

SUMMER TERM 2023

MINUTES of the second meeting of the Governors of Chalfont St Giles Village School held at the Junior School on 6 July 2023 at 7.30 pm

PRESENT:

Bob Albery	Eleanor O'Connor
Ann Alderson	Hemal Pandya
Patricia English	Becky Spencer
Alastair Haywood (Headteacher)	Penny Thomson
Elaine Hoare	Russell Turner
Nigel Hobbs	Donna Westall (Chair)
Katherine Mannion	

IN ATTENDANCE:

Gill Brown	Associate Member
Ann Baines	Clerk

ABSENT:

Sri Akunuri	(apologies received and accepted)
Lisa Higgin	(apologies received and accepted)
Clive Jones	(apologies received and accepted)
Jessica Svensson	(apologies received and accepted)

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

	ACTION
<p>1 NOTIFICATION OF ANY OTHER BUSINESS</p> <p>The following item was raised as Any Other Business:</p> <ul style="list-style-type: none">• Strawberry Fair	
<p>2 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest in items on the agenda.</p>	
<p>3 MINUTES AND MATTERS ARISING</p>	
<p>3.1 MINUTES</p> <p>The Minutes of the meeting held on 11 May 2023, having been circulated, were confirmed as an accurate record. The minutes were signed by the Chair. A signed copy of the Minutes would be made available in school.</p>	Headteacher
<p>3.2 MATTERS ARISING</p>	
<p>3.2.1 GDPR and H&S training reminder (minute 3.2.2)</p> <p>Most of the Committee members had done the relevant training.</p>	
<p>3.2.2 Parking (minute 3.2.3)</p> <p>The situation remained a concern and a Governor had recently received abuse when asking a parent to move a car. Some parents hesitated to approach those whose vehicles were obstructive as they felt they could be</p>	

threatened.

The Headteacher had applied to the LA for new lines on the roads at both school sites and their views were awaited. The LA Property Services team would provide a pollution monitor on the side of the school. Whilst this was not for traffic purposes, the school would have access to the data. Next year, work on the School Travel Plan would be supported, perhaps by an LSA, and JRSOs would be active. The Induction briefing for Nursery, Reception and Year 3 parents and introductory booklet would include the advice not to drive up School Lane at drop off and pick up.

3.2.3 Parish Council link (minute 10.2)

Jane Chamberlain, the Parish Council link for the school, had visited the Infant School and would visit the Juniors before the end of term. The meeting had been useful and her involvement will be valuable.

4 STRATEGIC MANAGEMENT

4.1 Report of the Headteacher and staffing plan for 2023-24

Governors noted the papers posted on Governor Hub.

Staffing plan for 2023-24

The school was fully staffed for September including SSAs and MDSs. Transition Day had gone well. New Reception parents and children had been in school for 45 minutes. The school would be full in Nursery, Reception and Year 3.

Q1 **Staff absence was quite high. What was the issue? Were staff able to take holiday in term time?**

The absence data included compassionate leave, which was granted in exceptional circumstances, and there had been need for this in the Summer term. Staff were not entitled to take holiday during the term other than part time staff on days they did not work. However, there had been requests for occasional days at the start or end of term which would make a difference to holiday costs and were understandable in current circumstances. Advice had been taken from HR about staff asking to take unpaid leave. The advice was that this could be agreed as long as it suited the business of the school. The amount of unpaid leave had become disruptive at times and it will be reinforced to staff that they do not have the right to take days off for holidays. Also, if they have to take planned absence the onus is on them to try to arrange internal cover. The request form for leave of absence was being changed in the light of this and the Personnel Committee would look at it in detail.

Q2 **Do you support staff in exceptional circumstances?**

Where there is need, we give what support we can. There was little long term sickness but, when this happened, the school made good return to work arrangements. No member of staff had taken further absence because of an unsuccessful return to work plan which demonstrated the effectiveness of those arrangements.

Q3 Do staff have access to Occupational Health (OH) or similar support?
The school buys into an Employee Assistance Programme which is free of charge for staff and can be accessed at any time. The information is on display and will be in the Staff Handbook which is being redrafted. The school can make referrals to OH through this service and has done so.

Q4 When will Curriculum Leaders be agreed?
SLT had not finished the allocations and there would be some changes at the Infant School.

Q5 How long should a teacher have a Subject Lead role for?
It depends. It takes a year to get to grips with a subject and teachers can prefer to go on to develop it further but others request a change to do something different.

Q6 Are staff happy with their allocations for 2023-24?
Yes. Teachers were asked for preferences but without any guarantee. Where their preference had not been possible this year, explanations had been given. There were few changes at the Juniors but new staff at the Infants would mean more change.

Other questions

Q7 Under whole class responding, what is meant by ABCD fingers?
It is a method of engaging as many as possible by giving a question with options for the answer. Different fingers are raised for the different options.

To what extent do PP and SEND pupils attend extra curricular clubs? To what degree do you push the clubs?

This is not tracked centrally. PP pupils are targeted in the offer letter and clubs are covered in the talk to PP parents. The intention is for the parents to approach the staff rather than staff chase the pupils. The SENCo talks about the offer and the benefits of clubs during the SEN Reviews where children are also eligible for PP. Not all parents attend the Review Meetings. The Strawberry Fair was an example of enabling PP pupils and families to attend. Wristbands were offered for entry and a voucher for a burger but, as ever, it was difficult to word the offer and avoid embarrassment.

The Headteacher thanked Governors for all their hard work and help given to the school during the year. Their willingness to volunteer and support the school was valued.

4.2 School Development Plan/Self-Evaluation Form (SEF)

Governors noted the progress on the SDP and the assessment in the SEF.

What would be done in the outstanding action for Early Years?

There is an action to do a short Pupil Voice by the end of term. Topics would be taken from the Parents Survey and might include something on transition for Reception.

Would 'No More Marking' be taken further?

No. Year 6 teachers had done the training. The method was the approach taken in the school already but on a larger scale.

What was the progress on curriculum planning?

It would continue next year.

5 GOVERNING BOARD ROLES FOR 2023/24

Governors had responded with their preferences and most had wanted to continue with their roles. Hemal Pandya had taken on EY and would also take PE from Jessica Svensson. He and Russell Turner were interested in learning more about data next year. Clive Jones would join Personnel Committee.

Governors reappointed Ann Alderson as Co-opted Governor and Eleanor O'Connor as Local Authority Governor in line with the Instrument of Government. The Clerk would seek confirmation from the LA about the appointment of the LA Governor.

Clerk

6 COMMITTEE MINUTES**6.1 Communications Committee**

The Communications Committee meeting had been deferred but the findings of the Parent Survey had been published on Governor Hub and were summarised in the meeting. As the survey had been the same for two years, findings were robust and comparable over time as well as with Parent View.

6.1.1 Responses

The responses were from a similar number of parents and covered a similar number of children as the previous year. The number was lower at the Infant School but those parents had completed Parent View for the Ofsted Inspection. Parents can complete the survey only once and are asked how many children they have in school. The responses are then attributed to each child. In the majority of cases this is no problem but some parents would want to answer differently for each child. It was the best solution but was not entirely accurate.

Overall, the responses were extremely positive and better than last year. Looking at the percentages agreeing in the key measures:

- **My child is happy at this school.** 91% agreed, down from 96% in 2022. The Junior School dropped from 93% to 88% but there were 4% Don't Knows this year.
- **My child feels safe at this school.** 98% agreed as in 2022. The Infant school remained at 100%.
- **My child does well at this school.** 89% agreed, slightly down from 91% in 2022. The Junior School rating was up from 85% to 87% and at the Infants this went down from 98% to 92%.
- **I would recommend this school to another parent.** 93% agreed, up from

88% in 2022. The Junior School rating rose from 81% to 91%. Parents were more engaged and more extra curricular activities had restarted.

Areas for concern from last year were around communication and were addressed through an action plan with the following results:

- **The school make me aware of what my child will be learning during the year.** 14% disagreed, down from 16% in 2022. At the Juniors, it was down from 18% to 10% but Infants disagreeing went up from 15% to 21%.
- **The school has high expectations for my child.** 17% disagreed down from 24% in 2022. At the Juniors disagreement was down from 32% to 18%. At the Infants disagreement was up from 13% to 15% but the “don’t knows” came down from 13% to zero.
- **The school lets me know how my child is doing.** 15% disagreed overall, down from 20% in 2022. Disagreement was down at the Juniors from 24% to 13% but up from 17% to 21% at the Infants.

Other areas of positive response were around behaviour and personal development.

6.1.2 Free form comments

Most of the critical free form comments were about not stretching the more able children as much as possible and that, whilst nurturing was positive, it hurts those that have higher potential. The expectation was now that the curriculum would allow pupils to broaden their knowledge and skills rather than progress to the next year’s curriculum content. Sometimes parents did not understand or agree with this. It could be that this criticism came from other parents because schools did not provide preparation for the Secondary Transfer Test.

6.1.3 Conclusions

Looking further into responses, the Headteacher had e mailed those who had asked for a response. Whilst some had just wanted an acknowledgement of receipt, a small number of specific discussions had resulted. The findings would be considered further to inform the questions to be asked at the next Parents Evening.

Governors thanked Bob Albery for his work on the survey.

6.2 Curriculum & Standards Committee

Minutes of the Curriculum and Standards Committee meeting held on 20 June 2023, having been circulated, were noted.

There had been informative presentations on Art and D&T. A number of policies were agreed and were listed in the Committee minutes. The SEN Policy would be reviewed in the Autumn term. Small changes to the Uniform Policy were endorsed – ties were not required at the Junior School in Summer and dark grey jogging bottoms without logos should be worn in the

Comms Cttee

Nursery and Infant School.

Was second hand uniform available?

Yes. It was organised by the PTA.

6.3 FINANCE COMMITTEE

The minutes of the Finance Committee held on 10 May 2023 had been circulated and were noted. The key points had been given at the previous meeting. This had included agreement to submit the Budget and three year financial plan and changes to the Nursery Admissions Policy.

The Committee had not met in June as there was no additional information for the budget. Locally, the budget template for the Junior School was still awaited and, nationally, the teachers' pay award had not yet been announced.

Did the school have any lettings to bring in income?

There were regular lettings to the after school club and an evening Pilates session. The hirers were trusted to lock up so they did not pay a charge for that service. Occasionally Shakmans Field was hired.

The outcome of discussions about Support Staff pay would be taken as a confidential item at the end of the meeting. See Part 2 Confidential Minutes

6.4 Infrastructure Committee including Sustainability

Minutes of the Infrastructure Committee meeting held on 15 June 2023, having been circulated, were noted.

The LA had agreed to complete the following, much of it this Summer:

- Window replacement in two classrooms
- Flat roof replacement, which had been repaired often.
- Boiler in the cottage
- Gas pipe to the Infant School
- Fuse boards
- New boilers for the Infants in 2024

The DfE Condition Survey would be done in both schools this summer.

A lighting survey indicated savings if the schools moved to LED bulbs and would be funded by the LA. These bulbs were already being used as replacements where practical and would now be done more quickly. The Infant School hall lights were the priority.

A lot of maintenance remained to be done. The LA would be chased for some of the works. The school was still looking to recruit an apprentice but a local handyman service would be tried out before the Summer. The Headteacher and Business Manager were to meet the Site Manager to plan jobs for the Summer.

Could parent volunteers be brought in?

Parents had done some painting previously but not in recent years. It was a

<p><i>possibility in the Autumn term and local companies could also be approached for volunteers.</i></p>	<p>ACTION</p>
<p>6.5 Personnel / Pay Review Committee</p> <p>The Personnel Committee would meet the following day and discuss in more depth some of the issues raised in the Headteacher’s report.</p>	
<p>6.6 Performance Management Governors</p> <p>The Performance Management Governors were currently Donna Westall, Bob Albery and Sri Akunuri. Appointments would be confirmed in the first meeting in Autumn.</p>	<p>Clerk: agenda</p>
<p>6.7 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES</p> <p>These Committees had not needed to meet. A complaint had been resolved through a meeting with the Headteacher and Deputy Headteacher.</p>	
<p>7 REPORTS</p>	
<p>7.1 REPORT OF THE CHAIR</p> <p>The Chair had not taken any action under emergency or delegated powers.</p>	
<p>7.2 Development Governor</p> <p>Training would be purchased from BEP again next year. The offer from BESST was not strong enough and sessions were from 6.30-7.30 which was a difficult time for Governors who were parents. The BEP arrangement was good value for a large GB rather than paying for individual courses. Governors were asked to do at least one course or update every year.</p>	<p>All Governors</p>
<p>7.3 Safeguarding Governor</p> <p>The Safeguarding Governor had met the Headteacher that day and would circulate a report.</p> <p>The Annual Safeguarding report had been covered. KCSiE 2023 and the changed requirements were a major topic for discussion. The inclusion of social media checks in recruitment would be reviewed after a year. The use of CPOMS was going well. Web filters were the responsibility of Turn It On, the IT providers. The Child Protection Policy would be changed to align with KCSiE 2023.</p> <p>Governors were invited to a comprehensive safeguarding training session on 4 September, 9.30-12.30. This would be a full update.</p> <p><i>Are there any short safeguarding sessions for Governors?</i> <i>There would be sessions for volunteers in Autumn but they were not yet</i></p>	

arranged. There would be shorter courses from BEP, Modern Governor, BESST or The Key (Governor Knowledge).

7.4 Wellbeing Governor

Wellbeing had been discussed in the safeguarding meeting. The pastoral provision in the school was excellent but the ELSA was overloaded. All the external support services were also stretched, for funding and staff, and the waiting time for a CAMHS appointment had now reached 36 months. The situation in other counties was not as severe.

It was a busy time of year for staff. The resolution of the salary discrepancy with other LAs had been appreciated by support staff.

7.5 Equality Governor

There was no report in the meeting.

7.6 SEND Governor

A meeting had been done with the SENDCo who was covering the role well this year. The report of the visit would be shared.

7.7 Pupil Premium Governor

A Handbook of the Pupil Premium projects in Bucks had been published but the school had not been included as felt it the support required to complete the evaluation had not been provided.

The participating schools had different priorities. The school's priority remained engagement with parents and carers. Other groups in the project were going to work on engagement but those ideas had already been put in place so would not be of benefit. Funding of £4,500 remained so a different project would be identified with the Liaison Group in Autumn.

Governors noted that the PP offer, now referred to as Disadvantage, was good and was carefully tracked. Having parents involved continued to be the priority.

7.8 CURRICULUM GOVERNOR VISITS

The following visits had been made and reports shared:

- GB monitoring visit on Oracy. The pupils had seemed enthusiastic and comfortable about it.
- Pupil progress data meeting
- French
- Early Years
- Geography
- Maths

Science – visit made and report to be shared.

Music – initial visit made and another to be made to a lesson.

7.9 School Travel Plan

See item 3.2.2

8 DATES AND TIMES OF FUTURE MEETINGS

The following dates were agreed:

- Thursday 28 September 2023
- Thursday 23 November 2023
- Thursday 25 January 2024
- Thursday 14 March 2024
- Thursday 9 May 2024
- Thursday 4 July 2024

Governors would consider whether a start time of 7pm would be achievable.

Clerk's note: Governors agreed to meet at 7pm next year.

Chair

9 ANY OTHER BUSINESS

Strawberry Fair

Thanks were due to all who had supported and attended the event. Over £7,000 had been raised. Governors appreciated the PTA's hard work in putting on the event. The Year 6 Fun Day would have activities and a disco rather than a barbecue.

10 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 ended at 9.10 pm.

Signed Date

CHAIR

PART 2

CONFIDENTIAL MINUTES of the meeting of the Governors of Chalfont St Giles Village School
at the Junior School on 6 July 2023 at 7.30 pm

CIRCULATION: Governors and Associate Members

6.3 Support staff pay

Governors invited Penny Thomson to remain for this item and she did so.

A sub Committee of Finance Committee had been tasked with taking the earlier discussions to a conclusion and met on 9 June 2023.

In considering Support Staff pay, Governors had looked at two proposals: one relating to an ongoing supplement for the pay of LSAs and SSAs subject to certain criteria, and the other was a one-off payment to recognise the poor pay awards for all Bucks Pay staff and help a little with the cost of living.

In recognition of the relatively poor pay award last year, all Bucks pay staff would get a £400 payment (pro rata for 32.5 hours) as a one-off payment, paid over three months (June, July, August). All Bucks pay staff had received letters confirming this.

Looking at proposals going forward, further discussions were needed to make sure that the commitment that was made would be financially sustainable in future. The initial proposals were financially viable this year but would lead to a deficit budget by 2025-26 if maintained at that level. Options for implementing payments would be discussed further in Personnel Committee.

ACTION

Signed Date

CHAIR