

## SPRING TERM 2021

**MINUTES** of the meeting of the Governors of Chalfont St Giles Village School held via Zoom on 18 March 2021 at 7.30 pm

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

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

Governors were reminded of the importance of confidentiality when attending meetings remotely and confirmed that they would be in confidential locations for the duration of the meeting.

		<b>ACTION</b>
<b>1</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b>	
	No items were tabled for discussion under Any Other Business.	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest in items covered at this meeting.	
<b>3</b>	<b>MINUTES AND MATTERS ARISING</b>	
<b>3.1</b>	<b>MINUTES</b>	
	The Minutes of the meeting held on 21 January 2021, having been circulated, were confirmed with the amendment that the second sentence of item 7.5 would read 'None of the proposals raised issues for the school.' The minutes would be signed by the Chair as a correct record and handed to the Headteacher for display in the School.	
<b>3.2</b>	<b>MATTERS ARISING</b>	
<b>3.2.1</b>	<b>Collaboration arrangements Iver Village Juniors (Minute 3.2.1)</b>	
	The Iver Village Junior Clerk had been contacted and she would put the	

- proposal to the GB at their next meeting.
- 3.2.2 INSET days 2021-22 (Minute 3.2.3)**  
The dates would be 1 September, 1 November 2021, 4 January, 25 April and 6 June 2022.
- 3.2.3 Prevent Training reminder (Minute 3.2.7)**  
Governors were reminded of the on line Modern Governor module which should appear automatically on a Governor’s training record when the module was completed.
- 3.2.4 Governor “Visits” (Minute 6.7)**  
The Chair and Headteacher had discussed the best way to do this and Curriculum Leaders were aware that talks with Governors could go ahead.
- 3.2.5 Cyber Security and management of biometric data (Minute 7.3)**  
The Communications Committee would discuss this at their meeting the following week.

**ACTION  
Clerk**

**Communications  
Committee**

#### **4 STRATEGIC MANAGEMENT**

##### **4.1 REPORT OF THE HEADTEACHER AND GOVERNORS’ QUESTIONS**

The Report of the Headteacher was based on a revised format appropriate for the circumstances and she raised key points for discussion. It had been circulated with a review of remote learning which Governors found useful. Governors asked the following questions.

##### **4.1.1 Headteacher’s report**

**Q1 *To what degree had some children needed support or interventions for behavioural issues on their return to school?***

*This affected a small number only but the impact was significant and across the whole school. More issues might emerge over coming weeks or in the longer term. The school was in a different phase at this time of year from the more relaxed start of the year when pupils had returned before. The pace was greater so more difficulties might emerge after Easter.*

**Q2 *Do you have sufficient capacity to support the children with this level of needs?***

*Staff were doing a very good job on this and were now able to identify those who needed specialist support. Referrals were made to CAMHS where appropriate and the school was active in helping them to receive the support.*

**Q3 *What progress had been made with training for Mental Health First Aid?***

*The Wellbeing Governor had found a free course which the SENCo had attended and the LA had provided training which the support staff and others had taken during lockdown. These courses for support staff, however, were around psychological First Aid techniques rather Mental Health First Aid and not in the depth required. Funding was an issue. An application for a grant through the local Community Board’s Covid and Wellbeing Recovery Group had not been supported as a minority had struggled with the concept*

*of Mental Health First Aiders. This would be pursued again as the training had been helpful in other schools. There could be some scope to fund training in the 2021-22 budget.*

**Q4** ***Some aspects of the enriched curriculum could not be offered remotely. Would the curriculum be offered as normal or enhanced?***

*The first week was a 'learn to learn' week as had been done in the first week of the Autumn term with a focus on wellbeing and collaborative activities. Staff would use this time to see how the children were adjusting and assess their learning. Numeracy had been pared back a little to make sure that the foundations were firm before moving on. The plan for the Summer term was mostly as it would have been although adjustments might be necessary. There would be a full curriculum offer in the Summer term with some groups to bridge gaps where they existed.*

**Q5** ***How are staff feeling after a couple of weeks back? There must have been some anxiety ahead of the return.***

*They were happy to be back and finding it easier to teach in school than on line. The 'learn to learn' week had worked well as an introduction and mostly the children had been able to pick up where they left off. It was good for everyone to be back together but both staff and children were tired, especially the youngest who had not had chance to settle in properly this year.*

**4.1.2** **Remote Learning review**

The review had shown some points learnt from remote provision that would be retained going forward and these were being fed into planning.

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

The length of the SDP had been extended in previous discussions for a further year. However, the positives from remote learning were being captured so that they could be included in the next phase of planning. It was important not to miss the moment and to build on the momentum.

The intention was therefore to involve staff and Governors in the planning process. The Headteacher would meet all groups of staff to take the good ideas from the Remote Learning Review and look at how to build on them. Governors would then look in detail at the proposals perhaps early in the Autumn term with the intention of agreeing an SDP to start in January 2022. The timing of the planning meetings would be flexible as no one could tell what the Summer and Autumn terms might bring. Governors agreed this approach.

**5** **COMMITTEE MINUTES**

**5.1** **COMMUNICATIONS COMMITTEE**

The Committee would meet the following week. Governors noted that it

would cover communication with parents and pupil surveys.

## **5.2 CURRICULUM AND STANDARDS COMMITTEE**

The Committee would meet in the Summer term. Members had commented on and agreed the following policies through Governor Hub to which all Governors had had access:

- Presentation Policy
- Equality and Cohesion Policy (the Community Cohesion Policy has been superseded by this and has been deleted)
- Mental Health and Wellbeing Policy
- Remote Learning Policy
- Supporting Children with Medical Needs Policy.

An overview of data from the end of the Autumn Term had been posted on Governor Hub.

## **5.3 FINANCE COMMITTEE**

Minutes of the Finance Committee meeting held on 10 February 2021, having been circulated, were noted. The main item for discussion had been the provisional budget for 2021-22 and Governors noted that the Budget Share had not been confirmed.

The budget was tight but was not in deficit. The small Year Groups were working their way through the school and allowance had been made for the smaller per pupil allowance moving into the Junior School Budget. The Nursery funding could be affected by clawback due to the closure and lower numbers but the LA had not made the final decision on this. The provisional Budget had been agreed as delegated and submitted.

## **5.4 INFRASTRUCTURE COMMITTEE**

Minutes of the Infrastructure Committee meeting held on 10 March 2021, having been circulated, were noted. The main point from the meeting was the priority list of premises actions. The flat roof in the Junior School was leaking once again. It had been repaired by the LA but the repair was ineffective. Governors endorsed the decision that the Committee Chair would write to the Head of Property Services at the LA and would escalate the complaint as appropriate to make sure that the repair was actioned.

## **5.5 PERSONNEL/PAY REVIEW COMMITTEE**

Minutes of the Personnel/Pay Review Committee meeting held on 3 March 2021, having been circulated, were noted. The Committee discussion had focused on wellbeing. The Committee had thought that a Vaccination Statement might be helpful which could be circulated to staff and cover volunteers for when they come back into school. The question of whether the school could make vaccination a condition for volunteers was for discussion. Governors were aware that equality and inclusion issues might

affect individual choice. Similar issues were being discussed more widely, including by Government.

***If there was such a condition, should it be applied to all volunteers regardless, for example, of timing in the vaccination roll out?***

*Some volunteers including former pupils who were about to begin teacher training would be too young to have been vaccinated so a grace period could be necessary should such a condition be put in place. By the Autumn term, vaccination would have been offered to all adults but it was a matter of personal choice. Governors were aware that teachers in training had missed a lot of practice in schools during the pandemic so supporting the preparation for teacher training was important.*

***Would any difference be made by volunteers having had vaccinations?***

*Governors would want to look at the evidence for reduction of transmission following vaccination but noted that, under current Government guidance and their risk assessment, volunteers would be required to wear face coverings and visors in school. Governors were also aware that many pupils went to childminders and so mixed with the wider community.*

***Do all staff and visitors wear face masks and visors?***

*Within school, social distance is maintained and staff wear masks and visors.*

***If a Covid vaccination was a condition of volunteering, would there be future expectations that, for example, the flu vaccine should become a condition?***

*This could be a concern and pressure might be placed on the school to go further in what remained a personal choice.*

***If some volunteers were allowed into school, would parents question why Clubs could not be started again? The Government expectation was that Clubs would be running now.***

*The Headteacher assured Governors that no decisions would be made in isolation and that changes would be gradual depending on what was happening in the country. The general plan was that Clubs would start after Easter or in mid May but the decisions would be difficult. Prioritisation would be necessary and some volunteers, such as the preparation for teaching group, would be a priority for professional reasons.*

***Would children remain in bubbles next term?***

*They would come back for the first week into the current bubbles so that all staff had continuity of expectations and could have a true break over Easter. If the guidance changed, the changes would be made gradually in the school.*

The Headteacher explained that she advised staff to focus on what they could control. Some parents had concerns about interaction outside and on the way to and from school but the school could control only what was done within the school. In this they followed Government guidance which was set out in the risk assessment. The possibility of any expectations on vaccination for volunteers would also be subject to changes in Government

guidance and would be tailored to the school's circumstances.

#### **5.6 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES**

These Committees had not needed to meet.

### **6 REPORTS**

#### **6.1 REPORT OF THE CHAIR**

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

#### **6.2 REPORT OF THE DEVELOPMENT GOVERNOR**

Governors were reminded of the availability of on line training through Governor Hub and useful training documents could be shared with other Governors. Prevent training was available on line and could be accessed easily.

#### **6.3 REPORT OF THE SAFEGUARDING GOVERNOR**

The minutes of the meeting on 29 January had been posted on Governor Hub and another meeting would be arranged now that everyone was back in school.

The current questions were around concerns that were starting to emerge. Whilst it was too early to tell, the Headteacher reported that some issues were apparent through behavioural indicators. A small number of issues had emerged in the Autumn term and meetings continued around these. Staff were watching carefully as the effects would emerge at different times.

#### **6.4 REPORT OF THE WELLBEING GOVERNOR**

The minutes of the meeting on 12 January had been posted on Governor Hub. Surveys of staff and how they are feeling would give indications of any changes as opening up progressed.

#### **6.5 EQUALITY GOVERNORS**

The Equalities Governor reported that there were no issues. The Equality Objectives had been reviewed for last year, although in the absence of SATs data. The report had been posted on Governor Hub.

#### **6.6 REPORT OF THE SEND GOVERNOR**

The SEND Governor Report had been in touch with the SENCo by e mail and had posted the report of the questions. He congratulated the SENCo and all the staff for everything they had been doing to support the children. The results were apparent. The Headteacher would pass his congratulations to

**Headteacher**

the staff.

***Had staff used the revised annual review paperwork? Was it proving to be an issue?***

*No annual reviews had been done during lockdown but they had been arranged for the Summer term at the rate of one a week. The SENCo had the preparation in hand.*

**6.7 OTHER GOVERNOR REPORTS**

Governors noted reports of the following curriculum visits:

- Pupil progress and attainment data
- Maths
- PE
- Pupil Premium The Infant School visit report would be posted on Governor Hub shortly.

Other Curriculum visits would be done in the Summer term but Governors would allow staff some weeks at the start of term before making contact.

**7 OTHER MATTERS**

**7.1 RISK ASSESSMENT MARCH 2021**

The risk assessment had been updated for the return on 8 March and posted on Governor Hub. It was updated in line with any changes to the Government guidance and staff always had access to the most up to date version. Further updates would also be posted on Governor Hub.

**8 DATES AND TIMES OF FUTURE MEETINGS**

The following dates and times of future meetings were confirmed:

- Thursday 6 May 2021 at 7.30 pm by Zoom
- Thursday 1 July 2021 at 7.30 pm

**9 ANY OTHER BUSINESS**

There was no other business.

**10 CONDUCT 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 8.35 pm.

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

CHAIR