

AUTUMN TERM 2023

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held at the School on 28 September 2023 at 7 pm

PRESENT:	Sri Akunuri Bob Albery Patricia English Alastair Haywood (Headteacher) Elaine Hoare Clive Jones	Katherine Mannion Eleanor O'Connor Becky Spencer Penny Thomson Russell Turner Donna Westall (Chair)
IN ATTENDANCE:	Gill Brown Ann Baines	Associate Member Clerk
ABSENT:	Ann Alderson Lisa Higgin Nigel Hobbs Jessica Svensson	(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.

	ACTION
1 GOVERNOR REAPPOINTMENTS AND VACANCIES	
Donna Westall was reappointed as Co-opted Governor for a period of four years. The LA had supported the reappointment of Eleanor O'Connor as LA Governor for a period of four years.	
One Co-opted Governor vacancy remained. An expression of interest had been received and would be taken forward in the usual process if the interest was maintained.	
2 OTHER APPOINTMENTS	
2.1 ELECTION OF THE CHAIR	
In line with the procedures agreed by the Governing Board, Donna Westall was elected as Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2024.	
<u>Donna Westall in the Chair</u>	
2.2 ELECTION OF VICE- CHAIR	
In line with the procedures agreed by the Governing Board, Eleanor O'Connor was elected as Vice Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2024.	
2.3 OTHER APPOINTMENTS	

	ACTION
<p>Appointments to other roles had been agreed on 6 July 2023.</p>	
<p>3 NOTIFICATION OF ANY OTHER BUSINESS</p> <p>It was agreed that the following item would be discussed under Any Other Business</p> <ul style="list-style-type: none"> • School Travel Plan • Parking restrictions 	
<p>4 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest in items covered at this meeting.</p> <p>Governors agreed to review and update their declarations of interest on GovernorHub. Governors noted the requirement for this information to be published on the school website. Governors were reminded also to confirm that they had read KCSiE 2023, Safeguarding Information for Governors and the Governors’ Charter and Code of Conduct.</p>	All Governors
<p>5 MINUTES AND MATTERS ARISING</p>	
<p>5.1 MINUTES</p> <p>The Minutes of the meeting held on 6 July 2023, having been circulated, were confirmed as an accurate record subject to the date of the meeting in July being corrected to 4 July 2024. The minutes were signed by the Chair. A signed copy of the Minutes would be made available in school.</p>	Headteacher
<p>5.2 MATTERS ARISING</p>	
<p>5.2.1 Communications Committee to take free form survey comments into account in plans for the Parent Evening survey (Minute 6.1.3)</p> <p>The survey would be done on Parents’ Evenings and the Committee would meet to analyse the findings.</p>	
<p>5.2.2 GB meetings to start at 7 pm (Minute 8)</p> <p>The change had been agreed.</p>	
<p>6 ANNUAL REVIEWS</p>	
<p>6.1 STANDING ORDERS</p> <p>Governors reviewed and adopted their Standing Orders which included:</p> <ul style="list-style-type: none"> • the Governors’ Allowances Scheme. Governors agreed the allowance for childcare per hour would increase to a maximum of £10.50. • Delegation of Functions to Chair and Headteacher • Virtual Attendance Policy. • Collaboration arrangements <p>Governors noted the recommendation that reciprocal collaborative</p>	

<p>arrangements should be set up with other schools, to share best practice, expertise, resources and whole Governing Board Training amongst other things. Collaboration is also useful in providing a greater pool of governors on which to draw should the Employee Grievance, Staff Dismissal or Staff Dismissal Appeals Panels be required to meet.</p>	<p>ACTION</p>
<p>Governors noted that they already had a collaboration agreement in place with St Mary's Farnham Royal and Iver Village Junior Schools' Governing Boards and agreed that they wished to continue with this arrangement for the forthcoming year. The Clerk would follow this up with the Clerks of the other GBs.</p>	<p>Clerk</p>
<p>Governors confirmed Ann Baines' appointment as Clerk.</p>	
<p>The Clerk would arrange for these documents to be published on GovernorHub.</p>	<p>Clerk</p>
<p>6.2 COMMITTEE TERMS OF REFERENCE</p>	
<p>The Communications, Curriculum and Standards Infrastructure and Pay and Personnel Committee terms of reference would be reviewed by the Committees. Governors reviewed the remaining terms of reference which had minor changes and adopted them.</p>	<p>Committees</p>
<p>The Clerk would arrange for these to be published on GovernorHub</p>	<p>Clerk</p>
<p>Governors had reviewed and agreed the membership of their Committees on 6 July 2023. This information would form part of the statutory information to be included on the school website.</p>	<p>Clerk</p>
<p>6.3 GOVERNORS' CHARTER AND CODE OF CONDUCT</p>	
<p>The Governors' Charter and Code of Conduct had been updated in the light of the latest NGA Code and circulated for comment. The Governing Board agreed to adopt the Governors' Charter and Code of Conduct and would confirm their agreement to it on GovernorHub</p>	<p>All Governors</p>
<p>7 STRATEGIC MANAGEMENT</p>	
<p>7.1 UPDATE FROM THE HEADTEACHER AND GOVERNORS' QUESTIONS</p>	
<p>The Report of the Headteacher, having been circulated, was received by Governors. They welcomed the information about pupils, an update about staff, safeguarding activity and plans to bring parents into school and provide information on the curriculum. It was positive that the Reception class was full.</p>	
<p>Governors welcomed the funds raised by the PTA at the Juniors which would be used to create a more private space for Mrs Rock to speak to children uninterrupted. Discos and a Summer Event had been planned. There was a</p>	

strong Committee at the Infant School. The Headteacher would put the Chair in touch with both PTA Committees as Governors may be able to help at events.

Would a single PTA be helpful?

The current arrangement was working. There was a risk of fewer events overall as the same people would be the organisers.

Looking at the list of staff meetings, if there was an obvious link to their Curriculum area, could Link Governors attend?

Yes but it would be best to check first that the session would be suitable and would not be split between the sites simultaneously.

Was there a reduction in Pupil Premium (PP) numbers? Would the budget be affected?

The funding was ringfenced and the current amount was based on last year's Census. The number had increased a little this year and there were more Nursery children eligible for PP. Although the EY PP funding was minimal, the school would receive more funding in future years. The Strategy would be reviewed this term to ensure that it was delivering what was needed.

Had a Pupil Voice been completed?

It was complete in the Juniors but took longer in the Infants as it was done 1:1.

Could Governors be helpful on Open Days?

Help would be welcome at the Juniors.

Chair

7.2 SCHOOL DEVELOPMENT PLAN (SDP) 2023-24

Governors adopted the SDP which would be shared with staff. A separate meeting would be arranged in the Spring term to have initial discussions about the next three year plan.

8 COMMITTEE MINUTES

8.1 PERSONNEL COMMITTEE

Minutes of the Personnel Committee meeting held on 7 July 2023, having been circulated, were noted. Discussions had included the following matters.

The strike action had been called off following the acceptance of a pay offer of 6.5% for teachers. The LA was aiming to be in a position start from November. The DfE would fund 3.5% and took the view that schools could fund the remaining 3%. No further Union action was expected on the pay claim. The NASUWT had, however, agreed action short of strike action. No one had come forward to say they were taking that action.

The DBS Policy and Practice had been revised.

Support staff pay had been discussed and the staff had received the honorarium. Future enhancement of pay was discussed. For LSAs, the proposal to pay for 100 hours for covering classes for the next academic year was agreed. Staff could then claim for overtime if they reached the limit. There would still be the requirement for staff receiving this payment to complete a Level 3 qualification if they had not done so and the quality of teaching would be monitored as part of their appraisal process. The cumulative hours would be tracked.

For SSAs, the original proposal for SSA payments was reliant upon training to Level 3. However, any training achieved could then be assumed as a basis for the increase in pay to be continued. As the offer was for one year only, agreement was to award an honorarium which would be of £500 for a member of staff working full time and pro-rata based on the number of hours worked per week.

For Nursery and admin staff the Committee agreed an honorarium of £500 for the year. All payments to be on a pro rata basis.

Staff had been informed and had appreciated that action had been taken for two years. They understood that the school would not be able to do this every year.

8.2 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

9 REPORTS

9.1 REPORT OF THE CHAIR

The Chair had looked into a complaint related to the Behaviour Policy at stage two. She had responded and the complaint was not being taken further. She would be able to feed points made by the Complainant into the Curriculum and Standards Committee where the Behaviour Policy was due for discussion.

The Chair had been invited to be the independent member of the Complaints Panel of an Academy and had found the experience useful.

9.2 REPORT OF THE SAFEGUARDING GOVERNOR

9.2.1 KCSiE

Governors were reminded of the Safeguarding Information document and should pay attention to the section on filtering and monitoring. The Data Protection Governor would be the Link for this area and the Safeguarding Governor would also cover the topic in discussion with the DSL. A filtering audit would be done shortly with the IT provider who had carried out cybersecurity tests previously.

Governors were reminded to read KCSiE and confirm via Governor Hub that they had done so.

9.2.2 Annual Safeguarding Return

The Annual Safeguarding Report to Governors had been completed, submitted and published on GovernorHub. It had raised no issues.

9.2.3 Child Protection Policy

Governors agreed the Child Protection Policy which had been updated to comply with KCSiE 2023.

9.2.4 Training

The Headteacher was planning a mop up safeguarding session which Governors could attend. Governors who could not make a session in school were booking on a range of alternatives.

9.3 REPORT OF THE SEND GOVERNOR

Governors noted that all mainstream schools have a duty to produce a SEND Annual Information Report and the school's report was being updated. The SEND Governor would talk to the SENCo about the plan for the year.

9.4 REPORT OF THE DEVELOPMENT GOVERNOR

A Governor training package was purchased from Bucks Education Partnership (BEP). Live webinars and on line modules are available through Governor Hub. Governors were asked to book into a safeguarding course and one other to keep up to date.

The LA offered some training and membership of the NGA, practically at full price. BEP training was sufficient so the LA offer had been declined. The situation would be reviewed next year.

9.5 GOVERNOR VISITS

Governors noted the reports on the following:

- Science visits July 2023
- Numeracy visit.

Governors were asked to arrange visits to Curriculum Leads either directly or through the office. Progress reports would be available on Governor Hub.

The subject information available on the website was being reviewed. It was possible that there would be an opportunity to refresh the website so for the moment, work on the content continued but it was not being published. When the timing of the refresh was known, a decision on publishing the changes would be made.

10 OTHER MATTERS

Governors

10.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2025

Governors agreed that they would not request any changes to the school's current arrangements. They did not wish to comment on any aspects of the Local Authority's proposed Admission Policy and arrangements.

Governors noted that the information about the school on the LA's admission site was out of date. The Headteacher would investigate.

10.2 SCHOOL WEBSITE

An audit would be done. The Clerk would check that an up to date audit spreadsheet was available.

11 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings were confirmed:

- Thursday 23 November 2023 at 7
- Thursday 25 January 2024 at 7
- Thursday 14 March 2024 at 7
- Thursday 9 May 2024 at 7
- Thursday 4 July 2024 at 7

12 ANY OTHER BUSINESS

12.1 School Travel Plan

The parking situation had not improved and JRSOs would be arranged. A member of Support Staff would take on the work with the JRSOs as additional paid time.

The footpath on Bottrells Lane, which was used by many children as a route to school, had become muddy and avoiding this area was dangerous. After discussions, the Parish and Buckinghamshire Councils had agreed that the responsibility was with Buckinghamshire. Local Buckinghamshire Councillors can access a delegated budget which could be used to renew the section of footpath. The School Travel Plan Committee would discuss at its next meeting how to raise the need for this safer route to school with them most effectively. The Year 6 Citizenship task of writing a letter to a Council on road safety was noted and would be helpful.

Other road safety actions were noted. The two zebra crossings were to be raised. The kerb at the top of the road had been fixed. A local resident had warned the school of children running out into the road. He had agreed to put a sign on his fence and cut back a bush. A bike barrier would be installed to slow everyone down. This and the Bottrells Lane situation showed how well the link with the Parish Council was working.

12.2 Parking restrictions

The Headteacher would follow up with the LA the parking restrictions that

ACTION

Headteacher

Clerk

STP Cttee

Headteacher

had been requested.

13 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