

AUTUMN TERM 2020

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held at the Via Zoom due to Covid-19 restrictions on 19 November 2020 at 7.30 pm

PRESENT:	Sonya Agar Bob Albery Ann Alderson Melvyn Bleakley Dave Cronen Patricia English Elaine Hoare	Nigel Hobbs Katherine Mannion Becky Murray Eleanor O'Connor Elen Peal (Headteacher) Sue Salmon Donna Westall (Chair)
IN ATTENDANCE:	Gill Brown Ann Baines	Associate Member Clerk
ABSENT:	Nick Brown Lisa Higgin Rose Smith	(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	
	It was agreed that the following items would be discussed under Any Other Business <ul style="list-style-type: none">• BEP Annual Governor Conference feedback• Feedback from parents	
2	DECLARATIONS OF INTEREST	
	There were no declarations of interest in items covered at this meeting.	
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES	
	The Minutes of the meeting held on 24 September 2020, having been circulated, were confirmed and signed by the Chair as a correct record. The minutes were retained by the Clerk and would be signed by the Chair at a later date.	Chair / Clerk
3.2	MATTERS ARISING	
3.2.1	Collaboration arrangements (Minute 6.1.3)	
	St Mary's Farnham Royal had agreed to continue the collaboration. There had as yet been no response from Iver Village Junior School's Clerk.	Clerk
3.2.2	Committee terms of reference (Minute 6.2)	

		ACTION
	<p>The Finance, Personnel and Pay Review Committees had met and recommended their terms of reference which were adopted together with the HR Related and Pupil Discipline Committees. There had been no change to the Communications Committee terms of reference. A section from another Committee had been added by error and would be removed. Changes to the Curriculum and Standards Committee were confined to Covid-19 related items which would be checked by the Committee but adopted in principle.</p>	Curriculum & Standards Cttee
3.2.3	<p>INSET days 2021-22 (Minute 10.4) These would be set later. <i>Dave Cronen and Katherine Mannion joined the meeting</i></p>	Headteacher
3.2.4	<p>Statutory information on website (Minute 10.5) A website check had revealed that the following were missing or were difficult to find:</p> <ul style="list-style-type: none"> • Catch Up Premium Plan – this was being prepared. • Pupil Premium Plan to include total allocation and spend – this would be checked. • Sports Premium – the strategy, allocation of expenditure and evaluation of the previous year had been completed and would be uploaded. • A table of how much funding came from which sources and for which purposes was not available. A link to the DfE financial benchmarking site had been added to the website to comply with incoming requirements. The new requirements would be checked and discussed at Finance Committee. • The percentage of pupils with higher attainment was for 2018-19 – EP would check the data. 	Headteacher Headteacher Clerk Headteacher
4	STRATEGIC MANAGEMENT	
4.1	REPORT OF THE HEADTEACHER AND GOVERNORS' QUESTIONS	
	<p>The Report of the Headteacher, having been circulated, was welcomed and noted by Governors. The Headteacher highlighted key points and Governors asked the following questions.</p> <p><i>Had most children adapted to the new way of operating? What was the level of behaviour incidents?</i> <i>The first two weeks were a honeymoon period before some issues emerged. There was no general cause for concern at either site but some children, many with SEND, had struggled with the expectations of the classroom after a time away. Staff were following clear plans devised by the SENDCo which pulled in external support as well and a further SSA was being recruited. A funding application had been made to the LA for High Needs Block Funding. Support from an Educational Psychologist, Speech and Language Therapist and the PRU was allowed only to support the needs of those children. It was possible that some of those children might attend the PRU if it could be arranged. Parents had been concerned but staff had explained that it was a reaction to the situation and plans were in place to create a secure environment for all.</i></p> <p><i>Were many children experiencing serious behaviour issues? Were their parents</i></p>	

engaged?

The number was small but the impact was significant and the pressure took a toll on everyone. Staff had met the parents by phone, video or face to face where it was necessary.

Staff were going above and beyond expectations. How could this be recognised by Governors and rewarded?

It wasn't easy to tell that staff were under such pressure as they were very professional and agreed that schools should remain open. Their perception was that, during the pandemic, the profession had not been respected or trusted at Government level and that now there was a lack of care. This perception added to a challenging situation where staff carried a lot of responsibility. Positive messages and other ways of recognising staff were standard in the school. SLT kept a close watch and provided extra support where needed together with good things to look forward to, such as a wellbeing afternoon. A suggestion was made that arranging random acts of kindness be allocated amongst staff. This would take some pressure from SLT but, in a small school, staff already did this amongst themselves. Another suggestion as for a carol singing competition. The Chair had organised a gift of chocolates for staff from Governors nearer to Christmas.

Eleanor O'Connor joined the meeting

4.2 SCHOOL DEVELOPMENT PLAN (SDP)

The School Development Plan (SDP) had been sent to Governors and the Headteacher highlighted key elements. The SDP gave a clear idea of the direction being taken but staff were able only to do what could be done safely and this had been affected even more by the current lockdown. As restrictions changed, activity would be adjusted.

Science Quality Mark – training had begun to achieve the Science Quality Mark again. Due to Covid-19 restrictions and priorities, it might take more than one year to gather the evidence.

Power of Reading and Writing – some staff were doing training on this approach which fitted well with the ethos of using high quality texts.

Staff development – there would usually be Development Weeks but, as SLT could not enter all the Year Group bubbles, this would be postponed to Spring or Summer term.

Action research – the focus of the research would sit alongside the oracy and metacognition work. Covid restrictions would delay the work.

5 COMMITTEE MINUTES**5.1 COMMUNICATIONS COMMITTEE**

The Communications Committee had not met. The areas for discussion would include how the school was communicating with parents and the most effective

way of getting feedback on this.

A number of updated policies around GDPR would be ready for Committee scrutiny. The Turn It On GDPR report was done annually.

Governors thanked Sonya Agar for drawing up the list of events.

5.2 CURRICULUM AND STANDARDS COMMITTEE

The Curriculum and Standards Committee had not met and would meet in the Spring term. In the meantime, a number of policies required review and approval. Governors agreed that this could be done by posting the draft policies on Governor Hub and agreeing the final version by e mail. The outcome would be reported at their next meeting.

Curriculum
and Standards
Committee

5.3 FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on 7 October 2020, having been circulated were noted. The Committee had discussed the revised budget, which led to a modest surplus across the three year plan, and agreed it for submission to the LA.

The Committee would meet in December to review and make recommendations on the SFVS. Governors agreed that they would consider the SFVS with the Committee recommendations through Governor Hub and agree submission by e mail. The conclusion would be reported at the next meeting.

Finance Cttee

5.4 INFRASTRUCTURE COMMITTEE

The Infrastructure Committee would meet the following week. Governors noted the site reviews which had been done at half term. There were no new issues. Maintenance issues, such as gutters, needed attention and the leak in the Art Room roof remained unresolved despite the LA repair. The LA had decided that patching was the most appropriate at the time. The Committee Chair would write to the LA to express the concern at ongoing problems due to an inadequate repair which had not represented value for money. Governors noted the amount of work falling on the Site Manager due to Covid-19 guidance, including putting out lunch tables for the Infant School. Elaine Hoare would check how often the hall was now being used and when the tables could be left out.

Elaine Hoare

5.5 PERSONNEL AND PAY REVIEW COMMITTEE

Minutes of the Personnel and Pay Review Committee meeting held on 5 November 2020, having been circulated were noted. The Committee had received an update on staffing and asked about wellbeing. Staff wellbeing had been discussed further with the Headteacher separately later.

Since the meeting, the model Pay Policy had been published and adapted to the school. Governors had reviewed the Pay Policy and adopted it.

The Pay Review Committee minutes had been circulated. The Committee had considered the impact of lockdown on the possibility of achieving targets and on the objectives set for the current year. The impact of the Pay Policy and new salary scales was discussed and recognised. An equality check was done and all were treated the same regardless of equality criteria.

5.6 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ 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. The Chair had attended the BEP Strategic Briefing and had forwarded relevant items to individuals. She had also signed up to the Schools and Academies Show with sessions on wellbeing and from the Shadow Schools Minister.

Had anything been sent to schools about the proposed holiday clubs for disadvantaged pupils next year

The daily DfE e-mail had indicated that the Clubs would operate for a week at Christmas, a week at Easter and four weeks in Summer. Guidance on funding and expectations would follow.

Had the Government proposal to move to a starting salary of £30,000 for teachers been included in the three year financial plan? How would the change affect the other salary points?

The LA salary modeller was used to create the forecast and the Headteacher would check that the proposed changes were included. The salary points were agreed nationally. This year there had been an increase of 5.5% for the NQTs' salary point but a smaller increase for others. The Finance Committee would look into this.

Finance
Committee

6.2 REPORT OF THE DEVELOPMENT GOVERNOR

As the Prevent training had been deferred, Governors should do the online module available through Governor Hub. A module on SFVS was also now available. The school had bought the BEP development package for Governors which included the online as well as face to face training sessions. The face to face sessions were currently run as webinars. They were well run, although not the same as meeting other Governors in a training session.

All Governors

6.3 REPORT OF THE SEND GOVERNOR

The SEND Governor had a report from the SENDCo, which would be posted to Governor Hub. He would contact the SENDCo at the start of next term for an update and assured Governors that the quality of the SEND provision in the school was first class.

6.4 REPORT OF THE SAFEGUARDING GOVERNOR

The Safeguarding Governor had met the Headteacher via Zoom. They had discussed staff wellbeing, Prevent, the effect of lockdown and the recruitment of a new SSA in addition to general safeguarding issues.

Why was the school starting a Twitter account?

It was a good way of marketing the school given the competition for pupils and other schools already used this method. One school had posted their Open Day on Twitter. The School Business Manager would discuss the plan for the rest of the term with the Communications Committee. It was an alternative means of letting parents and prospective parents know what the school was offering.

6.5 EQUALITY GOVERNOR REPORT

The Equality Policy was due for review and would cover the work that was being done on the curriculum. In Science, the review of planning would ensure that every Year Group would learn about great scientists of both genders and different ethnic backgrounds.

6.6 GOVERNOR VISITS

Governors noted that Subject Leaders were stretched and might not be able to find time to meet. Governors understood and also wanted to find a way of showing that they were interested in what was being done. When contacting Subject Leaders they would copy in the Headteacher and Deputy so that they could look into suitable arrangements, perhaps in January.

Governors noted that Lisa Higgin had taken on PSHE. Eleanor O'Connor had done a hand over.

7 OTHER MATTERS

7.1 HEALTH AND SAFETY

Governors noted that the risk assessment was reviewed every week. The Infrastructure Committee would consider it.

7.2 GOVERNOR TERM RENEWALS AND PROPOSED ASSOCIATE GOVERNORSHIP

Governors reappointed Sue Salmon as Co-opted Governor and Gill Brown as Associate Member. They also appointed Flic Warner as an Associate Member to the Curriculum and Standards Committee without voting rights.

7.3 PAY POLICY FOR TEACHING STAFF

See item 5.5.

7.4 STAFF WELLBEING AND WELLBEING GOVERNOR

Infrastructure
Committee

Governors discussed the appointment of a Wellbeing Governor as it was an important area. Eleanor O'Connor was appointed to the role and would meet the Headteacher to discuss the issues. Governors noted that a Wellbeing Survey would shortly be done which would generate discussion points.

8 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings were confirmed:

- Thursday 21 January 2021 at 7.30 pm
- Thursday 18 March 2021 at 7.30 pm
- Thursday 6 May 2021 at 7.30 pm
- Thursday 1 July 2021 at 7.30 pm

9 ANY OTHER BUSINESS

9.1 BEP Annual Governor Conference feedback

Sonya Agar was thanked for the report of the conference and the link to the recording. It included some interesting links around the challenges posed by the lockdown.

9.2 Feedback from parents

Were staff being supported by the parents?

Feedback from the Parents Evening was that parents had been positive and appreciative of the work done to give children as normal an experience as possible. The Headteacher was going to remind parents about social distancing at drop off and pick up. Teachers were concerned that parents were too close and were not wearing masks. Staying well was the priority and the Headteacher would ask parents to maintain distance and wear a face covering on the sites. Her e mail about this would emphasise that the shared intention was to keep the school open.

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.

Governors thanked staff and asked the Headteacher to pass on their appreciation of all that they were doing.

The meeting closed at 9.15 pm.

Signed Date

CHAIR