

SPRING TERM 2025

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held at the Junior school on 20 March 2025 at 7 pm

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

Governors welcomed Olivier Eymery to his first FGB meeting.

1 NOTIFICATION OF ANY OTHER BUSINESS

No items were raised as other business.

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 23 January 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.

3.2 MATTERS ARISING

3.2.1 Privacy Notices (minute 3.2.3)

These had been updated.

3.2.2 Trial tweaks to make the end of year report (minute 3.2.4)

The selection of a new data tracker system would offer options for the end of year report so tweaks were no longer being considered. Insight, the new system, included a report writing module in which a template for the report could be set up. Once the new system was populated, the template could be developed.

ACTION

3.2.3 Data meeting to look at tracker systems (minute 3.2.6)

The meeting had discussed alternatives. Target Tracker was being replaced by Insight also had an SEN tracking system which might replace Provision Map.

3.2.4**Actions from GB self-evaluation (minute 6.4)**

The following actions had been done:

- Role descriptions for the Committee Chairs and other roles.
- Notify all Governors of Committee agendas and minutes

Sri Akunuri joined the meeting

These actions were ongoing:

- Arrange to appoint Vice Chairs for Committees
- SDP priorities to be added to the Committee agendas as appropriate
- Governors to meet staff in the Summer term – defer arrangements
- Governors to attend events which were now in the Governor Hub Calendar
- Governors to express interest in posts and Committee membership for next year when invited next term.

Committee
Chairs
Chair

Chair

STRATEGIC MANAGEMENT**4.1 Headteacher's report**

The Headteacher gave the following updates.

Attendance – the Infant and Junior situations were improving. The Infant attendance had been affected by a lot of chicken pox cases.

Staff absence – absence had been lower this year but staffing was tight at the Infant school due to chicken pox. *see Part 2 Confidential Minutes.*

Will something be done for Fathers' Day as well as Mothers' Day?

Given bereavements and the increasing number of split families in the school, there were now Family Days, organised with the PTA. Before the end of the next half term, there would be an off timetable morning when any member of the family could come in. The PTA would hopefully be able to run a café.

Questions sent and answered in advance of the meeting

Q1 ***I was wondering whether we have any data about pupil absence rates of disadvantaged pupils as opposed to the rest of the school. I have been hearing lately that nationally absence rates are higher for the disadvantaged, especially since the pandemic, and it would be interesting to see the extent of that gap – if any - in our school.***

Our PP children are currently running at about 90-91% across both sites, slightly lower than the national average of 92%. However, for a lot of children this is skewed by a family holiday, and is also skewed by some outliers who shift the overall number quite a lot. We are working with those families to support.

Q2 *How much work will it add for staff to use Insight and Target Tracker concurrently?*

None. I will take the data from Target Tracker and start to play around with it, so no extra work for teachers at all.

Q3 *In RT CSG Visit, Early Years service page 3, the links in the Conversation Summary, apart from Prevent Duty and Progress check at 2 years old all say this page may have been removed due to new website due to be launched. The Early Years website does have sector update where some topics can be found. Will there be a launch date for the new website?*

No, I have not heard anything about it! I have emailed Rachael Turkington, the LA Adviser, to try and find out more.

Q4 *Do Operation Encompass alerts happen very often?*

Not very often, maybe 1-2 per term. Sometimes they are repeated incidents for the same family. This may lead to a family support referral, or social care involvement. We are told not to investigate or discuss these incidents, but be aware of the effect it might have on the children.

Q5 *Page 6 Please could you explain Provision Mapping*

Provision Map is an online tool for recording and assessing the impact of SEN interventions. When they take place they are logged on the system with expected outcomes and then then tracked throughout. At the end, the impact is assessed against the target set. We can then track whether interventions are useful and should continue, or need to stop to try something else. It also collects all the support one child has had in one place, so when we apply for EHCs, or discuss with parents we can run reports of everything they have had.

Q6 *See Part 2 Confidential Minutes*

Q7 *There were discussions about interventions for the select number of repeated non attendance at school. Can you provide an update on the attendance progress of this group? i.e. are the interventions having a positive impact?*

These children tend to be isolated children, rather than whole groups. The children who have the most persistent non-attendance are being supported in a number of ways:

- Bespoke start of day routines*
- Referrals and support from the family support service*
- Referrals to the Emotional Based School Anxiety team*
- Arrangements being relaxed on uniform*
- Drop off time being slightly relaxed to avoid parents feeling pressure to arrive at a certain time*
- Adjustments being made to take SEN into account*
- Offers of collecting children from home where parents are not able to get them into school*
- Collecting from home when appropriate*

Overall, there has been an increase of nearly 1% at the junior school, and at the infants (until chicken pox) so that is a positive increase from last year.

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

4.2.1 SDP

The SDP was mostly on track. The Governor section would be updated. The Governor Visits Policy and the format of Governor Reports would be reviewed next term.

My impression is that the SDP is running behind progress (from the yellow/green), is that correct? It would be good to go through this in a bit more detail to understand the status, priorities etc.

The yellow items are ones that have been started and the actions are ongoing. These will all turn green at the end of the year, but they are currently 'in progress' and will continue to be actioned throughout the year. The attendance is the one that probably needs the biggest push, and we will work on this through the summer term.

4.2.2 SEF

The SEF would change in the future when the changes to the Ofsted Framework were agreed. These were currently out to consultation which would end on 28 April. Governors were reminded that they could respond.

4.2.3 Summary of Ofsted framework proposals

The new report template, which would be the basis of Inspection activity, would cover nine areas, which would include the current four. Inclusion would be a new, separate judgement and governance would be covered more specifically. There would be one type of inspection which would take one and a half days. If a school was not judged as 'secure' in any of the areas, there would be a return visit in a year. 'Secure' would be the middle of five judgements. 'Exemplary' would be the highest and would include something of national significance to be agreed by a panel.

Does the new proposal make the process less stressful?

There would be no single judgement but the model would still be critical and high stakes rather than supportive of school improvement. An alternative would be termly visits from one inspector to consider one section each term and suggest improvements. An external inspection every five years would check progress.

The consultation ends on 28 April. The pilot will involve 240 schools. Training will start in September and the first inspections will start in November so major changes are unlikely. The proposal was a little more primary friendly but creating the evidence documents would mean a significant amount of work.

When would inspections and re-inspections be done?

There was no news on this. The current timing was popular. The consultation mentions re-inspection to change a grade and this implies a five year gap.

5 GOVERNING BOARD

**Curriculum
& Standards
Committee**

A group of Governors had met Barbara O'Farrell, a potential Governor and recommended her to the FGB. Governors appointed Barbara O'Farrell as a Co-opted Governor for a period of four years subject to the required checks.

6 UPDATE ON POTENTIAL UPCOMING LEGISLATION AND REGULATIONS

In addition to the changes in Ofsted, the Children's Wellbeing and Schools and Employment Rights Bills were going through Parliament. The Curriculum review continued and some £740,000,000 of capital funding was being made available to LAs to create appropriate spaces in mainstream schools to support SEND pupils. The DfE was also preparing guidance on the use of AI.

6.1 Children's Wellbeing and Schools Bill – priorities were high quality education for all, safeguarding, attendance and wellbeing. Specific aspects currently include:

Children not in school – a consistent identifier for each child, LA consent required for parents to withdraw certain children from school.

Free breakfast clubs – pilots from Easter and it will become a duty. The funding level for the pilots has been criticised.

School uniform – limit of three branded items.

Workloads and flexible working options

School place planning – LAs to be able to open new schools rather than offering options only to Academies and Free Schools. Ensuring all children, especially vulnerable children, have access to school places.

Academies – follow National Curriculum, LA to be able to direct an Academy to take a pupil, Academy Orders to be discretionary. Teachers to have QTS and their salary to have the same floor as mainstream schools but not the same ceiling.

6.2 Employment Rights Bill – guaranteed hours for agency workers, changes to unfair dismissal.

6.3 DfE AI guidance - Guidance and product safety expectations had been published by the DfE. They were also funding the development of AI tools for education, including marking and feedback. A policy on the use of AI was advisable and areas to consider included personal data, intellectual property and safeguarding.

AI was used now to generate resources such as model texts for lessons and to speed up some basic tasks, such as drafting e mails. A policy would be helpful in time.

Are staff aware of safe usage?

Staff had discussed using AI to create resources but had not taken the use of AI any further. The Headteacher would bring it up at the next briefing.

Headteacher

6.4 Curriculum review – the interim report had been published on 18 March. Hopes were that the curriculum might be slimmed down and that, for Primaries, issues such as resourcing D&T and finding specialists for MFL would be addressed. The school used KAPOW for foundation subjects so changes to those areas would be done by KAPOW rather than by staff.

When is the final report due?

It is due to report in August 2025 but changes to subjects would be phased so that the system was not destabilised.

7 COMMITTEE MINUTES**7.1 Communications Committee**

Communications Committee had not met but the Chair gave an update on the Parents Evening survey which had focussed on school uniform. Participation had been good. There were no real surprises and responses were quite similar across both schools. The stand out themes were:

- The PE hoodie neck hole is too tight. Governors noted that the new provider supplied hoodies of sweatshirt fabric and offered a zip up option.
- The quality of the knitted cardigan is not value for money.
- Branded items were ok but the quality was questioned.

More casual uniform – views were mixed. More were supportive of the status quo than not but some relaxation of branded items and formality would be welcome. Branded items were considered expensive but manageable so. If there was no tie, the three branded items would be a PE hoodie, a PE tee shirt and a jumper or cardigan.

Ties – there was no definitive answer either way at the Juniors. The Pupil Survey had 2:1 in favour of removing ties. Infants tended to see the tie as positive as a mark of moving up to Juniors.

Governors recognised that parents were generally happy that the uniform would be modernised. They raised the question of shoes or trainers and the availability of comfortable and easy to use clothing for girls.

Uniform would be discussed with staff and considered at the next Curriculum and Standards Committee meeting.

7.2 Curriculum and Standards Committee

The Minutes of the Curriculum and Standards Committee meeting held on 11 March 2025 and the pupil data report held on 14 February 2025, having been circulated, were noted.

The meeting approved a range of policies with minor amendments and added the agreed equality statement. The Accessibility Policy was approved but the Plan, which was within the Policy, was to be reviewed annually. Governors agreed that the Infrastructure Committee had the primary role for the Accessibility Policy so the upload would be to that area.

Following the data meeting and choice of Insight, the Headteacher would discuss with staff whether a report on attainment relative to expectations would be used in the Parents Evenings. The report would come from Insight and at this stage the wording in the template hadn't been explored.

**Headteacher
Curriculum
& Standards
Committee**

7.3 Finance Committee and Charitable Trust Fund

The Minutes of the Finance Committee meeting held on 5 February 2025, having been circulated, were noted.

7.3.1 SFVS

The SFVS, which gave assurance that financial management in the school was in line with requirements, had been submitted after approval.

7.3.2 Confirmation of provisional budgets for 2025-26 and submission.

The Infant School provisional budget was in surplus which would increase slightly over the three years. The Junior school provisional budget showed a deficit and a licensed deficit of £90,000 had been requested. The deficit showing for 2025-26 was around £83,000 but this might change by submission of the final budget as savings were being made and there could be additional income or costs. The plan was to reach a balanced budget over three years.

7.3.3 Charitable Fund Trustee (CTF)

A Trustee for the CTF was needed as Eleanor O'Connor would stand down in August. The expectation was for two meetings a year to review the funds, consider how to increase the income and how much funding could be given to the school for projects.

Hemel Pandya was appointed Trustee of the CTF.

7.4 Infrastructure Committee

The Minutes of the Infrastructure Committee meeting held on 5 February 2025, having been circulated, were noted.

A lot of work had been completed, including by volunteers, but a list of small tasks remained for both schools. The new canopy and Nursery playground were a success.

On sustainability, ten Year 2s each half term were involved in the Outdoor Adventurers Club and were enthusiastic. The Committee Chair would catch up with staff on the Sustainability Plan and the curriculum.

7.5 Personnel/Pay Review Committee

The Minutes of the Personnel Committee meeting held on 3 March 2025, having been circulated, were noted. Governors note that the model Pay Policy had not yet been published.

7.6 Performance Management Governors

The Performance Management Governors would schedule a mid year review.

7.7 HR Related Panels/Complaints Panel/Pupil Discipline Committee

A Complaint Panel would be convened.

Chair

		ACTION
8	Delegated reports – Governors	
8.1	Chair The Chair had taken no actions under delegated authority. She had been the Investigator for a complaint at stage 2.	
8.2	Development Governor In considering the value for money of the BEP Governor Support package, the Chair had analysed the take up of courses and briefings. Some 23 sessions had been attended so far in the year so the cost was worthwhile and should be continued. Where was the package paid from? <i>It was from the budget. The purpose of the Charitable Trust Fund was to benefit the pupils.</i>	
8.3	Safeguarding Governor Governors noted the report of the Safeguarding Governor. The key points were: Training – the next Personnel Committee Chair would complete Safer Recruitment training. The Headteacher had booked a DSL refresher course. Evacuations – fire drill and lock down practice would take place this term. Safeguarding audit by the LA – the Headteacher would chase this up. DBS checks – the LA had queried the level of DBS check required for Governors. The Clerk would confirm requirements. Anti-bullying – a cyberbullying incident had been investigated. Governors were assured that phones were not allowed in school.	Headteacher Clerk
8.4	Wellbeing Governor Governors noted the report of the wellbeing Governor. The Headteacher would look into the possibility of an anonymous contact form on the website which pupils could access to raise concerns.	Headteacher
8.5	Equality Governor The Equality Governor thanked Governors for volunteering for a Monitoring Visit on Equality, Diversity and Inclusion. The visit would be only at the Junior School due to the complexity of the questions. There would also be a staff survey at both sites.	Governors
8.6	SEND Governor The SEND Governor had arranged a joint visit the following week with Nigel Hobbs as part of the handover process.	
8.7	Pupil Premium Governor The Pupil Premium Governor had met the Headteacher to discuss the provision which remained strong and there were no real concerns. They would meet again to discuss how Insight could be used to look at the effectiveness of interventions for SEND and PP pupils.	
8.8	Curriculum Governor reports	

Governors noted reports on Maths, Writing and Science. Further visits would be on Music, IT, History, PSHE, French, Guided Reading, Maths and PE.

A report of a trip to a synagogue was given. The visit had been valuable but the take up had been low and fear of safety had been raised as a reason. A risk assessment had been done as usual for the trip and there was no added risk.

8.9 School Travel Plan

Parking remained an issue and there had been abuse. When the Headteacher or a Governor was outside, the parking was less of an issue but the problem returned. It appeared that PSCOs could now give tickets in certain circumstances but they were rarely near the schools. Governors agreed to continue reminding parents of the need to walk to school or park with consideration.

A neighbour had noticed litter from cars parked waiting for children and photos of those cars had been sent to the Police. A lot of the children were anti-litter and could assist, perhaps as part of the Great British Spring Clean.

Headteacher

9 DATES AND TIMES OF FUTURE MEETINGS

The dates and times of meetings in 2024-25 were confirmed as:

- Thursday 15 May at 7pm
- Thursday 3 July at 7pm

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 closed at 8.45 pm.

Signed Date

CHAIR