

SUMMER TERM 2022 – MEETING 1

MINUTES of the meeting of the Governors of Chalfont St Giles Village School
via Zoom on 12 May 2022 at 7.30 pm

PRESENT:	Ann Alderson Bob Albery Melvyn Bleakley Matt Carter Patricia English Lisa Higgin Elaine Hoare Katherine Mannion	Becky Murray Eleanor O'Connor Elen Peal (Headteacher) Sue Salmon Rose Smith Jessica Svensson Donna Westall (Chair)
IN ATTENDANCE:	Gill Brown Ann Baines	Associate Member Clerk
ABSENT:	Sonya Agar Dave Cronen Nigel Hobbs Felicity Warner	(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 NOTIFICATION OF ANY OTHER BUSINESS	
The following items would be taken as other business: <ul style="list-style-type: none">• Nursery Admissions Policy• Restricted confidential staffing item	
2 DECLARATIONS OF INTEREST	
There were no declarations of interest in items covered at this meeting.	
3 MINUTES AND MATTERS ARISING	
3.1 MINUTES	
The Minutes of the meeting held on 21 March 2022, having been circulated, were confirmed as an accurate record. The minutes were retained by the Clerk and would be signed by the Chair at a later date for retention in the school.	Chair / Clerk
3.2 MATTERS ARISING	
3.2.1 Communications Committee terms of reference published on Governor Hub (Minute 3.2.1)	
This had been done.	
3.2.2 Raising awareness of the importance of school attendance (Minute 6.1 Q10)	

The importance of attendance and the reason for the formal 1A letters had been explained in the weekly e mail to parents. The Headteacher had sent an email of thanks to the parents who had responded well to the previous round of letters. There had been a reduction in cases but the next set of 1A letters was ready to be sent. Some tweaks had been made to the standard wording following feedback. Where an attendance issue had been noticed but there had been no improvement, discussions were in place to make sure that parents knew what to expect in the end of year report.

3.2.3 First Aid Policy (Minute 10)

This was in progress and should be available for the next GB meeting.

Headteacher

3.2.4 Literacy Governor role (Minute 8.3)

When Rose Smith left the GB, Donna Westall would take the role for the time being.

4 GOVERNANCE UPDATE

Governors welcomed Matt Carter, the newly elected Parent Governor.

There would be a vacancy for a Co-opted Governor at the end of term. Two of the nominees for Parent Governor were interested in being considered for the vacancy. A group of Governors had discussed the criteria for selecting someone for the role and questions to ask. Responses were awaited. A time would be set to interview them and the Chair would ask for Governors' availability to interview.

Chair

STRATEGIC MANAGEMENT

5 Headteacher's update

5.1 Covid-19 Update

Absences had been relentless over the late Autumn and Spring terms. It had been challenging to find cover and the Headteacher appreciated the team work that staff had shown. There had been an impact on senior staff and the teams who were ensuring that the school could operate in a difficult situation. The current term had been successful so far in terms of Covid. The risk assessment now allowed the school to hold events and re-engage with parents in a range of opportunities.

5.2 Ukrainian refugee children, provision and support

The Government had announced funding of £6,500 per child but schools did not yet know if they would receive any of this. The additional children would be part of the October Census so would be included in the calculation for the 2023-24 Budget Share and PP eligibility. In the meantime, records were kept of everything that was done and what was spent so that evidence could be provided to the LA.

The school had received Ukrainian refugee children which made for additional pressure. Support, including SEND, was being sought from the LA. The staff were doing an excellent job to make them feel welcome and the children were accepting. Another child was about to join Y6 where the number would rise to 62. The LA had agreed to maintain the cap of 30 for Reception but could not guarantee to maintain numbers in other Year Groups.

The school and community were working in partnership but Governors recognised the additional pressure on staff after two terms of pressure. There was a wellbeing package but retention and recruitment could become a difficulty.

5.3 Staff arrangements

Plans for staff meetings next year were in place and a staff wellbeing survey had been conducted. SLT had met to recommend actions to reduce workload. One was streamlining processes for Subject Leaders to and giving them more time to address work:life balance. The financial plan made allowance for all the teaching and support hours required from September but this would not be confirmed until forthcoming interviews.

5.4 Questions

Q1 **How many Ukrainian children had joined the school? Were more expected and how were they settling in?**

Two had been allocated and now in the school. Another would join after 17 May. All were in the Junior School. Understandably, all were on edge and the school was making sure of a strong link with the host families as well as Ukrainian families. It was a complex situation and the LA was learning as well as the schools.

Q2 **Would there be extra funding for EAL?**

No but there would be funding for disadvantage or low prior attainment. A Russian speaker had made a great difference.

Q3 **There was £6,500 per child but what was the process?**

The Government had announced an amount but not yet specified what would be done with it. The funding would be provided through the LA which had said that they had used time and resources in setting up arrangements and support. They would need money for that. Governors considered raising the question with the MP.

Q4 **What were staff views on the Staff Survey Action Plan?**

It addressed the main issues. Feedback was that staff felt supported and could speak up. It had been quite helpful and SLT was trying to make changes. They were concerned that the information was not lost and was followed through. Two way communication was important. Pupil Progress Meetings had also given the opportunity to discuss paperwork and workload on an individual basis.

Q5 **Did the school feel back to normal or was everyone still trying to catch up?**

The procedures were so well embedded that the school had been in a strong position. The school, however, did not feel normal. The systems needed to be solid and they were not quite there. Observations and Learning Walks were producing good feedback. It was helpful for staff not to have the Covid restrictions and being able to talk to each other in the staff room was good for wellbeing. Resuming annual events was positive for everyone, although Governors understood that it might be challenging to run them. It was usual to build on experiences and everyone had learnt from the pandemic.

SATs followed the two relentless terms. Governors noted the DfE decision to go ahead with setting SATs assessments against 2019 outcomes despite the disruption

of the last two years. Only Ofsted would have access to the data. Doing the SATs was quite stressful but the children were happy and that was the priority.

6 COMMITTEE MINUTES

6.1 Communications Committee

The minutes of the Communications Committee held on 3 May 2022, having been circulated, were noted. The following items were highlighted.

6.1.1 Cybersecurity

This issue was covered by several policies. The school was dependent on Turn It On guaranteeing that the school was doing all it should to protect itself from attacks. The possibility of running a dummy attack would be discussed with the Business Manager. If a cyberattack could be simulated, it would test the systems and, hopefully, give some comfort.

6.1.2 GDPR

The suite of policies was reviewed and approved. They would be published. The Acceptable Use Policy included flowcharts around safeguarding from the IT perspective. These would be shared with the Safeguarding Governor and Headteacher to ensure they did not contradict anything elsewhere.

Cttee Chair

6.1.3 Events listing

This would be produced for this term.

6.1.4 Parent Survey

The Committee had decided to use the Ofsted Parent View questions this year. The findings would be useful in advance of a potential Ofsted Inspection at the Infant School. The responses were due by 18 May and the Committee would meet on 24 May to go through the results and set out actions.

Cttee Chair

6.1.5 Pupil survey

The Pupil Survey had been analysed and compared with the previous year. Grouping the two positive and the two negative points on the five point scale, across both schools, 90% were happy to come to school and 90% were positive on all topics. It was very encouraging and more positive than 2021. The percentage who felt safe at school was particularly positive at 92% and 93%. A comparison with 2021 would be published as soon as possible.

Ctte Chair

If a child had replied 'never' to a question around safeguarding, staff talked to them to make sure that they knew what to do if they felt unsafe. Feedback from Y5 and Y6 was that some had misunderstood the question, although some individual issues were found. 'Safe' meant different things to different pupils and the understanding of older children seemed to vary rather more. Governors were concerned that Pupil Voice by Ofsted Inspector would meet the same limitations.

6.2 Curriculum and Standards Committee

The minutes of the Curriculum and Standards Committee held on 5 April 2022, having been circulated, were noted. Governors noted the updated policies and the

planned reviews. The list of statutory policies was covered. The intention was to complete all reviews this term in preparation for September.

Following a suggestion that a member of staff could talk to the Committee about an area of the Curriculum, Becky Murray would cover Reading at the June meeting.

Pupil data review meeting

The Pupil data review meeting had been held on 29 April. The Deputy Headteachers had talked through the data for Autumn and Spring terms. On the whole, the situation was positive.

For the Nursery, the new statements were now on Target Tracker. There was no longer an 'exceeding' assessment for EY Goals. In Reception, 70% were at Expected and staff had conversations with parents to follow up. In Year 1, attainment and progress were good. In Phonics, the percentage at or above the pass score for the Screening test in the high 80%. For Year 2, the percentage at GDS was lower in Writing with an issue being looking back at work and editing mistakes.

In the Junior School, in Year 3 the attainment and progress was good at Expected. Maths was the issue and this was being addressed. Governors noted this as an effect of the significant disruption in their Years 1 and 2. Year 4 was also affected this way and focus was needed on Writing and Maths where support was in place. The Multiplication Tables Check was going ahead this term. There had been a pilot in 2019 but this would be the first time it was run. Year 4 pupils were practising and staff were confident they would do well.

Year 5 attainment and progress was good and pupils would be split three ways for Maths after SATs. Year 6 pupils were broadly on target in Reading and Maths but not in Writing. They had made very good progress since Year 5 and any issues were being dealt with.

Was there progress in using Target Tracker for non core subjects? It was used for Reading, Maths and, to some extent, Science. Would it be useful?

The way that curriculum progress reviews were done was under review. The data for other subjects was still not robust enough to be useful to Governors and it was suggested that it would be better to look at it at the end of the 2022-23 year.

Governors would need to understand when it would be useful to look at the data. Would they do this when they talk to the Subject Leaders?

Yes. That would be the place to talk and the Subject Leaders would be able to explain data and action plan. This was part of the distributed leadership model with wider responsibility for and understanding of the Curriculum.

PP and SEND Governors would need to know about any issues around those areas. How could that be done?

A question on those areas was in the report.

6.3 Finance Committee

The Finance Committee had met on 11 May 2022 and minutes would be circulated, shortly.

The Chair reported that the Budget and three year financial plan had been considered in detail and approved for submission. It was ratified by Governors. The budget balanced and had a small surplus at both schools to carry forward at the end of the current year. Further income was possible but not included and the approach to expenditure was conservative. Once the staffing situation for September was confirmed, the budget would be updated and could be resubmitted in October.

6.4 Personnel Committee

The Minutes of the Personnel Committee held on 22 March 2022, having been circulated, were noted. The Committee would meet again on 10 June when the Headteacher would give an update on the staffing situation. The model Health and Attendance Policy had been updated and was approved.

7 REPORTS

7.1 THE CHAIR

The Chair had not taken any action under emergency or delegated powers. She reiterated her request for volunteers for the Strawberry Fair.

7.2 DEVELOPMENT GOVERNOR

Governors discussed the selection of training and development provider for Governors. The options were Bucks Education Partnership (BEP) and the LA. BEP provided Governor Hub and unlimited training through on line training modules and webinars or £990. Resources and Advice would be £330. There was no increase in price.

The LA offer was at first for two terms and would then fit the financial year. It included a number of one hour training sessions rather than the two hour sessions offered by BEP. For unlimited sessions, the cost would be £600. A 50% discount was offered on standard NGA membership and Learning Link would cost £46. Governor Hub was not included in the offer.

Governors considered which offer would suit them best. What were their experiences?

The versatility of on line sessions was appreciated but the LA offered sessions only at 6.30 which was not convenient. The BEP webinars were good and Modern Governor modules were helpful. It would be even better if the webinars could be recorded. The quality of the LA provision was uncertain at the moment. The NGA was less used but did offer webinars on current issues which were recorded.

Governors decided to purchase the BEP package and the basic NGA membership through the LA. The NGA membership would be reviewed after a year.

Governors were asked to consider their roles and committee memberships and let the Chair know if they wished to make any changes. Roles could be agreed at the next meeting so that Governors were well placed to start the next year.

7.3 SAFEGUARDING GOVERNOR

The Safeguarding Audit had been discussed in the last visit and had been circulated to Governors. A different audit from the NSPCC might be used in June to make sure that nothing had been missed.

Governors were reminded of the training session on 16 May. Other training was available on line for those who could not make the session.

7.4 SEND GOVERNOR

A meeting had been proposed and would be arranged. Comments on the Government SEND Review would be discussed.

Governors noted the recent publication of the report of the Ofsted Inspection of SEND in Buckinghamshire involving both the LA and Health Authority. Although the provision had improved in places, the judgement was still Requires Improvement. The findings mirrored the school's experience of SEND provision particularly around Speech and Language Therapy, Occupational Therapy and Educational Psychology. Governors noted that the Head of SEND was leaving the role. It was apparent that the SEND team was working hard but children were being let down by, for example, the lack of Speech and Language Therapists. Staff in schools did all they could.

7.5 Infrastructure Committee and H&S site reviews

The site reviews would be done in advance of the Infrastructure Committee on 7 July. Governors noted that the Health and Safety Policy had been updated to include a contents page.

Governors noted that the LA Surveyor had asked to look at the whole Infant playground with a view to remaking it. The markings would then need to be replaced. The quote given for work on the playground in the Summer would have to be renegotiated. The Surveyor had also taken the Business Manager's suggestion to look at the Junior School terrace.

The Friendship Bench had been vandalised. Had it been repaired?

It would be put back in place after the playground had been resurfaced. The Rainbow bench would be robust and the playground gate would be improved as a deterrent.

Could there be something in both Junior playgrounds?

There was a striped bench in one and a plastic bench in the other.

7.6 CURRICULUM GOVERNOR REPORTS

7.6.1 Visits reported

The following reports had been published:

- Science
- Art in Year 3
- DT
- PSHE

History visits to the Infant School had observed the children to be fully engaged in a historical aspect of their topic on Africa. Children were equally engaged in a lesson at the Junior School about WW1. Having separate books for each subject helped children to differentiate between subjects.

7.6.2 Visits planned

- Literacy visits at both schools and a hand over meeting
- Maths, Years 2 and 4

8 OTHER MATTERS / NEW BUSINESS

8.1 DfE Consultation: SEND Review: Right Support, Right Place, Right Time

The Headteacher and SENDCo planned to meet the following week to discuss the paper and decide whether to respond.

8.2 Schools White Paper 'Opportunity for All' (March 2022)

The White Paper had been published and some of the main points were:

- by 2030, all schools will be part of a multi-academy trust (MAT) or have plans to join or form one.
- the school week will be 32.5 hours. Governors noted that the LA had contacted schools about this. It would mean an additional five minutes per day for the Infant School. Governors would look at this later and it was likely that it could be arranged without disturbing the current convenient system.
- schools will be expected to use tutoring as a 'staple offer' for intervention and are expected to make tutoring available to every pupil who needs it. The current on line tutoring programme had not worked well for primary schools and using school staff to provide the tutoring sessions in the school day was more effective. The current DfE programme was being reviewed.

9 FUTURE MEETING DATES

The dates and times of future meetings were:

- Thursday 7th July 2022 at 7.30 pm

A session would be arranged to consider preparation for an Ofsted Inspection of the Infant and Nursery School next academic year. Governors would assure themselves of the self evaluation and be up to date in the planning. It would be a good opportunity to meet Alastair Haywood.

10 ANY OTHER BUSINESS

10.1 Nursery Admission Policy

Governors reviewed the rules in the Nursery Admissions Policy that operated when there was oversubscription. The first five rules in line with the main school and the LA Co-ordinated Admissions Scheme were:

Rule 1 – Looked after and previously looked after children from the UK and overseas.

Rule 2 – Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person.

Rule 3 - Children of staff where either the member of staff has been employed at the school for two or more years at the time at which the application for admission to the nursery is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Rule 4 - Children living within the catchment area of the school who are siblings of children attending Chalfont St Giles Village School who are expected still to be on the school roll at the time of the proposed admission, or who have already been offered a place in the current academic year at Chalfont St Giles Village School.

Rule 5 – Children living within the catchment area of the school without siblings attending Chalfont St Giles Village School.

After this point, places were offered on the basis of distance from home to the school. The question was whether priority should be given to children outside the catchment who had siblings in the school already.

Currently the 37 offers being made did not go outside catchment but, if any of those parents did not take up their offer, the distance rules outside catchment would have to be employed. Governors considered whether children outside catchment with siblings in the school should be given the next priority. There would be practical difficulties for parents with a child in the school to have to look elsewhere for a Nursery place. Governors agreed that the Nursery Policy should place children outside catchment with siblings in the school as the sixth priority.

The Chair would add the following to the Nursery Admissions Policy as Rule 6 and upload to the website:

‘Siblings of children who are attending the school or a ‘linked primary’ school in Year R – Year 5 at the time allocations are made, and are expected to be on the school roll or linked school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school or a ‘linked primary school’.

Governors welcomed the increased number of parents looking for places at the Nursery. The Junior school’s Outstanding grade was a draw but quite a number of people had moved into the area recently. Offering morning and afternoon sessions was attractive so the decision to increase the hours had been successful.

10.2 Staffing issue

Patricia English, Katherine Mannion, Becky Murray, Elen Peal and Sue Salmon left the meeting

See Part 2 Restricted Confidential Minutes

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 with the exception of the Restricted Confidential Minutes.

ACTION

The meeting closed at 9.30 pm.

Signed Date
CHAIR