

AUTUMN TERM 2019

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held at the School on 21 November 2019 at 7.30 pm

PRESENT:	Sonya Agar Bob Albery Melvyn Bleakley Nick Brown Dave Cronen Patricia English Elaine Hoare Nigel Hobbs	Katherine Mannion Becky Murray Eleanor O'Connor Elen Peal (Headteacher) Sue Salmon Rose Smith Donna Westall (Chair)
IN ATTENDANCE:	Jeremy Ryman Ann Baines	Associate Member Clerk
ABSENT:	Ann Alderson Gill Brown Victoria Neil	Apologies received and accepted Apologies received and accepted Apologies received and accepted

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

1 NOTIFICATION OF ANY OTHER BUSINESS

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

- Pay Policy (see item 5.5)
- Crossing patrol

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 3 October 2019, having been circulated, were confirmed and signed by the Chair as a correct record. A copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.

3.2 MATTERS ARISING

3.2.1 Governor declaration of interests (Minute 3)

The Clerk had printed off the report of interests declared and gave it to the Headteacher for retention in the School Office.

ACTION

ACTION**3.2.2 GDPR Annual Check (Minute 4.2)**

Turn It On was due to visit the school the following week when the annual check would be run. The Headteacher would post it on Governor Hub.

Headteacher**3.2.3 Penalty Notice Code of Conduct (Minute 15.1)**

No model policy had been produced. The Headteacher had checked that the current policy referred to the Penalty Notice code of Conduct.

3.2.4 Governor events spreadsheet (Minute 15.2)

The spreadsheet had been published.

3.2.5 Parent View survey (Minute 15.5)

This would be taken under item 5.1.

4 STRATEGIC MANAGMENT**4.1 Report of the Headteacher**

The Headteacher had circulated a report in a new format which followed the new Ofsted framework, using the updated SEF reporting. The new format would be followed in the Spring term but might be tweaked after more experience. Governors liked the format and noted the assessments of the school.

Q1 ***The attendance data was missing from the report. What was the percentage?***
Last academic year, the attendance at the Junior School had been 96.86% and 95.54% at the Infant School.

Q2 ***What was the ABC approach used in staff targets?***
It referred to a change in practice in EY which was a longer term change. Governors were welcome to visit and see it in action.

Q3 ***Under target 2 on progress, what were the timeframes for the example targets?***
They were generic targets and the timing would vary with the Year Group.

Q4 ***About 14% of children in the school lived in families where the blood parents no longer lived together. How did this compare to a national figure?***
The national figure was not known. It seemed that the percentage in the school had been increasing and was watched carefully.

Q5 ***The Quality of Education judgement was at 1/2. Why was there no definitive judgement?***
The borderline judgement was accurate as changes were becoming embedded.

Q6 ***How had improvements in leadership been handled?***
This year developing subject leadership had been a focus. For some years, there had been a thorough review of progress in core subjects, following a Plan, Do, Review cycle. This was now expanded to all subjects and Target Tracker was

used for all subjects. This was planned development but also met the requirements of the Ofsted Inspection Framework and 'deep dives' into subjects during an Inspection. Subject Leaders would be well equipped to take part in those conversations and would have two data points available to inform their views this year. The demands on small schools were significant as teachers might take leadership in more than one subject. Although the teaching staff was stable, there were changes during the year due to parental leave. The Chasing Progress Reviews would continue as before and would provide evidence on which to base conversations.

Q7 Looking at the number on roll, was their scope for local targeted, digital advertising?

Last year, marketing materials had been produced by a parent and used locally to some effect and Governors had appreciated the input. Open Days at the Infant School were busier this year. The issue was the current Year 1, although it had grown to 41 from an original 36. It would be important to attract more pupils into this groups for Year 3 but it appeared to be a low birth rate year. Governors would welcome assistance with advertising.

4.2 School Development Plan

The School Plan had been loaded onto Governor Hub. A list of relevant actions for the term had been put in each staff room and all was happening to plan. Performance management targets had been based on the School Plan and the staff were competent and capable to take it forward. Governors approved the school Plan.

How was the curriculum review progressing?

A lot had been done on this. The project required one person to co-ordinate and oversee. This was time consuming but would pay dividends in the future. Judgement would be used to finalise the curriculum at a certain point and it would be reviewed again after a few years.

Mental health and wellbeing materials and links had been placed on the website. Had any parents given feedback?

Materials were still being added and covered in the weekly newsletter. Preparing children for the next stage in education was a priority. There had been no specific feedback on the website approach but parents of children who had been supported through issues had been positive. Parents talked generally in positive terms of the school's nurturing approach in comparison to others. The school's results didn't differ from other local schools although some parents had the misconception that they were lower, given the focus on nurturing.

5 DELEGATED REPORTS - COMMITTEES

5.1 Communications Committee

The Communications Committee would meet later in the term. Bob Albery reported on the survey promoted and done at Parents Evenings. Three questions from the updated Ofsted Parent View were used. The report would

be put on Governor Hub and the highlights were given in the meeting. There had been 250 responses which would be around 75% of parents and only one had been anonymous. Governors were pleased at this increasing response. The percentages of Strongly agree / agree had been above 90% and there had been little difference between Infant and Junior schools.

The School makes me aware of what my child will learn during the year.

Strongly agree / Agree had been at 96% for the Infant School and 97% for the Junior. One comment showed that disagreement was because the information was for the term but not for the year. Three others disagreed with five 'don't know's.

The School supports my child's wider personal development

Strongly agree / Agree had been at 91% for both Infant and Junior Schools with 16 'don't know' responses. The increase in 'don't know's made this an area to look at more carefully. Comments from Infant School parents indicated that the word 'nurture' might be better recognised than 'personal development'. Where comments allowed more understanding, issues could be discussed and resolved. Staff were aware from comments at Parents' Evenings that communication about children was not always effective when parents were separated.

I would recommend this school to another parent

Only one response had not been Strongly agree / Agree and 59% had strongly agreed.

How would the information be used?

The feedback would be used in the SEF and could also be used in the advertising. If any action could be taken from the feedback, parents could be assured that the school had acted on it.

Governors thanked Bob Albery for presenting the analysis so quickly.

5.2 Curriculum and Standards Committee

Minutes of the Curriculum and Standards Committee meeting held on 14 November 2019, having been circulated were noted. The Committee had had a presentation on Reading and Writing. A number of policies had been reviewed and approved and these were to be found in the Policies folder.

5.3 Finance Committee

Minutes of the Finance Committee meeting held on 23 October 2019, having been circulated were noted.

The three year outlook remained challenging. The current year had been considered in more detail. A little extra funding had been received and finances had been tightly managed. It was likely that the budget would be balanced at the end of the year or with a minor deficit if at all. Looking further ahead, many variables remained unclear. The funding situation was likely to change and was

potentially less challenging.

Capital funding had been used for Chromebooks and some minor building works.

The Trustees of the Charitable Trust fund had met on 21 November. Receipts had reduced a little to £5,000, including income from the Sponsored Walk. Trustees had discussed focusing fundraising for specific items and projects. This approach seemed to be more effective. Governors noted that the silver collection for the slide had been successful at the Infant School.

Did this include PTA income?

No PTA fundraising was separate.

Were fewer parents giving or were the same number giving less?

The pattern hadn't really differed. The change was in one off payments and the Sponsored Walk had raised less money.

5.4 Infrastructure Committee

Minutes of the Infrastructure Committee meeting held on 22 October 2019, having been circulated were noted. A lot of relatively small jobs had been done over the Summer which had made a significant difference.

5.5 Personnel Committee

Minutes of the Personnel Committee meeting held on 7 November, having been circulated were noted.

The Committee had looked at the staff changes and the impact of sickness. Governors noted that Jayne Allison would return to direct employment from January. As Business Manager, she would take on health and safety.

The staff survey had been analysed and the Headteacher would circulate it to the committee.

Headteacher

The model Pay Policy had been published, amended to suit the school's circumstances and circulated. Governors noted the addition of the requirement to 'monitor the outcomes and impact of this policy on a regular basis biennially, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation'. In a small primary school, this would be challenging to do effectively. The nationally recommended pay rise for teachers of 2.75% had been included in the Policy which was agreed by Governors.

The Pay Review Committee had met to consider the recommendations for pay increases following performance management which had been agreed.

5.6 Staff Dismissal/ Staff Dismissal Appeals/ Employee Grievance/ Complaints/ Pay Review Appeals/ Pupil Discipline Committees

These Committees had not needed to meet.

6 DELEGATED REPORTS – GOVERNORS

6.1 Report of the Chair

The Chair had no actions to report.

6.2 Development Governor

Development opportunities came from a number of sources:

National Governance Association - Governors had access to Learning Link, the NGA on line modules. The Clerk would post the instructions for registering.

Bucks Association of School Governors – the local branch of the NGA had held an induction course which would be repeated. A Governor had attended the course and found it useful as there was an opportunity to talk to other Governors as well as useful content.

Bucks CC – the LA was providing updated Prevent training. The Headteacher was going to do Prevent ‘train the trainer’ and would run sessions in the future. There was also a useful on line course.

Governors would review the opportunity to buy a package which included face to face training once the budget for next year was clearer.

Clerk

6.3 SEND Governor

The context of the school’s work was ineffective SEND provision from the LA. This term, the Headteacher had acted as SENCo for both schools which was a significant additional workload. Eleanor March would return as SENCo in January when they would meet the SEND Governor.

6.4 Safeguarding Governor

The Safeguarding Governor had met the Headteacher early in the term and they would meet again later in the term. They were aware of the additional pressure on the school as the LA Social Care was failing as well as the SEND provision. When the school made requests to Social Care, it was necessary to follow up consistently and keep pushing. The processes within the school were robust.

In the past, there had been support for Governors through a Safeguarding Forum but that had been stopped. It appeared that the LA had realised that this should be started again and there were also some good on line resources.

Could the service be bought in from elsewhere?

It was an obligation of the LA to provide the service.

Was the problem coming from moving to a Unitary authority?

No this was an ongoing problem. The LA was currently advertising for 14 staff to work in this area and telephone calls could take 45 minutes to be answered.

6.5 Equality Governor

The Equality and Cohesion Policy had been updated and placed on Governor Hub. The Equality Objectives had been reviewed and updated. Governors were happy with this and they would be published.

6.6 Governor visits

A visit had been done on Numeracy and visits on Literacy, EY, IT and the wider Curriculum has been planned.

Following discussions with the Headteacher, the Chair proposed that, in addition to those core subject visits, Governors should also visit on the other aspects of the Curriculum. Science, IT, PE and RE had assigned Governors and volunteers were found to look at History Geography, Art and DT. The GB would gain a wider picture of the Curriculum and assist the development of Subject Leaders who would explain the intention behind the subject planning, how it was being implemented and the way it fitted into the whole Curriculum.

Governors welcomed this different approach at this point and would arrange visits before February half term. In the Summer term, visits would review the Oracy Project and its link to Writing.

7 OTHER MATTERS

7.1 Health and Safety

Governors noted that the updated Health and Safety Policy had not yet been published.

7.2 Committee terms of reference

The terms of reference had been reviewed in committees and were adopted by the GB.

7.3 School Emergency Plan

This Policy had been updated without major changes. Governors approved the Policy.

7.4 Governor recruitment

Governors noted that Jas Sahota had resigned as Co-opted Governor and there was now a vacancy. Governors noted also that Jane Scott, who was an Associate Member, had not attended a meeting since May 2018 and had not offered apologies since July 2018. She had no other involvement in governance during that period and had not responded to communication from the Chair. Applying the non attendance criteria on which Governors could be disqualified, Governors agreed to disqualify Jane Scott from Associate Membership. The Chair would write to inform her.

Chair

7.5 IN-SERVICE TRAINING DATES 2020-21

Governors noted there is a change to the arrangements for 2020-2021 with two dates being specified by the LA, leaving three school specific dates to be determined.

The dates specified by the LA for 2020-21 were Tuesday 1st September 2020 and Monday 4th January 2021. The Headteacher would consider the other three school specific dates.

Headteacher

8 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings were confirmed:

- Thursday 23rd January 2020 at 7.30 pm
- Monday 23rd March 2020 at 7.30 pm
- Thursday 14th May 2020 at 7.30 pm
- Thursday 2nd July 2020 at 7.30 pm

8 ANY OTHER BUSINESS

Crossing patrol

Despite adverts from the LA, there had been no interest in the role of Crossing Patrol. This was a greater concern currently given the nearby building works and associated parking. The phone number to report dangerous parking to the Police would be included in the newsletter along with a warning to take great care.

9 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 9.05 pm.

Signed Date

CHAIR