

## SPRING TERM 2020

**MINUTES** of the meeting of the Governors of Chalfont St Giles Village School held at the School on 23 January 2020 at 7 pm

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

The provisional outcome of the Ofsted Inspection 22-23 January was shared in confidence. Governors congratulated the Headteacher and her staff on the well-deserved recognition of their work and commitment. Whilst the Inspection had been of the Junior School, Governors knew that there was one team across all classes and the same approach was taken in the Infants and Nursery.

### 1 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed under Any Other Business:

- Governor recruitment
- NGA Conference

### 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 21 November 2019, having been circulated, were confirmed and signed by the Chair as a correct record.

An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.

## ACTION

		<b>ACTION</b>
<b>3.2</b>	<b>MATTERS ARISING</b>	
<b>3.2.1</b>	<b>GDPR update posted (Minute 3.2.2)</b> The Headteacher and Business Manager had met Turn It On to complete the review. The final report would be posted on Governor Hub.	<b>Headteacher</b>
<b>3.2.2</b>	<b>Instructions to register for Learning Link posted (Minute 6.2)</b> These had been posted to allow Governors to access on line training modules.	
<b>3.2.3</b>	<b>Disqualification from Associate Membership (Minute 7.4)</b> The Chair had written to Jane Scott and her Associate Membership had ended.	
<b>3.2.4</b>	<b>Three school specific Inset days for 2020-21 (Minute 7.5)</b> The Headteacher would consider these further.	<b>Headteacher</b>
<b>4</b>	<b>UPDATE FROM THE HEADTEACHER</b>  The Headteacher had nothing to add at this stage. Her full report would be given to the second GB meeting of the term.	
<b>5</b>	<b>COMMITTEE MINUTES</b>	
<b>5.1</b>	<b>FINANCE COMMITTEE</b>  Minutes of the Finance Committee meeting held on 15 January 2020 would be circulated. Donna Westall summarised the key points.	
<b>5.1.2</b>	<b>Budget monitoring</b> The Budget report was monitored every half term. If the Committee did not meet, the Chair of Finance Committee discussed the Budget with the School Business Manager and published the report for Governors.  The Infant School budget expected an in year surplus of £7,500 and the Junior School would have an in year deficit of between £5,000 and £9,000. The in year situation across both budgets was close to balance. The Junior School had an overall surplus and the Infant School was at break even.	
<b>5.2</b>	<b>SFVS submission</b> SFVS was a self evaluation of financial management completed every year but the format had been changed. The submissions for both the Infant and Junior Schools were on Governor Hub and had been reviewed in detail by the Committee. This would be found in the minutes. A small number of actions had been agreed for the year. The conclusion was that the school manages its finances well. Governors agreed that the SFVS should be submitted to the LA.	
<b>5.3</b>	<b>Provisional Financial Plan 2020-21</b> Governors delegated review and approval of the provisional financial plan 2020-21 to the Finance Committee.	<b>Clerk: Finance Cttee agenda</b>
<b>5.4</b>	<b>Move to a Unitary LA</b>	

The Committee had considered the situation found no finance matters for Governor attention. The changes were administrative.

## **6 REPORT OF THE CHAIR**

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

Victoria Neil was resigning from the GB. The Chair made a presentation and thanked her for the contributions she had made to the school which had been much appreciated.

## **7 OTHER MATTERS**

### **7.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2021**

Governors noted the proposed increase to the Admission Number at Jordans School and also the change to priorities in the LA's co-ordinated admissions scheme proposed for 2021 which raised the priority given to feeder schools. Whilst the change at Jordans might be a disadvantage, the reassurance of the priority given to feeder schools might encourage parents to apply to the Infant School.

The Chair would respond by the closing date of 31 January 2020.

**Chair**

The references to the school in local campaigns around proposed new housing developments were noted by Governors. The school did not have any involvement in political matters.

### **7.2 MOVE TO THE UNITARY COUNCIL - ACTIONS FOR SCHOOLS**

Governors noted that there were HR issues, for example, on opted out pension arrangements, but these would be for individuals to manage.

### **7.3 SCHOOL SECURITY GUIDANCE**

Governors noted the new school security guidance published by the Department for Education and accompanying toolkits and checklists. The school had an Emergency Plan. The Infrastructure Committee would consider a Business Continuity Plan.

**Infrastructure  
Committee**

### **7.4 CHARACTER EDUCATION FRAMEWORK**

Governors noted the framework for Character Education published by the Department for Education and the recommended benchmarks for evaluation of provision. The content reflected the approaches taken within the school which had been covered in the Ofsted Inspection. There was no need for the school to take any different approach.

### **7.5 PE AND SPORTS PREMIUM (PRIMARY ONLY)**

Governors noted the funding for 2019-20 and reporting requirements. The

Sports Governor was aware of this.

**8 DATES AND TIMES OF FUTURE MEETINGS**

The following dates and times of future meetings were confirmed. Clerks' note: *After the meeting, the Prevent training session was rearranged for 14 May.*

- Monday 23rd March 2020 at 7.30 pm
- Thursday 14th May 2020 at 8 pm, following Prevent training at 7pm
- Thursday 2nd July 2020 at 7.30 pm

**9 ANY OTHER BUSINESS**

**9.1 Governor recruitment**

The Chair had met a potential Governor and invited other Governors to join them for further discussions.

**9.2 NGA Conference**

The school was a member of the NGA and had places at the NGA Conference in Reading on 28 March. Any Governors who were interested should contact the Chair.

**All Governors**

**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 7.30 pm

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

CHAIR