

SPRING TERM 2022 – MEETING 1

MINUTES of the meeting of the Governors of Chalfont St Giles Village School
held via Zoom on 20 January 2022 at 7.30 pm

PRESENT:	Sonya Agar Bob Albery Ann Alderson Melvyn Bleakley Dave Cronen Patricia English Elaine Hoare Nigel Hobbs	Katherine Mannion Becky Murray Eleanor O'Connor Elen Peal (Headteacher) Sue Salmon Jessica Svensson Felicity Warner Donna Westall (Chair)
IN ATTENDANCE:	Gill Brown Ann Baines	Associate Member Clerk
ABSENT:	Lisa Higgin Rose Smith	(apologies received and accepted) (apologies received and accepted)

NB. Governors' questions are highlighted in *italics* throughout these minutes.

1 NOTIFICATION OF ANY OTHER BUSINESS

Governors agreed the following arrangements for the items raised:

- Monitoring days would be taken under item 8
- School Plan would be taken under item 5

2 DECLARATIONS OF INTEREST

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

9 HEADTEACHER RECRUITMENT

Governors agreed to take this item out of order.

A Governing Board meeting on 2 December 2021 had agreed the approach of the recruitment and delegated responsibilities. Minutes and subsequent documents had been circulated.

The Chair reported that the Selection Panel of Chair of Governors and Committee Chairs, endorsed by the GB, had shortlisted candidates that day. Five applications had been received by the deadline of 8am. A request from another person was made at 9am to have a late application accepted and a deadline of midday was given. The application was received by that time and was accepted for consideration. Three candidates, all of whom had Headship experience, had been shortlisted. These were strong candidates.

ACTION

		ACTION
	<p>The draft schedule for the assessment days would be adjusted for three candidates and would involve both sites. The Chair would contact those involved. Governors appreciated the careful and thorough planning by the Chair and others involved.</p> <p>Governors thanked Katherine Mannion and Patricia English for showing candidates round the school and Jayne Allison for her work on the recruitment materials and advertising process.</p>	<p>Chair</p>
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES	
	<p>The Minutes of the meeting held on 25 November 2021, 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.</p>	<p>Chair / Clerk</p>
3.2	MATTERS ARISING	
3.2.1	Collaboration with Iver Village Junior School (Minute 3.2.3)	
	Governors of Iver Village Junior School had agreed a collaboration with the school.	
3.2.2	Communications Committee terms of reference (Minute 3.2.4)	
	A minor amendment was required in the allocation of policies.	<p>Comms Cttee /Clerk</p>
3.2.3	Completing Governor Hub confirmations (Minute 3.2.5)	
	These were complete.	
3.2.4	Website audit and pen portraits (Minute 10.3)	
	The outstanding pen portrait had been written. The website audit had shown that all requirements were met but some items, which were available in different sections of the website, were not consistent. The Headteacher was checking for consistency and carrying out a general 'sense check'.	<p>Headteacher</p>
3.2.5	Accessibility Plan – comments invited before approval (Minute 5.4)	
	The Accessibility Plan had been circulated and no further comments had been made. Governors agreed the Accessibility Plan.	
3.2.6	Modern Governor access (Minute 6.2)	
	Modern Governor was now accessed differently but still via Governor Hub and the change appeared to have been smooth. The on line modules addressed individual topics and were short and informative.	
3.2.7	Curriculum Lead names onto Governor Hub (Minute 6.7)	
	The names had been circulated.	
4	GOVERNANCE UPDATE	
4.1	Parent Governor vacancy	
	Governors thanked Nick Brown for her input to the GB. A letter to parents about the vacancy resulting from her resignation had been sent to parents. Jessica	

Svensson would investigate Class Lists as an alternative means of communicating the vacancy to ensure that as many parents as possible were aware.

ACTION
Jessica
Svensson

Governors also considered the roles held by Nick Brown. Nigel Hobbs was appointed as Pupil Premium Governor. Sonya Agar was appointed to the Personnel Committee.

4.2 Arrangements to approve SFVS and provisional budget for 2022-23 for submission to the LA

Governors delegated approval of the SFVS and provisional budget for 2022-23 to the Finance Committee which would meet before the deadline of 18 February.

Finance Cttee

STRATEGIC MANAGEMENT

5 UPDATE FROM THE HEADTEACHER

5.1 Review of Current Covid-19 Risk Assessments and Outbreak Management Plans

The current mitigations were that:

- staff were wearing masks in communal areas
- there were no joint assemblies
- some mixed Year Group Clubs were not happening
- the flexibility and support of lunchtime staff meant that, on the Junior site, packed lunches were taken in a Year Group classroom and the reduced number of children having hot meals went through the dining hall.

The mitigations had been effective. Some individual members of staff and children had had Covid over the last six weeks. It seemed likely that there had been no transfer within the school or, if so, it had been very limited. The national rules would change the following Thursday when masks would no longer be required in communal areas. Some staff would not be comfortable about this but most would welcome it. The Headteacher would talk to staff about it the following week and introduce it the next when they had some time to adjust to the change.

If there was an outbreak in future, the Year Group would be isolated and the school would revert to the previous risk assessment to make every possible attempt to keep the infection within the Year Group. The guidance was always followed and changes would be brought in as restrictions were lifted.

Governors who were staff appreciated how everyone in the school had dealt with the situation and welcomed forthcoming changes.

5.2 Staff and Pupil Well-Being

Annual surveys of staff and pupils had been prepared and would be sent out before half term. Comments last year had asked for the surveys to be done earlier so that any changes could be introduced in the Summer term. The results would be available after half term.

Parent surveys were usually done around Parents' Evenings. What would the arrangements be this term?

The Headteacher had not discussed the arrangement with staff yet but it was likely that both virtual and face to face sessions would be offered to parents. The alternatives suited different parents and it had been a successful approach.

Governors agreed to send the survey with the invitation to Parents Evenings using a Google form. This would be returned at or before the Parents Evenings. Office staff would usually send the invitations before half term so the Communications Committee would arrange to meet to prepare the Google Form.

5.3 SCHOOL PLAN

The School Plan had been drawn up following meetings and discussion. It included the strategy for 2021-24 and, in more detail, the Strategic Plan for 2021-22. There would be opportunity to discuss it with the new Headteacher to ensure smooth transition to 2022-23. It had been circulated for comment and questions.

Q1 What was meant by 'Side by Side'?

This was an approach by the LA to ensure that schools who needed support could be given support by schools that could provide it, such as Chalfont St Giles Village.

Q2 What was the difference between hard and soft data?

The Curriculum Committee looked at the hard performance data but other data was collected to consider progress of a child as a whole person. This could cover such areas as being able to make friends and was not easy to set targets for or measure but was important.

Q3 Under Oracy, what was meant by the 'pacey plan'?

The reference was to a plan that would maintain momentum.

Q4 The wellbeing priority was welcome. A new project, a Community Orchard, was planned nearby which would be a good resource and could be beneficial. Was the school involved in local projects such as this and the Community Fridge?

It would be excellent for the children to be invited to plant trees in the Community Orchard. The school had shared information about the Community Fridge with parents.

Q5 Was 'Toddling Together' going well?

The current Covid restrictions had delayed the launch and it would probably start in the Summer term or a little before. Families who might be interested had been identified. There were few Play Groups in the area now so it would be a benefit.

Q6 How was the Nursery going?

The provision itself was going well but the Finance Committee would look carefully at the financial situation when considering the budget for the next academic year.

Q7 It had been difficult to recruit LSAs last term. What was the situation now?

Appointments had now been made. References were being taken and the starters were working notice periods but the difficulty was over.

Q8 Had Parenting Workshops been run before? What would be the format? Would this be an annual series?

They had been run before but not for some time. We are going to ask if the Family Support Service will join us in providing these but school staff were keen to run some

workshops in the series, such as those around the curriculum and establishing routines. A basic outline of the sessions had been drawn up and would be discussed by SLT before letting parents know. If the series of workshops proved effective, it would be worth repeating.

Governors approved the School Plan 2021-24.

6 COMMITTEE MINUTES

6.1 COMMUNICATIONS COMMITTEE

Minutes of the Communications Committee meeting held on 9 December 2021, having been circulated, were noted.

A major focus of the meeting had been the policies around GDPR which had been suggested by Turn It On, the ICT providers. Most of the policies were acceptable but needed tweaks where some elements were not applicable to the school. The Business Manager was working on these policies for approval at the next Committee meeting. This would include the Freedom of Information publication scheme.

Questions were raised about which Committee should cover Cybersecurity. It seemed that a cybersecurity breach would fall within the remit of the Emergency Plan and so Governors agreed that it fell to the Infrastructure Committee. The Headteacher would update the Emergency Plan to account for cybersecurity risks for the next Infrastructure Committee.

**Headteacher/
Infrastructure
Cttee**

As Governors had not been going into school, the Events Listing had been left aside. Now that rules were changing, it would be considered on the next agenda so that Governors could re-engage.

6.2 PAY REVIEW COMMITTEE

The note of the Pay Review meeting on 7 January 2022 had been circulated and was received by Governors.

7 REPORTS

7.1 THE CHAIR

The Chair had not taken any action under emergency or delegated powers. She had attended the LA Briefing which had covered the following main items:

- the LA was developing a traded offer for Governor Services, including training and advice, with discounts on membership of the NGA, Governor Hub and The Key. This service, within BESST, was starting in a small way and would be in direct competition with BEP. A Governor Support Officer and an extra School Improvement Officer were being recruited. Governors would consider what was on offer and decide whether to switch to the BESST service. Some training had already been provided. The Safeguarding Governors' local forum previously run by BLT had been helpful. This lack had been raised with the LA but was not covered by any provider now.

Clerk: agenda

- The LA was planning Inclusion Units in mainstream schools for children with Special Needs and a new Free School for children with social and emotional needs.
- Currently Ofsted inspections had a focus on attendance, safeguarding and social care.

7.2 SAFEGUARDING GOVERNOR

The Safeguarding Governor had met the Headteacher on 8 December 2021 and the notes had been circulated. They had discussed the role of the Governor in an inspection and planned a further meeting in February.

7.3 DEVELOPMENT GOVERNOR

Governors were reminded of the agreement to do at least one training session per year as well as keep safeguarding awareness up to date. With changes in Covid guidance, more face to face sessions might be available. Opportunities to meet and network with Governors of other schools were often valuable.

Governors

7.4 SEND GOVERNOR

The SEND Governor had contacted Sarah Pierrepont, the new SENDCO, by e mail and had circulated her reply about her plans for the rest of 2021-22. Governors welcomed her reply. She was currently working three days a week but this would be kept under review.

7.5 CURRICULUM GOVERNOR REPORTS

The Science Governor had posted the report of her meeting which was welcomed by Governors.

The PE Governor had spoken with Co-ordinators at both Infant and Junior schools and would post her report.

The IT Governor would arrange a visit now that restrictions were lifting. The SMSC Governor and the Chair would jointly cover that area.

The Chair and Headteacher had discussed the feasibility of two delegated days for Governors to visit the school and see it in operation. No dates had been agreed but the week of 28 March was one option. Topics for more formal monitoring visits in the Summer term were:

- Early Years in the second half of the Summer term. The change in the EYFS Curriculum had been major and had involved Katherine Mannion and the other staff members in a great deal of work. A visit would provide information on and recognition of the achievements. This could be a topic for the final newsletter of the year.
- Phonics – a visit would give the opportunity for the Literacy Lead to explain the changes required at national level and what the school had done in response. Both schools had been affected by the changes.

- Wellbeing – some Year 6 children were now trained mentors and some Year 2 children had some involvement at class level.

ACTION

8 OTHER MATTERS

8.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2023

Governors noted that the LA were not proposing any changes to the co-ordinated admissions scheme, primary or secondary admissions rules or catchment areas for September 2023. The schools consulting on changes were not close and the proposals would have no impact on the school.

8.2 REVISED STATUTORY GUIDANCE ON THE COST OF SCHOOL UNIFORM

Governors noted the revised statutory guidance on the cost of school uniform and delegated consideration of the guidance to the Curriculum and Standards Committee.

Curriculum and Standards Committee

8.3 UK FOOD INFORMATION AMENDMENT (OCTOBER 2021)

Governors noted revised requirements for allergen labelling of pre-packed food for direct sale. The Hot Meals Supplier was responsible for the labelling of occasional pre-packaged food and, on the occasions when pre-packaged food (muffins or biscuits) was unavoidable, the school and parents were always informed of the ingredients. The situation for birthday sweets and cake sales or other food sold at PTA events were less clear. The Clerk would raise the query.

Clerk

8.4 PAY POLICY

The Pay Policy had been circulated in advance for questions and comments. It was based on the LA model Policy following consultation with the teaching Unions.

Was the model Pay Policy For Schools for teachers only or for support staff as well? This Policy applied to teachers' pay and Governors could amend the pay range limits. Pay for Support Staff fell within Bucks LA Pay arrangements and was subject to a separate consultation each year. Governors had no role in that policy.

With the clarification in the title that this was a Pay Policy for Teachers, the Pay Policy was agreed.

10 FUTURE MEETING DATES

The dates and times of future meetings were:

- Monday 21st March 2022 at 7.30
- Thursday 12th May 2022 at 7.30
- Thursday 7th July 2022 at 7.30

11 ANY OTHER BUSINESS

Items had been taken within the agenda.

The meeting closed at 8.40 pm.

Signed Date
CHAIR