

**BOUNDS GREEN SCHOOL  
VIRTUAL FULL MEETING OF THE GOVERNING BODY  
ON 27 MAY 2021 AT 6PM  
PUBLIC MINUTES**



**Staff (2)**

Will Wawn (Headteacher)

**Parent (2)**

Anna Volkmer 31-12-23

\*Tracey Burton 26-05-25

**LA (1)**

\*Patrick Berryman 29-10-23

**Co-opted (10)**

Matthew Crome 08-07-23

Mark Chapman 29-10-23 (Chair)

David Joseph 29-10-23

Mohammed Jimale 29-10-23

Anne Keleghan-26-05-25

Aliona Chakhvadze 10-03-24

Claire Wright 10-03-24

Deborah Cohen

\*Denotes absence

**Also present**

Corinne David (Clerk)

Helen Chrysafi-Bartp (DHT)

Liz Luka (AHT)

Marcus Read (AHT)

Faye Papini (SBM)

Jess King

**1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies for absence were received from Patrick Berryman.
- 1.3 The Clerk confirmed the meeting was quorate with 10 Governors present.

**2. DECLARATIONS OF INTEREST, PECUNIARY INTEREST OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

- 2.1 There were no declarations of interests made in respect of any of the agenda items.

**3. MINUTES OF THE PREVIOUS FULL GB MEETING**

- 3.1 The minutes of the Full Governing Body meeting held on 11 February 2021 were **AGREED** and **RATIFIED** as a correct record.

3.2 Matters arising.

- 3.2.1 Item 9.2.1 Governors DBS.

Noted that there was one Governor whose paperwork was outstanding

**ACTION** Headteacher to liaise with School Office regarding the Governor's outstanding paperwork for DBS checks.

- 3.2.2 Item 5.2.2 Circulation of paperwork to Committee's

Noted that Committee papers to be circulated to members minimum of 5 working days prior to meetings was on going

- 3.2.3 Item 7.1.5 Premises and Health & Safety

Matthew Crome informed Governors that a premises link governor visit had taken place.

Reassurances were provided that all compliance checks were up to date and was secure in

findings. The School received a grant of £49k which allowed for the installation of low energy lighting. A new management system is in place, providing easier track and trace of documents and actions.

3.2.4 Item 8.2 Governors' training

**ACTION** Clerk to provide a brief tour of Governor hub at the next meeting.

3.2.5 Item 12.1 Thanking staff

**ACTION** Mark Chapman to write to all staff on behalf of the GB thanking them for their hard work over the current lock down period at the end of the school year.

#### 4. **MEMBERSHIP OF THE GOVERNING BODY**

4.1 Governors noted that Anne Keleghan and Makeda Clunis (Co-opted Governors) term of office concluded on 8 November 2020. Deborah Alexander (Staff Governor) resigned from the GB in October 2020. Deborah Cohen, (Co-opted Governor) and Olivia Brown, (Parent Governor) had resigned from the GB.

4.1.1 The Headteacher informed the GB that the Parent election had been concluded with the election of Tracey Burton; a parent with a child in the nursery.

4.1.2 Co-opted Governor Election

The Chair proposed Anne Keleghan was re-elected as a Co-opted Governor.

**AGREED** **Anne Keleghan was re-elected as a Co-opted Governor for a further 4 term of office.**

4.1.3 Governors noted the one Staff Governor vacancy and three Co-opted Governor vacancies, the latter one post being ring fenced for a staff member at Bounds Green. The reminded Governors that it was important to undertake a skills audit and ensure the Co-opted positions were filled with the Governors which required skills.

4.2 Vice Chair Position

Governors noted that the position of Vice Chair was currently vacant.

**ACTION** Chair to have a conversation with Governors before the next meeting.

#### 5. **REPORT FROM COMMITTEES**

5.1 Governors noted that all approved minutes from the Resource Committee and TLC Committee were uploaded onto Governor Hub.

5.2.1 SFVS

The SBM informed Governors that the SFVS had been submitted to the LA.

#### 6. **SCHOOL BUDGET 2021/22**

6.1 The Headteacher took Governors through the 2021/22 budget and HT executive summary budget which had been uploaded onto Governor Hub prior to the meeting. The highlights were:

- a) A break down of budgets for the Infant and Junior school and a combined budget overview was provided.
- b) The growing deficit in the Infants is off-set by the surplus carry forwards in The Juniors. The overall 3-year financial picture is sustainable over this period. Governors noted that the projected 23/24 federated budget has an in-year deficit of £46k.
- c) Lettings income has been profiled down compared to pre-pandemic by £8k.
- d) Extended Day Income has been profiled as cost neutral.

- e) All pupil year groups remain full.
- f) The budget maintains Educational Support Staff levels and increases TA hours by 11.5 hours per week.
- g) Additional Inclusion Team support 1 day per week by use of supply cover to release employee from their PPA role
- h) Additional Coram Therapeutic Support
- i) Increase in MFL Teacher from 0.6FTE to 0.8FTE from September 2021
- j) Appointment of Assistant Site Manager – effectively cost-neutral/possible saving in comparison to cost of Site Manager overtime plus Shields SLA.
- k) TLR re-structure profiled for implementation Sept 21.

6.2 Governors noted that there hadn't been an opportunity to review the updated SDP and how allocated resources were aligned with the school strategic direction. Noted that the budget and staff plan will support the school to deliver the SDP.

6.3 **Q: What has been the involvement of staff in the development of the SDP?**

A: The School had undertaken a staff meeting and used half the day from an INSET day to review the ethos, mission statement, vision and value statement and direction of the school. However, due to lock down the work on the vision and ethos has been superseded by other priorities. Noted that the vision comes from the headteacher with solicitation from the school community. There will be consultation involving the children over the vision statement.

**ACTION**      Headteacher and Chair to review the SDP against and how allocated resources were aligned with the school strategic direction.

**The Full Governing Body formally RATIFIED Bounds Green Federated 2021/22 budget as follows:**

- **2020/21 revenue outturn: £344,114.**
- **2021/22 revenue income: £4,118,311**
- **2021/22 total revenue income: £4,462,425.**
- **Predicted 2021/22 revenue expenditure: £4,251,253.**
- **Predicted 2021/22 revenue carry forward: £211,172.**

The Chair, on behalf of the Governing Body, thanked the School and staff for their hard work and due-diligence on producing the 3 year budget.

**7. HEAD TEACHER'S REPORT**

7.1 No Headteacher items were reported.

7.2 Updated SDP.

The Headteacher provided apologies that the updated SDP had not been circulated.

**ACTION**      Headteacher to circulate the SDP for consultation during 8 June to 25 June.

**8. CHAIR'S ITEMS**

8.1 No Chair's items were received.

**9. GOVERNORS' VISITS AND TRAINING (Standing item)**

9.1 Governors' Visits.

9.1.1 Safeguarding visit.

Aliona Chakhvadze had undertaken a Safe guarding call. The School has brought 'My Concern' (an electronic safeguarding management system). Training with DSL and with wider staff will be undertaken after the half term, to support the move away from paper to online system. Safeguarding leads are undertaking refresher DSL. Reassurances were provided that the infrastructure and safeguarding systems were robust. Aliona Chakhvadze recommended that all governors undertook safeguarding training. Noted that e-learning safeguarding module was available through Safesmart.

**Q: Are they additional safeguarding concerns / uplift in cases?**

A: There hasn't been an increase in serious cases. Staff are well trained and know what signs to look out for. The School has a low level number of Safeguarding concerns. Currently case load hasn't increased from the previous reopening in September. Noted that nationally there has been a reduction in referrals to Social Services. The school is mindful of and reviewing the wellbeing of children. There are more families receiving support from Early Help. During lock down, vulnerable children were invited into school; also the school keep in regular contact with families.

**ACTION**        SBM to circulate e-learning safeguarding training notifications to all governors for completion.

9.1.2 Anna Volkmer and Mark Chapman had undertaken a RSE visit. Noted that the School is working within the consultation timeframe; the results of the consultation will be reviewed after the half term.

9.1.3 BLM: The minutes of the meeting had been uploaded onto Governor Hub. An overview of the work undertaken by the group was provided. The Headteacher provided thanks to the work undertaken by the group.

**ACTION**        The GB to review link governor work during the autumn term.

9.2 Governors' Training.  
No Governors' training was recorded.

**10. AOB/ DATE OF NEXT MEETING:**

10.1 **The date for the next meeting was AGREED as 8 July 2021 at 6pm.** The meeting will be a combined Full GB / TLC meeting.

10.2 The Chair thanked Deborah Cohen for her work with the Governing Body.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 7:07pm.

Sign: ..... Date: .....  
Mark Chapman, Chair of Governors