

SUMMER TERM 2024

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held at the school on 4 July 2024 at 7 pm

PRESENT:	Sri Akunuri Ann Alderson Patricia English Alastair Haywood (Headteacher) Lisa Higgin Elaine Hoare	Clive Jones Katherine Mannion Eleanor O'Connor (in the Chair) Hemal Pandya Becky Spencer
IN ATTENDANCE:	Ann Baines	Clerk
ABSENT:	Bob Albery Laura Bell Nigel Hobbs Penny Thomson Russell Turner Donna Westall	(apologies received and accepted) (apologies received and accepted) (apologies received and accepted) (apologies received and accepted) (apologies received and accepted) (apologies received and accepted)

		ACTION
1	NOTIFICATION OF ANY OTHER BUSINESS No items of other business were raised.	
2	DECLARATIONS OF INTEREST There were no declarations of interest in items covered at this meeting.	
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES The Minutes of the meeting held on 8 May 2024, having been circulated, were confirmed as an accurate record. The minutes were signed by the Vice Chair and handed to the Headteacher to be available in the school.	
3.2	MATTERS ARISING	
3.2.1	Prevent training provided by Headteacher (minute 3.2.2) As the Headteacher had been unable to have guidance on providing the updated training himself, he had circulated a link to on line training.	
3.2.2	GB monitoring visit (minute 7.2.2) Governors had responded to the request to take part in the monitoring visits on 15 and 16 July. Further offers were needed and would be managed via Governor Hub by the Headteacher. <i>Elaine Hoare and Clive Jones joined the meeting.</i>	All Governors

4 STRATEGIC MANAGEMENT

4.1 Report of the Headteacher

Governors noted the report of the Headteacher and related documents which had been circulated in advance.

The Headteacher gave the following information which had been delayed. Staff absence at the Junior school had not risen significantly since the last report and, overall, was less in the Summer term. Sickness absence had been 102 days this term. Paid leave of absence had been 55 days and unpaid, 22 days.

The Headteacher and staff were congratulated on the success in the H&S Audit where both sites had been graded at A.

Answers to questions sent by the Chair had been circulated ahead of the meeting and were incorporated at appropriate points in the minutes.

Q1 ***How did the outcomes for the end of KS1 and KS2 compare with the expectations?***

For KS1, the Reading outcomes were similar to expectations. Maths outcomes were a bit lower, including at Greater Depth. Outcomes in Writing were similar, although Greater Depth was a little lower. This cohort had been affected by Covid arrangements and supported appropriately. They were a lower achieving cohort but close examination of the outcomes showed quite a number in Writing who were close to the pass mark.

At KS2, Writing scores had been similar. Reading and Maths were a little lower. The Year 6 cohort had been affected significantly by Covid arrangements. They had been supported to make the progress that was necessary and the resources provided had an impact which was evident in the progress they had made.

Governors noted that there had been no end of KS1 SATs data for the current Year 6 and there had been no requirement to report it. There was internal data but, given the circumstances at the time, it was a little flawed.

Governors also noted that the KS1 data was not now collected nationally as progress would be measured between the Reception baseline test and KS2 SATs. The KS1 data had been sent to the LA so that local comparisons could be seen.

Q2 ***How did the 11+ data compare with previous years?***

Schools were asked to confine their teaching to the National Curriculum. Whilst the 11+ tests covered up to the end of the Year 5 Curriculum, there are also aspects that are not covered by the National Curriculum. Tutoring tended to skew the results which varied year by year, depending perhaps on the tutoring. Generally, between a quarter and a third of pupils go to Grammar schools and this year was broadly similar.

Q3 ***How can Governors support the strategic objectives?***

The Headteacher thanked Governors for their support of the objectives

through meeting Subject Leads, monitoring visits and holding leadership to account in GB meetings. Visits to the school allowed Governors to check that what was reported to them was really happening. The range of experience and external perspectives that Governors bring is valuable.

Q4 How do you reach the judgements in the SEF?

Each judgement is based on the criteria in the Ofsted Handbook.

Q5 When will the new School Business Manager start?

Nitu Chawhan would join the school on 26 August but was already doing some tasks and would work during the holidays when work was being done on the sites.

Q6 Under 'Writing', who identified the smaller group of children on the cusp of moving to the next attainment band?

It was based on the moderation done by the Headteacher, Patricia English and Becky Spencer.

Q7 What is the situation with IT in the school?

The IT provision and support contract was moving from TIO to Bucks, which was a not to profit business within the LA. The Bucks price was competitive and the support service was better. TIO preferred contracts with MATs rather than single schools which they visited once a week. Support from Bucks was available all the time. Whilst it was initially a remote service, 90% of calls were resolved and they would visit schools in the remaining 10% within 24 hours. The changeover would be complete in the last week of the holidays. Bucks would provide two new servers, check the cabling and rebuild the laptops

Q8 From the Chair

The H&S audit seemed to show up a number of actions to be taken quite quickly. What are the cost implications of e.g. rest facilities for expectant mothers, termly tree inspections, manual handling training for all site and kitchen staff and the change to the height of the fence at the Infants? Will this give any ammunition for us to persuade Bucks Council to do something about the damp in the cottage? I assume the Art Room damp will be sorted over the summer?

The Art Room damp is being sorted over the summer. The Site Manager is renewing his tree inspection certificate so will be able to that and manual handling will be specific training for staff members that frequently lift (eg Andy and Max) and then information posters and in house training for everyone else. This was agreed at the audit.

Other issues such as the fence will be longer term – at the infants there is the conservation issue that a 1.8m green mesh fence is not quite in keeping with the rest of the building to overcome. Nitu Chawhan will be asked to explore these in September. For each of the bigger issues we will get quotes and then balance cost against risk in each case.

Headteacher

4.2 School Development plan (SDP) / Self Evaluation Form (SEF)

The Headteacher had circulated the RAG rated SDP. Most of the actions had been completed. He drew attention to the following points:

- Assessment had been an addition and would be considered as an area for more work next year.
- Moderation within the liaison group had not been possible so had been done internally.
- The playground rules, which had been shared on Governor Hub, had been introduced a month before. The response seemed to be positive.
- Curriculum changes were in place for next year.

When will the SDP for next year be available? (also from the Chair)

SLT will meet next week to discuss the priorities and objectives for 2024-25 and it will be ready for the first GB meeting of the Autumn term. Some of the content depends on the end of year data and a check will be done against the Ofsted Handbook. The SEF would also be updated in September with data and changes to the Curriculum.

From the Chair

On the SDP for this year, has there been a decision on the continued use of Target Tracker for assessment?

We will continue for the coming year. Target Tracker is becoming something called Sonar by the end of July 2025, so will see what this new product is, and use it as an opportunity to compare with other providers as well.

5 GOVERNING BOARD

5.1 Staff governor

The Staff Governor would shortly go on maternity leave. This situation, as a volunteer Governor, was not covered by statutory guidance. Governors appreciated the importance of the staff perspective and, in particular, the contribution made by Becky Spencer. She would take time to make a decision about her Governor role from September.

5.2 Governor Roles 2024-25

Bob Albury intended to resign as Co-opted Governor and Governors appreciated all he had done for the school.

Governors discussed the allocation of roles which were vacant following Bob's resignation. They made the following appointments:

- Curriculum Committee Chair – Clive Jones.
- Music – Sri Akunuri

There were vacancies for History, SMSC and Data Protection. A further member was needed for the Infrastructure Committee. Succession planning for the Chair of the Infrastructure Committee should be considered. Governors who had not completed the forms about future roles would do so. A Co-opted Governor with community links was also needed and Governors would also ask in the community for someone with H&S and infrastructure knowledge and experience.

6 COMMITTEE MINUTES

Governors

6.1 COMMUNICATIONS COMMITTEE

The Communications Committee had not met this term. There had been no Subject Access or Freedom of Information requests. Pupil, Staff and Parent surveys had been done. Bob Albery had offered to analyse the parent survey findings.

Bob Albery

6.2 CURRICULUM AND STANDARDS COMMITTEE

Minutes of the Curriculum and Standards Committee meeting held on 18 June, 2024 and pupil data report, 17 May 2024, having been circulated, were noted. Governors noted the review of policies which were listed in the minutes. The presentation on Computing was helpful and showed the enthusiasm for the subject from pupils and staff. Key points were the opportunities from the set of 15 iPads to be purchased for the Infant School in September and the concern that Target Tracker statements were too broad to assess Computing accurately. AI and on line safety had also been discussed.

6.3 FINANCE COMMITTEE

The Finance Committee had not met since the last GB meeting. The budget had been submitted to the LA. The handover to Nitu Chawhan had begun and the Committee looked forward to meeting her.

6.4 INFRASTRUCTURE COMMITTEE

The Committee had not met since the last GB meeting. The Committee Chair gave an update on sustainability.

A sustainability advisor from the Let's Go Zero charity had visited, updated the action plan and provided links for advice, information and potentially funding. Ann Alderson was following up the leads. The advisor had been impressed with the school's work so far.

A survey in the weekly school e mail had found eight parents willing to help the school become more sustainable. Staff had not been included but would be welcome.

Contact had been made with Jordans Environmental Fund which would support a project with community involvement. The PTAs might become involved. Recycling bins would be provided for the PTA event on 12 July. Governors volunteered to oversee the bins. Funding from the Jordan's fund could potentially be used for recycling bins.

The Headteacher gave an update on filtering and monitoring. The new IT provider used Smoothwall, a well known company, to carry out filtering and monitoring. The company was efficient and worked with many schools. They would provide reports each term.

6.5 PERSONNEL/ PAY REVIEW COMMITTEE

Minutes of the Personnel Committee meeting held on 13 May 2024, having been circulated, were noted. Attention was drawn to the following:

- DfE Guidance on Mobile Phones and Early Career Teachers which had been delegated to the Committee.
- Support staff pay arrangements for extra hours had returned to standard claims.
- Redundancy Policy - Governors were asked to adopt the model policy and this was agreed.
- The Pay Review would be done in the Autumn term.

Governors noted that an LSA had been recruited that day. A further LSA might be recruited but that would depend on the availability of HNBf.

From the Chair

Who will replace Becky and Linzi on the SLT?

Charlotte Cockle was appointed as EYFS lead, so will join SLT. Tim O'Sullivan was interviewed and appointed a temporary phase lead for Year 5 and 6 for next year.

6.6 PERFORMANCE MANAGEMENT GOVERNORS

Donna Westall, Ann Alderson and Sri Akunuri were appointed as Performance Management Governors. They would meet the Headteacher next term.

From the Chair

Do we have a school improvement partner lined up to help with the Headteacher's PM process next term?

The Liaison Group had been approached for information on available external advisors.

6.7 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

7 REPORTS

7.1 REPORT OF THE CHAIR

The Chair had taken no actions under delegated powers.

7.2 DEVELOPMENT GOVERNOR

The training package had been purchased from Bucks Education Partnership for 2024-25 and Governors were encouraged to use the training package as webinars and on line modules were free to use.

Eleanor O'Connor would recommend a range of safeguarding and wellbeing webinars. Sessions on Ofsted: a Governor's guide, effective challenge and accountability, and effective Governor visits were also available. The session

on getting the most out of Governor Hub might also be useful as the format would change in the Autumn.

7.3/4 REPORT OF THE SAFEGUARDING AND WELLBEING GOVERNOR

A report of the Safeguarding Governor visit with the Headteacher had been posted on Governor Hub.

What training had been done on dyslexia?

The training was part of the Pupil Premium project. Two sessions had been provided for 126 teachers. The first session had been quite general and the second more targeted. The teachers and LSAs who work with dyslexic children had attended. The sessions had been worthwhile and there was more detail in the Headteacher's report.

Were there actions from the training?

The training had been a reminder of a lot that was done in the school. Classroom practice that was good for dyslexic children was good for everyone.

7.5 REPORT OF THE EQUALITY GOVERNOR

The Headteacher would meet the Equality Governor to discuss the equality objectives.

7.6 CURRICULUM GOVERNOR VISITS AND REPORTS

Governors noted the reports on the following:

- Music
- EYFS
- Literacy
- Geography
- Art and DT

PE visits to Sports Day and a walk round the village by Infant pupils would be written up. A PSHE visit was also planned.

from the Chair

I haven't had all the governor development forms back yet, but a couple have mentioned difficulties in arranging curriculum governor meetings, and not wanting to be seen as a nuisance for chasing when they don't get a response. Could something be done to build meeting and visit time into the schedule from the beginning of the year so that there is a clear expectation on both sides and plenty of notice for governors who are working?

Yes – we can look into this. The teachers all have dedicated subject leader time on a rota each Wednesday morning, so it would seem the ideal time to meet with governors then, if governors are available at this time. I will add to the inset information in September to use one of the subject leader sessions to contact a governor and arrange a meeting.

7.7 SCHOOL TRAVEL PLAN

A member of staff was required to drive the activities and complete the paperwork involved for the school's Travel Plan. A small number of parents

<p>from both sites had volunteered to be involved but a co-ordinator was required. The Working Group would meet in September.</p>	<p>ACTION Headteacher</p>
<p>The discussion would be continued. There were clear links to sustainability and citizenship. Parents were reminded in induction meetings.</p>	
<p>8 DATES AND TIMES OF FUTURE MEETINGS</p>	
<p>The dates and times of meetings in 2024-25 would follow the existing pattern. The Clerk would post the dates.</p>	<p>Clerk</p>
<p>9 ANY OTHER BUSINESS</p>	
<p>There was no other business.</p>	
<p>10 CONDUCT OF MEETING</p>	
<p>Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes</p>	

The meeting closed at 8.10 pm.

Signed Date
CHAIR