

SUMMER TERM 2023

MINUTES of the first meeting of the Governors of Chalfont St Giles Village School held at the Junior School on 11 May 2023 at 7.30 pm

PRESENT:

Sri Akunuri	Eleanor O'Connor
Bob Albery	Hemal Pandya
Ann Alderson	Becky Spencer
Patricia English	Jessica Svensson
Alastair Haywood (Headteacher)	Penny Thomson
Elaine Hoare	Russell Turner
Clive Jones	Donna Westall (Chair)
Katherine Mannion	

IN ATTENDANCE: Ann Baines Clerk

ABSENT:

Gill Brown	(apologies received and accepted)
Lisa Higgin	(apologies received and accepted)
Nigel Hobbs	(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• Nursery Admissions Policy (taken at item 4.2.5)• Parish Council link person for the school	
<p>2 DECLARATIONS OF INTEREST</p> <p>The following declaration of interest was made:</p> <ul style="list-style-type: none">• Clive Jones declared an interest in the item on Nursery Admissions Policy. Governors agreed that he would take part in the discussions.	
<p>3 MINUTES AND MATTERS ARISING</p>	
<p>3.1 MINUTES</p> <p>The Minutes of the meeting held on 16 March 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 Plans for the SDP from September and the inclusion of actions for Governors (Minute 5.4)</p> <p>Governors agreed that there should be a target in the SDP for Governors. It should be around Governor Visits possibly covering:</p>	

	ACTION
<ul style="list-style-type: none"> • Clearer structure for visits • The Curriculum areas to be covered • A Monitoring Visit each term • Training, perhaps including Pupil Voice. 	
<p>3.2.2 Governor training on GDPR for Communications Committee and Health and Safety for Infrastructure Committee (Minute 8.2) Some Committee members had completed the training. Others were encouraged to use the modules on Modern Governor if no webinars were available.</p>	<p>Infrastructure & Comms Cttee Governors</p>
<p>3.2.3 Parking – PCSO to be invited to attend (Minute 8.10) The PCSO had attended but after 8.45 by which time Parsonage Road was clear. It appeared that traffic enforcement powers had been removed from PCSOs and Traffic Wardens had the enforcement authority. PCSOs could nevertheless be present as a deterrent at times and that request had been made. The advice was to apply to the LA to have no stopping signs during appropriate times and the Headteacher had the link to begin the process. If successful, some parents would be deterred but others would not. The signs might be a support to anyone from the school who was patrolling the area.</p>	<p>Headteacher</p>
<p>The School Travel Plan was still in place and the Working Group met regularly. Reminders about parking further away from school were covered in the weekly e mail to parents. In the past, other methods had been tried. Patrols had been effective to some degree but involved a lot of effort, volunteers were subject to poor behaviour and the deterrent effect did not last. A system of drop off and crocodiles had worked but needed sufficient volunteers to run it. A ‘go for gold’ system had encouraged walking to school with stickers and other prizes but also required volunteers. These schemes had created a culture which had now been lost.</p>	
<p>4 STRATEGIC MANAGEMENT</p>	
<p>4.1 OFSTED REPORT</p>	
<p>Governors found the Ofsted report useful. They noted that the Inspector had checked everything with different people and pupils.</p>	
<p><i>What drove the comment about the curriculum in the Ofsted report? It came from the History deep dive?</i> <i>The curriculum had been developed recently and had not been taught through a complete cycle. As a result, there was not enough evidence in the books. The Inspector said there was no doubt that the History curriculum would be good but it lacked evidence at the moment.</i></p>	
<p><i>When might the schools be inspected again?</i> <i>The intention was to inspect schools every four years but the programme was running behind at the moment. On that basis, the Junior School would be inspected in January 2024 and the Infant School in February 2027 but these were estimates.</i></p>	

Had there been feedback from parents?

A prospective parent on a tour of the Infant School had congratulated Katherine Mannion on the inspection outcome.

4.2 UPDATE FROM THE HEADTEACHER AND GOVERNORS' QUESTIONS

The Headteacher had shared an interim report, including a safeguarding update, ahead of the meeting which was noted by Governors. He highlighted the following points.

4.2.1 Attendance – pupil attendance had changed little at 93%.

4.2.2 Staff absence – see Part 2 Confidential Minutes

4.2.3 Allocations for September – Both schools would be full in September.

4.2.4 Strike action – three further days had been agreed in June and July but no dates had been set. The Infant School remained largely unaffected and one class in the Junior School had closed each strike day. Parents' support and understanding in the affected class were wavering as their children were the only ones who were currently having to remain home from school. The three other unions were balloting for strike action this term with a view to holding co-ordinated cross union strikes in the Autumn term.

Q1 *Has the NAHT guidance changed?*

The difference was that striking teachers would go in to teach exam classes. Some Headteachers were covering classes. It was feasible where there was just one class where a teacher was on strike but was an individual decision. The point of the strikes was fundamentally about funding for schools. The Government methodology stated that that pay deal was fully funded and that schools could afford to pay it but the situation differed at local levels.

Q2 *One class had closed on each strike day. Is there evidence of those pupils being impacted by not being in on strike days?*

No. They were given work to complete.

Q3 *Would it be possible to rotate so that different children were affected?*

For that to happen, the Headteacher would have to ask other teachers to cover for a striking colleague and they might not be willing to do so. Many supply teachers said that they would not be available for strike days. It would be possible to talk to teachers to find their views. If no one was willing, parents could be told that the question had been asked.

4.2.5 Nursery

Governors agreed to take the Nursery Admissions and Charging Policy in this item.

There were 35 applications for places in the Nursery in September. In the current year, the Nursery accepted 37 in the morning session but, due to

space restrictions over lunchtime, only 22 places were available in the afternoon. A review had taken place to find ways of increasing the afternoon capacity for those who asked for 30 hours.

The floorplan would allow 28 and, by including the foyer, the number had been increased to 37. This number of children was a lot for four members of staff, although within ratios. The conclusion, discussed at Finance Committee, was to change the Published Admission Number (PAN) to 30 for morning and afternoon sessions. An arrangement had been made to use the hall to add to the lunchtime capacity. There would be three staff for the morning and three for the afternoon. Setting the maximum number at 30 would require Governors to agree the change in the PAN. Once agreed, the LA would not be able to require the school to take priority children above that number.

September allocations had gone out to 30 parents where the child was in catchment or had a sibling in the school. Another child was deferring Reception entry so there would be 31. The remaining applications were for children outside catchment and who had no sibling in school.

Does this mean that any offers for September would be withdrawn?

No. The 30 offers that had been made were to children in catchment or who had a sibling in the school.

Were there other changes to the Policy?

Parents who paid for 15 hours would make the payment through Parentmail. This was a change in the Charging Policy.

In the Admissions Policy, Governors clarified that offers would only be made for the term after a child turned three years. The Admissions Policy asked for one week's notice to vary afternoon sessions to ensure that there would be adequate staffing in place. This would no longer necessary as there would be three staff each afternoon. If 20 or fewer children were in an afternoon session, one member of staff could be deployed elsewhere.

The Finance Committee had discussed the changes and recommended the changes in PAN and the policy. Governors agreed the Nursery Admissions and Charging Policy with the above changes and set a Nursery PAN of 30. The Policy would be published on the website.

5 COMMITTEE MINUTES

5.1 FINANCE COMMITTEE

The minutes of the Finance Committee held on 10 May 2023 would be circulated shortly. The key points were:

5.1.1 Budget

Both schools were in a better position at the end of 2022-23 than anticipated following receipt of additional funding for Ukrainian pupils and Nursery income. The end of year surplus at the Infant School was £81,660 and at the

Junior School £41,045. Both schools would be full in September which set the income for 2024-25 at the maximum. The third year of the three year forecast was now positive.

The Finance Committee, as delegated, had considered and approved the 2023-24 Budget and three year financial plan for submission to the LA. The Full GB ratified the Committee decision.

5.1.2 Support staff pay

Against the background of differential pay increases in Bucks and surrounding LAs and the wish to retain support staff, discussions about how potential awards could be made were continuing and would reach conclusions shortly. Governors recognised the value of support staff within the school.

5.2 PERSONNEL COMMITTEE

Governors noted the restricted minutes of the Personnel Committee meeting held on 28 March 2023 which had been circulated. They acknowledged that the full minutes included confidential and time sensitive items which were restricted to the Committee but could be available to all Governors at a later stage.

5.2.1 Recruitment on line checks

The scope of a trial to include social media checks had been agreed. After shortlisting and prior to interview, the school would ask for usernames on Linked In, Facebook, Instagram and Twitter and look at the last 3 months' posts as well as conducting a Google search. Any matters of concern would be reported to the interviewer and could be raised at interview to allow the candidate to explain them. The office staff would carry this out as they would not be involved in the interview. Governors noted that it would be necessary for them to use personal devices as the school's internet filtering system would not allow access to the social media sites. The trial would last for the rest of the year and the Headteacher would report back.

Was this brought in to follow statutory guidance?

KCSiE said that schools should consider doing this. Schools then would work out how it could be done. The trial was a way to find out if it was workable.

5.2.2 Staffing

Staffing for September would be discussed at the meeting on 7 July.

5.2.3 DBS Policy and Procedures

A volunteer application form was agreed which would be completed by any person wishing to volunteer for the school for the first time. It would ask what activity the volunteer would commit to and ask them to contribute to the cost of the DBS check on a voluntary basis. If a DBS lapsed because a volunteer did not come into school for three months, they would be asked to fund the necessary re-check. The DBS policy for volunteers would be reviewed offline in conjunction with Helen Draper and in readiness for September.

How did the Volunteer Risk Assessment Flow Chart fit into the DBS

arrangements?

The flowchart was to establish whether the volunteer would be involved in a regulated activity and so would need a DBS. There were occasions, for example when a parent volunteer without a DBS accompanied a trip, when a risk assessment would be completed. Arrangements would then be made to manage the risks, for example, that volunteers without a DBS would not be alone with a child.

5.2.4 Safeguarding report

Governors noted that the Safeguarding Governor would meet the Headteacher as DSL in July.

5.3 CHARITABLE FUND TRUSTEES

The Trustees had met on 10 May 2023. The Trustees and signatories were now correct in the Bank account records.

Due to concerns about the budgets in recent years, no allocations had been made and the fund now stood at around £30,000. Given the more positive budget circumstances, the Trustees had agreed to spend a substantial sum at each school. At the Infant school, funding would be towards an all weather shelter for Reception. Renewing and improving the equipment in the playground was the priority at the Junior school. Options would be researched and discussed with the School Council.

Parents who had contributed to the fund would be able to see that their children were benefitting and fundraising would continue.

5.4 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

6 REPORTS**6.1 REPORT OF THE CHAIR**

The Chair had not taken any action under emergency or delegated powers.

6.2 CURRICULUM GOVERNOR VISITS

IT – a second visit would take place to see the ICT suite in action and the report would cover both. Governors noted that 35 new computers would arrive the following day.

French – the earlier visit to Year 4 would be followed by a visit to Year 5 and they would be reported together.

Science – a date would be found for the visit.

Sustainability – a Sustainability Policy had been agreed and an action plan was being developed. A meeting with Julie Lloyd-Evans would catch up on progress.

Visits on Numeracy at the Infants and Music would be arranged and a

Governor would accompany the Year 4 trip to the Neasden Temple.

6.3 **Summer term monitoring visit**

The visit this term would be on oracy and sustainability would be the topic for Autumn. Six Governors would be needed to talk to three children from each class. Reception might be included. The Headteacher would suggest dates.

7 **OTHER MATTERS**

Governors noted the following revised DfE guidance notes which each covered a range of responsibilities, policies and contracts let by the school. Delegations were to the Committee which held the primary responsibility.

7.1 **DfE: Meeting Digital and Technology Standards in Schools and Colleges**

Infrastructure Committee would take this guidance which covered the IT provision. Governors noted that it also touched on safeguarding and PHSE through IT filters and GDPR.

7.2 **DfE: School Food Guidance for Governors**

Curriculum and Standards Committee would take account of this guidance when reviewing related policies.

7.3 **DfE Guidance: Mental Health Issues Affecting a Pupils Attendance**

Curriculum and Standards Committee would take account of this guidance when reviewing related policies and there were implications for safeguarding and Wellbeing.

7.4 **DfE Guidance: Teaching Online Safety in Schools**

Curriculum and Standards Committee would take account of this guidance when reviewing related policies and there were implications for safeguarding and PHSE.

7.5 **DfE Guidance: Providing Remote Education**

The changes to the guidance were noted.

8 **GOVERNANCE MATTERS**

8.1 **Co-opted Governor reappointments**

Governors reappointed Donna Westall, Patricia English and Katherine Mannion as Co-opted Governors for a further four years from the expiry of their current term.

8.2 **Governor roles for next year**

The Chair would circulate questions to find out preferences for roles and Committees next year to be returned in time for a decision at the next meeting. Succession to the roles of Committee Chairs should be considered. Stability was good but change could be beneficial too. In particular, Governors were asked to consider volunteering for the following roles:

All Governors

ACTION

- Membership of the Personnel Committee
- Early Years Governor
- SEND Governor
- Literacy Governor

9 DATES AND TIMES OF FUTURE MEETINGS

The following date and time was confirmed:

- Thursday 6 July at 7.30 pm

10 ANY OTHER BUSINESS

10.1 Strawberry Fair

Volunteers were invited for slots on the gate.

10.2 Parish Council link person for the school

No member of the Parish Council had the time for the commitment of becoming a Governor but Jayne Webster would be the link between the school and the Parish Council. She would be invited to visit the school to learn more and could be invited to attend a GB meeting for any item that the Parish Council could help with. The Headteacher would speak to her about support for the parking application.

Headteacher

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 ended at 8.55 pm.

Signed Date

CHAIR

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