

## AUTUMN TERM 2019

**MINUTES** of the meeting of the Governors of Chalfont St Giles Village School held at the School on 3 October 2019 at 7.30 pm

<b>PRESENT:</b>	Sonya Agar Bob Albery Ann Alderson Nick Brown Elaine Hoare Katherine Mannion	Victoria Neil Elen Peal (Headteacher) Sue Salmon Rose Smith Donna Westall (Chair)
<b>IN ATTENDANCE:</b>	Gill Brown Ann Baines	Associate Member Clerk
<b>ABSENT:</b>	Melvyn Bleakley Patricia English Nigel Hobbs Becky Murray Eleanor O'Connor Jas Singh Sahota	Apologies received and accepted 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 Chair welcomed Dave Cronen to his first GB meeting.

	<b>ACTION</b>
<b>1 GOVERNOR APPOINTMENTS</b>	
Governors agreed that the process for electing the Chair would remain as contained within their Standing Orders.	
<b>1.1 ELECTION OF CHAIR</b>	
In line with the procedures agreed by the Governing Board, Donna Westall was elected as Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2020.	
<u>Donna Westall in the Chair</u>	
<b>1.2 ELECTION OF VICE- CHAIR</b>	
In line with the procedures agreed by the Governing Board, Melvyn Bleakley was elected as Vice Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2020.	
<b>1.3 OTHER APPOINTMENTS</b>	
It was agreed that Governors would be appointed to the following roles for the	

forthcoming year:

Development Governor:	Donna Westall
SEND Governor:	Melvyn Bleakley
Literacy Governor:	Rose Smith
Numeracy Governor:	Elaine Hoare
Pupil Premium Governor	Nick Brown
Safeguarding Governor:	Eleanor O'Connor
Diversity and Community Cohesion Governor	Melvyn Bleakley
Sports Governor	Sonya Agar
Early Years Governor	Rose Smith
Health and Safety Governor	Ann Alderson
Data Protection Governor	Bob Albery
PSHE / Pupil Voice Governor	Victoria Neil
Creative Curriculum /SMSC Governor	Bob Albery / Nick Brown
IT Governor	Jas Sahota, Dave Cronen
Outdoor Learning Governor	Gill Brown
Science Governor	Ann Alderson
Performance Management Governors	Melvyn Bleakley, Donna Westall, Bob Albery
Trustees of School Trust Fund	Nigel Hobbs, Elen Peal, Eleanor O'Connor, Donna Westall, Jas Sahota, Katherine Mannion

Considering the Diversity and Community Cohesion role, Governors noted that the Equality Objectives had been reviewed and were published on the website. The Headteacher would circulate the reviewed objectives to Governors.  
*Clerk's Note: Jas Sahota resigned from the GB after the meeting so his appointments as IT Governor and School Fund Trustee ended.*

Headteacher

## 2 NOTIFICATION OF ANY OTHER BUSINESS

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

- Penalty Notice Code of Conduct / Attendance Policy
- Governor Events
- Learning Outside the Classroom
- Wake and Shake
- Parent View
- Measles

## 3 DECLARATIONS OF INTEREST

There were no declarations of interest in items covered at this meeting.

Governors would complete the declaration of their existing Business and Pecuniary Interests on Governor Hub. The Clerk would print off the report and send it to the Headteacher for retention in the School Office. Governors noted the requirement for this information to be published on the school website.

Governors  
Clerk

		<b>ACTION</b>
<b>4</b>	<b>MINUTES AND MATTERS ARISING</b>	
<b>4.1</b>	<b>MINUTES</b>	
	The Minutes of the meeting held on 27 June 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.	
<b>4.2</b>	<b>MATTERS ARISING</b>	
	<b>GDPR Annual Check (Minute 7.2)</b>	
	Tracking software had been provided by Turn It On which would give the information for a check. The Headteacher would ensure that this was report was run and presented to the Communications Committee. Governors noted that the staffing in the two offices was being reviewed as it was proving to be too tight. The delay in running the GDPR report was an example of the difficulties being experienced.	<b>Headteacher / Comms Cttee</b>
<b>5</b>	<b>ANNUAL REVIEWS</b>	
<b>5.1</b>	<b>STANDING ORDERS</b>	
	Governors reviewed and adopted their Standing Orders. They confirmed the delegations, the approach to alternative arrangements to access meetings, the rates payable in the Governors' allowances Scheme and appointed Ann Baines as Clerk.	<b>Clerk</b>
	The Clerk would arrange for these to be published on GovernorHub.	
<b>5.1.1</b>	<b>GOVERNORS' ALLOWANCES SCHEME</b>	
	Governors reviewed their Allowances Scheme and agreed them as per the copy appended to the Standing Orders.	
<b>5.1.2</b>	<b>DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIR</b>	
	Governors reviewed the functions to be delegated to the Headteacher and Chair, and these were agreed as outlined in the Standing Orders.	
<b>5.2</b>	<b>COMMITTEE TERMS OF REFERENCE</b>	
	Governors noted the annual need to review the Terms of Reference for their Committees. It was agreed that the relevant Committees would review their respective Terms of Reference and any recommendations for change would be presented for approval at the next full Governing Board meeting. The Clerk had circulated recommendations for updates which were most significant for Finance and Curriculum and Standards Committees. Governors noted that the terms of reference for a Complaints Panel were covered within the Policy.	<b>All Committees Clerk - Agenda</b>

### 5.3 MEMBERSHIP OF COMMITTEES

Governors reviewed and agreed the membership of their Committees. There would be no set membership of the Complaints Panel. The Committee structure would be available on GovernorHub.

### 5.4 CODE OF CONDUCT

Governors noted that the NGA Code of Conduct for Governors now included a duty to consult stakeholders and the Principles of Public Life which were now specifically related to education. The Governing Board agreed to adopt the revised Code of Conduct.

### 5.5 REVIEW OF COLLABORATION ARRANGEMENTS

Governors noted that it was recommended that reciprocal collaborative arrangements should be set up with other schools, to share best practice, expertise, resources and whole Governing Board Training amongst other things. Collaboration is also useful in providing a greater pool of governors on which to draw should the Employee Grievance, Staff Dismissal, Staff Dismissal Appeals, Complaints or Pupil Discipline Committees be required to meet.

Governors noted that they already had a collaboration agreement in place with St Mary's Farnham Royal CE and Iver Village Junior School Governing Boards and agreed that they wished to continue with this arrangement for the forthcoming year.

### 5.6 NURSERY ADMISSIONS POLICY

No changes were recommended to the Nursery Admissions Policy which was agreed by Governors.

***Will the Nursery run for mornings or for two sessions a day next year?***

*It was likely that the Nursery would run in the mornings only. So far the waiting list had a small number of children who had been too young to enter last year.*

## 6 REPORT OF THE CHAIR

The Chair reported back from a briefing by the LA and a meeting of the School Governance Consultative Board.

### 6.1 **Unitary Authority** – the LAs would join to become Buckinghamshire Council on 1 April 2020. As Education had been the responsibility of the County Council alone, there would be few changes.

*Victoria Neil joined the meeting*

All staff on Bucks pay and conditions would be TUPEd to the new Authority and the Finance team would advise schools on changes to bank accounts.

### 6.2 **Outcomes** – a summary of progress and attainment statistics across the county was given. Governors noted that the gap between disadvantaged and other pupils had widened locally and nationally.

- 6.3 Side by Side** – the lack of LA budget for school improvement was driving the Side by Side initiative. The plan was to identify the schools most in need of intervention, perhaps 10%, and facilitate support from other schools in addition to visits from an LA Adviser. The Headteacher explained another initiative where the intention was to provide a number of experts in each area through the Liaison Groups. Eleanor March would become the Liaison Group expert for SEND and advise others. The LA would fund some initial training for the specialists so that there would be some quality assurance.

***How did schools feel about this approach?***

*There was no other way forward and is why CHIPS (Chalfonts and Iver Partnership Schools) had been established. The school was involved in CHIPS which shared advice, arranged moderation and were embarking on a two year project on Behaviour in conjunction with the LA. The previous project had been on Greater Depth in Maths and Writing.*

***Who co-ordinated the areas to look at?***

*The LA had put forward Behaviour and Safeguarding for the specialists in each Liaison Group. CHIPS discussed each term what the local priorities should be.*

- 6.4 Children's social care** – the picture was an improving one but it was variable. There had been an increase in demand for the service. Following the closure of 35 Children's Centres, 16 Family Centres had been opened. There was an overall reduction and the scope of each Centre had widened, ranging from EY to Youth provision.

***Had a designated Family Support Worker contacted the school?***

*Someone had been working with the school since Easter. The arrangement had been really helpful but it was not clear whether this was part of the new arrangement. A CAMHS Link Worker had been assigned to the school which had been welcomed.*

- 6.5 SEND** – therapy services and an advice drop in would be provided through Area Offices and the nearest would be in Amersham. In time, Educational Psychology would be provided from the office. The time taken for EHCP bids to be completed was reducing and was now averaging 20.7 weeks. A review of special school provision was under way.

**7 UPDATE FROM THE HEADTEACHER**

- 7.1 Staffing** – long term sickness absence had been covered by other staff and suitable provision had been ensured. When all staff returned to work, SLT would review some staffing across the sites and plan provision so that all the requirements were met most effectively.

- 7.2 SEN** – Governors noted concerns about the LA's response to requests for High Needs Support and EHCPs. Whilst escalating the request had worked to some degree before Summer, there was now no response to either earlier or new requests. The last request for a response had been over three weeks ago.

**Q1 *Had the current request been escalated?***

*The previous escalation had some success but the current request had not yet been escalated. The next most senior person would be copied into the next*

*repeated request.*

The Headteacher was leading SEN this term. Whilst the work was enjoyable, the time taken in requesting support from the LA was significant and the process was frustrating. Funding for EHCP did provide a boost for the budget to provide the support but the funding was not available until the EHCP was agreed. It was this process which took a long time. Governors noted the change in the schools' cohorts to include more vulnerable families and the increased time taken in liaising with other services for this group.

**Q2 *Was Mrs Rock involved in these situations?***

*Yes she provided some individual support and would work with referrals after half term.*

**Q3 *Could Governors support the Headteacher and other staff in this?***

*If there was no response to the next email on SEN, the GB could become involved and they asked the Chair to email their concern if it became necessary. Katherine Mannion was now in class and had to pass some tasks to the Headteacher. When drawing up the arrangements to reduce expenditure and work towards a balanced budget this year, they had planned to review how well the arrangements were working. If it proved necessary to spend more on staffing and impact the budget, the school would need to have evidence to support its actions.*

**Q4 *Was the increased number of children with SEN financially advantageous?***

*The LA funded some of the support allocated but not all. More High Needs funding had been received than anticipated and a review was needed to work out how it could best be used to cover all the needs.*

**Q5 *Had the teachers' pay increase been included in the budget?***

*Yes, assumptions had more than covered the actual increase. Some schools had increased only the top and bottom points of the scales but Governors endorsed the decision to pay the increases across the board.*

**Q6 *Had more pupils joined the school and where were they from?***

*The number of pupils in the Infant School was increasing. Year 1 now had 39 pupils. The majority of children joining were from local schools where their parents felt that they had not been receiving the service required.*

Some comments had been made by parents about others parking inappropriately and smoking outside school. Parents said they did not feel safe in challenging this group. The Headteacher had talked to the Police to see if anything could be done but there was nothing illegal in the parents' actions. The staff would continue to provide an equitable service to all. They would challenge but would focus on a positive message. It was important that Governors were aware of situations that staff were dealing with.

**Q7 *Was the influx of new pupils taking staff time away from other pupils?***

*The school had a good reputation because staff provided support to individuals but also continued to provide for the others. Instances of poor behaviour were not allowed to disrupt classes. Governors were grateful that staff did so much and provided Quality First teaching. An earlier cohort with a number of SEN children had been tracked through the school. The data had been positive as the amount of teaching and support input had benefitted all pupils. Parents were advised to talk to the school if they had concerns.*

**Q8 *Had the school been consulted by Paradigm?***

*The school had been asked about Census data but this had not been an official request from the LA. No posters or proactive materials would be allowed to be*

associated with the school.

**Q9 Had concerns been raised by parents about the 11+ difficulties this year?**

The number of appeals was expected to increase where parents felt that the anxiety and stress from the mistakes in the test papers had caused children to do less well. The Headteacher had asked the Chair of the Grammar Schools to give a script to use in responding to parents. So far, two letters had been sent: one explained the situation and the other had listed the actions being taken in the marking and said that anxiety from the test situation would not be accepted as a ground for appeal. Data was always needed to make an appeal.

**Q10 Could the school give recommendations to parents in advance of the tests so that parents could make informed decisions about the 11+?**

The school did as it was directed around the 11+ test and its actions were restricted. The Headteacher did use her professional discretion to have discussions with some parents and all parents could ask to talk to her. Recommendations were requested before the results were available.

**8 SCHOOL DEVELOPMENT PLAN (SDP) FOR 2019-20**

The Headteacher had posted a copy of the SDP on Governor Hub. The Subject Leader's curriculum plans would be posted shortly. Governors were advised to look at the plan for the area they took which would have been reviewed in detail to ensure that it took the new Ofsted framework into account. Where schools in Bucks had been inspected under the new framework, inspectors had done 'deep dives' in Maths and PSHE. The plans included new ideas and monitoring actions.

**Would Inspectors look at the SDP or Subject Plans? Might Year Group Leaders struggle with a 'deep dive'?**

It would be a combination of both. The Headteacher led on some areas. Some aspects were embedded in Leaders' areas. Curriculum Leaders would be well prepared and would not be alone if interviewed as part of an inspection.

**What is oracy?**

Oracy is the ability to express oneself fluently and accurately. The oracy project was done by School 21, a group of action research schools around the UK. The Headteacher had visited schools to see the impact of the oracy project. She did not intend to replicate but to apply the best of what she had seen.

Some children are joining the school with weaker communication skills than in previous cohorts and this had a negative impact on their Writing.

**Was this to be used across the curriculum?**

Yes it went across the whole range of activity. Pupils were encouraged to express opinion and accept others' opinions in debates.

**9 CURRICULUM GOVERNOR VISITS**

**9.1 Transition visit report**

The visit report would be published. Positive feedback had been found in both schools.

**9.2 2019-20**

Ann Alderson had arranged a Science visit. Governors would arrange to see the Subject Leaders when they had read the Plans, which the Headteacher would

**Governors  
Headteacher**

post.

## **10 SAFEGUARDING**

### **10.1 Keeping Children Safe in Education 2019**

Governors were asked to read the revised guidance and confirm through Governor Hub that they had read and understood the changes in their responsibilities. Safeguarding training dates would be circulated and Governors were asked to update their Prevent training as best practice. On line training was available from the Home Office and the Headteacher would soon complete 'train the trainer' on Prevent and be able to provide it in house.

### **10.2 Child Protection Policy**

The updated Child Protection Policy had been circulated and was approved.

### **10.3 Annual Safeguarding Return**

The report had been forwarded to ESAS by the deadline of 6 September 2019.

## **11 COMPLAINTS POLICY**

Having read the revised version on Governor Hub, Governors adopted the revised Complaints Policy and thanked Victoria Neil and Bob Albery for their work on it. The Policy would be posted on the school website.

## **12 SEND**

Governors noted that all mainstream schools have a duty to produce a SEND Annual Information Report: a retrospective account of the SEND provision that has been delivered over the last academic year. The Report for 2018-19 had been produced and published on the school's website as required.

## **13 CHANGES FOR 2019-20**

### **13.1 SCHOOL FINANCIAL VALUE STANDARD**

Nigel Hobbs and Jayne Allison were looking at the detail and would advise on it. The main changes in expectations appeared to be a requirement for the GB to monitor the budget six times a year. This was done three times by the Finance Committee and Jayne Allison would advise on effective means of monitoring for the other three times. The self evaluation was due for submission by 28 February 2020. There would be training for staff later this term.

### **13.2 REVISED OFSTED HANDBOOKS**

Governors noted that Section 5 and Section 8 Ofsted handbooks had been revised to reflect the new Ofsted framework.

### **13.3 PUPIL PREMIUM GUIDANCE**

The guidance now looked for a longer term view and a tiered offer. The Pupil

Premium Strategy had been drawn up for this year and would be developed during the year to encompass the new ideas.

#### **13.4 ADVICE FOR SCHOOLS ON HOW TO PREPARE FOR BREXIT**

Governors noted that The Department for Education has published guidance for schools on areas to consider when preparing for Brexit. This included staffing, pupils from the EU, school places, food, medicines and travel to the EU. No difficulties were expected around the trip to France. St Josephs had sent a statement about their planning around lunches.

#### **14 DATES AND TIMES OF FUTURE MEETINGS**

The following dates and times of future meetings were confirmed:

- Thursday 21st November 2019 at 7.30 pm
- 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

#### **15 ANY OTHER BUSINESS**

##### **15.1 Penalty Notice Code of Conduct / Attendance Policy**

The revised Code of Conduct on Penalty Notices had been published and could have implications for the Attendance Policy which should refer to it. Governors anticipated either a model policy from the LA or guidance on additional wording and agreed to amend their Attendance Policy accordingly.

**Headteacher**

##### **15.2 Governor Events**

Volunteers were sought for the Open Days. Sonya Agar would create and circulate a calendar of events again.

**Sonya Agar  
Governors**

##### **15.3 Learning Outside the Classroom**

The school had been judged as Silver Standard whereas the local experts had considered the school to be well into Gold Standard. Whilst making some fair points, the report did not appear to reflect all that the school offered and there were no comments to identify areas to develop to reach the Gold Standard. The school had therefore written to question the outcome and had not yet had a response. The assessor had made it clear that a further assessment could be done in three years' time at a cost of £1,000. There was no opportunity for ongoing discussion as had been expected. It had been disappointing.

##### **15.4 Wake and Shake**

Whilst the weather was good, the opportunity for 10 minutes exercise outdoors was being taken with a range of equipment available. Wake and Shake in the hall would return when the weather changed.

##### **15.5 Parent View**

Governors discussed the potential to use Parent View questions which had been changed to reflect the new framework. There was agreement that

**ACTION**

**Bob Albery**

questions should be asked this term so that a comparison could be done next year. Parent Evenings in November gave an opportunity and it would be launched there with a sample of three questions and followed up with a link to the survey.

**15.6 Measles**

The Headteacher confirmed that there had been no cases of measles in the school.

**16 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 9.35 pm.

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

CHAIR