

SUMMER TERM 2021 MEETING 1

MINUTES of the meeting of the Governors of Chalfont St Giles Village School
held via Zoom on 6 May 2021 at 7.30 pm

PRESENT:	Sonya Agar Ann Alderson Melvyn Bleakley Nick Brown Patricia English Lisa Higgin Elaine Hoare Nigel Hobbs	Katherine Mannion Becky Murray Eleanor O'Connor Elen Peal (Headteacher) Sue Salmon Rose Smith Felicity Warner Donna Westall (Chair)
IN ATTENDANCE:	Gill Brown Ann Baines	Associate Member Clerk
ABSENT:	Bob Albery Dave Cronen	(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	
It was agreed that the following item of Other Business would be taken under item 4: <ul style="list-style-type: none">Nursery opening hours	
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 18 March 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 VERBAL UPDATE FROM THE HEADTEACHER	
4.1 Risk assessment update	

The Headteacher explained that the Risk Assessment had been updated and posted on Governor Hub. Governors noted the updated Risk Assessment and recognised that was a live document. There were minor changes. Consideration had been given to the impact on teaching and learning in the context of the low number of cases locally. Staff were now able to teach without a face covering but still wore them in corridors and where they could not socially distance outside classrooms. The same requirement applied to visitors.

Trainee teachers and pre-teaching course students were now in school. Community Readers had been contacted to find out when they would like to come back into the school. A letter had gone to parents to ask if they wanted to be in the Volunteer Plan.

New Government guidance was due from the DfE to start from 17 May which would guide further decisions on the risk assessment and might bring schools more in line with wider society. A group of Headteachers had worked on basic principles so that arrangements could be similar across Bucks but this would now wait until the DfE guidance was received. Precise plans for the Induction Day on 6 July and various Summer events such as Sports Day had not been finalised.

If changes could be made in line with the forthcoming DfE guidance, they would be made gradually towards half term. The intention would be to return as much as possible to normal with less staggering of breaks and lunchtimes and to see if it was possible to move away from Year Group bubbles.

Was it possible for prospective Reception parents to visit the school? They were considering committing elsewhere to ensure places.

It was possible for individuals to look around after school and meet the teacher but not in groups. It would be difficult to find time to show every individual round but the forthcoming guidance might provide an easier option. Prospective Reception and Nursery parents who were new to the school would be contacted to see if they would like to visit.

4.2 Catch-up priorities

The Catch Up Plan had been reviewed after the second lockdown. Children had been given access to interventions and extra 1:1 tuition and resources had been purchased where necessary. The funding covered two financial years and Governors were assured that the school would do what was required. The Catch Up document was available for Governors.

4.3 Safeguarding

The Safeguarding Governor had arranged to meet the Headteacher before half term and would also cover Wellbeing. In the meantime, points to note were:

- The school was moving to an electronic system for safeguarding admin, CPOMS. This had been the focus for the half term and it would be a

positive addition to the Child Protection process in the school.

- The Deputy Headteachers had updated their DSL training and the Headteacher would do so shortly.
- A wide range of wellbeing issues was being raised and it was important to make sure that Chris Rock's timetable enabled her to address them.
- A number of staff had requested Mental First Aid training which was now being offered as a trial free of charge by the LA in the Chiltern District. If the trial was a success, it would be rolled out across Bucks. Governors thanked Eleanor O'Connor who had put pressure on the local Councillors to provide this training.

4.4 Pupil Wellbeing

Children's responses to the return to school varied in degree and in timing. Chris Rock was focusing on the more extreme responses whilst other members of staff gave support and all were commended for their commitment to children's wellbeing. Staff were making sure that children and families were supported and the right choices were being made.

4.5 Staff wellbeing

SLT maintained an awareness of staff wellbeing as much as was possible. The level of anxiety had reduced generally. Involving everyone in decision making and moving at the right speed had been important. Changes would continue to be made in this gradual phased approach.

How was parental and family wellbeing?

School staff knew of difficulties which emerged through pupils' behaviour. Communications Committee had prepared a survey for parents which would go out soon. It would help to gauge how parents were feeling about the children, their priorities and what they thought the school should prioritise. The survey was different from the usual annual survey and responses were expected by half term.

The Reading Trust had provided a set of books on wellbeing for all ages. Would the school be able to use them?

They would either be borrowed by the school or signposted in the newsletter.

Chris Rock had a formidable task in following up wellbeing issues. Was she overwhelmed?

The Headteacher had arranged weekly supervision sessions for her and had herself done training about talking and drawing therapy so that she could better understand how Chris Rock was working and issues she raised. Chris kept teachers informed and was also able to see small groups of children for informal talks over lunch which was well received.

Was supervision available to support SLT members?

The Education Psychology Service was providing supervision for Headteachers now. When the offer and its availability were clearer, SLT would be given the information. The support could be accessed as wished on an individual basis

or together if it seemed appropriate.

4.6 Nursery

The Headteacher had circulated a proposal to increase the Nursery hours for comment before the meeting. The suggestion of an additional three hours per day offer had come from the Nursery team. During the last lockdown, they had gained experience of having young children for longer periods of time. They had seen the positive impact on the children and families from having one consistent provider and enjoyed it.

Variation in numbers in the Nursery was normal but the hope was that offering more hours would encourage more parents to send children to the Nursery to receive good quality teacher-led education. Advice had been taken from the Bucks Early Years team and a survey sent to prospective Nursery parents to assess potential take up in 2021-22. There was little enthusiasm for 4.5 hours per day so parents would be able to take up three or six hours each day. Budget calculations, looking purely at staff and cleaning costs at various levels of take up, were used to make a comparison with other providers for the non funded hours. The conclusion was that a charge of £6.50 per hour should be made for non funded hours. The Government funded either 15 or 30 hours childcare for parents at £4.33 per hour.

Offering more hours would benefit the Nursery staff and children. Would sufficient staff be available?

The plan so far was for two staff to work if there were only ten children. The structure of afternoons would be round specific activities such as forest school or cooking and not free flow. This would be reviewed over time and would depend partly on numbers.

When would the arrangement start? Would there be flexibility to change during the year?

Yes, there would be flexibility. It was possible to increase to 37 places. At the moment, there were 21 on the list and five more for January.

The budget was being approved for submission by 21 May. Would the Nursery estimates be in the budget? Could the inclusion of the additional Nursery hours cause issues such as a deficit?

The costs would be included if the GB decision was to go ahead. The Business Manager would add in the estimates and contact the Finance Committee Chair the following day if there was such an issue. Governors were assured that a deficit budget was most unlikely. There was, however, a risk that parents might not take up the extra places.

Would recruitment be necessary to cover the additional hours?

There were sufficient part time staff to cover it. The only current recruitment was for a teacher and interviews would be before half term.

Governors approved the extension of hours offered in the Nursery to 30 per week subject to Finance Committee consideration of the financial impact.

This was exciting and a positive outcome of lockdown.

5 DELEGATED REPORTS - COMMITTEES

5.1 FINANCE COMMITTEE

The Finance Committee meeting had been deferred to 12 May as the final Budget figures had not been available. Governors delegated to the Finance Committee:

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

Any Governors who wanted to join the meeting were welcome and should let Nigel Hobbs, the Committee Chair, know.

5.2 COMMUNICATION COMMITTEE

Minutes of the Communication Committee meeting held on 23 March 2021, having been circulated, were noted. The focus of the last meeting had been the Pupil and Parent Surveys. Lisa Higgin would chair the next meeting and Bob Albery would take up the role again in the near future.

5.3 CURRICULUM AND STANDARDS / TEACHING AND LEARNING COMMITTEE

The Committee had not met and Governors noted that policy reviews were up to date. Melvyn Bleakley was standing down as Chair of the Committee, although he would retain his other responsibilities as a Governor. Governors thanked him for the stalwart support he had provided to the Committee and for the other responsibilities he continued to fulfil. A Committee Chair was being sought.

5.4 INFRASTRUCTURE COMMITTEE

The Committee had not met but the site visits were arranged for half term. The LA surveyor would visit to look at the flat roof at the Junior School the following week.

What progress could be made with the trees in the Infant playground?

Permission had been received to take them down but funding would be required for the work and the replacement. As the trees had Preservation Orders, the LA would specify the replacements, potentially around £200 each. The playground would also need work.

5.5 PERSONNEL COMMITTEE

The Committee would meet after half term when staffing for next year would be known and allocations could be discussed. The possibility of a Vaccination Statement had been discussed at the previous meeting but the situation had moved quickly and it had not proved necessary.

6 DELEGATED REPORTS - GOVERNORS

6.1 REPORT OF CHAIR

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

6.1.1 Governor terms of office

The terms of two Co-opted Governors would end this term: Rose Smith on 5 July and Elaine Hoare on 31 August. Governors agreed to reappoint them for a period of four years.

6.1.2 Anniversary

Governors thanked the Headteacher and congratulated her on a remarkable 20 years at the school.

6.2 REPORT OF THE DEVELOPMENT GOVERNOR

The Chair would circulate a questionnaire on preferences for roles next year. This would be discussed at the next meeting to see if people's wishes could be accommodated.

**Chair
Clerk: agenda**

6.3 REPORT OF THE SAFEGUARDING GOVERNOR

The Safeguarding Governor would meet the Headteacher later in the term.

6.4 REPORT OF THE WELLBEING GOVERNOR

The Wellbeing Governor would meet the Headteacher later in the term.

6.5 REPORT OF THE EQUALITY GOVERNOR

There was nothing to report.

6.6 REPORT OF THE SEND GOVERNOR

The SEND Governor would meet the SENCo later in the term and circulate a report.

6.7 CURRICULUM GOVERNOR REPORTS

Governors had not arranged curriculum visits as they were concerned about added pressure for staff. A small number of curriculum reports should be done in line with current priorities. PSHE would be one such priority.

Governors considered whether the next GB meeting could be held face to face in a larger room. This would depend on how the guidance on adults going into school changed in May and June.

The Headteacher left the meeting

7 OTHER MATTERS**7.1 KEEPING CHILDREN SAFE IN EDUCATION (JANUARY 2021) (KCSiE)**

Governors noted that KCSiE had been updated in January 2021 to clarify actions relating to recruitment of teachers from the EU.

7.2 PUPIL PREMIUM – CONDITIONS OF GRANT FUNDING 2021/22

Governors noted Pupil Premium grant rates for 2021-22 and additional requirements for evidencing spending decisions.

7.3 EARLY CAREERS FRAMEWORK REFORMS AND STATUTORY GUIDANCE

Governors noted the Early Careers Framework Reforms and revised statutory induction guidance which would come into force from 1 September 2021. The initial support would take two years. The Headteacher was aware that the change would apply to Early Career Teachers starting in September.

7.4 STATUTORY FRAMEWORK FOR THE EARLY YEARS FOUNDATION STAGE

Governors noted the revised statutory framework for the Early Years Foundation Stage that would take effect from 1 September 2021. Katherine Mannion had been working on the new curriculum for Reception and Nursery. The main changes were:

- changes to the Early Learning Goals and Development Matters
- less evidence required for assessment which would allow staff to engage more with the children.
- the Exceeding judgement had been removed.

Work in EY was going well. Nursery development week had been done and Reception development week would follow.

8 DATES AND TIMES OF NEXT MEETING

The date and time of the next meeting was confirmed as Thursday 1 July 2021 at 7.30 pm.

9 ANY OTHER BUSINESS

There was no other business.

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 8.45 pm

Signed Date

CHAIR