

CHBP School Federation

Brunswick Park Primary and Nursery School
Osidge Lane,
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Tel: 020 8368 3468
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Church Hill Primary School
Burlington Rise
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CHBP Federation FGB Minutes of Meeting Tuesday 25th June 2024 at 6pm Brunswick Park School

LA GOVERNOR

Cllr Dr Philip Cohen **(PC)**

PARENT GOVERNORS

Judith Smith **(JS)**
Leone Cunningham **(LC)**

STAFF GOVERNORS

Andy Griffiths **(AG)** (Executive Headteacher)

CO-OPTED GOVERNORS

Elly Balmforth **(EB)**
Natalie Cardozo **(NC)**
Paul deVille **(PdV)**
Megan Hallett **(MH)**
Sue Markham **(SM)**
Fiona Oommen **(FO)**
Nancy Nash **(NN)**
Isabel Barbuk **(IB)**

ASSOCIATE MEMBERS

Duncan Hooper **(DH)**
Jo Porter **(JP)**
Georgie Wheeler **(GW)**

Sejal Rabone **(SR)** Chair
Suzanna McGloin **(SMcG)** Vice Chair

CLERK

Patricia Roche

Item	Minutes
	Part 1
1.	Welcome and receipt of apologies for absence and approval of any absences Apologies were received and approved from DH, SM, LC, FO, JS, PC.

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2.	<p>To declare any conflict of interest to items on the agenda</p> <p>Nothing to declare</p>
3.	<p>To receive notification of any other urgent business</p> <p>SR advised governors that GH is leaving BP and joining the Squires Lane federation and all governors congratulated GH on this new role.</p>
4.	<p>To receive and approve the minutes of the previous FGB meeting held on 27th March 2024</p> <p>The minutes from the full gb meeting held on 27th March were approved as a true copy of the meeting.</p>
5.	<p>To provide an update on the actions arising from the previous meeting.</p> <p>ACTIONS arising from the FGB Meeting held on 27th March 2024</p> <ol style="list-style-type: none"> 1. The LA were not able to help with this and this item will be covered later in agenda 2. JP will create a programme for this and liaise with JS 3. As above 4. This will occur from September and a QR code may be used 5. Remaining governors to send their bios to LC for website and newsletter 6. Complete 7. Complete 8. GW/JP to post SEND policy on Govhub for governors to ratify 9. NC will liaise with JP to take forward 10. More notice will be given to parents to help 11. Safeguarding training still outstanding for some governors. SMcG advised of NSPCC training on line 12. PTA at CHBP to be c/fwd
6.	<p>Governor recruitment</p> <p>SR had previously advised she is stepping down from the Chair role and will remain on as Associate Governor. Paul de Ville has kindly agreed to take on the role as Chair and his many years of experience are welcomed for this role, however, Paul expressed that he would like committees to be self-functioning going forward.</p> <p>SMcG agreed to remain in her role as Vice-Chair.</p> <p>Both PdV and SMcG were voted into these roles for the forthcoming academic year.</p>

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7.	<p>Governor bios for newsletter</p> <p>This item will be c/fwd to next meeting, however, remaining governors were asked to send their bio to LC via email.</p> <p style="text-align: right;">Action: All Governors</p>
8.	<p>Stay and Play at CH</p> <p>LC proposed reintroducing the stay and play session at CH, similar to a coffee morning at BP which would be an opportunity for parents to meet other parents and a good opportunity from governors' point of view to get perspective parents into the school. JP will look at the safeguarding logistics of this and will liaise with LC and NC who volunteered to be involved with this initiative.</p> <p style="text-align: right;">Action: JP/LC/NC</p>
9.	<p>Pupil Voice</p> <p>This item will be c/fwd</p>
10.	<p>Parent/staff survey</p> <p>LC will lead on this and this item will be c/fwd</p>
3	<p>11. To receive updates from the following committee meetings:</p> <ul style="list-style-type: none"> a. Finance Committee b. Curriculum & Standards Committee c. Premises update <p>Finance: The draft minutes and budget information were uploaded on Govhub for all governors to access.</p> <p>It was noted that budget changes were made based on the numbers of pupils joining.</p> <p>Further to thorough scrutiny by the committee the committee recommended that the budget including the deficit licence be approved by all governors and this was submitted to the Borough by NN and this was duly approved.</p> <p>A note of thanks was given to NN for all her hard work on the documents and it was noted there was very little support from the LA.</p> <p>AG advised there is already a shift for Q1 and there is frustration that budget setting takes place before September when it is known how many pupils there are on roll.</p>

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Curriculum & Standards:

SMcG reported that the meeting was held on the 19th June and that the committee visited both schools on the 18th June and met with the Maths Leads across both schools and looked at different ways Maths resources are being used across the Federation.

The visits were well received by teachers and there were good feedback sessions. It was seen that White Rose is being used more as a foundation to enable teachers to adapt it to individual pupil needs.

A Maths Day had already been held at CH to raise the profile of Maths and it was a very successful day with all children loving it.

A Maths Day will be held at BP later this week.

The committee felt that the new SENDCO is very proactive in helping less abled pupils.

SMcG will upload her report on visits on Govhub but overall felt the visits went very well.

The committee will plan to visit the Forest School as well as writing in the new academic year.

Action: SMcG

Premises:

IB, MH and PdeV met from a Health & Safety point of view and highlighted that there are still some outstanding items from the previous year but could see that some items had been completed.

They reported that the school is very clean and tidy and less cluttered.

PdeV reported it was helpful for governors to walk around and see the improvements which shows the school is progressing and were happy to see the paving stones on steps and ramp at CH had been fixed by Barry and wished their thanks to be passed on to Barry. It is also good for parents to see that things are progressing as it is felt very important for first impressions.

The sign at CH needs to be replaced and JP will look into this.

Action: JP

The committee will plan a visit to BP this term and will share their reports on Govhub.

Action: Premises committee

- 12. EHT Report
Item 13 Chair's Report
And Item 17 SLLF Update**

**These items were all discussed together under item 13
AND WILL BE UNDER PART II MINUTES**

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14.	<p>To receive the termly Safeguarding report</p> <p>LC had met with Tracy at BP and will visit CH shortly and will share her reports on Govhub.</p> <p style="text-align: right;">Action: LC</p>
15.	<p>Budget Ratification</p> <p>The budget and Licence Deficit were approved by all governors.</p>
16.	<p>To ratify and approve any Policies due</p> <p>The SEND policy will be posted on Govhub and all governors were asked to ratify this on Govhub.</p> <p style="text-align: right;">Action: JP/GW All governors</p>
17.	<p>SLLF Update</p> <p>This was reported under Chair's items.</p>
18.	<p>Training update</p> <p>Nothing to report</p>
19.	<p>Any other urgent business</p> <p>PdeV advised governors he would be in contact to meet up individually to discuss governance matters for the forthcoming academic year.</p> <p>AG advised the new staff governor will be Tracy Strachan.</p>
20.	<p>To consider which items discussed at the meeting should remain confidential</p> <p>Chair's items item 13</p>
	<p>Meeting closed at 7.30pm.</p> <p>Dates for next academic year : to be drafted by SMcG and posted on Govhub</p>

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ACTIONS POINTS:

1. All governors to send their bios to LC
2. JP to explore Stay and Play at CH

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- 3. Arrange curriculum visits to Forest School and Writing (SMcG)**
 - 4. Arrange premises visit to BP (Premises committee)**
 - 5. Arrange for sign to be fixed at CH (JP)**
 - 6. SEND policy to be approved on Govhub (All Governors)**
 - 7. LC to upload Safeguarding visit reports on Govhub (LC)**
 - 8. SMcG to draft dates for next academic year (SMcG)**

c/fwd item

- 1. Pupil voice**
- 2. Parent/staff survey**