

## SUMMER TERM 2025

**MINUTES** of the meeting of the Governors of Chalfont St Giles Village School held at the Junior school on 15 May 2025 at 7 pm

<b>PRESENT:</b>	Ann Alderson Laura Bell Patricia English Alastair Haywood (Headteacher) Elaine Hoare	Clive Jones Katherine Mannion Eleanor O'Connor Hemal Pandya Donna Westall (Chair)
<b>IN ATTENDANCE:</b>	Gill Brown Ann Baines	Associate Member Clerk
<b>ABSENT:</b>	Sri Akunuri Olivier Eymery Lisa Higgin Nigel Hobbs Barbara O'Farrell Becky Spencer Penny Thomson Russell Turner	(apologies received and accepted) (apologies received and accepted) (apologies received and accepted) (apologies received and accepted) (apologies received and accepted) (apologies received and accepted) (apologies received and accepted) (apologies received and accepted)

NB Governors' questions are shown in bold italics.

	<b>ACTION</b>
<b>1 NOTIFICATION OF ANY OTHER BUSINESS</b>	
No items were raised as other business.	
<b>2 DECLARATIONS OF INTEREST</b>	
There were no declarations of interest in items covered at this meeting.	
<b>3 MINUTES AND MATTERS ARISING</b>	
<b>3.1 MINUTES</b>	
The Minutes of the meeting held on 20 March 2025, having been circulated, were confirmed as an accurate record. The minutes were signed by the Chair and handed to the Headteacher to be available in the school.	
<b>3.2 MATTERS ARISING</b>	
<b>3.2.1 Actions from the GB self evaluation (Minute 3.2.4)</b>	
<ul style="list-style-type: none"><li>• <b>Appoint Vice Chairs for Committees</b> Laura Bell had been appointed Chair of Communications Committee and Lisa Higgin as Vice Chair. Other Committees had yet to appoint.</li><li>• <b>SDP priorities to be added to the Committee agendas as appropriate</b> This action was ongoing.</li><li>• <b>Governors to arrange to meet staff in the Summer term</b></li></ul>	

This would be taken under item 4.2.

- **Governors to express interest in posts and Committee membership for next year when invited next term. (see item 6.1)**

The Chair had posted a preference form on Governor Hub and asked Governors to respond with their preferred roles and Committee memberships.

- **Curriculum and Standards Committee to review the Governor Visits Policy and the format of Visit Reports (Minute 4.2.1)**

The Committee had not yet met and would take this at the next meeting.

### **3.2.3 Staff to be briefed on safe usage on AI (Minute 6.3)**

This had been done.

### **3.2.4 Curriculum and Standards Committee to consider school uniform (Minute 7.1)**

The Committee had not yet met and would take this at the next meeting.

### **3.2.5 Headteacher to chase the LA safeguarding audit (Minute 8.3)**

The audit would take place on 11 June.

### **3.2.6 Clerk to check DBS requirement for Governors (Minute 8.3)**

Whilst this is a complex area, there are quite specific descriptors for needing a barred list check in DBS. A barred list check would be needed from DBS for 'regulated activity' which is defined as:

*'a role that involves direct, unsupervised contact with children on a frequent basis (more than three times in a thirty day period).'*

Some Governors may require a DBS barred list check if they carry out such a role, perhaps as a volunteer. The enhanced level DBS check is normal for Governors, including those who go into school on occasions to do pupil voice.

### **3.2.7 Headteacher to look into an anonymous contact form on the website which pupils could access to raise concerns (Minute 8.4)**

This would be included in the new website.

### **3.2.8 Pupils to be involved in litter picking where cars park (Minute 8.9)**

Pupils had not been involved in litter picking away from the school site.

## **STRATEGIC MANAGEMENT**

### **4.1 Verbal update from the Headteacher report**

The Headteacher gave the following updates.

#### **4.1.1 Attendance**

There were 0.1% increases in attendance to 94.2% at the Infants and 94.9% at the Juniors. Persistent absence (90% attendance or less) was at 20% at the Infants and 12% at the Juniors. Seven Infant pupils and 11 Junior pupils were just one day over the 'persistent absence' threshold and this was mostly due to holidays.

**4.1.2 Staffing**

There had been no staff changes. Plans for the structure for 2025-26 were close to being ready. *See Part 2 Confidential Minutes*

**4.1.3 Pupil numbers**

Currently, the Junior school had 237 pupils, including two new starters in Year 3, with a capacity of 240. Other parents had looked round with a view to places for September. To date, five pupils were confirmed for Year 3 in September, including four from other Infant schools.

The Infant school had 184 pupils with a capacity of 210. The Reception intake for September had 38 confirmations with late applications from five more and yet more parents looking round. Twenty six Nursery places were taken for September and it could be oversubscribed. Governors noted that there would be an increase of children at Reception age in September 2026 after some lower birth rate years which reflected the impact of the pandemic.

**4.1.4 Safeguarding**

The Headteacher gave a summary to indicate the number and type of safeguarding issues being dealt with. *See Part 2 Confidential Minutes*

**4.1.5 SEND**

Governors recognised the skill of the SENDCo in presenting strong cases to the LA for pupils to be assessed for EHCPs.

**4.1.6 Insight**

Data was being input to the assessment tracker and it would soon be up and running.

**4.1.7 Tests**

Year 6 SATs had run without incident. Year 5 had done CAT tests. Year 2 had done optional end of KS1 papers. The Year 1 Phonics Screening test would be administered soon. The school had been chosen to try a Phonics test for a later year. There would be no feedback on performance but teachers would be able to learn from administering it. For Year 4, the times table check would be in June.

**4.1.8 Trips, visits and events**

Year Group trips had included Woburn, Waddesdon, the Tower of London and Bekonscot model village. Science Week had input from the Magic of Science. Future visits would be by Frank Cotterell Boyce, Children's Laureate, and Chad Miller, a young successful sprinter. The Summer of Fun, Strawberry Fair and Colour Run were in the diary.

***Will the Science Week be annual?***

*Yes, but it would be moved to be in line with the National Science Week. There was also an Arts Week. Governors noted that over a quarter of the school had performed in class assemblies.*

**4.1.9 GDPR audit**

The recommendations were to increase the amount of encryption and have a third off site back up option.

#### 4.1.10 Questions

***Some children have been singing the lyrics of songs they hear on TikTok and the words are inappropriate. Would you let parents know that you are aware this is happening and send advice on setting controls?***

*Yes. The children involved in this don't know what the lyrics mean.*

*See Part 2 Confidential Minutes*

***Thinking about the pupil numbers for September, is there a way of contacting Jordans or Coleshill parents and inviting them to look round?***

*Jordans and Chalfont St Peters parents attended Open Mornings but it would be a good idea to contact the Jordans Headteacher.*

***Is it possible to advertise the Nursery at the Village Playgroup or would it be in conflict?***

*The Playgroup has a poster and there is more publicity in the village.*

#### 4.2 Ofsted inspection at the Juniors

Comments on the Ofsted inspection outcome were confidential until the report was published. Governors had taken part and had attended the feedback session. *See Part 2 Confidential Minutes*

***Had the Inspection increased staff members' stress levels?***

*The preparation day had been stressful and everyone needed to be alert when the Inspector was on site. It was tiring. The support of the Infants teachers had been welcome.*

Governors congratulated the staff on the Inspection which had a strong focus on teaching and learning.

#### 4.3 School Development Plan 2025/6 development (SDP)

Governors discussed the best way for them to be involved in the development of the SDP for 2025-26. They would meet with SLT in July after the SATS data was available and look then at how to communicate with others. Progress on the current SDP would be reviewed at the next meeting.

**Headteacher  
Clerk:  
agenda**

### 5 COMMITTEE MINUTES

#### 5.1 Communications Committee

The Minutes of the Communications Committee meeting held on 24 April 2025, having been circulated, were noted. The Complaints and Resolutions Procedure had been reviewed. The Parents Survey had not been done as the Ofsted Inspection had happened.

***Will the Parent Survey be done for the Juniors to catch the free comments?***

*Yes for both schools. The Ofsted Parent View data wasn't available to the school.*

## 5.2 Finance Committee

The Minutes of the Finance Committee meeting held on 15 May 2025 would be circulated and noted. The focus of the meeting was the budget and three year financial plan. A summary was on Governor Hub. The Infant School budget was narrowly in surplus. The Junior School would be in deficit for two years and return to a small surplus in 2027-28. The Committee had examined the plans in detail. Tight financial control and contract management was in place and alternative sources of funding were found where possible.

### ***Is that control why the contracts and services budget line was lower?***

*Yes. The School Business Manager had reduced costs by arranging purchasing agreements across both schools and finding volunteers to work on site, such as painting classrooms.*

The Committee had discussed trip expenditure, particularly residential. Residential had been cut already but the budget was subsidising the trips when parents did not pay. School budget funds could not be used so the Committee would look at what could be done.

### ***What did a residential trip cost parents?***

*For three days and two nights, it was a little over £400 and around £500 for the Year 6 trip.*

Five members of staff were needed to accompany a residential trip of 60 pupils. Support staff would be paid additional hours. When EHCP children went on trips, their 1:1 SSAs also went and these costs were additional. The loss was around 10% on each trip and had totalled around £12,000 last year across all trips. Governors thought that parents did not understand the basis of funding trips and some parents assumed that anything within the school day was paid for from the budget. Whilst there were benefits from trips, costs, especially transport, had risen. Parents were not aware of the school's financial position and the school should be honest about it with parents.

Governors agreed the budget 2025-26 and three year financial plan, which led to recovery, for submission.

## 5.3 HR Related Panels/Complaints Panel/Pupil Discipline Committee

A Panel had met to consider a complaint about the Headteacher's duty of care around an incident and how it was dealt with at the time. The Chair of the Panel summarised the work of the panel which had built on the initial investigation by the Chair. The complaint had not been upheld.

*See Part 2 Confidential Minutes*

The complainant had agreed that the matter had been investigated properly but had sent a complaint to Ofsted before the school's procedure was complete.

### ***Would there be further involvement?***

*Ofsted asked the LA to investigate the complaint and the LA would, in time, ask for documents and respond to Ofsted. A further option was to take the complaint to the DfE who would focus on the procedure that had been followed.*

- Governors thanked all who had been involved in the complaints procedure.
- 6 Delegated reports – Governors**
- 6.1 Chair**  
The Chair had taken no actions under delegated authority. Governors were asked to complete the form for their role and Committee preferences for the next year.
- 6.2 Development Governor**  
Governors agreed to purchase the BEP Governor Support package for 2025-26. They noted the inclusion of Governor Hub Knowledge from September. This was available on free trial until half term.
- 6.3 SEND Governor**  
Governors noted the report of the SEND Governor. Nigel Hobbs, who would be the next SEND Governor, had been on the visit. They had visited the Gem Room and seen support staff training pupils in basic skills and school behaviour. They were working well.
- 6.4 Safeguarding Governor**  
The Ofsted Inspector had covered safeguarding. The Safeguarding Governor would visit on 5 June. Donna Westall would be the next Safeguarding Governor.
- 6.5 Pupil Premium Governor**  
The Pupil Premium Governor had not made a visit this half term.
- 6.6 Equality Governor**  
The Equality Governor drew attention to the report on the Monitoring Visit on EDI. Pupils' attitude towards EDI had been heartening and they had understood the difference between equality and fairness.
- There had been a staff survey as well with 26 responses from 90 staff. A lot of the response around promoting and fostering an inclusive environment had been positive. Some comments would prefer more to be done. The survey raised some issues to be investigated in both curriculum and training and would lead to an EDI target in the next SDP.
- 6.7 Curriculum Governor reports**  
Governors noted reports on
- French
  - Guided Reading
  - PSHE Infants
  - PSHE Juniors
  - Science Juniors
- Governors noted that the move from the old schemes to KAPOW meant that some gaps were left. Geography had the biggest shift in terms of curriculum. Pupils did not express themselves so easily in geographical terminology as they had more gaps in their experience and knowledge. The Ofsted Inspector

Governors

Headteacher

<p>had noticed this. Staff plugged the gaps as much as they could.</p>	<p><b>ACTION</b></p>
<p><b>7 Policy review - Complaints and Resolutions Procedure</b></p> <p>Recent use of the Procedure had highlighted some potential for confusion so it had been reviewed. Governors had commented on the draft. The timeline was clarified and the names of stages were aligned with the DfE and HfL models. The equality statement would be added.</p>	
<p>Governors agreed the Complaints and Resolutions Procedure which would be published on the website.</p>	<p><b>Headteacher</b></p>
<p><b>8 New Business</b></p>	
<p><b>8.1 Climate Action Plan</b></p> <p>The school had developed a Sustainability Policy and Governors reported on its progress in both curriculum and environment.</p> <p>Governors noted the DfE statement and expectations.</p>	
<p><b>8.2 Neonatal care: leave and pay guidance</b></p> <p>The Personnel Committee would cover this new legislation in their next meeting. Governors noted that the model Pay Policy for 2024-25 had now been published and would also be considered in the next meeting,</p>	<p><b>Personnel Committee</b></p>
<p><b>9 Any other business</b></p> <p>There was no other business.</p>	
<p><b>10 DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>The remaining date and time of a meeting in 2024-25 was confirmed as:</p> <ul style="list-style-type: none"> <li>Thursday 3 July at 7 pm</li> </ul>	
<p><b>11 CONDUCT OF MEETING</b></p> <p>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</p>	

The meeting closed at 8.35 pm.

Signed ..... Date .....  
 CHAIR