

**THE GOVERNING BODY OF CHBP SCHOOL FEDERATION**  
**MINUTES OF THE MEETING HELD AT BRUNWICK PARK PRIMARY AND NURSERY**  
**SCHOOL ON WEDNESDAY 3 JULY 2019**

**LA GOVERNOR**

Cllr Lisa Rutter

**PARENT GOVERNORS**

\*Sejal Rabone (Church Hill Primary School) (Vice-Chair)  
1 x vacancy

**STAFF GOVERNORS**

\*Andy Griffiths (Executive Headteacher)  
\*Jo Martin

**CO-OPTED GOVERNORS**

\*Elly Balmforth  
Bobbie Cotterill  
\*Paul deVille (Vice-Chair)  
\*Nina Dean  
\*Amin Ghia  
\*Megan Hallett  
\*Suzanna McGloin  
\*David Powell  
\*Nicki Ross  
\*Nick Salt (Chair)  
Fiona Oommen

**ASSOCIATE MEMBERS**

Peter White MBE  
Duncan Hooper

**NON-VOTING OBSERVERS**

Jo Porter (Head of School - CHPS)  
Jo Kennedy (Head of School – BPS)

**IN ATTENDANCE**

Sarah Beaumont (Clerk)

**PART I**

The meeting was preceded by training for the Governing Board on 'Panel Hearings: Principles and Practice'.

19/52      **Welcome**

The Chair welcomed all to the meeting, advising that this was to be the last attended by Sarah Beaumont, who would be leaving Barnet. Governors joined in thanking Sarah for her service. The Chair advised that Lynn Aldrich had accepted appointment as Clerk to the Board from the following term. It was agreed that Sarah would liaise with the new Clerk to support a smooth hand-over.

It was reported that Shireen Nahuda, Parent Governor (Brunswick Park Primary and Nursery School), had tendered her resignation. The Chair read aloud Shireen's letter, which offered ongoing support to the schools.

It was noted that this had now created a vacancy, and that a Governor election would be run. It was noted that if an existing Governor, who was eligible, stood and was duly elected, this would be in the interests of the original aim to streamline the Governing Body.

It was announced that Suzanna McGloin had accepted the Pupil Premium Governor role.

19/53      **Acceptance/Non-acceptance of apologies for absence**

Apologies for absence were received and accepted on behalf of Bobbie Cotterill, Fiona Ooman, and Cllr Lisa Rutter. Apologies were also noted from Duncan Hooper and Peter White MBE.

19/54 **Part I Minutes**

The Minutes of the meeting held on 30 April 2019 were CONFIRMED.

19/55 **Matters Arising**

There were none.

19/56 **Report of Chair**

The Chair thanked all for their contribution, each of which was highly valued.

**Email addresses:** It was reported that the task to establish Governor emails was nearly complete, and that the Chair had spoken to an IT advisor, who had a brief on how to resolve issues.

**GovernorHub:** It was reported that the secure, confidential storage of documents and communication between Governors was now effectively supported by using GovernorHub. Thanks were reiterated to David Powell for suggesting this solution, establishing it as a resource, and supporting Governors in its use. It was noted that all meeting dates were now included in the diary.

**Websites:** The Chair reported that he had reviewed the school websites, and it was noted that some matters, such as the staffing lists and the location of the school in its strap-line, needed to be updated.

It was reported that a photographer would be attending CH school on the following Thursday, when staff photographs could be taken as required.

David Powell suggested that he could change the description of 'a Hertfordshire School' to 'a Barnet School' for the sake of Internet search results.

*Action: David Powell*

A discussion ensued with regard to the infrastructure of the Brunswick Park school website and difficulty in undertaking uploads. It was reported that access was sporadic, and that deleting content had not helped. The Head of School suggested that several staff would value having permissions to upload information in the future. Governors concluded by recommending that the Executive Headteacher undertook to source someone who could design a new website.

*Action: Executive Headteacher*

**Newsletter:** A vote of thanks was expressed to Bobbie Cotterill for her work.

**Chair of Governors' Governor Surgery and coffee morning:** The Chair reported on his rewarding visit to Brunswick Park on 14 June 2019, which had included a meeting in the staff room, a coffee morning in the Hub, and a tour led by two pupils whose conduct had been a credit to the school. It was noted that the Chair's visit to Church Hill was to be rescheduled for September due to a clash of date with the CHSA visit to Southwold on the previous Friday.

*Action: Chair/CH Head of School*

The Chair reported to Governors that during his visit pupils had expressed concern about pollution caused by plastic, and asked that the school respond by introducing plastic recycling. Governors discussed this issue and recommended to the Executive Headteacher to arrange for recycling bins for plastics to be placed in the playground in order to respond to this concern. This was AGREED. It was agreed that the Chair should report back to pupils on this decision.

A Governor reported that schools were receiving freedom of information (FOI) requests regarding how schools were tackling the need to use renewable energy, and suggested that this issue should be researched and considered. It was agreed that 'Renewable Energy' should be an agenda item for the next meeting.

*Action: Chair/Clerk*

The Head of School at Brunswick Park stated that the visit to the school by the Chair of Governors was a highly valued opportunity for the pupils to express their views.

Sejal Rabone reiterated the value of visiting the schools in order to view the sites, layouts, access, and working environments, including assessing the need for air conditioning.

**Reports for Meetings:** The Chair suggested that each Governor who has undertaken a specific role (SEN/Pupil Premium/Sports Premium/PTA etc.) should write a short report (no more than a page) concerning their role in advance of each main meeting, to be uploaded onto GovernorHub, and referred to at that next meeting. This would streamline meetings even more. This was AGREED.

*Action: All Governors*

**Parent/Teacher Associations (PTAs):** Nina Dean reported that the PTAs had arranged school fêtes at both schools. A discussion ensued around the date of BP's AGM, and it was suggested that this might work better if in September in future. The Chair had raised this in his recent coffee morning and recommended that Nina Dean raise this with the BP PTA in due course.

*Action: Nina Dean*

Nina Dean reported that she had an action list, which included reviewing the constitution of the PTA.

**School Bus:** Arrangements regarding subscriptions to the School Bus were discussed. It was noted that this was a valuable resource.

**Joint Governor/Staff meetings:** It was reported that the Executive Headteacher and the Chair had attended training arranged by Barnet Governor Services on the relationship between the Headteacher and Chair. From sharing good practice with other Headteachers and Chairs, they had brought back an idea to propose a joint Governor and staff meeting. This would provide opportunity for Governors to explain their role to staff and to develop professional relationships. It was agreed that this would take place at a future staff meeting on a Wednesday at 3.45pm with as many governors attending as possible.

**Well-being:** The Chair proposed that a meeting for staff on the theme of well-being should be set, with a speaker to assist. It was noted that the school held funds in the staff training budget for such a purpose. This was AGREED.

19/57

### **Report of Executive Headteacher**

The Report of the Executive Headteacher, a copy of which had been posted within GovernorHub, was received and noted. The report included a data summary for both schools for the year.

The Executive Headteacher re-emphasised how good the year had turned out to be, well ahead of predictions. It was reported that both Heads of School were meeting on the following day to work on the School Improvement Plan together. This showed how much growth there had been in Church Hill and how aligned the two schools' priorities were. Key areas of focus included:

- Training staff whilst maintaining the very high standards that Brunswick Park had achieved over many, many years.

- KS1 outcomes recemented;
- The new curriculum and Ofsted's agenda;
- Delivering a diverse and broad curriculum across both schools.

It was reported that feedback from parents had been very positive. The Executive Headteacher paid tribute to the two Heads of School, stating that he was very excited about the positive changes made to the schools, which would result in gaining stronger partnership to the benefit of all pupils.

A Governor asked what the arrangements for the new Assistant Headteachers were. The Executive Headteacher responded that the Senior Leadership Team had met during the previous week to discuss this and arrange the timetables. It had been agreed that the timetabling should be organic to allow agility.

It was noted that the main responsibilities of the Assistant Headteacher of Brunswick Park would be to support staff and the use of Teaching Assistants, and the main responsibilities of the Assistant Headteacher of Church Hill would be to focus on interventions and their impact on teaching and learning in the classroom.

It was noted that Y3 planning, preparation and assessment (PPA) time may be an area for development.

It was reported that there would be a leadership meeting during the following week in order to establish good dialogue between the two positions and that it was important to celebrate achievements as a federation. Reference was made to what had already been achieved in developing higher ability pupils at Church Hill.

A Governor asked if there would be opportunity for job sharing, and whether each timetable contained allocated time for PPA. The Executive Headteacher responded that posts would incorporate PPA as this was time when pupils undertook Sport, PE and Art provision.

It was noted that it was crucial that the new Special Educational Needs Co-ordinator (SENCo) could work with the SEN Governor.

An overview was given of the number of pupils eligible for Pupil Premium (32 at Churchill, and approx. 100 at Brunswick Park). It was understood that both schools had a different demographic.

Thanks were expressed to Governors, who gave up their time to participate in staff recruitment interviews.

The Chair thanked the Executive Headteacher for his report.

Governors proposed a vote of grateful thanks to the Executive Headteacher, two Heads of School, and all staff for their efforts throughout the past Academic year.

19/58

## **Reports of Committees**

### **Curriculum**

**Church Hill and Brunswick Park:** It was reported that the meeting had taken place on 21 May 2019, minutes for which had been posted on GovernorHub.

**Brunswick Park:** It was noted that the morning meeting scheduled for 11 July 2019 had been cancelled.

Dates for meetings in the next academic year had been agreed and posted on GovernorHub.

### **Resources**

The Convenor reported that the committee had met on 21 May 2019, minutes for which had been posted on GovernorHub, and that the budget had been set. It was noted that Barnet would be offering schools training on how to set a budget recovery plan to meet demand.

Dates for meetings in the next academic year had been agreed and posted on GovernorHub.

### **Premises**

The Convenor reported that the committee had met on 14 May 2019, and that the removal of Asbestos from Brunswick Park School would be addressed over the summer. The Convenor reported that during the premises inspection of Church Hill, an issue had been identified regarding safe access for fire emergency vehicles to the Church Hill Infant playground due to clutter. This was noted. The Executive Headteacher responded that a skip had been arranged as part of plans to clear the site. He stated that a report relating to this would be given under 19/61. Minutes had been posted on GovernorHub.

The Convenor agreed to circulate dates for future meetings shortly and then to post them on GovernorHub.

#### 19/59 **Policy review and ratification**

The Financial Management Policy and the CCTV Policy was considered for ratification following review. It was noted that in the future the use of vehicle 'dash cams' may be included in the CCTB policy.

Both policies were RATIFIED.

It was noted that the Accessibility Plan would be presented at the next meeting.

*Action: Megan Hallett/Clerk*

#### 19/60 **Safeguarding**

David Powell as Safeguarding Governor reported that he would be visiting Church Hill to conduct a visit to inspect the Single Central Record (SCR). It was reported that the Executive Headteacher would update the safeguarding visit form.

#### 19/61 **Any Other Business**

**Traffic:** The Executive Headteacher reported that planning permission had been granted for double yellow lines to be painted around the roundabout on the approach to the Brunswick Park site. The Executive Headteacher stated that this was an example of pupil voice having an influence on policy, and that this move would have a huge impact on easing access for minibuses and emergency vehicles.

**Reception Parents Meeting:** Sejal Rabone reported that she had attended a meeting to welcome new parents whose children were to join Reception.

**Declaration of Business Interests:** David Powell thanked those Governors who had completed the declaration correctly. Governors were reminded that it was a requirement

to do so, and that those who had not completed this by the end of the school year would have to be listed publically as not having made a declaration in order to comply.

*Action: All Governors who had not completed a declaration of business interests*

**Chess Club:** Amin Ghia proposed a vote of thanks to Matt Robins for setting up the school chess club.

**Governor Social:** Paul deVille proposed a vote of thanks to the Chair for hosting a summer barbecue for Governors. The Chair thanked all who attended.

**Headteacher Performance Appraisal:** A discussion ensued with regard to arrangements for Performance Appraisals for the Executive Headteacher and each Head of School. It was noted that the appraisal and interim review was part of the schools' culture to encourage learning and development, not just for pupils but for staff.

It was agreed that two Governors should be involved in the appraisal of the Executive Headteacher and each Head of School, with support from an external advisor.

The Executive Headteacher stated that his own performance targets should be set first in order to inform those for other members of staff, and suggested that undertaking this in December, as in previous years, would be too late. It was therefore agreed that the target-setting process should commence in September. The following actions were agreed:

- That the Executive Headteacher would complete the performance reviews of the Heads of School in order to close the current appraisal cycles;
- That two Governors plus an external advisor would set targets for the Executive Headteacher for the coming year in September;
- That two Governors together with the Executive Headteacher would set targets for the two Heads of School;
- That the membership of the panel would be agreed outside of the meeting, with the Chair as one member;

*Action: Chair*

- That Paul deVille would organise the date for the Appraisals;

*Action: Paul deVille*

- That the Executive Headteacher would approach an external advisor.

*Action: Executive Headteacher*

**Report on shortening of school day:** The Executive Headteacher reported on the consultation that had been carried out, stating that eleven responses had been received, which were largely positive. It was reported that it had been interesting that it was felt that the interventions were not suitable for higher-able pupils, and that these would be tailored to those aspiring to higher standards. It was noted that there were some Level 3 pupils in the current Year 6, who would show weak progress.

A Governor asked if any response had included concern that a shortened school day may reduce time for learning. The Executive Headteacher responded that no concern of this nature had been cited, and that the only negative response received was in relation to concern regarding the need to alter childcare arrangements.

It was noted that the proposal to shorten the school day was designed to achieve a more streamlined approach to learning. A Governor commented that the Department for Education (DfE) was scrutinising schools that were significantly cutting their hours of learning.

**School Bus Newsletter:** The Chair commended this as a good source of information.

**School Parents code of conduct:** It was agreed that this was not open to parent consultation.

19/62 **Dates of next meetings**

It was reported that dates for Resources Committee meetings had been agreed.  
Dates for the Premises Committee meetings were to be agreed.

*Action: David Powell*

The Chair proposed dates for Governing Body meetings, to be agreed with the new Clerk, as followed:

Autumn Term:	20 November 2019 TBC
Spring Term:	18 March 2020 TBC
Summer Term:	8 July 2020 TBC

19/63 **Motion of Confidentiality**

RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication.