

## AUTUMN TERM 2021 – MEETING 2

**MINUTES** of the meeting of the Governors of Chalfont St Giles Village School  
held via Zoom on 25 November 2021 at 7.30 pm

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

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

|  | <b>ACTION</b>        |
|--|----------------------|
| <b>1 NOTIFICATION OF ANY OTHER BUSINESS</b>  |                      |
| No items were tabled for discussion under Any 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 30 September 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. | <b>Chair / Clerk</b> |
| <b>3.2 MATTERS ARISING</b>   |                      |
| <b>3.2.1 Events listing (Minute 5.2.2)</b>   |                      |
| This had been covered by the Communications Committee and would shortly be published.  |                      |
| <b>3.2.2 Nursery Admissions Policy (Minute 5.2.3)</b>  |                      |
| This had been amended as agreed.   |                      |

|   |  |
|---|--|
| <p><b>3.2.3 Collaboration with Iver Village Junior School (Minute 6.1.4)</b><br/>The Clerk had not yet heard from Iver Village Junior School.</p>   | <p><b>ACTION</b><br/><br/>Clerk</p>      |
| <p><b>3.2.4 Committee Terms of Reference (Minute 6.2)</b><br/>All but the Communications Committee had reviewed their terms of reference and Governors noted that the scope might broaden. Governors adopted the other terms of reference.</p>  | <p>Comms Cttee<br/>/Clerk</p>            |
| <p><b>3.2.5 Governing Board Confirmations on GHub (Minute 6.3/9.3)</b><br/>The Chair would remind any Governors who had not yet done this.</p>  | <p>Chair</p>                             |
| <p><b>3.2.6 INSET days 2022/23 (Minute 10.2)</b><br/>The first Inset dates would be 2 and 5 September. The others would follow the October and May half terms and the Christmas holidays: 31st October 2021, 4th January 2022 and 5th June 2022.</p>  |  |
| <p><b>3.2.7 Website Audit (Minute 10.3)</b><br/>The Communications Committee was carrying this out. The Policies and Curriculum had been updated. New Governors were asked to provide pen portraits for the Governor section of the website.</p>  | <p>Comms Cttee<br/>New<br/>Governors</p> |
| <p><b>4 STRATEGIC MANAGEMENT</b></p>  |  |
| <p><b>4 REPORT OF THE HEADTEACHER AND GOVERNORS' QUESTIONS</b></p>  |  |
| <p><b>4.1</b> Governors welcomed the Headteacher's report and asked the following questions.</p> <p><b><i>The number of children attending the Nursery was important in reaching a break even point. What was the current position?</i></b><br/><i>It was paying for itself as a small number had joined but no more staff had been necessary. Currently there were around 25 children across the morning sessions and between 10 and 13 in the afternoons.</i></p> <p><b><i>Was it enough financially? Would more children in the afternoon session be better?</i></b><br/><i>Indications from parents were that they would increase the hours they took as their children became older. It was important to try to run Nursery provision. If it wasn't financially possible to run it, the decision should be made before advertising for next September. This would be discussed at the next Finance Committee.</i></p> <p><b><i>How many children would be ideal?</i></b><br/><i>For the morning sessions, 30 was ideal and 15 for the afternoons. Parents of the current attendees were happy with the provision and Governors would let it be known locally. It was open to children of three years plus a term. Open Days would be run in the second half of the Spring term.</i></p> <p><b><i>Would the new SENDCo be part of SLT on joining the school?</i></b><br/>Yes.</p> | <p>Finance Cttee</p>                     |

**Looking at the number of SEN children in Years 4 and 5 and the number of SSAs, there seemed to be a mismatch with fewer SSAs in Year 4 compared to the number of SEN children. Why was that?**

There were more SSAs in Year 5 because there were more SEN children with support from EHCPs and HNBF in that Year. The SEN Support children in Year 4 were being reviewed but did not quite meet the threshold for an EHCP or HNBF bid.

Rose Smith joined the meeting

**Did that situation put more pressure on the staff?**

Yes it put a lot of pressure on the staff. It was difficult but the reality of the SEN system. The other difficulty was the attempts to recruit two SSAs for higher up the school had not had any response. Some schools were using supply SSAs. Schools had previously had an advantage in recruitment because of the flexibility that could be offered. The private sector was now offering more flexibility as well as higher salaries when fewer people were looking for jobs.

**Where had the adverts been placed?**

Within the school and on the Bucks Council site. Community opportunities would be taken as well.

**What had the uptake of remote learning been like at the Junior School when it needed to move to remote for four days before half term? What had been the wellbeing effect on staff of that change over and dealing with parents' response?**

The Headteacher brought staff together, looked at the needs and arranged rotas. Staff had felt more in control of the situation. The children on remote learning had older and were more accustomed to learning independently. There had been lower numbers because some of the children were ill and it had been easier to respond to a smaller number. Some children, however, had taken an early half term.

The quick turn round had worked well with little wellbeing impact. The initial work had been significant but it had then been straightforward. The daily live lessons had been very successful with a good turnout. The vast majority of parents had been supportive and understood the situation. A few had expressed surprise but understood once the number of cases and the situation was explained. There had been discussion with some parents about Key Worker provision. Governors who were also parents had found the remote provision to be good and the children had enjoyed getting comments from the teachers. They appreciated how quickly the Key Worker provision had been arranged.

**Do you envisage a time when the mental health needs in the school will need more support than the current ELSA?**

This was not needed immediately and there were also staff trained in Nurture. Discussions about the School Plan in the Summer term should consider the need to train more staff as the pandemic disruption would have impacts for some years to come. The Headteacher and Sue Salmon met every week and discussed the ongoing needs and any need for additional support. It had become clear that, in some Year Groups, children's vocabulary, relationship building and social skills needed support. This was a different angle but was also important. Children with good self esteem tended to have benefited from 1:1 time with an adult but the opposite was true for those whose self esteem was low.

Governors thanked all staff, especially Katherine Mannion and Patricia English with SLT, for their leadership of the school whilst the Headteacher was not able to return full time. They congratulated Becky Murray on her role to support curriculum leadership work and the development of Writing in schools needing help in these areas and Felicity Warner on being selected as a Moderator in Writing for the LA this year.

#### **4.2 SCHOOL DEVELOPMENT PLAN (SDP)**

The Chair, Headteacher and Katherine Mannion had met to consider the comments from the Strategy Meeting and integrate them into the Vision and Values Statement. The Statement had been circulated to Governors and comments were invited. The inclusion of a statement around promoting physical and mental health was welcomed and its importance had been highlighted by recent circumstances.

##### ***Shouldn't the work to implement environmental sustainability be included in the Vision?***

*As a Silver Eco School, a lot had been done around environmental sustainability and there was more to do.*

Governors agreed that promoting environmental sustainability should be included and, on reflection, thought that it should be an item separate from physical and mental health. Subject to this addition, Governors agreed the Vision and Strategy Statement for the school. More detailed ideas from the Strategy Meeting would be taken into the next stage of developing the School Plan.

### **5 COMMITTEE MINUTES**

#### **5.1 COMMUNICATIONS COMMITTEE**

The Communications Committee would meet on 9 December.

#### **5.2 CURRICULUM AND STANDARDS COMMITTEE**

Minutes of the Curriculum and Standards Committee meeting held on 3 November 2021, having been circulated were noted. Governors noted the policies that were reviewed and agreed by the Committee. The Literacy Policy was now entitled the 'Writing and Oracy Policy'.

#### **5.3 FINANCE COMMITTEE**

Minutes of the Finance Committee meeting held on 6 October 2021, having been circulated were noted. The Chair had sent the following report.

The forecast for both schools is that we will have a very small carry forward at the end of this year - £6,200 for the infants and £71 for the juniors. The three year outlook is that we will be slightly better than break even for both schools. One encouraging sign is that the small year group now at the juniors has filled up

considerably and now has 53 pupils. The nurse extended hours is working well with ongoing interest from parents. The school budget has been submitted to county.

A priority project for our capital funding is converting the Infants ICT suite into a meeting room and space for PPA time. We are looking to do this as devices are now used in classrooms. However, the work for a full refurbishment will cost more than the funds we have available, but the PTA have started fund raising.

We are continuing with Hot School Meals from St Josephs but will review the situation in April. Finally, following some good work by Jayne Allison, we agreed (out of committee) to go with a new 3 year electricity deal with SSE at the infant school.

#### **5.4 INFRASTRUCTURE, HEALTH AND SAFETY COMMITTEE**

Minutes of the Infrastructure, Health and Safety Committee meeting held on 6 October 2021, having been circulated were noted. The Chair highlighted the following items.

Work on the roof had started at half term. Bucks Council had changed their approach and agreed to improve the fall on the roof and increase drainage from the flat roof with a further downpipe. This work would not be done until next Spring, probably January. The small maintenance jobs around the site were being done as necessary.

Governors noted that minor changes had been made to the Health and Safety Policy and were reminded to comment on the Accessibility Plan before approval and publication.

Governors

#### **5.5 PERSONNEL COMMITTEE**

Minutes of the Personnel Committee meeting held on 18 November 2021, having been circulated were noted. The Chair highlighted the following items.

Progress on the appraisal process and target setting was noted and the Committee was updated on staffing. The Wellbeing Group report was noted and the Committee agreed that the school should sign up to the DfE Wellbeing Charter.

On policies, a new policy had been required and agreed for Early Career Teachers (formerly NQTs) to reflect the changes. The Statement of procedures for dealing with allegations of abuse against staff was also agreed. The model Pay Policy had not yet been published.

In Pay Review, the pay recommendations of the Headteacher had been agreed.

#### **5.6 HR RELATED PANELS/COMPLAINTS PANEL/PUPIL DISCIPLINE COMMITTEE**

These Committees had not needed to meet.

## 6 REPORTS

### 6.1 THE CHAIR

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

- A talk on the Pupil Premium Strategy had provided a lot of interesting information on the latest EEF research and guidance on the use of evidence in the spending decisions for PP and Recovery funding. The PP Governor would discuss this with the PP Leader. The new Strategy had to be published on the school website by 31 December. It had been prepared and the Business manager was checking the financial side. Governors agreed that the PP Governor should check this through with the PP Leader before publication.
- A presentation on SEND which had been forwarded to the SEND Governor.
- An item on cybersecurity, which had been discussed with the Headteacher and would be picked up by the Communications Committee.

### 6.2 DEVELOPMENT GOVERNOR

Modern Governor, the on line development modules, would be unavailable for a week whilst it was set up on a separate website. The modules were useful and would still be accessible through Governor Hub, although a separate log in would be needed. Governors were reminded of the agreement to do at least one training session per year as well as keep safeguarding awareness up to date.

Governors

### 6.3 SAFEGUARDING GOVERNOR

The Safeguarding Governor had met the Headteacher via Zoom and Governors noted her report. She reported on training she had attended on Ofsted expectations around the Safeguarding Governor in inspections. Ofsted placed a lot of emphasis on schools' responses to the report on sexual violence, and sexual harassment and peer to peer abuse. The report was the follow up to the testimonies given on the 'everyone's invited' website. The original reports concerned secondary schools and Bucks schools were implicated as much as schools in other areas. It was not just an issue for secondary schools and both Governors and staff should assume it was happening. Good practice was expected in how situations were dealt with. Governors noted that the latest Child Protection Policy included information on peer to peer abuse. The November training for staff had covered teaching about relationships, how children could keep themselves safe and what they should do if they did not feel safe.

***Should this be part of PSHE and so raised in discussing the PSHE Curriculum?***

*The issues would be covered under PSHE. The topic would be discussed in a safeguarding meeting.*

### 6.4 WELLBEING GOVERNOR

This area had been covered in the Headteacher's report and discussed in Personnel Committee.

- Two staff had been booked onto Mental Health First Aid training and five had attended Astra Support for wellbeing workshops. The Government was

releasing information about training for Headteachers and Deputies so this would be considered carefully.

- The Staff Wellbeing Group had been re-established.
- The school had signed up to the Government’s Wellbeing Charter. This had been completed and would be added to the website.

**6.5 EQUALITY GOVERNOR**

The Equality Governor had no report.

**6.6 SEND GOVERNOR**

The SEND Governor would report when he had met the new SENCo next term.

**6.7 CURRICULUM GOVERNOR REPORTS**

The Science Governor had arranged a meeting and reported that the school was working towards the Science Quality Mark.

Governors recognised the challenges faced by staff at the moment and agreed to hold their Curriculum meetings next term. They proposed e mailing a set of question to their linked Curriculum Leader based on the action plan. It would be good if it was possible to speak or meet for 30 minutes to discuss the questions but e mailed answers would be valuable too. A Governor Day might be possible later in the Spring term.

**Curriculum  
Governors**

The Headteacher would put a list of Curriculum Leads on Governor Hub under School Information and would let those Leads know to expect an e mail from their Governor.

**Headteacher**

**7 Date change of March GB meeting**

Governors noted that the date of the March GB meeting had been moved to Monday 21st March 2022 at 7.30.

The dates and times of future meetings were:

- Thursday 20th January 2022 at 7.30
- **Monday 21st March 2022 at 7.30**
- Thursday 12th May 2022 at 7.30
- Thursday 7th July 2022 at 7.30

**ANY OTHER BUSINESS**

There was no other business.

The meeting closed at 8.30 pm.

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

**CHAIR**