

## AUTUMN TERM 2021 – MEETING 1

**MINUTES** of the meeting of the Governors of Chalfont St Giles Village School  
held via Zoom on 30 September 2021 at 7.30 pm

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

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

	<b>ACTION</b>
<b>1 GOVERNOR APPOINTMENTS</b>	
Governors agreed that the process for electing the Chair would remain as contained within their Standing Orders.	
<b>1.1 ELECTION OF THE CHAIR</b>	
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 2022.	
<u>Donna Westall in the Chair</u>	
<b>1.2 ELECTION OF VICE- CHAIR</b>	
In line with the procedures agreed by the Governing Board, Melvyn Bleakley 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 2022.	
<b>2 CO-OPTED GOVERNOR VACANCY</b>	
Following a meeting with a group of Governors, the decision to appoint Jessica Svensson as Co-opted Governor had been made electronically. The decision was ratified in the meeting and Jess Svensson was welcomed.	

		<b>ACTION</b>
<b>3</b>	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>No items were tabled for discussion under Any Other Business</p>	
<b>4</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest in items covered at this meeting.</p> <p>Governors agreed to review and update their declarations of interest on Governor Hub. Governors noted the requirement for this information to be published on the school website.</p>	<b>All Governors</b>
<b>5</b>	<p><b>MINUTES AND MATTERS ARISING</b></p>	
<b>5.1</b>	<p><b>MINUTES</b></p> <p>The Minutes of the meeting held on 1 July 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>	<b>Chair / Clerk</b>
<b>5.2</b>	<p><b>MATTERS ARISING</b></p>	
<b>5.2.1</b>	<p><b>End of year newsletter for parents (Minute 5.1)</b></p> <p>The Chair was thanked for completing the newsletter for publication to parents.</p>	
<b>5.2.2</b>	<p><b>Events listing (Minute 5.1)</b></p> <p>This would be covered at the next Communications Committee.</p>	<b>Comms Cttee</b>
<b>5.2.3</b>	<p><b>The agreed Admissions Policies for 2021 and 2022 to be amended in line with Government changes (Minute 7.2)</b></p> <p>The LA Admissions Policy was used as the LA acted as the Admissions Authority for the school so the update giving priority for children in care outside the UK would be added. The Nursery Admissions Policy would be amended.</p>	<b>Headteacher</b>
<b>6</b>	<p><b>ANNUAL REVIEWS</b></p>	
<b>6.1</b>	<p><b>STANDING ORDERS</b></p> <p>Governors reviewed and adopted their Standing Orders. The Clerk would arrange for these to be published on Governor Hub.</p>	<b>Clerk</b>
<b>6.1.2</b>	<p><b>GOVERNORS' ALLOWANCES SCHEME</b></p> <p>Governors reviewed their Allowances Scheme and agreed them as per the copy appended to the Standing Orders.</p>	
<b>6.1.3</b>	<p><b>DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIR</b></p> <p>Governors reviewed the functions to be delegated to the Headteacher and Chair, and these were agreed as outlined in the Standing Orders.</p>	

	<b>ACTION</b>
<p><b>6.1.4 COLLABORATION WITH ANOTHER GOVERNING BOARD</b></p> <p>Governors noted the recommendation to set up reciprocal collaborative arrangements with other schools, to share best practice, expertise, resources and whole Governing Board Training amongst other things. Collaboration can also useful in providing a greater pool of governors on which to draw should the Employee Grievance, Staff Dismissal or Staff Dismissal Appeals Panels be required to meet.</p> <p>Governors wished to continue their collaboration with Iver Village Junior School. The Clerk would follow this up.</p>	Clerk
<p><b>6.1.5 ARRANGEMENTS FOR VIRTUAL ATTENDANCE AT MEETINGS</b></p> <p>Governors reviewed and approved the Virtual Attendance at Meetings Policy. This would be appended to the Standing Orders and published on Governor Hub.</p>	Clerk
<p><b>6.1.6 APPOINTMENT OF CLERK</b></p> <p>Ann Baines was appointed as Clerk.</p>	
<p><b>6.2 COMMITTEE TERMS OF REFERENCE</b></p> <p>Updated terms of reference had been circulated to Committee Chairs for discussion at their next meetings. Recommendations would be taken at the next GB meeting.</p> <p>Governors noted that Rose Smith had been appointed to the Communications Committee and Jess Svensson would join that Committee. Bob Albery would take the Chair of Communications Committee and Governors thanked Lisa Higgin for her help in the interim.</p>	Cttee Chairs Clerk: agenda
<p><b>6.3 GOVERNING BOARD CHARTER AND CODE OF CONDUCT</b></p> <p>Governors considered the proposed changes to the Charter and Code of Conduct. The wording 'work to advance equality of opportunity for all' would be replaced by 'advance equality of opportunity for all'. With that change, the Governing Board agreed to adopt the Governing Board Charter and Code of Conduct and all Governors would confirm their agreement to the Code of Conduct on Governor Hub.</p>	All Governors
<p><b>7 STRATEGIC MANAGEMENT</b></p>	
<p><b>7.1 UPDATE FROM THE HEADTEACHER AND GOVERNORS' QUESTIONS</b></p> <p>The Headteacher thanked Patricia English and Katherine Mannion who had led the school so ably and effectively in her absence at the end of Summer term and start of the Autumn term. They had been supported by the entire staff team, the Chair and Governors. Not all schools had such a stable team and strong distributed leadership that enabled such smooth running.</p>	
<p><b>7.1.1 Return to school risk assessment and contingency planning</b></p>	

The risk assessment and plans had been shared with staff in the training day. Staff had discussed the plans and were comfortable with them. A few small changes had been made to the Remote Learning Plan, which was part of the contingency. These changes had been made following experience in July when some Year Groups were isolating. Staff knew what should be done if remote learning was needed.

### 7.1.2 Nursery

The Nursery arrangements had started well with 10 – 13 children attending the new afternoon sessions. If the take up continued this way, the provision might break even but it was likely that more children would join in January and current children might take up more hours. The Link Worker from the LA Early Years Team was positive about the extended hours and the capacity to grow.

The next stage was to contact current parents to see if they would like to join a playgroup with themed sessions or a Stay and Play. A concerted plan of action would be drawn up after half term if there was interest. The intention was to attract more take up for later in the year and September which would lead to greater interest in the school generally.

***What was attendance at the moment? Was it affected by positive Covid cases?***

*The current number of PCR confirmed cases was below the threshold of five or 10% in a group which was not sufficient to trigger additional measures. This had been checked with Public Health England. The current cases did not appear to be linked.*

*The two issues being faced at the moment were parents sending children to school when they were showing potential Covid symptoms and members of staff whose children tested positive. Parents would be reminded not to send children to school when they were ill.*

Headteacher

***Had the school been notified of CO<sub>2</sub> monitors being delivered? Could any further actions be taken if monitors showed the need for further ventilation?***

*The initial deliveries to the highest priority Special Schools had not yet started so there was no indication of a timeframe for other schools. The windows were currently opened as much as possible, allowing for rain, so no more could be done. A parent had queried this and staff had been reminded. Parents would be warned that warm clothing would be needed as the season progressed.*

***Would Parent Evenings and Open Days be virtual or on site?***

*Feedback from the Parent Survey on virtual Parent Evenings had been mixed so the sessions after school would be on site and the evening sessions would be remote. It would be a trial following the feedback with the risk that there might not be enough slots of each kind to suit parents' wishes. The prevalence of Covid cases after half term would also influence views. Parents would be asked to wear masks, although staff would be aware of the need to be heard at a suitable distance.*

*Open Days would be on site. One tour of six would be the maximum in the Infant School with more dates available later in the term. Two separate tours of six were possible at the Junior School. There would be no presentation and further dates would be offered.*

Governors were invited to send any further questions to the Headteacher.

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

The SDP would be a continuation of the current plan with additional ideas. An additional, face to face GB meeting would enable Governors to input to its development. The Chair and Headteacher would arrange a date in mid November so that the SDP could be in place to start in January. Smaller groups could take individual issues further if necessary.

## **8 COMMITTEE MINUTES**

### **8.1 CURRICULUM AND STANDARDS COMMITTEE**

Minutes of the Curriculum and Standards Committee meeting held on 6 July 2021, having been circulated were noted. The Equality Objectives had been reviewed. Policies had been reviewed as necessary and more would be reviewed at the next meeting following updates to guidance and good practice. The Progress Data Group would meet on 8 November.

### **8.2 FINANCE COMMITTEE**

Minutes of the Finance Committee meeting held on 7 July 2021, having been circulated were noted. The following items had been discussed:

- with the Infrastructure Committee, priorities for capital expenditure had been set. Teachers' laptops would be updated and the remaining £15,000 would be kept in reserve.
- the financial implications of extending the Nursery hours were discussed as requested. It was likely that the charges in the Nursery Charging Policy would lead to a break even. The intention was to increase the number of children in the school itself which would improve the sustainability of the School Budget.
- In the initial lockdown, the school had had to pay the provider for hot meals, although there was no income. The Business Manager had renegotiated the contract so that this would not happen again. The Committee had looked at longer term options. Finding another provider was proving challenging and bringing it in house would be expensive.

There had been many unknowns in the budget in July and it would be considered at the Committee meeting on 8 October and reported at the next GB meeting.

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

Minutes of the Infrastructure, Health and Safety Committee meeting held on 7 July 2021, having been circulated were noted. The Chair had sent a report.

The major issue was the flat roofs over the Art and ATA rooms. Bucks Council would not replace these, instead they were doing remedial work to the edges of the flat roofs where they adjoin the surrounding pitched roofs, which they claim are causing the leaks. One of the three edges was done during the summer holidays and the work is due to be completed at half term. However, the heavy rain this week has

resulted in further leaks in the classrooms below. The Committee Chair and Business Manager were pursuing the matter with Bucks Council.

Other important issues were:

- the fascias at the Junior School which the Site Manager was cleaning and repairing as necessary
- a request to Bucks Council for a window survey of the Junior School as some of the windows are failing
- the need for external redecoration at the Infant School, particularly the cupolas on the roof, but there are no available funds for this.

As always, a number of maintenance issues were noted, and it was hoped that many of these were completed in the summer holidays. The next meeting of the Infrastructure Committee would be next week on 6 October, and the site reviews would be done on 1 October (Infant School and Shakman Field) and 4 October (Junior School).

## 9 REPORTS

### 9.1 REPORT OF THE CHAIR

The Chair had not taken any action under emergency or delegated powers

The LA Briefing had covered the following items:

- An Educational Psychologist would be available to every school. This had not been possible for some time.
- The LA, through a new trading arm, BESST, aimed to provide services to Governors. Some training was available on a pay as you go basis. Governors noted that the school had purchased a training package from BEP and Governors could attend any training within that package for no further charge. The Chair had offered to provide feedback to BESST.
- Social Care had experienced a 20% increase in referrals. Currently 36% of their staff were agency workers. Some 21 social workers would join from overseas in November and trainees would join in the Spring term. The staff were still stretched.
- Ofsted Inspections had resumed. The timetable would include schools graded Outstanding that had not been inspected for some time. An extension of up to six terms could be expected to the inspection window for Good schools. The Infant School could therefore be inspected within the next two years.
- Some 3% of children in Buckinghamshire schools had been absent due to Covid at the time of the briefing.
- A means of involving schools in strategic discussions or sharing information during holidays had been discussed. The Headteacher reported that she and the Deputy Headteachers were already available for this on a rota basis. There was a concern for Headteachers who were the only contact for their school.
- Funding was available for holiday schemes and a food programme. It was likely that some schools would bid for and provide these schemes as hubs. Whilst there would be a positive response if asked to bid for a scheme, the Headteacher anticipated signposting eligible families to the nearest hub.

	ACTION
<p><b>9.2 REPORT OF THE SEND GOVERNOR</b></p> <p>The school’s SEND Annual Information Report for 2020-21 had been produced and published on the school’s website as required and the Local Offer had been updated.</p> <p>Alex Bannister was providing good cover as SENCo this term. Interviews for the SENCo role would follow shortly.</p> <p><b><i>Was there a good number of applicants?</i></b>  <i>Yes, both internal and external.</i></p>	
<p><b>9.3 REPORT OF THE SAFEGUARDING GOVERNOR</b></p> <p>The Safeguarding Governor had posted the Annual Safeguarding Report to Governors on Governor Hub. It had been submitted to the LA by the deadline. Governors’ attention was drawn to the revised guidance in KCSiE 2021 and the Guidance for Governors which the Safeguarding Governor had put on Governor Hub. Once they had read and understood these, Governors should complete a confirmation that they had done so.</p> <p>The Child Protection Policy had been updated to reflect the new guidance and had been shared ahead of the meeting. Governors adopted the updated policy.</p> <p>Governors thanked the Safeguarding Governor for all her work on these documents.</p> <p><b><i>Was the new on line system working well?</i></b>  <i>CPOMS, the new on line recording system, was working well. It was easy to use and allowed the DSLs to have immediate access to information. This was useful across the sites and would be a benefit if remote learning was necessary again.</i></p>	All Governors
<p><b>9.4 GOVERNOR VISITS</b></p> <p>Governors noted the report of the Science visit that had been placed on Governor Hub.</p> <p>The Curriculum Leader reports and action plans, which were the basis of Governors’ meetings with Curriculum Leaders, had been published on Governor Hub. Visits could now be arranged face to face.</p>	All Governors
<p><b>10 OTHER MATTERS</b></p>	
<p><b>10.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2023</b></p> <p>Governors considered the LA’s current admission arrangements in relation to the school and the admission numbers for the school. They agreed that no change was necessary for September 2023.</p> <p>Governors agreed that the LA would be the Admissions Authority for in-year admissions. The Headteacher would ensure that the LA was notified of this decision by 1 October and that the appropriate link would be on the school website by the</p>	Headteacher

<p>end of October. These actions followed the changes to the School Admissions Code, effective from 1 September 2021.</p>	<p><b>ACTION</b></p>
<p><b>10.2 TERM DATES AND IN-SERVICE TRAINING DATES</b></p> <p>Governors noted that the LA specified one in-service training date for Maintained Schools by the LA for 2022-2023 on Friday 2nd September 2022. Schools would set four school specific dates which the Headteacher would propose.</p>	<p><b>Headteacher</b></p>
<p><b>10.3 WEBSITE AUDIT</b></p> <p>The website audit fell within the remit of the Communications Committee and would be done towards the end of November when a number of annual documents had been finalised.</p>	<p><b>Comms Cttee</b></p>
<p><b>11 EVENTS TO NOTE</b></p> <p>The Chair would attend the BEP Chairs Strategic Briefing Friday 12 November 2021.</p>	
<p><b>12 DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>The following dates and times of future meetings were confirmed:</p> <ul style="list-style-type: none"> <li>• Thursday 25th November 2021 at 7.30</li> <li>• Thursday 20th January 2022 at 7.30</li> <li>• Thursday 24th March 2022 at 7.30</li> <li>• Thursday 12th May 2022 at 7.30</li> <li>• Thursday 7th July 2022 at 7.30</li> </ul> <p>Governors discussed whether to hold some meetings face to face in a larger space, Covid situation permitting. They agreed in principle to alternate virtual and face to face so that the second meeting of the term, which had more strategic discussion items, was as effective as possible. The possibility of an increase in cases after half term was accepted and a view about the November meeting would be taken nearer the time. A blended meeting might be a solution.</p>	<p><b>Chair</b></p>
<p><b>13 ANY OTHER BUSINESS</b></p> <p>There was no other business.</p>	

The meeting closed at 8.40 pm.

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

CHAIR