

THE GOVERNING BODY OF CHISENHALE PRIMARY SCHOOL

Chisenhale Road, London, E3 5QY

Minutes of a meeting of the governing body held at the school

28 February 2023

1	Head Ex officio	Gemma	Anidi	P	10	Co-opted 15/11/2025	Thomas	Georgiou	P
2	Staff 22/09/2026	Kim	Glynn	P	11	Co-opted ^{CHAIR} 27/02/2027	Neil	Cunningham	P
3	Parent 31/10/2026	Tamara	Barklem	P	12	Co-opted 27/02/2027	Lucy	Hughes	P
4	Parent 20/03/2026	Hemanth	Shanthigrama	A	13	Co-opted 27/02/2027	Seth	Pimlott	A
5	Parent ^{V/CHR} 20/10/2026	Sarah	Hannett	A	14	Co-opted 27/02/2027	Tom	Sheldon	P
6	Parent	Vacancy				Associate 16/11/2024	Giles	Ridley	A
7	LA 01/03/2024	Jennifer	Lowe	P					
8	Co-opted 16/11/2024	Paul	Kenning	P					
9	Co-opted 27/02/2027	Ben	Woolner	P			Present (P) Apologies (A)		

1. Welcome, apologies for absence and register of pecuniary interests

Neil Cunningham opened the meeting at 6.30pm welcoming all present, especially potential new governors Lucy Hughes and Tom Sheldon.

Hemanth Shanthigrama, Sarah Hannett, Giles Ridley and Seth Pimlott had sent apologies for absence. There were no declarations of interest in this agenda. The register was being compiled electronically.

Action: Clerk

2. Governing body organisation

2.1. Membership

Governors were reminded to submit bio details to the Head for the website.

Action: All

Membership details had been circulated and the following actions were noted/ agreed:

- Maddy Maqsood had resigned and was thanked for her service
- NC's membership as an elected parent governor was due to expire today
- BW's membership as a co-opted governor was due to expire 4 March 2023
- **Agreed** to co-opt the following for a four-year term (27 February 2027):
 - Neil Cunningham
 - Lucy Hughes
 - Seth Pimlott
 - Tom Sheldon
 - Ben Woolner
- **Agreed** to arrange a parent election.

Action: KG/ Head

2.2. Committee membership

Agreed that new governors attend committee meetings before deciding which to join.

Action: New Governors

2.3. Link governors

The following links were **noted**. The Headteacher would be circulating contact details and a suggested schedule, including focused 'governor days'. Reports could be made to either SIC or the GB.

**Action: Head/ Links
(Clerk for agenda)**

English	SH
Maths	HS
EYFS	TB
SEND	NC
Safeguarding & attendance	JL
SDP priority: Behaviour & Wellbeing	TG
SDP priority: Curriculum Development – including Anti-Racism	PK

3. Headteacher's report

The Head referred to her written reports (circulated before the meeting) and highlighted:

3.1. School Life

- Christmas traditions re-started after Covid measures
 - Parents to talk about careers – especially STEM
 - Assemblies
- School food improvement programme - LA initiative
- Peer learning – see written report – importance of pupil talk

Governor Question	School Response
Evidence of progression in EYFS	Recorded in learning journal. Most schools now use e-system. Now visiting other schools and discussing options. Will report back to governors

3.2. SEND

- EHCP process slightly quicker at LA
- Level of funding in dispute with a different borough for one pupil
- Time consuming process
- Shortage of professionals e.g., speech and language therapists

3.3. Mid-Year data

- See data and actions as circulated

Governor Question	School Response
When is next assessment point?	All subjects collected again at end of this term. Will be using new standardised tests – thanks to Weavers Company for donation.
Any particular concerns?	Nothing in particular. Interventions working – leading to incremental improvements.
Writing has been a trend of concern?	Yes. Peer reviews (led by headteachers) have been reassuring about data and provision.
How do you moderate against other schools?	Hasn't happened since Covid. Would like to reinstate. Note recommendation of M3 group.
Year group/s of concern?	Will have a clearer picture after standardised tests.

3.4. Health & Safety

- Serious incident (child with broken bone) reviewed by H&S Officer. CCTV reviewed. Risk assessment in place.

3.5. Attendance

- JL (Link Governor) had visited the previous week
- Current 93% this term
- 95% September – November 2022
- Main reasons: holidays, viral illnesses
- Head and link governor have devised staged letters for parents - will be sent out at end of term

JL added that the school has previously employed an external attendance officer but because of budget cuts, school staff were now having to manage the processes. This was now a staged process involving office staff, parent engagement officer and then senior leadership.

Agreed to include reference to governors' concerns about attendance in the letter to parents.

3.6. Personnel

- Agency staff covering TA and Nursery roles
- PPA teachers moving into class therefore PPA over needed
- Teacher returning from maternity

3.7. Premises

- Radiator valves still not installed- now summer
- Cleaning – negotiating reimbursement as no supervisor in post

3.8. Resources

Having read the reports, governors raised the following:

Governor Question	School Response
Overall budget position?	Forecast £15k deficit – current – may change. Cash advance £50k. Replacement oven needed now – approx £10k.
Can the oven not be repaired rather than replaced?	Repair not viable.
2023-24 funding?	Appears significant improvement due to government grant, increase in per pupil funding plus 2 additional pupils placed by LA after census
Reasons for deficit?	Supply for sickness. Plus Chisenhale has small classes. Have looked at expansion in past but not likely to be supported by the LA currently (falling birth rate). LA encouraging school partnerships.
Could charges be increased (e.g., after school) to help budget?	Allowed only to cover costs – no profit.

Agreed i. to ask the Resources Committee to review the LA partnerships toolkit.

Action: BW/ Clerk

ii. to make contact with other 1.5 form entry schools about benchmarking data.

Action: GA/ Chair

3.9. Roll

- Nursery full
- Reception full
- Approx 16 spaces in other year groups

3.10. Safeguarding

See written report.

Governor Question	School Response
Links with CAMHS	New Tower Hamlets wellbeing/ welfare service just starting. Will be signposting to CAMHS
Child carers?	Not aware of any at the moment. Agreed will include in future reports. Action: Head
General home – school relationships	Officer off work at moment. A parent has suggested coffee mornings. Could invite governors too. Increasing activities post Covid.

4. Nursery and school roll

Covered above.

5. Safeguarding

See written report above

6. Governor items

Thanks to JL, Safeguarding and Attendance Link, for visits.

Thanks to NC, SEND link, for visit and circulated report.

Noted borough plans for autism – Chisenhale unlikely to get funding but may be able to get additional training.

7. Policies and key documents

7.1 Governors **agreed** the following documents as circulated:

- SFVS - School Financial Value Standard (as recommended by Chair of Resources Committee)
- Parental Leave Policy (Tower Hamlets)
- Positive Relationships/ Behaviour Policy (recommended by SIC Committee)
- Anti-Bullying Policy (updated in line with the new Behaviour policy)
- Feedback / Marking Policy (Research-based, encouraging dynamic marking rather than after-the-event)

8. Committee reports

The draft minutes of the SIC Committee (31 January) and the Resources Committee (26 January) had been circulated and were **received**.

9. Chair's items

None

10. Governor training, development and briefings

The Director's Report (spring 2023) including training opportunities had been circulated by email and governors were encouraged to attend.

The following actions were **agreed**:

- Governors were encouraged to report to the Clerk on training attended **Action: All/ Clerk**
- Head to share link to Safeguarding online training **Action: All/ Head**

11. Minutes

The minutes of the governing body meeting held on 15 November 2022 were **agreed** as an accurate record and signed by the Chair of Governors.

12. Matters arising (not covered elsewhere)

None

13. Any other business

None

14. Meeting dates

Noted

Confidential business was minuted separately. The Chair closed the meeting at 7.55pm, thanking everyone for their contributions.

Minutes prepared by Susan Moyse Smoyse65@gmail.com
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Chair _____ Date _____

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CONF

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CONFIDENTIAL BUSINESS

Kim Glynn, staff governor, left the meeting for this item.

The Headteacher reported that following a contractual review relating to absence, a member of staff had been dismissed by a panel of governors. The staff member had not appealed the decision. The school would be reviewing the organisation of other staff hours rather than recruiting to the vacant post.

Chair _____ Date _____