

## AUTUMN TERM 2024

**MINUTES** of the meeting of the Governors of Chalfont St Giles Village School held at the school on 3 October 2024 at 7 pm

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

### 1 GOVERNOR APPOINTMENTS

#### 1.1 ELECTION OF THE CHAIR

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 2025.

Donna Westall in the Chair

#### 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 2025.

#### 1.3 OTHER APPOINTMENTS

Governors confirmed the appointments as listed on the agenda and Governor Hub with the exceptions that Ann Alderson would take H&S and Laura Bell would take History.

Governors also considered Committee membership. Laura Bell would join the Communications Committee. The only change would be in Pay Review Appeals. Governors agreed that Sri Akunuri, Ann Alderson and Clive Jones would be the primary members of this committee but, should they not be available, any Governor not involved in the pay decision would be a member. As Associate Member, Gill Brown would not be a member of this Committee.  
*Russell Turner joined the meeting*

### ACTION

1.4	<b>CO-OPTED GOVERNOR VACANCY</b>	<b>ACTION</b>
	Following a meeting to discuss the role of Governor and the skills he would bring to the GB, Governors appointed Oliver Eymery as Co-opted Governor for a period of four years subject to the required checks.	
	The Chair had heard from a potential Governor through Governors for Schools. She would meet this volunteer and Governors confirmed the current priority to bring in skills in buildings and H&S.	<b>Chair</b>
<b>2</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b>	
	The following items was raised as other business: <ul style="list-style-type: none"> <li>• Nursery Admissions Policy</li> </ul>	
<b>3</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest in items covered at this meeting.	
	Governors were asked to complete the annual declaration of business interests on Governor Hub which would be published on the website as required.	<b>All Governors</b>
<b>4</b>	<b>MINUTES AND MATTERS ARISING</b>	
<b>4.1</b>	<b>MINUTES</b>	
	The Minutes of the meeting held on 4 July 2024, 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>4.2</b>	<b>MATTERS ARISING</b>	
<b>4.2.1</b>	<b>Explore options for longer term H&amp;S issues and provide quotes to enable priorities (Minute 4.1 Q8)</b> The outcome of the H&S Audit had been very good. There were some points to follow up in the Infrastructure Committee but nothing major.	
<b>4.2.2</b>	<b>Staff Governor – confirm that Becky Spencer will continue in the role during maternity leave (Minute 5.1)</b> Becky Spencer had confirmed that she would continue as Staff Governor during her maternity leave. Governors congratulated her on the birth of her daughter.	
<b>5</b>	<b>ANNUAL REVIEWS</b>	
<b>5.1</b>	<b>STANDING ORDERS</b>	
	Governors reviewed and adopted their Standing Orders which included the following:	

<ul style="list-style-type: none"> <li>• Delegation of functions to the Chair and Headteacher</li> <li>• Governors’ Allowances Scheme</li> <li>• Collaboration agreement with Iver Village Junior School. Collaboration is useful in providing a greater pool of Governors on which to draw should the HR related or Pupil Discipline Committees be required to meet.</li> <li>• Appointment of a Clerk – Ann Baines was appointed as Clerk</li> <li>• Review of arrangements for virtual attendance at meetings. Governors agreed the Virtual Attendance Policy.</li> </ul>	<b>ACTION</b>
<p>The Clerk would contact Iver Village Junior School about the collaboration and arrange for these to be published on Governor Hub.</p>	<b>Clerk</b>
<p><b>5.2 COMMITTEE TERMS OF REFERENCE</b></p>	
<p>The Committees would review their terms of reference and recommend them to the GB. Governors adopted the terms of reference for the Complaints Panel, HR Related Panels and the Pupil Discipline Committee.</p>	<b>Committees / Clerk: agenda</b>
<p><b>5.3 COMMITTEE MEMBERSHIP</b></p>	
<p><i>See item 1.3.</i></p>	
<p><b>5.4 GOVERNORS’ CHARTER AND CODE OF CONDUCT</b></p>	
<p>Governors adopted the Governor Charter and Code of Conduct with no changes.</p>	
<p><b>6 STRATEGIC MANAGEMENT</b></p>	
<p><b>6.1 Update from the Headteacher</b></p>	
<p>Governors noted the report of the Headteacher and related documents which had been circulated in advance. Answers to questions sent by the Chair had been circulated ahead of the meeting and were incorporated in the minutes.</p>	
<p><b>Q1 <i>Nursery numbers seem low, is it low birth rate or are the children going to private nurseries where they take in very young children who then stay on at that place? Are they likely to increase during the year? Financial implication?</i></b></p>	
<p><i>Nursery numbers are low this year. A few are going to private nurseries, and it is a low birth year. We have three new starters in the coming weeks who will stay for five terms, so three places are filled for next year already. This will help the financial situation, as 20 children is not sustainable. We will also take children as they turn three years old throughout the year.</i></p>	
<p><b>Q2 <i>What are 15 hour codes?</i></b></p>	
<p><i>A code to claim 15 hours of free childcare can be obtained by parents of a child over 3 years. If both parents work and their joint income is below a</i></p>	

threshold, a code for 30 hours of free childcare is available. Currently, the school makes only morning sessions available to parents with 15 hours. Some would prefer the flexibility to assign their 15 hours in other ways.

**Q3 Would giving the flexibility make a difference?**

At the moment, the children have a learning session each morning and there is continuity of provision. As a School Nursery Class, there is a balance to be made between education and childcare. Three staff are needed to run the Nursery. To break even, 30 children are needed each morning and 20 in the afternoons before the cost of admin was added.

**Q4 In your HT report, I note the lower NOR in infants, especially in nursery and reception. Does this pose any cause for concern or action?**

See above. Reception lower numbers are also down to low birth year. We actually had one of the highest intakes in the local area, and many areas of Bucks are struggling for Reception numbers. For example, Marlow has just 150 children starting school this year, spread across many schools. I know of some schools who have had to reduce intakes from two forms down to one, or move to a mixed age Reception and Year 1 class.

**Q5 NOR - Given the infant site is circa 15% below capacity what strategies can be explored to boost enrolment?**

As mentioned, we are looking at changes in policy to allow a more flexible use of 15 hours codes which may attract more nursery children. We are still running multiple open mornings through October and November, and have added a monthly tour to the calendar so ad hoc visitors can have a look around on a more regular basis.

**Q6 Could we get an update on how the switch over to the new IT provider has gone? I have heard there have been some issues with google classroom, is this related? Is it all now resolved?**

In general, this has gone smoothly, with day one log on being fairly stress free. A few issues around certain syncing software have been uncovered (Edusync was causing problems at the infants with Google Classroom) and these are slowly being fixed. The problem with the Edusync system had been diagnosed and corrected on a site visit.

The iPad remote management system was the biggest sticking point at the juniors, with it not being as easy and quick as they sold it to us. We have migrated with no data loss, though which is always positive. Children have now all be set up with new logins as well.

The Support Service is remote and every teacher can contact Support with their laptop reference number and issues can be resolved quickly. The previous support provision had been one visit per week covering both sites.

**Q7 Where is the Support desk based?**

It is based at the LA in Aylesbury.

**Q8 Has cybersecurity been discussed?**

Yes. The LA provides the filtering and monitoring so can send reports of anything that is flagged on the system. Soon there would be a move to the

*Smoothwall filtering and monitoring system which would allow the school to be in charge of its own filter settings and get reports.*

- Q9** **Where are back ups held?**  
*The back ups are held on site in a separate room and off site as well.*
- Q10** **Is the provision expensive?**  
*The change over included the new server and its installation and cost around £3,500.*
- Q11** **Is the attendance target ambitious or realistic?**  
*Before Covid, a target of 97% would be ambitious and now achieving 95% or 96% is regarded as good.*
- Q12** **In your HT report (Pupil Premium), you share there is a big national push on PP attendance. How does our PP attendance compare against the school average and the national average? (I read with interest and support the school actions outlined in the pupil premium strategy)**  
*Junior School PP attendance 2023/24 – 91%  
Junior School non-PP attendance 2023/24 – 96%  
Infant School PP attendance 2023/24 – 90.5%  
Infant School non-PP attendance 2023/24 – 95.9%*
- Q13** **Is there a link to SEN or PP children?**  
*There is a link to PP children having lower attendance but it isn't only PP children. About a third of Infant families took unauthorised absence last year. The group of PP children is small so each child is a large percentage. If the small number of families with regular low attendance are taken out, the percentage is close to the national average. The plans in the SDP for attendance also have a specific focus on PP children's attendance and how we can better engage with parents to this end.*
- Q14** **Is non-attendance solely due to illness or are there other contributing factors?**  
*Almost all authorised attendance is illness, with some medical appointments too. A small amount of holiday is also authorised. Our biggest source of unauthorised absence is holiday, by far.*
- Q15** **Is it a select group of persistent non-attendance or evenly spread?**  
*PP children certainly feature in the persistent absentee figures, but it is not exclusive to PP children, by any means. There are always families who have poor attendance year on year.*
- Q16** **How many children take unauthorised family holidays? Is it the same families? Does the timing of Inset Days affect absence? Some local secondary schools have two weeks at half term. Does this have an impact on younger siblings?**  
*Around 25-30% of our families had an unauthorised absence last academic year. Some will come and explain the family circumstances but the overwhelming majority of these will be holidays. The Autumn Inset Day is*

*after half term to give some leeway but holiday costs are high around those periods. The local secondary schools are Academies so can set their half term breaks but mainstream schools cannot. It made little difference.*

**Q17 Do parents say that the holiday will be of educational or cultural benefit to their child?**

*A holiday can provide good experience and the school is aware of the importance of cultural capital but it could be gained during school holidays. Parents can be referred to the LA and a fine might follow. An earlier court case against the IoW LA judged good attendance to be 90% and there was reluctance to fine if attendance was above that level. Care was also taken in requests from separated families.*

**Q18 Have you written to parents about attendance?**

*An initial draft covered the long term effect of absence as the data indicates that every 10% absence leads to a loss of one grade at GCSE, general preparation for life and the new rules around fines. The difficulty is in the need for a short message, less 'stick' and more 'carrot'.*

*The Communications Committee was asked to look at the best way of communicating the new rules and penalties. The essential message was around education and a positive spin was needed.*

Comms  
Committee

**Q19 What type of actions can be taken to ensure attendance levels are increased?**

*Please see the SDP target/actions for attendance.*

*One approach being considered is for the Headteacher to meet and talk to every parent who asks for holiday time to be authorised. There is discretion so the decision will depend on the circumstances. There would be quite a few meetings but they would be short. This might still be perceived as too much 'stick' and many would go on holiday anyway. The problem is that, after so much absence around Covid lockdowns, parents question whether a few days' absence for holidays matters. Parents' responses to illness have also changed. Some feel it is responsible to keep children at home with a minor respiratory illness whilst some attend and infect others.*

*A focus group around attendance and how to support it might be helpful. It should involve a spread of people. Regular absence for illness can cover children's reluctance or refusal to go to school and help is available.*

*The first formal letter can be a shock to parents. Now, if attendance starts to drop, the teacher will talk to the parents earlier and draw attention to it. Attendance figures will be added to the target sheet for Parents Evenings to highlight it and whole school attendance will be on the Friday e mail.*

**Q20 Other than the headline data, how else can this be measured?**

*I'm not entirely sure! I do always look at reasons for prolonged absence and generally try and see whether a parent is valuing education, despite absences. For example, if a child has a significant spell of time off, and attendance drops to near 60%. This child might have had a long illness and, either side of it, attendance had been near 100%. Every case is different.*

**Q21 Are there year overviews for each year?**

*Yes, there are overviews for each year group with the links directly to topics, and then also Parent Year group overviews like the Year 5 one for each year group for the Autumn Term. I will collate the Spring ones to go out just before Christmas.*

**Q22 *Has there been a good uptake for the school choir?***

*We are looking to start this just after Christmas.*

**Q23 *Can you provide an update on the planned external learning area for the reception children?***

*It transpired that planning was needed due to the size of the structure. We had initially been told this wasn't the case. It is with the planning department and should be ruled on in the very near future. We are not expecting it to be denied. Once approved, everything is ready to go with the company and deposits have been paid, so it should happen as soon as they have a window to install.*

**Q24 *What steps can be taken to obtain an external sports personality to further raise the awareness of PE?***

*There are companies that organize and promote this. I can ask Mr O'Sullivan to look into this. We had a visitor, I think in the last 18 months via virtual link and we also had two ex professional footballers come and deliver sessions through Show Racism the Red Card last year.*

**Q25 *What additional funding / grants can be explored for sports / PE?***

*We are still assuming the Sports Premium will be awarded this year (not confirmed yet, though). This totals about £35,000 across the two schools. This largely funds the PE festival attendance and transport. I will ask Mrs Chawhan and Mr O'Sullivan to see if they can find any more opportunities.*

**Q26 *Your Inset day slides looked like a good day. In them you mention Governors have been informed about time during rolling programme slots for subject meetings. I think I have missed this, could you clarify?***

*I think I mentioned this as a good time slot for governors to try and make appointments with their subject lead during the last FGB in July.*

**Q27 *You asked for topic options for the Parents Information Evening. A few suggestions from me***

*CLT Theory – I did do this two years ago, but could repeat.*

*Kapow – I did a session on curriculum planning last year, but could be redone with emphasis on Kapow.*

*E-safety – again this was done in my first academic year here (May 2023), with a speaker from Bucks running the session. It had the lowest turn-out of any parents' info evening I have run so far.*

**6.2 *Self Evaluation Form (SEF)***

*Governors noted the SEF.*

**6.3 *School Development Plan (SDP)***

The Headteacher had circulated the SDP for 2024-25.

***The SDP should link to the vision and strategy but three areas (Learning behaviours, Real world learning and Partnerships & collaboration) don't have any actions assigned to them. This is not a problem if we feel that other areas have a greater urgency this year, but would we expect to see actions in these areas in future years? Will the SDP now be only written one year at a time rather than having a longer timespan as it used to?***

*The Headteacher usually links the SDP to Ofsted areas but can amend this going forwards. A one year SDP allows for a certain flexibility for things that crop up year on year – for example spelling and writing assessment over the last two years. Three year time scales may drift for some areas of development. A year gives a focused time to complete and hopefully drives quicker improvement.*

***Could there be Governor involvement in the review of options to replace Target Tracker?***

*The Data Review Group were asked to comment in the web based options. Links would be sent to them.*

Headteacher

#### **Governing Board target**

Completing and writing up curriculum visits would be the target which the Headteacher would add to the SDP. Subject Governors should contact the Subject Leads to discuss the SDP in the current term and visits would ideally be made to the Juniors in Spring term and the Infants in Summer. Subject Leader time was Wednesday mornings at the Juniors and Thursday morning at the Infants. Arrangements could be made outside those time if necessary. Leaders' details were on Governor Hub and the Headteacher and Deputy should be copied into the e mails. Other visits, such as Safeguarding, SEND, H&S and so on would take place every term.

Headteacher  
Governors

#### **6.4 Sports Premium Strategy 2024-25**

This had been posted on Governor Hub and was approved by Governors. Governors noted that the Sports Premium funding had not yet been announced and would impact on the budget if it was not made available. Most of the funding was spent on the Sports Partnership and transport to allow the Year Groups to take part in events.

***Would the Strategy be placed on the website?***

*It was approved so would be made public.*

#### **6.5 Pupil Premium Premium Strategy 2024-25**

The Pupil Premium Strategy for 2024-25 had been shared on Governor Hub and was the start of a new three year cycle. The principles remained the same. Extra tuition was provided for PP pupils in Year 6 and there was funding for extra curriculum activities. It gave a good spread of academic support and cultural capital. Governors approved the Strategy.

## 7 COMMITTEE MINUTES

### 7.1 COMMUNICATIONS COMMITTEE

The Communications Committee had not met this term but findings from the Parent Survey had been shared.

Governors welcomed the positive responses to questions on children feeling safe in school and being happy there. On high expectations of children, although good and broadly in line with previous year, the number of 'don't know' responses had increased to 16%. The school still had some communication challenges in this area.

***The percentage of parents agreeing that the school lets me know how my child is doing had fallen a little. It was an area to be addressed. Do you have any plans to do this differently?***

*The difficulty was how to do something that was manageable and did not place too much of a burden on staff. A particular challenge was when parents moved from a Nursery where they had frequent updates to Reception where information followed a more standard school format.*

***The percentage of parents agreeing that my child can take part in clubs and activities at this school had fallen considerably. The responses in 2023 were probably affected by clubs opening again post-pandemic. There was a wider range of activities now. Was there any indication why parents felt this way?***

*The Juniors had a significant number of activities, especially at lunchtime, but fewer at the Infants. The response to Premier Football and Gymnastics at the Infants had been low but they were both paid activities. Teachers at the Infants did activities before school rather than afterwards. Sometimes the response depended in the children's interests.*

### 7.2 SCHOOL TRAVEL PLAN WORKING GROUP

The Working Group had not met. As yet, no member of staff was willing to take on the lead for this area.

### 7.3 CHARITABLE TRUST FUND

The Charitable Trust Fund bank account signatories and access was being updated. Governors agreed that Nitu Chawhan should replace Jayne Allison as signatory.

## 8 REPORTS

### 8.1 REPORT OF THE CHAIR

The Chair had taken no actions under delegated powers.

Previously, Committee Chairs had done a Governing Board self evaluation.

Governors agreed to look at the self evaluation at the January meeting. The skills audit would be repeated to consider strengths and gaps further.	<b>ACTION</b> <b>Clerk: agenda</b>
<b>8.2 REPORT OF THE SAFEGUARDING GOVERNOR</b>	
<b>8.2.1 Keeping Children Safe in Education 2024</b> Governors were asked to read the revised guidance and confirm on Governor Hub. The NSPCC had a summary of changes.	<b>All Governors</b>
<b>8.2.2 Annual Safeguarding Return</b> This return reviewed safeguarding activity in the school over the previous year. It had been completed, discussed with the Safeguarding Governors and posted on Governor Hub.	
<b>8.2.3 Child Protection Policy</b> Governors adopted the updated Child Protection Policy which would be published on the school website.	
<b>8.2.4 Safeguarding training</b> The advice was to repeat training on safeguarding responsibilities every two years but there were other related areas to consider for the intervening years. Safer recruitment would fall into this category and was a transferable skill. Governors were asked to add training other than BEP training to their training record on Governor Hub.	
<b>8.3 REPORT OF THE SEND GOVERNOR</b>	
The SEND Governor would meet the SENCo the following week. <b><i>The SEND documents on the website need updating for 2024-5, is this imminent?</i></b> <i>The SENCo discovered that the Local Offer document needed a significant re-write, using new templates to help with this. In the meantime, as the content had not changed, Governors agreed to amend the dates on the current document to have an up to date version on the website. The new document would be agreed at the November FGB meeting.</i>	<b>Clerk: agenda</b>
<b>8.4 DEVELOPMENT GOVERNOR</b>	
Bucks Education Partnership for 2024-25 had introduced new training webinars on Early Years and Cybersecurity which would be useful for Communications Committee members. There was also a shorter session on finance for maintained school Governors.	
<b>8.5 OTHER GOVERNOR REPORTS</b>	
Governors noted the reports on the following: <ul style="list-style-type: none"> <li>• Science monitoring visit</li> <li>• PE</li> <li>• PSHE</li> </ul>	

		ACTION
<p><b>8.6 Governor Visits 2024-25</b></p> <p>Visits were planned on:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• SEND</li> <li>• Maths Learning Walk</li> <li>• Literacy Leads</li> <li>• Early Years</li> <li>• Subject visits (<i>See also item 6.3.</i>)</li> </ul> <p>The Summer monitoring visit had covered Science but not Sustainability. Governors agreed to do a monitoring visit on Sustainability on 20 and 21 November.</p>		
<p><b>9 OTHER MATTERS</b></p>		
<p><b>9.1 Equalities Policy and targets</b></p> <p>The Headteacher would meet the Equality Governor to discuss the equality objectives.</p>		<p><b>Headteacher</b></p>
<p><b>9.2 Privacy Notices</b></p> <p><b><i>Privacy Notices – will updated versions be provided by Bucks or do we need to produce our own?</i></b>  <i>Turn It On are still our GDPR providers. They provide new templates which the school amends and puts on the website, copied to Governor Hub. The DfE templates are standard.</i></p>		<p><b>Headteacher</b></p>
<p><b>9.3 Music Development Plan</b></p> <p>Governors noted the requirement for schools to publish a summary of their music development plan for the academic year 2024-25 on their website.</p> <p>The Headteacher reported that the Junior plan was done and the Infant plan was close to completion. They would be available to view on the school’s website.</p>		
<p><b>9.4 Admissions Arrangements</b></p> <p>Governors noted the need to review the LA’s current admission arrangements in relation to their school and advise the LA if they wished to comment on the current rules and/or request a change to the admission numbers for the school. Governors did not want to request a change to their Admission Number or comment on the LA’s admission arrangements.</p>		
<p><b>9.5 Ofsted Inspection Framework</b></p> <p>Governors noted that changes had been made to the Ofsted framework and that further changes would be made. The Headteacher reported on the</p>		

	<p>details of this interim year and would provide the link to a webinar which explained the changes and send the notes from the presentation. Governors noted that the Junior school had last been inspected in February 2020.</p>	<b>ACTION</b> <b>Headteacher</b>
<b>9.6</b>	<p><b>DfE Statutory Guidance – Working Together to Improve Attendance</b></p> <p>This had been discussed at item 6.1, questions 11 to 20. The Curriculum and Standards Committee would look at the Attendance Policy.</p>	<b>Curriculum and Standards Committee</b>
<b>9.7</b>	<p><b>Performance related pay for teachers</b></p> <p>Governors noted the changes to performance related pay for teachers which would relate to the 2024-25 cycle.</p>	
<b>9.8</b>	<p><b>Term Dates and In-Service Training Dates 2025-26</b></p> <p>Dates would be agreed at a later meeting.</p>	<b>Headteacher</b>
<b>9.9</b>	<p><b>School Website</b></p> <p><i><b>Where are we up to on developing a new website?</b></i>  <i>It stalled when the Business Manager left but had now increased in priority. The Headteacher was working on populating some pages that would definitely be used.</i></p> <p>The Headteacher would report progress at the next Communications Committee meeting. The current website should be checked for compliance in the meantime.</p>	
<b>10</b>	<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>The dates and times of meetings in 2024-25 were confirmed as:</p> <ul style="list-style-type: none"> <li>• Thursday 23 January at 7pm</li> <li>• Thursday 20 March at 7pm</li> <li>• Thursday 15 May at 7pm</li> <li>• Thursday 3 July at 7pm</li> </ul>	
<b>11</b>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Nursery Admissions Policy</b>  Governors recognised that numbers in the Nursery were low and flexibility was under discussion. Governors agreed the suggestion to add to the rules in the Nursery Admissions Policy the statement that the Headteacher would consider requests to vary mornings only attendance for 15 hour children on a case by case basis.</p> <p>Governors were content to grant this authority and asked for a report on its use.</p>	
<b>12</b>	<p><b>CONDUCT OF MEETING</b></p>	

**ACTION**

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 8.50 pm.

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

CHAIR