

SUMMER TERM 2024

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held at the school on 9 May 2024 at 7 pm

PRESENT:	Ann Alderson Patricia English Elaine Hoare Clive Jones Katherine Mannion	Hemal Pandya Becky Spencer Penny Thomson Russell Turner Donna Westall (Chair)
IN ATTENDANCE:	Gill Brown Ann Baines	Associate Member Clerk
ABSENT:	Sri Akunuri Bob Alberty Alastair Haywood Lisa Higgin Nigel Hobbs Eleanor O'Connor	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 The following items of other business were raised: <ul style="list-style-type: none">• Strawberry Fair• Request from Development Governor• Staff Governor	
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 14 March 2024, having been circulated, were confirmed as an accurate record. The minutes were signed by the Chair and handed to the Deputy Headteacher to be available in the school.	
3.2	MATTERS ARISING	
3.2.1	The KS2 data would be added to the SEF (Minute 4.2) This had been done.	
3.2.2	Headteacher to check if he could provide the updated Prevent training (Minute 7.2) This would be carried forward.	Headteacher

3.2.3 Members of Personnel Committee to complete Prevent training (Minute 7.2)

Most Committee members had completed the training. Whilst there was an on line module, it might be possible for the Headteacher to offer face to face training in future.

3.2.4 Link to The Key training on Governors' responsibilities in safeguarding to be shared (Minute 7.3)

The link had been shared. There would be in person training in the school on 19 June for new staff and an update at the September Inset day.

4 GOVERNING BOARD VACANCIES

Governors confirmed the appointment of Laura Bell as Co-opted Governor for a period of four years.

One Co-opted vacancy remained. The priority would be for community perspective to be represented.

5 STRATEGIC MANAGEMENT

5.1 Report of the Headteacher and Governors' questions

Governors noted the report of the Headteacher which had been circulated in advance. One question had been asked in advance and answered by the Headteacher. Further questions would be answered by the two Deputy Headteachers.

Q1 *Is Kapow a company, how long has it been going?*

Kapow was established in the wake of the changes to the curriculum in 2014 and their plans and schemes of work are used by around 6,600 schools currently. Generally, feedback was positive and, in her headline visit, Roz Burch had given positive reports about Kapow from her own experience. At the moment, each Year Group was trialling a subject.

Q2 *Why had Kapow been chosen?*

The Curriculum had moved away from a topic basis and was now set out in discrete subjects. The Curriculum had been adapted accordingly and had various inputs since then. Kapow had lesson plans and resources for every subject which were written by subject specialists. The planning followed the progression of knowledge and skills as required in the Curriculum. The resources, videos and Powerpoints, for example, were well produced and meant that teaching was consistent and was built on year on year. Feedback from staff so far was good. The current task was to develop an overview for each Year Group which had all the links for Kapow and would make access as easy as possible. At the moment, Kapow was being used for French, Art, History, Geography and DT.

Q3 *Could progress be assessed through Kapow?*

There are assessment tasks but teachers would still use current tracking on Target Tracker.

Q4 Was Kapow expensive?

The cost was £1,100 for the five subjects. The saving on staff time and workload meant that it was money well spent.

Q5 Was the September intake for Reception and Nursery a concern?

Currently, Reception intake would be 54 out of a possible 60. This was positive in comparison to other local schools. Previous experience, for example, the current Year 5, showed that the Year Groups would fill over time. Thirty places had been offered for the Nursery but five families had relocated. This was disappointing but more children might join during the year, particularly in the Summer term. The birth rate had been generally low and all schools had been affected.

The lower Nursery intake was a slight financial concern but it would cover staff costs. Other ways of managing the Nursery would be considered in September.

The Headteacher's report referred to a number of trips. Feedback was that the Nursery trip had been well organised and the children had been well behaved. It had been enjoyable and had been free for the children.

Q6 If the school considered that the additional needs of a child could not be met in this school, what could be done for that pupil? Were other pupils affected by the decision?

The school did a good job in supporting children with challenging needs. There was a cost in doing this. The school met their needs as well as possible and ensured that other pupils were not affected. LA SEN and related services, such as Specialist Teaching, were in crisis and there were not enough places in Special Schools or Additional Resource Provision (ARPs) in Bucks.

Q7 Are more SEND places being created in Bucks?

One school for children with complex needs was being developed and two Additional Resource Provisions in primary schools. This was welcome but not enough to meet needs. Some children had places in schools outside the county.

Q8 Under the safeguarding report, it appears that referrals to social care or for family support had not been deemed to meet the threshold for intervention. Did this cause issues in the school?

The referrals had been for family support, which is a service that provides basic support to prevent situations becoming more serious and runs courses, such as parenting. Every service was stretched and staff did as much as they could for children. If any situation was escalated to Social Care, the service was good.

6 COMMITTEE MINUTES

6.1 FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on 8 March, would be circulated. The Committee Chair sent the following update.

The committee recommended that the Governing Board approves the budget submission for the next 3 years. We have finished 23/24 in a good financial position with a surplus of £129,963 at the infants and £44,368 at the juniors. We will be looking to increase spending on maintaining the school estate in this financial year. We have good pupil numbers and so we are forecasting that we will manage to maintain a modest surplus over the next 3 years. The September pay increase for teachers was as yet unknown.

The good financial position resulted from:

- Tight financial management and postponing spending on the buildings
- Additional income from a DfE grant to compensate schools which were disadvantaged by a change of the national funding formula
- SEND funding
- Lettings, particularly from the Before and After School Club
- Funding for Ukrainian children.

How is the decision made about the LA or the school funding works on the sites?

Generally, maintenance and redecoration are funded by the school and the LA funds the fabric of the building but there are grey areas. Sometimes the school would fund work on the fabric if it was urgent and not too expensive. Work on the exterior of the Infant School was always a matter for discussion due to working at height. The LA had replaced more windows at the Juniors and, after further delay, were investigating the roof of the Art and ATA rooms. Failure to repair the flat roof adequately may well have led to rot.

The Learning Resources budget appeared to be lower this year.

This budget covered subscriptions to schemes as well as stationery. It was split between the schools in separate budgets.

The Committee also discussed the situation at the Nursery where pupil numbers for September are down. Although, this will impact on school finances we remain committed to the Nursery. As we are in a good financial position we have time to consider options for improving the situation. We will come back to the Governing Board with options in the Autumn.

Were places only offered to children who would be Reception age in September 2025?

Yes. The Nursery was not set up to take two year olds when ratios were different. It would be possible in January to offer places to children in the term after they became three but then they would have five terms in Nursery.

Might the lower take up be due to people keeping to the Nusery provision they had established since going back to work?

Yes. It would be possible to have whole days through Nursery with Before and After School Club but it might not be preferred to a child's existing setting.

The deadline for submission of the budget and three year plan was 17 May and there might be a couple of tweaks before that time. Governors agreed submission of the current version and, should any final tweaks be required, delegated approval to the Finance Committee.

The budget might change again after 17 May to account for any staff changes in September. Teachers were able to resign until the end of May so final plans were not known. Governors thanked Jayne Allison for her work as Business Manager and her willingness to do a handover for the new Business Manager who would start in September and take on finance, infrastructure and the IT system. Tina Monger would focus on HR and compliance.

6.2 INFRASTRUCTURE COMMITTEE

Minutes of the Infrastructure Committee meeting held on 8 May 2024, having been circulated, were noted. Key points were as follows:

- The Site Manager now had an Assistant in the mornings and would be able to continue working safely over the Summer for tasks where two people were required.
- The Infant School boilers would be replaced with an air system and each room would have a thermostat. Work to rebuild the boiler house would begin before the end of term.
- The toilet upgrade was on hold until the heating work had been done at the Infants but quotes had been taken.
- Investigation of the roof of the Art and ATA rooms would begin in June. The contract to do the work could not be let in advance as the problem had not yet been identified. Inevitably there would be a hold up and the work might not be finished in the holidays. A lot of work was involved in moving out of the rooms.
- Quotes had been taken for a canopy for the Reception outdoor area.
- The Nurture Nest at the Junior School would be a timber prefabricated structure. It was being researched but might be in place for September.
- Bucks had been reminded about the remaining window replacements.

6.3 SCHOOL TRAVEL PLAN WORKING GROUP

The Group had not met recently. Governors noted that there would be a Walk to School Week and road safety training was in place for Year 6.

6.4 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

		ACTION
7	REPORTS	
7.1	REPORT OF THE CHAIR	
	The Chair had taken no actions under delegated powers.	
7.2	OTHER GOVERNOR REPORTS	
	Governors noted the reports which had been circulated.	
7.2.1	Governor monitoring on Foundation subjects	
	Two monitoring visits had fed into the Curriculum review. Pupils had generally been positive.	
7.2.2	Sustainability and Science	
	Much was happening on sustainability in the Curriculum and in the approach to consumables and the buildings.	
	Volunteers were invited for a monitoring visit in June on Science and Sustainability. The Chair would circulate dates.	Chair
7.2.3	RE	
	The reports covered a discussion on the curriculum and a visit to a lesson.	
7.2.4	Future visits	
	Visits were planned on Maths, Music, PE, Geography and DT.	
8	OTHER MATTERS	
8.1	DFE GUIDANCE – MOBILE PHONES IN SCHOOLS	
	Governors noted the DfE guidance published to support schools with their approach to developing a mobile phone / device policy. Under the school policy, after Summer half term, Year 6 pupils could bring a phone to school but phones were left in the office. Staff checked bags for phones.	
	It was agreed that this would be delegated to the Pay and Personnel Committee for consideration.	Pay & Personnel Committee
8.2	NEW FRAMEWORK TO SUPPORT TRAINEE AND EARLY CAREER TEACHERS	
	Governors noted the revised framework to support trainee and early career teachers (ECTs) which would take effect from September 2025 and delegated consideration to the Pay and Personnel Committee.	Pay & Personnel Committee
8.3	POLICIES	
	The following LA model policies had been updated to reflect legislation changes made by Government that came into effect from 6 April 2024, and were delegated to the Pay and Personnel Committee.	
	<ul style="list-style-type: none"> • Leave of Absence 	Pay & Personnel

<ul style="list-style-type: none"> • Right to Request Flexible Working • Maternity / Paternity / Parental leave guidance • Conduct and Discipline • Redundancy 	ACTION Committee
<p>8.4 DFE WRAPAROUND CHILDCARE GUIDANCE FOR SCHOOLS</p> <p>Governors noted the DfE guidance published to support schools with current and future wraparound care provision and plans to meet requirements. The DfE would like all schools to provide wraparound care from 8am to 6pm every day and, where possible throughout the holidays.</p> <p>In his report, the Headteacher had drawn attention to current provision. Currently we are meeting this requirement through the work done by Little Walkers. They run from 7:30am to 6pm and take children from nursery all the way to Year 6. They have also started to run holiday clubs as well, so we are in a good position to meet this requirement going forward.</p>	
<p>8.5 DFE GUIDANCE: ENHANCING PHYSICAL EDUCATION PROVISION AND IMPROVING ACCESS TO SPORT AND PHYSICAL ACTIVITY IN SCHOOL</p> <p>Governors noted the new published DfE guidance, and it was agreed that responsibility for reviewing the PE and Sports provision would be delegated to the Curriculum and Standards Committee for consideration and action.</p>	Curriculum and Standards Committee
<p>8.6 DFE UPDATED GUIDANCE: MEETING DIGITAL AND TECHNOLOGY STANDARDS IN SCHOOLS AND COLLEGES</p> <p>Governors noted the revised DfE guidance and new digital accessibility standard and delegated responsibility for reviewing the guidance and any related policies to the Infrastructure Committee in conjunction with the IT Governor.</p>	Infrastructure Committee/ IT Governor
<p>9 DATES AND TIMES OF FUTURE MEETINGS</p> <p>The following date and time was confirmed for the next meeting:</p> <ul style="list-style-type: none"> • Thursday 4 July 2024 at 7 	
<p>10 ANY OTHER BUSINESS</p>	
<p>10.1 Strawberry Fair 8 June</p> <p>The Infant School PTA had asked Governors to volunteer to help on the gate. Clive Jones would post a rota of one hour slots between 11.30 and 3.30 for Governors to volunteer.</p>	Clive Jones/ all Governors
<p>10.2 Request from Development Governor</p> <p>The Chair asked Governors to let her know their preferences for roles and responsibilities before the next meeting. She would circulate a questionnaire.</p>	Chair / all Governors

10.3 Staff Governor role
Becky Spencer would be on maternity leave from September. The Deputy Headteachers would ask for volunteers for the role.

ACTION
Deputy Headteachers

11 CONDUCT OF MEETING

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

The meeting closed at 8.05 pm.

Signed Date

CHAIR