

## AUTUMN TERM 2023

**MINUTES** of the meeting of the Governors of Chalfont St Giles Village School held via Google Meets on 23 November 2023 at 7 pm

<b>PRESENT:</b>	Sri Akunuri Bob Albery Ann Alderson Patricia English Alastair Haywood (Headteacher) Elaine Hoare Nigel Hobbs	Katherine Mannion Hemal Pandya Becky Spencer Penny Thomson Russell Turner Donna Westall (Chair)
<b>IN ATTENDANCE:</b>	Ann Baines	Clerk
<b>ABSENT:</b>	Lisa Higgin Clive Jones Eleanor O'Connor Jessica Svensson Gill Brown	(Apologies received and accepted) (Apologies received and accepted) (Apologies received and accepted) (Apologies received and accepted) (Apologies received and accepted)

NB. Governors' questions are highlighted in *italics* throughout these minutes.

		<b>ACTION</b>
<b>1</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b>	
	The following items of other business were raised at the end of the meeting. <ul style="list-style-type: none"><li>• Risks from the trees at the Infant School</li><li>• Visits to the Library</li><li>• Christmas plays</li><li>• Tours of the school for prospective parents</li></ul>	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest in items covered at this meeting.	
<b>3</b>	<b>MINUTES AND MATTERS ARISING</b>	
<b>3.1</b>	<b>MINUTES</b>	
	The Minutes of the meeting held on 28 September 2023, having been circulated, were confirmed as an accurate record. The minutes would be signed by the Chair. A signed copy of the Minutes would be made available in school.	<b>Headteacher</b>
<b>3.2</b>	<b>MATTERS ARISING</b>	
<b>3.2.1</b>	<b>Declarations and Confirmations on GHub (Minutes 4/6.3)</b>	
	Governors were reminded to complete the declarations of interest and	<b>Governors</b>

	confirmations on Governor Hub.	<b>ACTION</b>
<b>3.2.2</b>	<b>Collaborations with other Governing Boards (Minute 6.1)</b> The Governing Boards of the collaborating schools had yet to meet.	<b>Clerk</b>
<b>3.2.3</b>	<b>Committee Terms of Reference (Minute 6.2)</b> Policies relating to On line Safety and IT had been reallocated between Communications, Curriculum and Standards and Personnel Committees. Governors agreed the basis of the reallocation and asked the Clerk to do a final check before uploading the terms of reference document to Governor Hub.	<b>Clerk</b>
<b>3.2.4</b>	<b>School website audit (Minute 10.2)</b> The audit had been done. There were queries about a couple of areas which were not up to date and the changes had been made where needed.	
<b>3.2.5</b>	<b>Parking restrictions request to LA (Minute 12.2)</b> The Headteacher had chased the request for parking restrictions but had no response. He would continue to chase the LA.	<b>Headteacher</b>
<b>4</b>	<b>STRATEGIC MANAGEMENT</b>	
<b>4.1</b>	<b>REPORT OF THE HEADTEACHER AND GOVERNORS' QUESTIONS</b>	
	Governors received the report of the Headteacher and the following documents which had been circulated before the meeting:	
	<ul style="list-style-type: none"> <li>• EYFS Headline report</li> <li>• SEF Autumn 2023</li> <li>• SDP RAG rated September 2023</li> <li>• Inset day slides on curriculum design</li> <li>• Explanatory documents on understanding and supporting vulnerable children with trauma and attachment difficulties in primary schools.</li> </ul>	
<b>Q1</b>	<b><i>Could you provide more information about attendance, particularly where attendance is below 90%?</i></b> <i>Some families had taken holiday in term time and there had been sickness in the school this term. Where a family had low attendance previously, parents were asked into school for a meeting. Letters were being prepared to go out to families where attendance was below 90%. Analysis showed some patterns of absence and the letters were written on a case by case basis.</i>	
<b>Q2</b>	<b><i>How many days of staff absence had there been in the Infant School?</i></b> <i>There had been 55 days sickness absence. One new member of staff had booked a holiday before being employed which was honoured as unpaid leave. Paid leave for reasons such as medical appointments and children's illness amounted to 14.5 days. Since changing the form this year so that staff sought permission and were asked to arrange their own cover, requests were fewer. Expectations had changed.</i>	
<b>Q3</b>	<b><i>Through performance management, you have given teachers the</i></b>	

**opportunity to try a new technique in the classroom or do some research. Could you explain more?**

*Pupil progress meetings ensured the results for children who would be covered by a standard approach to attainment targets. Data driven targets were not productive in terms of professional development and improving teaching and learning. There would be a session in January to share what had been learnt and staff would be encouraged to try something different in the Spring term.*

**Q4 What progress was there in improving behaviour and creating a positive lunchtime environment across both sites?**

*This area continued from last year. One focus was on training lunchtime staff to increase their interaction with the children. A new member of lunchtime staff was playing with the children and encouraging this approach. A code of conduct was needed for football and more equipment.*

*At the Infant School, SLT had been helping over lunch and the end of lunch and play procedures had been changed. Work continued on play at lunch and behaviour in the hall. There was progress and problems were more likely to happen towards the end of the hour.*

*Nigel Hobbs joined the meeting.*

**Q5 Was the report from the EYFS visit useful?**

*Rachel Turkington, the LA's EY Adviser, had made a short visit and was getting to know the school. She made few visits to schools and most schools had reports from remote discussions. Visits later in the year would be more productive. The EY team provided support in various ways, including PIP meetings, which school staff attended and found helpful.*

**Q6 How much time did Mrs Haynes spend in the Nursery?**

*Mrs Haynes' areas of focus at the moment were working with LSAs, going into Nursery to see how children could be better prepared to transition to Reception and ensuring consistency across the setting. She had more time for her role but it meant that she was responsible for the whole EYFS Stage.*

**Q7 At the Chairs' briefing, exit interviews were raised and the option that a Governor could be involved was proposed. What would your thoughts be on that?**

*It is worth discussing.*

**Q8 The briefing also focused in 'underserved' children rather than PP and SEND children. Children who fell outside those definitions might also struggle. Do you have any qualitative measures for those other children? Do they participate in School Council or have positions of responsibility?**

*It is an interesting question. We don't track and wouldn't want to add to the workload. The LA's PP Conference did talk about wider disadvantage and those who aren't eligible for PP. Those children are included in discussions with staff so they are all aware of them but they don't track them. PP funding could now be used more widely to tackle disadvantage and was used for the ELSA's time as well as for interventions which had wider benefits.*

**4.2 SCHOOL DEVELOPMENT PLAN 2023-24 AND SEF****Q1 *The figures for EAL pupils are not included in the SEF.***

*This year's figures are not available yet.*

**Q2 *Writing and Maths outcomes are quite high and above national average but not exceeding the Bucks average at KS1. What is in place for this?***

*The figures in the report are not correct and will be checked. The correct version will be uploaded.*

Headteacher

**Q3 *In the survey, there was one response that strongly disagreed with the statement that the school dealt with bullying quickly and effectively. Do you know what the situation was and what happened?***

*All parents who came into school to discuss such matters had left feeling that their issue had been resolved. The comment could be about a historic case as the question didn't specify 'in the last year'. It is only possible to deal with situations if parents let the school know. The survey was anonymous but had the option for parents to ask for a call back. About six parents did that and the Headteacher had contacted them all.*

**Q4 *Could there be a correlation between the responses around dissatisfaction around bullying and those who would not recommend the school?***

*Out of over 100 responses to the survey, eight would not recommend the school. Governors noted that no children had been removed from the school. It may be that people with strong views on one area would be influenced in other responses.*

The Communications Committee had done a comparison. Governors noted that there were no significant changes in survey responses from previous years, although the changes in Ofsted questions limited the time period for the comparison.

*Elaine Hoare joined the meeting*

**4.3 SCHOOL DEVELOPMENT PLAN 2024-27**

The Chair and Headteacher suggested a process for developing the strategy for the next three years. A check on the overall direction and strategy would be done in the first GB in Spring term. A meeting with Governors and staff would then look at priorities and specific strands in more detail.

Governors agreed this process and would welcome the involvement of the School Council.

**5 GOVERNING BOARD ROLES FOR 2023-24**

Governors appointed Sri Akunuri as Filtering and Monitoring Governor. He would report to the Infrastructure Committee on filtering, monitoring and e safety where it related to filtering and monitoring. The intention was to avoid overlap. The other elements of e safety would remain with Curriculum

and Standards Committee. The Acceptable Use Policy stayed with Personnel Committee, although some appendices might be separated out. GDPR remained with Communications Committee.

A Filtering and Monitoring Policy was being developed and the school would check that it would work in practice in consultation with the broadband provider. It was important to collect the procedures together. As the school was looking to change the broadband provider, the policy might take a little time to finalise.

## 6 COMMITTEE MINUTES

### 6.1 COMMUNICATIONS COMMITTEE

Minutes of the Communications Committee meeting held on 19 October 2023, having been circulated, were noted.

Minor amendments had been made to two policies and the Business Manager had forwarded a detailed GDPR progress tracker from Turn It On. Some of the points raised were still being finalised but it was practically complete and the school was up to date in this area.

The website had been discussed, including comments from a professional perspective. The Headteacher had met a prospective provider who could supply a new template, more flexibility and ease of maintenance. A decision on the provider would be made shortly.

***Would there be financial implications?***

*A bespoke site would cost £3,500, a premium site, £2,500 and a standard with little flexibility, £1,500. The premium was the most likely.*

***Were there helpful comments about the website from parents in the survey?***

*Ease of use was rated more highly than anticipated. Bob Albery and Hemal Pandya would analyse the findings.*

### 6.2 FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on 1 November 2023, having been circulated, were noted.

The budget was forecast to end in surplus this year. Spending on infrastructure had been held back in recent years so options were being considered with decisions taken at the next meeting. The financial priorities would be to avoid infrastructure problems getting worse and to spend on projects with no ongoing commitments.

***Was there any advice on the level of surplus that could be maintained?***

*The allowance was 8% before clawback was a possibility unless the surplus was being saved for a declared purpose.*

It was unusual for the school to have such a surplus and care was needed in looking at the three year plan. Costs are unpredictable so a cushion should be maintained but spending on infrastructure had been very cautious. The school roll, the main basis of income, was positive. The 5% teachers' pension cost increase was funded by the Government but the uplift in minimum wage was not. It might be necessary to use a recruitment agency in the future and the next School Plan may require funds.

### **6.3 CURRICULUM AND STANDARDS COMMITTEE**

Minutes of the Curriculum and Standards Committee meeting held on 14 November 2023 and the data report from 6 October 2023, having been circulated, were noted.

The talk on trauma and attachment had been excellent and Governors could see the slides on Governor Hub. Policies were reviewed and could also be found on Governor Hub. The Behaviour Policy had been deferred as were Curriculum, SMSC and PSHE.

### **6.4 INFRASTRUCTURE COMMITTEE**

Minutes of the Infrastructure Committee meeting held on 1 November 2023, having been circulated, were noted.

### **6.5 PERSONNEL/ PAY REVIEW COMMITTEE**

Minutes of the Personnel / Pay Review Committee meeting held on 13 October and 1 November 2023, having been circulated, were noted.

### **6.6 PERFORMANCE MANAGEMENT GOVERNORS**

The Performance Management Governors had met the Headteacher and SIP on 21 November to set the Headteacher's targets. The performance management round was now complete for all teaching staff.

### **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**

All Governors were reminded of the decision to complete a safeguarding course every year. Members of the Communications Committee were asked to complete the GDPR course on Modern Governor and members of the Infrastructure Committee were asked to complete the Health and Safety course.

**All Governors  
Comms Cttee**

**Infrastructure  
Cttee**

**7.3 REPORT OF THE SAFEGUARDING GOVERNOR**

A report of the Safeguarding Governor visit on 5 October had been posted on Governor Hub.

**7.4 REPORT OF THE WELLBEING GOVERNOR**

Governors noted that wellbeing had been discussed in the Personnel Committee and would be part of the Safeguarding Governor's visit next week.

**7.5 REPORT OF THE EQUALITY GOVERNOR**

The Policy had been discussed and agreed in the Summer term. The four year objectives were due for review. They would be reviewed in conjunction with work on the next School Plan.

**7.6 REPORT OF THE SEND GOVERNOR**

The SEND Governor had met Sarah Pierpoint and assured Governors that the transition back to her as SENDCo had been smooth. The visit report was on Governor Hub.

**7.7 PUPIL PREMIUM GOVERNOR**

The PP Governor would visit early in the Spring term.

**7.8 CURRICULUM GOVERNOR VISITS AND REPORTS**

Governors noted the reports on the following:

- Literacy
- French
- Maths at the Infant School
- PE at both sites

Governors noted forthcoming visits on:

- Science
- ICT, including filtering and monitoring
- History in the Spring term.

Governors agreed to take part in two monitoring visits to talk to children next term. Literacy, numeracy and safeguarding had been covered in recent terms so Foundation and creative subjects would be appropriate. Teachers would be able to take the pupil viewpoint into account for the curriculum reviews. Governors who were interested in taking part in monitoring visits early and late in the term should contact the Chair.

**7.9 SCHOOL TRAVEL PLAN**

The minutes of the School Travel Plan Group on 5 October meeting had been posted on Governor Hub. Governors noted the difficulty in finding a member of staff to take on this area of work.

**8 ANY OTHER BUSINESS****Governors**

**8.1 Concern over trees at the Infant School in poor weather**  
***How was the risk of falling branches managed at the Infant School playground?***

*The Site Manager, who had completed a tree safety course, checked the trees regularly and staff ensured that alternative arrangements were made for play and Forest School in bad weather.*

**8.2 Visits to the Library**

All classes had enjoyed visits to the Library and had behaved well. The Nursery would visit the following week. Governors appreciated the donation from the Library towards the purchase of Reading Eggs.

**8.3 Christmas plays**

Governors should let the office know if they wished to attend a Christmas play. The dates, mostly in week beginning 11 December, would be posted on Governor Hub.

**Headteacher**

**8.4 Tours of the school for prospective parents**

Junior school pupils had been very helpful in showing prospective parents around the school.

**9 DATES AND TIMES OF FUTURE MEETINGS**

The following dates and times of future meetings were confirmed:

- Thursday 25 January 2024 at 7
- Thursday 14 March 2024 at 7
- Thursday 9 May 2024 at 7
- Thursday 4 July 2024 at 7

**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 8.20 pm.

Signed ..... Date .....

CHAIR