

SUMMER TERM 2021 MEETING 2

MINUTES of the meeting of the Governors of Chalfont St Giles Village School
held via Zoom on 1 July 2021 at 7.30 pm

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

		ACTION
1	NOTIFICATION OF ANY OTHER BUSINESS There were no items of Other Business.	
2	DECLARATIONS OF INTEREST OR LOYALTY There were no declarations of interest or loyalty in items to be covered at this meeting.	
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES The Minutes of the meeting held on 6 May 2021, having been circulated, were confirmed as a correct record. The Minutes would be retained by the Clerk and signed by the Chair at a later date and handed to the Headteacher for display in the School.	Clerk / Chair
3.2	MATTERS ARISING The actions had been completed or were covered in the agenda.	
4	REPORT OF THE HEADTEACHER Governors noted the Headteacher's report and the judgments she made of the school through the monitoring and evaluation cycle which had been	

disrupted by the partial closure arrangements.

The Headteacher drew attention to the update on cyber security from the Business Manager who had attended training from the Regional Organised Crime Unit in light of a rapid increase in cyber-attacks at educational establishments. The course had helped to clarify the school's position in a number of areas and offered some very simple strategies to help mitigate the risks. She had worked with the IT Provider to discuss a range of security matters. The school had access to a helpful presentation on the latest guidance to use at either a staff meeting or training day. The GB asked the Communications Committee to review the policies relating to GDPR.

Comms
Committee

Sue Salmon joined the meeting

The need for SEN support had increased significantly, especially in Year 1. Did the school have sufficient resources?

Staff were in place and the school was doing what was needed. The increase was another impact of lockdown and school partial closure. Normally the needs would emerge and be identified gradually during the year. This year, judgements that individual children needed more support than Quality First teaching could provide had been made at a similar point. These pupils had been placed on the Register for now. Certain Year Groups stood out as having more pupils on the SEN register than others.

See Part 2 Confidential Minutes

The staff situation seemed quite fluid. When were they asked to take tests?

Lateral Flow Tests were provided and staff were asked to do them twice a week. The overwhelming majority used them. Some staff had taken time off to isolate and two more were now isolating. Two or three families were awaiting the outcomes of tests.

Could those tests mean that children were close contacts and bubbles might have to be closed?

It was possible that a bubble might have to close if the result of a PCR test was positive. The school had worked hard to follow guidance and had been fortunate not to have to close bubbles.

Media coverage was saying that schools did not have to ask whole bubbles to isolate if there was a positive case. What was happening?

It seemed that there would be no bubbles in September. For the moment, if the whole class were close contacts, all had to isolate. It wasn't possible to guarantee that young children had kept any social distance.

4.2 SDP

Governors discussed the best timing for their involvement in developing the SDP. After discussions with teachers and support staff, SLT had allocated sections to some staff to develop specialist plans. Other aspects were being pulled together but the plan as a whole was not finished. Governors' input

would be welcomed in the Autumn term when the current plan would be reviewed and merged with the new elements.

What progress had been possible in the current plan?

There had been progress in many areas but events had moved on so much since the SDP was agreed which was understandable in the circumstances. Other schools had the same experience.

Governors agreed to hold a separate meeting in September to review the SDP and discuss it before agreeing it for implementation.

5 DELEGATED REPORTS - COMMITTEES

5.1 COMMUNICATION COMMITTEE

Minutes of the Communication Committee meeting held on 23 March 2021, would be posted on Governor Hub. Lisa Higgin reported that the discussion had focused on the summary of the survey outcomes which Governors had seen and the possibility of an annual summary in a Governors' Newsletter.

Governors agreed to put together a newsletter with a paragraph from each Committee Chair and short pieces from any Curriculum Visits as well as Safeguarding and Wellbeing. It should also have something on the SDP and the future. The Chair would also take the Newsletter as an opportunity to respond to generic issues raised through the survey of parents, such as Sports and After School Clubs. She had also provided letters to respond to specific issues raised by individual parents.

The need to give Year 3 parents information about the Secondary Transition Test had been raised. The Headteacher would explain role of schools as a test centre and give information about destination schools in the slide presentation for the Parents Meeting in September.

Could the meeting be partly virtual if some parents were not able to attend?

It would be best to have everyone in the building if possible. Adding an on line element would be difficult and an additional member of staff would have to manage that aspect.

Should Governors be present to meet parents at the Year 3 meeting and at Parents' Evenings after half term?

Sessions might be covered if Governors were also parents and others could be involved if allowed into school.

Sonya Agar would draw up the spreadsheet of events for the following year.

5.2 CURRICULUM AND STANDARDS COMMITTEE

The Committee would meet the following week. Governors reported that the data was positive and the notes of the data review meeting would be posted on Governor Hub. The Governors' newsletter should show that they had continued their monitoring role during the difficult year.

**Committee
Chairs &
curriculum
Governors**

Sonya Agar

Governors asked the Committee to consider the Equalities Objectives which the Headteacher had reviewed. Governors had a statutory requirement under the Equalities Act to have Equalities Objectives and review progress each year.

5.3 FINANCE COMMITTEE

The Finance Committee had met on 12 May and Governors noted the minutes. As delegated the Finance Committee had considered:

- approval to submit the final budget and three year financial plan to the LA
- approval of the Junior School hot meals contract

5.3.1 Budget

Some small adjustments had been made to the budget and three year financial plan which had then been agreed for submission to the LA. There would be a modest surplus at the end of the current year but a minor deficit after three years. The one small Year Group that affected income was entering the Junior School as it worked through the school. There was, however, a deal of uncertainty around school funding. The Committee would continue to monitor the budget carefully and report to GB.

5.3.2 Hot school meal provision

During lockdown, St Joseph's, who provided the hot meals, had not been able to furlough their staff so had continued charging the school for the meals they would have provided in line with the Service Level Agreement. The Committee was concerned that, should there be further lockdowns, the school would once again be charged for meals with no benefit to the children. Governors noted that the discussion was about the Junior School as there was Government funding for Infant school meals.

The options for providing meals in the Junior School had been discussed in the light of a survey of parents which had a 64% response rate. Almost half of those who responded wanted a hot school meal every day and many of the rest wanted a mixture of hot and cold meals. No one preferred just cold meals. Parents gave a clear view but the challenge was how to provide it. Options, some longer term, had been set out for Governors to consider.

- **Remain with St Joseph's hot meals provision**

The Service Level Agreement set out a minimum charge for meals in the event of another lockdown. A verbal offer had been made that the school would be exempt from the minimum payment which was based on 123 meals. The cost was significant. There were, however, other concerns around the quality of the food. There were several menu changes every week and delivery quantities were regularly incorrect. The explanation given for this was a shortage of lorry drivers for deliveries. If the St Joseph's option was taken, it would have to be carefully negotiated.

- **Renovate the kitchen in the school to provide their own meals**

A quote was being drawn up and was expected to be around £30,000. A pod kitchen could be delivered and set up ready to go but this would cost £37,000 or £74,000 for a kitchen that would supply both schools. Either the school would employ staff or a company would run the kitchen.

Governors discussed the options as a decision was needed to let parents know what would be available in September.

Which providers do other local schools use?

They had different providers. They did not have the capacity to provide another school or provided only packed lunches.

Had pupils been surveyed about what they wanted?

There had been a survey before the Ofsted Inspection. Some children liked the school meals and others didn't. The allergy free provision was poor. It was important that the FSM children had a hot meal. A proposed new ordering system for St Joseph's might improve the meals. The short term issue was the convenience for parents.

Was there a chance of having a kitchen in the school and perhaps providing meals for other schools?

The kitchen costing £30,000 would be sufficient only for the Junior School.

Where would the kitchen go?

It would be off the hall. The previous kitchen had become the IT suite which might be a possibility again at some point in the future.

Governors recognised that a decision was required for the short term. It was important that the school had no significant financial exposure so renegotiating the contract with St Joseph's with clear expectations seemed the only option. In the medium term, options for a kitchen or another meals service would be investigated. There could be savings in the long run. The Business Manager would renegotiate the contract with St Joseph's and the Finance Committee would investigate options for the future.

**Business
Manager
Finance
Committee**

5.4 INFRASTRUCTURE COMMITTEE

The Committee would meet the following week. The site visits had been done. Nothing had yet been heard from the LA about the flat roof repair and the Committee Chair would contact them. Whilst there was nothing major other than the flat roof, there were major maintenance issues and fencing at the Junior School to be addressed.

5.5 PERSONNEL COMMITTEE

The Committee had met on 24 June and the minutes had been circulated. The key points were the deployment of staff for September which would be shared with parents shortly and a review of the performance management process. The basic process would not change but would be more development-focused and responsive to changing circumstances, personal

and otherwise. It meant a change in paperwork.

5.6 HR Related Panels/Complaints Panel/Pupil Discipline Committee

These committees had not needed to meet.

6 DELEGATED REPORTS - GOVERNORS

6.1 REPORT OF CHAIR

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

She had attended to BEP Annual Conference, much of which was around wellbeing and the good practice was already done in the school. There had been other benefits that would feed into the planning process.

6.2 REPORT OF THE DEVELOPMENT GOVERNOR

The Chair had some responses to a questionnaire on preferences for roles next year. She assumed that those who had not replied were content with their roles. The Infrastructure Committee was short of members and Nigel Hobbs offered to become a member due to the link with finances.

Governors discussed the purchase of Governor Services from BEP. Governor Hub and advice would be bought. Training could be added bringing the total to £1,545 for the year. The training could be bought on an ad hoc basis or as a package (£900) where Governors could take as much training as they wanted.

Training sessions had been useful especially for new Governors but date changes had caused difficulties and the sessions had often been during the day. More evening sessions would be preferred. BEP hoped to return to face to face sessions next year so that there would also be the benefit of talking to other Governors.

The LA was considering providing more training but this was in the early stages.

Governors agreed to purchase the training package. Each Governor was asked to do a minimum of one course each year and to share their learning.

6.3 / REPORT OF THE SAFEGUARDING AND WELLBEING GOVERNOR

6.4

The Safeguarding Governor had met the Headteacher for an update on the situation since lockdown and how well the links with Early Interventions was working. CPOMS, the new safeguarding recording system, was working well and staff would be trained in September and it would be easier to use.

They had started to work through a safeguarding checklist which would be posted on Governor Hub. The Annual Return would be completed.

Wellbeing

They had also discussed Wellbeing. The Wellbeing Group was working well for staff. Chris Rock had a significant workload and she was being supported by the Headteacher.

6.5 REPORT OF THE EQUALITY GOVERNOR

The Curriculum Committee would consider the Equality Objectives. There was nothing further to report.

6.6 REPORT OF THE SEND GOVERNOR

The SEND Governor explained that the SENCo was leaving at the end of term. He had written to express Governors' thanks for all she had done for SEND in the school. She had replied that it had been a privilege to work in the school.

He had asked her to prepare a report on her last months in the school and would post it on Governor Hub.

The Headteacher explained that she would send a letter to parents the following week on the staffing situation for September, although it would still be subject to change. Governors would have a copy of the letter. The SENCo arrangements would be included. In Autumn, the post would be covered and an advert would be placed in September.

6.7 CURRICULUM GOVERNOR REPORTS

Governors noted the Literacy visit which had been helpful in looking at knowledge and progression of skills. It would be posted on Governor Hub.

The Science visit had been postponed and would be rearranged.

7 OTHER MATTERS**7.1 GB ROLES OF 2021-22**

This had been resolved at item 6.2.

7.2 ADMISSIONS

Governors noted that the Government was making changes to the Admissions Code which would be brought in for September 2021. Once the changes had been agreed in Parliament, the Headteacher would ensure that the Admissions Policies for September 2021 and 2022, previously agreed, were legally compliant. These changes would be allowed by the legislation.

How were the Nursery admissions for September?

Twenty children would join the Nursery in the morning session and 8-11 for the afternoon sessions. Information on the format of the afternoon sessions had been sent to parents and this might attract more interest. Some might wish to join in January.

Headteacher

Had there been any feedback from the Playgroup?

Initial concerns seemed to have evaporated and the potential impact seemed not to have materialised. A recent visit to the setting had been positive.

8 DATES AND TIMES OF NEXT MEETING

The Clerk would propose dates for GB meetings for the following year, following the same pattern. Once checked with the School Diary, these would be circulated.

Clerk

9 ANY OTHER BUSINESS

The responsibility for maintaining the verges on the footpath to the Junior School and on School Lane as they were overgrown. The Parish Clerk would be contacted to resolve or to track down the owners and contact them.

10 EVALUATION 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 8.55 pm

Signed Date

CHAIR