

# CHBP School Federation

Brunswick Park Primary and Nursery School  
Osidge Lane,  
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N14 5DU

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Church Hill Primary School  
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## CHBP Federation FGB Meeting Wednesday 8<sup>th</sup> July 2020 at 6pm Via Videoconference

**LA GOVERNOR**  
Cllr Lisa Rutter **(LR)**

**PARENT GOVERNORS**  
Sejal Rabone **(SR)** (Vice-Chair)  
Suzanna McGloin **(SM)**

**STAFF GOVERNORS**  
Andy Griffiths **(AG)** (Executive Headteacher)  
Cheryl Jordan **(CJ)**

**CO-OPTED GOVERNORS**  
Elly Balmforth **(EB)**  
Paul deVille **(PdV)**  
Nina Dean **(ND)**  
Amin Ghia **(AGh)**  
Megan Hallett **(MH)**  
Fiona Oommen **(FO)**  
Nicki Ross **(NR)**  
Nick Salt **(NS)** (Chair)  
Peter White **(PW)** MBE

**ASSOCIATE MEMBERS**  
Duncan Hooper **(DH)**  
Jo Porter **(JP)**  
Jo Kennedy **(JK)**

**CLERK**  
Lynn Aldrich

1

Item	MINUTES
	<b>Part 1</b>
<b>1.</b>	<b>Welcome and receipt of apologies for absence and approval of any absences.</b> Apologies received and approved from NR. PdV joined the meeting at 6.35pm.
<b>2.</b>	<b>To declare any conflict of interest to items on the agenda.</b> None.
<b>3.</b>	<b>To receive and approve the minutes from the previous FGB meetings:</b> a) <a href="#">20.11.19</a> b) <a href="#">18.3.20</a>

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	c) <a href="#">13.5.20</a>
	<b>The minutes from all previous FGB meetings were approved by the board.</b> The part i minutes will now be uploaded to the school websites as soon as practical and therefore made available to the public.
<b>4.</b>	<b>To review and approve the following committee meeting minutes:</b> a) C & S committee: <a href="#">11.3.20</a> and <a href="#">1.7.20</a> b) Resources committee: <a href="#">21.1.20</a> and <a href="#">5.5.20</a> c) Premises committee: <a href="#">18.3.20</a>
	<p>a) The chair of the C &amp; S committee SR considered that the meeting minutes, Head of School reports and the staff survey in the folders were very comprehensive. If any governor would like to ask further questions they were requested to contact SR directly. MH had emailed a question to AG: <b>Q. Are there bits of the curriculum that only get taught in Y6 and if they've been missed due to Covid interruptions, what are the schools doing to fill this gap or make sure secondary schools / parents are aware the gap exists so it can addressed another way?</b></p> <p>The recent DfE announcement has identified year 7 as a recap year, with the Year 6 curriculum being revisited. In other Primary year groups we will obviously be doing the same. With regard to any gaps, RSE or otherwise, these will be picked up as part of this.</p> <p>The children's return to school has had a strong emphasis on their well being, regrouping as a class and enabling them to leave some kind of 'legacy' during these times. We are still delivering 'blended' learning, so to deliver new elements of the curriculum are not possible, with topics such as sex education definitely not appropriate to be delivered in this format.</p> <p>b) The school budgets have been shared via GovernorHub. FO has suggested to AG and the school business manager possible ways of analyzing and streamlining the layout of the budgets and monthly accounts so that governors find it easier to follow and interpret, with a possible RAG rated system to alert governors to the key points. There has been a slight improvement in the finances since they were scrutinised at the resources committee meeting in May. However, another resources committee meeting will be convened in September to review the budgets again as there are too many unknowns at present. <i>PdeV joined the meeting at 6.35pm</i> To note that the present situation is a 'worst case scenario', with any income received from September to April 2021 an improvement. AG informed governors that staff working in the breakfast and after school clubs have voluntarily agreed to switch to zero hours contracts for the autumn term so should these not take place then they will not be paid, thus establishing a substantial staff cost saving.</p> <p><b>Q. Why would the schools not be running a breakfast and/or after school club?</b></p>

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3

	<p>AG explained that they don't want to mix the 'bubbles' and also there are staffing implications at CH and building/space implications at BP. This will only work if its possible to have a whole school bubble of pupils. Communication to parents is ongoing now to inform them that the clubs will not be running in the autumn term, so alternative arrangements can be made if necessary (as parents return to work). The present guidance from the DfE has to be tailored for individual schools and their unique situations, although there may a possibility of an activity club running. The focus will be on getting the schools up and running and reintegrating the children to the main school day.</p> <p>c) PW asked both MH and PdV if they would like to join the Premises committee. He also explained that there may have to be some physical changes to the school premises resulting from Covid-19 for example air flow and air conditioning. This to be addressed at the next meeting.</p> <p><b>Q. Are there any problems with the premises?</b> AG explained that managing the space at BP is a challenge, with staggered starts/ends/lunch times required to do so effectively. The school may also have use of the Scout hut on Osidge Lane but this too would have implications. BP does have informal access and use of the park as an additional play space, but this then has staffing issues.</p> <p><b>Q. Have you had to revise the fire evacuation procedures?</b> No at present the current procedures and muster points are still workable.</p> <p><i>DH left the meeting at 6.50pm</i></p>
<p><b>5.</b></p>	<p><b>To receive a report from the Executive Head to include:</b></p> <ul style="list-style-type: none"> <li>• The recovery strategy for September</li> <li>• The robustness of the Risk Assessment following school re-opening</li> </ul>
	<p>AG referred governors to the comprehensive Heads of School reports received for review at the C &amp; S committee meeting on the 1.7.20.</p>
<p><b>6.</b></p>	<p><b>To receive a report from the Chair of Governors</b></p>
	<ul style="list-style-type: none"> <li>• NS informed governors that the AGM will not now be held in October 2020 because of Covid-19 and will be postponed until 2021.</li> <li>• The school websites are now active, however not necessarily up to date as the supporting company Mustard has been unable to deliver the training required so that school staff can maintain the sites. Governors were asked to take a look at the websites and refer any comments on missing/out of date information to NS.</li> <li>• NS is currently mentoring the Chair of Governors at a nearby school Queenswell, who are in the process of federating the infant and junior schools. There will be further and ongoing liaison between the two school communities.</li> </ul>

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	<p>There has been no follow through with the chairs from Monkfrith or St Johns which is disappointing.</p> <ul style="list-style-type: none"> <li>• NS still to approach the top performing school in the Borough (for possible governor collaborations)</li> <li>• Governor photos are still outstanding and will be done when practical to do so.</li> <li>• AG received an email from the Virtual school regarding the progress and wellbeing of the CLA (moving from Yr6 to Yr7) which was very complimentary and has been shared will governors via GovernorHub.</li> </ul>
<b>7.</b>	<b>To review safeguarding and to monitor the wellbeing and welfare of pupils, staff and stakeholders.</b>
	Refer to confidential part ii minutes.
<b>8.</b>	<b>Any other urgent business</b>
	<ul style="list-style-type: none"> <li>• To note that the sports premium funding for next year has been confirmed by the DfE. <a href="#">Sports and PE premium 2020/21</a></li> <li>• The following policies require approval by FGB and have been circulated for review prior to the meeting:             <ol style="list-style-type: none"> <li>1. <a href="#">CHBP Pay Policy</a></li> <li>2. <a href="#">Virtual Governance Policy</a></li> </ol> <p>The Virtual Governance Policy was approved. The Pay Policy was approved subject to any further comments received by MH within the next 7 days.</p> <p>MH confirmed that the policy would be circulated again in September with updated figures and approval will be aligned to the calendar schedule as the policy is ratified at the first FGB meeting of the new academic year (provisionally 18.11.20).</p> <p><b>Q. These policies have been written prior to the Covid-19 outbreak, will there be further statutory policies that must be seen and approved by governors?</b> Yes quite possibly, however the school will be notified if the policies are statutory. The Behaviour and Attendance policy, Safeguarding policy and the H &amp; S policy all now have reference to Covid-19 in the detail.</p> <p>Governors were encouraged to read through these policies.</p> </li> </ul>
<b>9.</b>	<b>To consider which items discussed at the meeting should remain confidential.</b>
	Item 7.
<b>10.</b>	<p>Future meeting dates for 2020/21 are still to be agreed but will continue remotely until January 2021 via videoconferencing.</p> <p>C &amp; S committee date TBA Resources committee date TBA for September 2020 FGB date suggested 18 November 2020 and agreed</p>

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The chair agreed to approach individual governors regarding roles and committee membership.

## ACTIONS arising from the FGB meeting 8<sup>th</sup> July 2020

Number	Item	Action	By	Date
1	3	To upload the final approved version of the FGB minutes to the school websites	Admin	ASAP
2	6.1	To schedule the AGM for 2021 when practical to do so.	NS	Autumn term
3	6.2	To approach the top performing school in the borough for possible collaborative opportunities	NS	Autumn term
4	6.3	To take governor photographs for noticeboard	PW	When possible to do so.
5	10	To confirm committee structure and governor roles for 2020/21	NS	18.11.20