

## AUTUMN TERM 2022

**MINUTES** of the meeting of the Governors of Chalfont St Giles Village School held at the School on 6 October 2022 at 7.30 pm

<b>PRESENT:</b>	Sri Akunuri Bob Albery Matt Carter Patricia English (by Zoom) Alastair Haywood (Headteacher) Elaine Hoare Nigel Hobbs	Katherine Mannion Becky Spencer Jessica Svensson Penny Thomson Russell Turner Donna Westall (Chair)
<b>IN ATTENDANCE:</b>	Gill Brown Felicity Mannick (by Zoom) Ann Baines	Associate Member Associate Member Clerk
<b>ABSENT:</b>	Ann Alderson Lisa Higgin Eleanor O'Connor Sonya Agar	(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 GOVERNOR APPOINTMENTS</b>	
Governor vacancies were taken at this point.	
The Chair welcomed new Governors and explained that Dave Cronen, Parent Governor, had resigned. There would be a request for nominations through the newsletter and a possible election.	<b>Headteacher</b>
Governors confirmed the appointment of Penny Thomson as Co-opted Governor. Governors had agreed to include a member of Support Staff as a Co-opted Governor. Having their perspective as well as teachers' views was valuable.	
Bob Albery was reappointed as Co-opted Governor and Becky Spencer had been re-elected as Staff Governor, unopposed. <i>Felicity Mannick joined the meeting by Zoom.</i>	
<b>1.1 ELECTION OF THE CHAIR</b>	
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 2023.	
<u>Donna Westall in the Chair</u>	

**1.2 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 2023. Governors should regard this year as a succession opportunity.

*Patricia English joined the meeting by Zoom.*

**1.3 OTHER APPOINTMENTS**

Appointments to other roles had been agreed on 7 July 2022. Sri Akunuri would take the role of IT Governor. When the new Parent Governor was elected, there would be an opportunity to hand over another of his roles.

**2 GOVERNOR VACANCIES**

See item 1

**3 NOTIFICATION OF ANY OTHER BUSINESS**

It was agreed that the following item would be discussed under Any Other Business

- Heating costs

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest in items covered at this meeting.

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.

All Governors

**5 MINUTES AND MATTERS ARISING****5.1 MINUTES**

The Minutes of the meeting held on 7 July 2022, 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.

Headteacher

**5.2 MATTERS ARISING****5.2.1 Schedule data review meeting (Minute 5 Q7)**

The meeting had been scheduled and held. The notes had been circulated.

**5.2.2 Publish list of Curriculum Leads for 2022-23 (Minute 5 Q10)**

The list had been published.

**5.2.3 Consider responding to the SEND Review (Minute 12.2)**

No response had been sent.

		<b>ACTION</b>
<b>6</b>	<b>ANNUAL REVIEWS</b>	
<b>6.1</b>	<b>STANDING ORDERS</b>	
	<p>Governors reviewed and adopted their Standing Orders which included</p> <ul style="list-style-type: none"> <li>• the Governors’ Allowances Scheme. Governors reviewed the allowance for childcare per hour and agreed it would remain £10 per hour maximum.</li> <li>• Delegation of Functions to Chair and Headteacher</li> <li>• Virtual Attendance Policy. Suggested changes, which reflected the current approach to virtual meetings, had been circulated and were agreed. The Policy would be updated and posted on Governor Hub.</li> <li>• Collaboration arrangements</li> </ul> <p>Governors noted the recommendation that reciprocal collaborative 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>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>Governors confirmed Ann Baines’ appointment as Clerk.</p> <p>The Clerk would arrange for these documents to be published on GovernorHub.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>6.2</b>	<b>COMMITTEE TERMS OF REFERENCE</b>	
	<p>The Communications Committee terms of reference had not changed. The Infrastructure Committee had agreed the updated terms of reference and the Curriculum and Standards Committee were in favour of the minor changes which had been circulated electronically. Governors reviewed the remaining terms of reference which had minor changes and adopted them with the exception of the Finance Committee as the Committee would review the financial delegations.</p> <p>The Clerk would arrange for these to be published on GovernorHub</p> <p>Governors had reviewed and agreed the membership of their Committees on 7 July 2022 and Penny Thomson would join Curriculum and Standards Committee. This information would form part of the statutory information to be included on the school website.</p>	<p><b>Finance Committee</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>6.3</b>	<b>GOVERNORS’ CHARTER AND CODE OF CONDUCT</b>	

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 the Code of Conduct on GovernorHub

All Governors

## 7 STRATEGIC MANAGEMENT

### 7.1 UPDATE FROM THE HEADTEACHER AND GOVERNORS' QUESTIONS

The Report of the Headteacher, having been circulated, was received by governors who welcomed such full information at this stage of the term. The interim report was accompanied by:

- Growing Great Learners for 2022
- Pupil Premium Strategy
- Infant and Nursery SEF 2022
- School Development Plan
- Strengths and next steps
- Infant Clubs
- Junior Clubs Autumn timetable
- Staff Meetings Autumn 2022

The Headteacher summarised his enjoyable start to the term, getting to know how things work at the two sites and meeting children as well as staff. Staff had appreciated the opportunity to meet him 1:1. He had continued Elen Peal's work on the SEF and SDP with a greater focus on the Infant School given that an Inspection was pending.

Much was in place at the Infant School but it could be streamlined in line with the Ofsted framework. Following concern that Headteachers who were also Ofsted Inspectors had an advantage through their detailed knowledge of the evidence required, the Subject Guidance had been made available but not by Ofsted. The language used in defining strong and weak evidence was specific and preparation would take account of this. The Headteacher would post these documents on GovernorHub. Staff were ensuring that CPOMS recording was streamlined as well.

Headteacher

The Headteacher gave an update on the safeguarding incident at the Nursery. In addition to reporting to the LADO, he had contacted Ofsted to find out if he should also report the incident to them. He had now received a response that, as it is not a stand alone Nursery, there was no need to report it to Ofsted but he should inform the DfE. He had now asked the LA how he should report the incident to the DfE.

Governors thanked the Headteacher for dealing with the incident professionally and fully. He had made changes as a result.

#### Q1 Questions

***A no hands approach, using a lolly stick for each individual, was used in class. Was this effective?***

*Yes it worked well.*

**Q2** *The attendance at the Infant School seemed low. Were there specific reasons for it?*

*The figures were for the short period up to 28 September. Attendance had been affected by a sickness bug in those few weeks. Children whose attendance had been a concern in the past had not been absent this term.*

**Q3** *Was the level of paid and unpaid leave for staff unusual?*

*There had been different start dates for schools in the area which had caused some difficulties. There was still a degree of catch up for events postponed for Covid reasons.*

**Q4** *The number of pupils leaving seemed high. What were the reasons for this?*

*A number of families had relocated and, in one case where the family lived out of catchment, a place became available in a school much closer to home. There had been new starters in Years 4 and 6. More would start in Year 2 and Reception. Four were due to start imminently and Admissions advised that these could be included in the Census.*

**7.2 SCHOOL DEVELOPMENT PLAN (SDP)**

Governors adopted the SDP.

**8 COMMITTEE MINUTES**

**8.1 INFRASTRUCTURE COMMITTEE**

Minutes of the Infrastructure Committee meeting held on 20 September 2022, having been circulated, were noted. The Committee Chair sent the following report.

The meeting followed my visits to both sites on 2 and 6 September, when the Headteacher joined me.

On the positive side, the Infant School playground has been resurfaced and is looking good. It was just waiting for the markings to be added. At the same time the fence to the Reception play area has been replaced; this just needs rubbing down and painting. Another positive addition is the shelter/outdoor classroom in the Shakman Field, which will be a great asset to outdoor learning.

There are no major health and safety issues with the sites. However, there are a lot of maintenance issues, some of which have been recorded some years ago and which need to be addressed. Many of these are fairly minor, which can be done by Andy, given time. His time for maintenance over the last 2 years has been reduced due to covering absent staff; this should improve after this coming half term when a new dinner lady is starting. There are some more major issues such as the external repainting of the

Infant School, repairing rotting fascia timber at the Infant School, gutter replacement at both schools and repair of the fascias at the Junior School. There are also some issues for which Bucks Council have responsibility: the still leaking flat roof over the ATA room, blown double glazing and windows with opaque adhesive on at the Junior School, the cracking tarmac paths at the Junior School and a new door to the Hall kitchen at the Infant School, which have been reported to the Council with no further action to date.

In the Governance Consultative Board, the Chair had raised with the Director, Children's Services the slow response to maintenance needs. As a result, a meeting had been arranged on site with a Project Manager from the LA. The Headteacher would ensure that the Site Manager could carry out some small jobs to achieve quick wins. Governors suggested ways of involving volunteers but these would all require safety monitoring and supervision to ensure suitable standards.

## 8.2 OTHER COMMITTEE MEETINGS

The Personnel Committee would meet in November. Gill Brown had joined the Committee following Melvyn Bleakley's retirement.

The Finance Committee would meet on 19 October and the Communications Committee meeting would be arranged. The Curriculum and Standards Committee would meet in early November. The Carers' Policy for Schools was due for review and the Clerk would provide a link. The Headteacher would arrange for SLT to review the Curriculum Policy.

Clerk  
Headteacher

## 8.3 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 not taken any action under emergency or delegated powers

### 9.2 REPORT OF THE SAFEGUARDING GOVERNOR

#### 9.2.1 KCSiE

Governors were reminded to read KCSiE and confirm via Governor Hub that they had done so. The KCSiE training requirements for Governors were now at induction and then for a regular update. Safeguarding was a standard part of the induction at the school and available as a webinar or on line module through BEP on Governor Hub. Governors visiting the school should do an annual update. The Headteacher had done an update for staff and would circulate the date for the next training session so that Governors could attend.

Headteacher

Prevent was also a priority. The school provided regular training for staff

and Governors were recommended to update themselves through the Home Office on line training or Modern Governor online training via BEP.

On safer recruitment, KCSiE now covered looking at applicants' social media in the recruitment process. Personnel Committee would discuss this.

**9.2.2 Annual Safeguarding Report**

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.

**9.3 REPORT OF THE SEND GOVERNOR**

Governors noted that all mainstream schools have a duty to produce a SEND Annual Information Report: a retrospective account of the SEND provision that has been delivered over the last academic year. This report had been produced, shared on Governor Hub and published on the school's website as required.

**9.4 REPORT OF THE DEVELOPMENT GOVERNOR**

The Development Governor reminded Governors of their agreement to do at least one course during the year once induction had been completed. There was no charge for webinars and on line modules booked through Governor Hub as the school had purchased the package. There was good feedback on the courses taken so far.

**9.5 GOVERNOR VISITS**

Governors noted the following:

- Numeracy visits to Reception and Year 2 had been completed that day and a report would follow.
- Visits were booked in English and Early Years.
- A Pupil Premium visit would be arranged.

Governors were asked to arrange visits to Curriculum Leads through the Headteacher.

**10 OTHER MATTERS**

**10.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2024**

Governors agreed that they did not wish to comment on any aspects of the Local Authority's proposed Admission Policy and arrangements. They would not request that any changes to the current arrangements be incorporated in the consultation document, nor did they wish to comment on the current rules or request a change to the admission number.

A question was raised about any consultation requirements for the Nursery

	Admissions Policy. The Clerk would enquire.	<b>ACTION Clerk</b>
<b>10.2</b>	<b>DfE GUIDANCE: WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE</b>	
	Governors noted the revised non-statutory guidance published to support schools in maintaining a high level of attendance. The Attendance Policy was due for review in November.	<b>Curriculum &amp; Standards Cttee</b>
<b>10.3</b>	<b>DfE GUIDANCE: BEHAVIOUR IN SCHOOLS</b>	
	Governors noted revised non-statutory guidance published to support school leaders in developing policies to maintain high standards of behaviour. Governors asked about the agreed Behaviour Principles on which the Policy was based. The Chair had reviewed the Behaviour Policy from that perspective and reported that the Principles were within the Policy itself. There was no proposal to publish them separately.	
<b>10.4</b>	<b>DfE GUIDANCE: SEARCHING, SCREENING AND CONFISCATION</b>	
	Governors noted revised statutory guidance published to advise schools on searching, screening and confiscation powers. The Behaviour and Positive Handling Policies would be reviewed to ensure that the school's approach was covered.	<b>Curriculum and Standards Cttee</b>
<b>10.5</b>	<b>DfE SUSPENSIONS AND EXCLUSIONS GUIDANCE</b>	
	Governors noted revised guidance effective from 1 September 2022. The LA Exclusions Guidance was published on Schoolsweb. The Clerk would check that this was the latest version and share the weblink.	<b>Clerk</b>
<b>10.6</b>	<b>HSE ASBESTOS INSPECTIONS IN SCHOOLS</b>	
	Governors noted that a programme of asbestos inspections by the Health and Safety Executive would begin in Primary and Secondary Schools from September 2022. Governors agreed to delegate responsibility for reviewing asbestos management and plans for any inspection to the Headteacher. <i>Felicity Mannick left the meeting</i>	<b>Headteacher</b>
<b>10.7</b>	<b>PUPIL PREMIUM (PP)</b>	
	The PP Lead had prepared the Strategy and shared it with Governors. She would discuss it with the PP Governor before publication. Her intention was to raise awareness of the PP Strategy and had started this through a staff meeting. She would also meet English and PP teams and remind staff of what could be offered when an SEN pupil was also eligible for PP. Parents of this group of SEN pupils would be contacted and invited into school to discuss options.	
<b>10.8</b>	<b>RECOVERY PREMIUM FUNDING AND ELIGIBILITY 22-23</b>	
	Governors noted the Recovery Premium rate for 2022-23 of £145 for eligible	

pupils. The target group was disadvantaged pupils and any pupil adversely affected by Covid. Funding of £10.50 per hour was also available to subsidise tutoring sessions for children eligible for PP.

***How is tutoring provided?***

*It is offered after school for all PP pupils in blocks. TAs could be trained to provide the tutoring, sometimes in small groups. The DfE funding now covered 60% of the cost. The provision was under review.*

**10.9 REVISED SCHOOL INSPECTION HANDBOOKS**

Governors noted that revised School Inspection Handbooks had been published for both Graded (Section 5) and Ungraded (Section 8) Inspections. There were few changes.

**10.10 NATIONAL PLAN FOR MUSIC EDUCATION**

Governors noted the National Plan for Music Education published by the DfE in June 2022. The Plan recommended an hour of music each week but this competed with all other needs and recommendations. The Music Lead was currently looking for a Music scheme as it was a specialist area.

***Is there a choir at the moment?***

*A member of staff with a Music specialism would be required to run a choir. There were, however, opportunities for singing within the school and external opportunities, such as Echoes, were running again.*

**10.11 SCHOOL WEBSITE**

It was confirmed that all statutory information was available and up-to-date on the School's website. A one page summary Equality Statement had been added. The Clerk would send a link to the website audit tool.

Clerk

**11 DATES AND TIMES OF FUTURE MEETINGS**

The following dates and times of future meetings were confirmed:

- **Tuesday 22 November at 7.30 pm (change of date noted)**
- Thursday 19 January at 7.30 pm
- Thursday 16 March at 7.30 pm
- Thursday 11 May at 7.30 pm
- Thursday 6 July at 7.30 pm

**12 ANY OTHER BUSINESS**

**Heating costs**

The estimate for the Junior school, once the Government reduction had been applied, was £30,000. The cost had been £5,000 in 2021-22 and £7,000 had been included in the budget. The arrangement for the Infant School was a fixed rate tariff contract. The LA was trying to bring the estimate down. The school would be heated appropriately despite the estimated cost.

***Would usage be less this year as windows would not be open as much for ventilation?***

*This would depend on circumstances and some members of staff might want to continue the level of ventilation.*

Governors noted other pressures on the school budget as teachers' pay increases had not been funded by increased income and the calculation of holiday pay for term time only staff was subject to change.

**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 9.05 pm.

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

CHAIR