovernorHub 6. Key calendar dates to be uploaded on GovernorHub 7. Carried forward - FO 8. SR has spoken with BELS to undertake external review of Governance 9. Carried forward. To ensure websites are complaint 10. Ongoing. To add policies to GovernorHub MH | All | 10 |
| **6.** | **To confirm the chair and vice-chair arrangements for the academic year** | Clerk | 2 |
|  | To confirm and approve the following positions: · Chair of Governors (vote required) · Chair arrangements and membership of the Curriculum and Standards and Resources committees 2022-23.  LA Governor |  |  |
|  | *Philip Cohen voted in for LA Governor on Governing body.*  *Sejal Rabone voted to continue as Chair*  *Suzanna McGloin voted to continue as Vice Chair and Convenor for Curriculum.*  *Paul de Ville to continue as Convenor for Finance Committee* |  |  |
| **7.** | **To receive the minutes from the following committee meetings:**   1. Resources Committee 14.9.22 2. Curriculum & Standards Committee 27.9.22 | PdV  SM | 5  5 |
|  | 1. *Resources Committee*   *Paul deVille uploaded Resources Committee minutes from the meeting held on* 14.9.22 *on GovernorHub, however due to a computer issue, the minutes cannot be seen by all Governors.*  *Date to be set for next Resources meetings*  An additional question and reply from Duncan regarding the Q2 Forecast  Duncan: email of 27/10/2022  1] Contingency b/f; understood thanks, that explains it.  2] PGL; still not clear on this. For BPS, the latest figures show £56,646 income from  ‘Contributions to educational visits.’ These trips expect to just break even, if that, so you would expect there to be about £56k of expenditure as well. If so, which expenditure headings is it under? Or might it be the case that some of the expenditure isn’t included,  because you have not been invoiced by PGL yet?    Nancy's reply:  In answer to your 2nd question.  You are looking at the CFR level reporting of I12 as a whole.  The 2nd sheet drills down the split of the separated costs.  I12 includes PGL, School educational visits, Year 6 Leavers and Gilwell along with majority of the income in Nursery fees.  The Expense codes to off set the income are in E19Trips/E19Gil and E24Yr6L   1. Curriculum & Standards Committee   Minutes have been uploaded onto GH |  |  |
| **8.** | **To receive an update from staff governors, providing a reflection on the views of the staff across the federation.** | EB/CJ | 10 |
|  | CJ and EB contacted all federation staff to request positive stories from the start of term:  *Achievements were shared with Governors including.*   * *The start of the new Phonics scheme has been very positive and has been well received by students.* * *School fundraising has taken place for Children in Need.* * *Governor thanks were given to Cheryl Jordan for implementing new literacy/phonics schemes.* * *Thanks also given to Georgie Wheeler for implementing positive changes to the school including implementing regular staff meetings on Monday Mornings which have added to a more fluid running of the school and school day.* * *The local foodbank is being supported by the school and the school council is actively involved.* * *Year 5 enjoyed a wellbeing walk to Oakhill Park, encouraging independence and resilience.* * *Nursery children have settled well and shared experiences and events to celebrate black history month and Diwali.* * *Church Hill Primary did not respond with achievements to add to the meeting. JP suggested sending emails via herself to ensure uptake* |  |  |
| **9.** | **To receive the Executive Head’s report for the autumn 2022 term**:   * To agree any actions arising from the report | AG | 20 |
|  | *Report received and approved*  Question from SR: Have our FSM numbers gone up (or were they expected to) in light of cost of living issues for our families? Have the schools noticed anything like children not eating well at home or coming in without breakfast?  Do we use the LA traded service for optimising FSM numbers or have we already found them all.  In your opinion, are more families in challenging circumstances than before?  Across both schools, our numbers are largely the same - give or take one or two. I don't think we are seeing the impact of the cost of living rises as yet. As a result, we are naturally monitoring children we perceive to be more at risk. (It is interesting to note that we are getting more requests for financial support with extended services and clubs, which may have budget implications further down the line.) It is inevitable that families will be struggling more, during these times, but we will support as we would always.  As mentioned in my report, we do buy in to the service at Church Hill but none of the new FSM children were identified through this service. |  |  |
| **10.** | **To receive the Chair’s Report:**   * To agree any actions arising from the report | SR | 15 |
|  | * *Clerk training is available on NGA for new clerk* * *Advised that Governors should send information in good time to be uploaded by the Clerk.* * *The word “exclusion” has now been superseded with the term “suspension”. Schools are required to provide additional data for suspensions to highlight trends in fields such as gender, SEND, ethnic group etc.* * *No racial or homophobic issues have been reported.* * *Local authority to be involved in all Headteacher appointments.* * *PTA established to organise fundraising events at school such as Christmas Fair. It was noted that Governors were unable to support with PTA board.* * *Executive Head Andy Griffith’s appraisal to be carried out in December by Sejal Rabone and Suzanna McGloin (TBA) – update FO and SM* * *Concerns were raised that Executive Heads workload is not unmanageable, however AG commented that having 3 capable heads of schools has lessened workload and it was manageable.* * *Discussion regarding the timing of meetings and if they should be held online particularly in the winter. It was decided that a survey would be sent to Governors to outline which timings were preferable. It was also agreed that meetings should be held face to face.* |  |  |
| **11.** | **To receive the termly Safeguarding report** **and SEND report** | PW | 5 |
|  | * Link to be sent out for non-staff for all Governors to be trained in Safeguarding * Incident at Church Hill whereby a student was injured due a piece of loose aluminium which was covering protruding bolts on a gate. It has been decided that the bolts should be cut to correct length.   Sue Markham shared SEN information from the federation with Governors on GH |  |  |
| **12.** | **To ratify and approve any policies required from FGB, to include the following:**  TBC  JS asked for clarifications to the Safeguarding Policy via email  Financial Management will need review | MH/All | 5 |
|  | * Polices have been uploaded but have not been ratified |  |  |
| **14.** | **To consider the ongoing developments with Hollickwood School** | AG | 5 |
|  | * Hollickwood are not currently considering joining CHBP federation. * Financing received from Hollickwood will end in 2 years |  |  |
| **15.** | **Any other urgent business.** | All | 2 |
|  | * The federation will be in deficit due to pay awards for support staff and energy costs |  |  |
| **16.** | **To consider which items discussed at the meeting should remain confidential.** | All | 2 |
|  | **Meeting ended at 8.35pm** |  |  |
|  | **Meeting dates for 2022-23.**  29th March 2023  28th June 2023 |  |  |

ACTIONS arising from the FGB Meeting Wednesday 2nd November 2022

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| **Number** | **Item** | **Action** | **By** | **Date** |
| 1 | 1 | To give permission to Clerk for Admin on GovernorHub | NN | ASAP |
| 2 | 5 | To request from Barnet LA for installation of CCTV for Churchill & Brunswick school to stop dangerous parking | PW, JP & PC | 29/03/23 |
| 3 | 5 | To add policies to facilitate management and to centralise policies | AG, NN& MH | 29/03/23 |
| 4 | 7 | To outline Resources meeting and date | PdV & AG | Before end of Nov 22 |
| 5 | 8 | Nancy to share questions and answers with Clerk so Governors can see information | NN | Completed |
| 5 | 8 | To confirm that internal finance audit has been received by Governors | SR | Completed |
|  |  | To share Charity information with Governors to support struggling families and Safer Transport information/competition | PC | 29/03/23 |
| 7 | 10 | Survey to be sent to Governors regarding meeting timings | JS | 12/11/22 |
| 8 | 11 | Link to be sent to Non staff members to complete online training for safeguarding | SR | 30/11/22 |
| 9 | 11 | Site Team at Church Hill to cut bolts on gate to correct length to ensure correct Health and Safety | AG | ASAP |
| 10 | 12 | To meet with NN & AG regarding polices | MH | ASAP |

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| 11 | 5 | To co-ordinate a programme of governor visits with a focus on the SIP | | FO | 2.11.22 |
| 12 | 5 | To ensure websites are compliant and contain all statutory information plus pen portraits/ photos of governors | FO | 2.11.22 |