

SPRING TERM 2026

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held at the school on 7th May 2026 at 7.00pm

PRESENT:	Ann Alderson	Clive Jones
	Laura Bell	Katherine Mannion
	Kym Connolly	Hemal Pandya
	Olivier Eymery	Penny Thomson
	Alastair Haywood (Headteacher)	Donna Westall (Chair)
	Lisa Higgin	
	Elaine Hoare	
	Nigel Hobbs	

ABSENT	Sri Akunuri	(apologies received and accepted)
	Gill Brown	(apologies received and accepted)
	Patricia English	(apologies received and accepted)
	Javita Malhotra	(apologies received and accepted)
	Barbara O'Farrell	(apologies received and accepted)
	Becky Spencer	apologies received and accepted)
	Russell Turner	(apologies received and accepted)

1	NOTIFICATION OF ANY OTHER BUSINESS	ACTION
2	DECLARATIONS OF INTEREST Hemal Pandya declared that his child would be starting at the school in September.	
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES - approved The minutes of the meeting held on 12 th March 2026, having been circulated, were confirmed as an accurate record. The minutes would be marked as signed on GHub by the Chair and would be available on request.	
3.2	MATTERS ARISING 3.2 - Collaboration with Iver Village Juniors: The Headteacher will ask other maintained schools if they would be interested in sharing governors particularly for complaint panels. The FGB discussed that it might be worth approaching Robertswood. <i>ACTION: AH to ask other maintained schools and consider approaching Robertswood.</i> 3.2.11 New School Website: The new school website is now live. The school has some tweaks to make but otherwise the website looks very professional. The Chair of Governors requested to have edit permission so they could update the Governor page on the website.	AH

	ACTION: <i>AH to provide edit permission for Chair of Governors to make changes to the website.</i> 4.1 – Term-time leave of absence application form differences (AH): A governor raised there were differences between the term-time leave of absence application form at both schools. The Headteacher acknowledged this and assured the Governing Body this had now been rectified. 5 - Business promotion via school (Comms Committee): The Comms committee had not yet met. This item is on the agenda for the next meeting. Ongoing. 6 - Governing Board term renewals and clerking (DW): Russell Turner and Sri Akunuri both confirmed their willingness to renew their terms of office from July, Clive Jones confirmed that he would like to continue as a co-opted governor once his term of office as a parent governor expires in October and Penny Thomson confirmed her willingness to renew her term of office from September . The Chair of Governors requested that the Governing Body conduct a formal vote. The Governing Body AGREED that Russell Turner, Sri Akunuri, Clive Jones and Penny Thomson be re-elected for a further four-year term, commencing at the end of their current terms of office. The FGB also noted that elections for a parent governor and a staff governor will be required. Becky Spencer had indicated that she would consider standing down at the end of her current term of office or earlier as she is currently on maternity leave. ACTION: <i>AH to let staff know of the vacancy and ask for interested staff to let him know.</i> The Chair of Governors informed the FGB that the previous clerk was no longer available and introduced Lona Hennigan to the Governing Body. The Chair explained that Lona Hennigan would be clerking the meeting on a trial basis ahead of a potential appointment. 7 - Governor training session on Finance (AH): This training session is being presented later in the meeting. 9.1 – Meeting with Carl Jackson, BC (AH): A meeting took place this morning with the local councillor and discussed topics such as Buckinghamshire Education and Children’s Services. The discussion was constructive, and Carl Jackson was genuinely interested in hearing the school’s perspectives. Key topics included SEND waiting times, funding challenges, updates on social care, including some positive developments. The school also shared their insights into day-to-day experiences and the councillor expressed willingness to offer support where needed. 9.9 – School Travel Plan (LH/AH): This meeting was postponed and is now taking place next Thursday.	AH AH
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4	STRATEGIC MANAGEMENT	
4.1	Headteacher's report The Headteacher provided a verbal update. The key highlights were: – Attendance: Attendance in the Infant School has risen from 94.8% to 95.4%, which is in line with the same period last year. 33 pupils have taken holiday so far this year, compared with 62 last year. Attendance in the Junior School has increased from 94.9% to 95.3%. This is above the national figure of 94.8%. 52 pupils have taken holiday this year, compared with 111 at the same point last year, representing a 50% reduction. A small number of fines have been issued. The school receives notification when fines are issued and if they are challenged. The school does not receive any funds from fines. This period is historically the highest-attending part of the school year. – SEND: There is one additional EHCP since the last meeting, with six pupils currently awaiting assessment. Not all pupils in this group require 1:1 support. Buckinghamshire has introduced a recovery plan, including £3 million allocated to reduce the assessment backlog. The backlog in the county has reduced from 1,800 cases to 1,500. The current waiting time is approximately 18 months; this is expected to improve gradually. It was noted that if Buckinghamshire were able to accept private Educational Psychologist reports, this could help reduce the number of outstanding cases – Allocations for next year: There are no pupils in Reception with an EHCP expected to start in September. SEND numbers will be confirmed following next week's contact with nurseries. There is one Year 3 who will be joining with an EHCP and one student will move from Year 2 to Year 3 with an EHCP and another pupil will be transferring to a special school. Overall, the net number remains the same. – School roll: The Governing Body noted there were no leavers reported. 2 new starters have joined: 1 in Reception and 1 in Year 1. The Infants school currently has 180 on roll (current capacity 210) and the Junior school currently has 230 on roll (capacity of 240). Reception allocations: 55 places offered; 52 accepted in the first round. The second round is upcoming, and the school hopes to reach 55 pupils by September. Year 3 allocations: 60 places allocated. 59 pupils coming from the Infant School and 1 external pupil. It is expected that 2–3 pupils on the list may not attend. – Safeguarding: The Governing Body received a verbal update regarding safeguarding cases. 1 family is under a Child In Need Plan and 3 families are receiving additional support – Suspension: The Governing Body were informed that a child had been suspended for 0.5 days for assaulting a member of staff. The Headteacher reported that the family were very supportive and support was in place. – Staff events/Staffing: Mrs Bannister and Ms Cockle completed London Marathon a few weeks ago. The Headteacher reported that 3 resignations had been received with staff leaving at the end of the academic year. The Headteacher shared an update on the recent recruitment process which gathered a lot of interest. – Unannounced visit from food hygiene: The Infant School received an unannounced visit from the food hygiene standards and received a 5 star grade with minimal recommendations such as ensuring the fridge	

	temperatures are recorded accurately and recalibrate the temperature probe by placing it in boiling water each term. In the future, the Headteacher reported that both schools would be inspected on the same day. – Year 6 Art Club: The Year 6 Art Club recently designed posters encouraging dog owners to pick up their dog waste. – Upcoming events: The Governing Body noted the following upcoming events/dates: ○ Disco and family day planned before May half term. ○ Strawberry fair 13 June. Governors were reminded to volunteer to provide help on the front gate. ○ Summer of Fun evening on 10 July 2026. ○ An author visit by Banji Alexander will be taking place in a couple of weeks. – SATs: are taking place next week. The Governing Body discussed governors attending to oversee the administration of the assessments and that it is good practice to do so. The Governing Body were invited to attend any time Monday-Thursday at 9am. – Year 6 mini enterprise week is taking place next week where Year 6 start their own businesses. They will have the opportunity to start their own business start their mini enterprise next week and have the opportunity to pitch their products at assembly on Friday. – School reports will be electronic this year rather than handwritten reports. – Service Level changes: Dan Barton has been appointed as Interim Education Lead at Bucks with Amonsek Gill being appointed SEN Lead. The Governing Body asked the following questions: Q: How have we been doing recouping payments for trips? A: We have improved but we still have not yet managed to get a 100% rate of payment. A recent trip had a shortfall of approx. £350 and the PGL tip is currently £2,500 in shortfall but the final payments are not yet due. The situation is better than it has been and PP families are asked to contribute £150 towards trips. Q: Has the school considered asking for a donation for all trips (even those trips where costs are already covered like Waddesdon)? A: The Governing Body and School is unable to profit from school trips. However, donations can be required for trips or donations towards PP children. Q: How many leavers are there in Year 6? Aren't there 2 children? A: Yes, you are correct. There are 2 leavers from Year 6. Q: How do those intakes reflect in budget? A: We put 52 into the budget and 60 at the juniors.	
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4.2	Finance briefing for governors The Headteacher provided a Finance briefing for governors to assist the Governing Body with understanding the different forms of income grants and expenditure when dealing with school budgets.	
4.3	School Budget – 2025/26 The year-end financial position for both schools were reviewed at the Finance Committee meeting. EHCP delays and associated clawback have significantly contributed to the deficit. There is no backdating of funding for delays outside the school’s control.	
4.4	School Budget – 2026/27 Three-Year Financial Plan: The main strategy for reducing the deficit at the Junior School is reducing staffing costs. The Infant School is projected to eliminate its deficit by 2028/29 and move into surplus. The plan assumes continued support from the PTA and the Charitable Trust. Approximately £30k (Infants) and £40k (Juniors) per year is needed to clear the deficit. This support is extremely valuable and currently essential to running the school, though ideally it should fund “extras” rather than core costs. Cheryl Stead (Bucks) has reviewed and scrutinised the budget. Staffing reductions and associated redundancy and on-costs have been factored in. Birth rates look stable going forward. It is important that Bucks CC has confidence in the plan; although the deficit appears large, the school is taking clear and proactive action. The SBM has worked extremely hard on this and is not doing it in isolation. The Governing Body asked the following questions: - Q: Why does the deficit reduce from £211k in 2026/27 to £92k? A: This reflects savings in teaching costs. Infant School Position - The Infant School will see a larger deficit next year, driven primarily by income levels. - As staff move on, recruitment decisions will need to be carefully considered to ensure financial sustainability. Decision: The budgets and three-year financial plans for both schools were APPROVED. The Governing Body formally thanked the School Business Manager for her exceptional work.	

4.5	Capital DFCG Expenditure All current DFCG expenditure has been allocated to the Infant School, with £2,000 planned for the Junior School. This leaves approximately £5,000 unallocated, plus a small carry-forward. The school is planning a three-year programme to address the fascias and rafters on the school roof, including replacing rotten wood and repainting. Access is difficult, and the work will require scaffolding. A proposal was discussed to transfer DFCG funding from the Junior School to the Infant School to enable all the roof work to be completed in a single year while scaffolding is in place. The intention would be to repay the Junior School allocation in future years. This approach is considered feasible and would be operationally helpful. The Governing Body were asked to confirm whether they are happy to approve this proposal. The proposed plan would cover the cost of the main roof, with the exception of the rear section of the school and the nursery fascia, which are budgeted for in year three of the programme. It was suggested that the remaining £5,000 unallocated for 2026/27 be transferred from the Junior School to the Infant School so that all main block works (Phase 1, approx. £12,000) can be completed in a single year while scaffolding is in place. The intention would be to repay the Junior School allocation in future years. The Governing Body asked the following questions: Q: What would happen if an urgent issue arose at the Junior School? A: Funding would need to be sourced elsewhere. Most major structural issues fall under LA responsibility. While unexpected issues (e.g., fencing replacement) can occur, this is considered unlikely. Q: If the work were delayed, would the LA be required to step in? A: The risk is that the structure could deteriorate further, potentially leading to parts of the building becoming unusable.	
5	Delegated reports - Committees	
5.1	Finance Committee: The Finance Committee had reviewed the budget and minutes had been circulated to the Governing Body ahead of the meeting.	
5.2	Other Committees The Governors noted with gratitude that £3,000 had been raised from a charitable fund by a parent member of the school finance working group for environmental works, planned to be raised garden beds in the Infant school playground, and the school had been awarded £400 by another charity for recycling signage for PTA events.	
5.3	HR Related Panels / Complaints Panels / Pupil Discipline Committee None	
6	Delegated reports - Governors	
6.1	Chair: The Chair of Governors confirmed they had not taken any actions under delegated powers.	
6.2	Safeguarding Governor:	

	The Safeguarding Link Governor met with the Headteacher today and a report will follow. There will be a large update to Keeping Children Safe in Education in September. There is expected to be more safeguards for Elective Home Educated children. These items will be covered at a future meeting. <i>ACTION – Arrange for training on the new changes to KCSIE and safeguards to protect Elective Home Educated children.</i>	AH
6.3	SEND Governor The meeting was postponed and rearranged until 17 June.	
6.4	Pupil Premium Governor The meeting was postpone and rearranged until 17 June. The Governing Body noted that PP rates increased by £45 per pupil.	
6.5	Development Governor The Bucks Education Partnership has issued its support package for the coming year. Costs have not increased significantly, with only small rises in training fees. The full package covering advice, resources, access to Governor Hub, and unlimited training including Modern Governor is priced at £1,874 for the year. It was noted that Bucks’ own training offer is not as strong as BEP’s. All Bucks training sessions run from 6.30pm to 7.30pm, offering no flexibility. Given the breadth of support provided, it was suggested that the school continues with BEP for another year. The Governing Body APPROVED the expenditure. Training: • New Governor Induction: Reported as helpful and informative. • Chair of Governors attended a governance conference. The main focus was the Ofsted framework, with an Ofsted inspector presenting. Key themes included: ○ Ensuring consistency in the application of inspections. ○ Governor expectations around support, challenge, impact, and evidencing <i>what you know and how you know it</i>. ○ The importance of inclusion across all areas. There were also sessions on AI, which were noted as being more applicable to secondary settings. Planning for Next Year: Ahead of the final meeting where roles for next year will be agreed, the Chair of Governors will circulate a questionnaire. This will invite governors to reflect on: • Their work and contributions this year. • Any development needs. • Interest in gaining experience on a different committee. ACTION: Governors to complete questionnaire before the next meeting.	
6.6	Governor Visits & Reports (Art/DT, Science, Maths, French, Writing) All reports have been received since the last meeting. LB confirmed a History visit had been conducted and a report will follow in due course. LH confirmed she had attending a meeting on PSHE and the report will follow shortly.	

	DW has arranged a meeting to review the spelling scheme in Year 2.	
7	Other Matters / New Business	
7.1	Items for Action	
7.1.1	DfE Consultation: SEND Reform: The Governing Body noted the SEND Reform Consultation with a deadline of 18 May 2026.	
7.1.2	Growing up in the Online World: A National Consultation: The Governing Body noted the consultation with a deadline of 26 May 2026.	
7.1.3	School Food Standards: updating the legislative framework Consultation: The Governing Body noted the consultation and the potential need to appoint a governor for Food Standards.	
7.1.4	SEND Inclusion Strategy & Funding: Funding 8k received. By 31 December	
7.1.5	DfE Consultation - Supporting children with medical conditions at school. The Governing Body noted the DfE Consultation regarding supporting children with medical conditions at school. The Governing Body noted the requirement for a separate allergy management policy as well as a named governor/ named lead for allergies. There is an expectation that all staff must be trained in allergies and the school must hold spare Epipens. Ann Alderson is happy to do lead on this.	
7.1.6	Nursery Admissions Policy: The Governing Body reviewed and APPROVED the Nursery Admissions Policy. The Governing Body noted the policy is reviewed annually.	
7.2	Items to Note	
7.2.1	DfE & DHSC Screen use by children aged under five: The updated guidance from the DfE and DHSC on screen use for children under five was noted. The Governors discussed whether this information should be shared with parents. It was agreed that the school could send a communication to parents. The Headteacher will prepare a message for circulation. ACTION: The Headteacher will prepare a message for circulation.	AH
7.2.2	New advice for families and schools to get children school-ready: The new national advice for families and schools on supporting children to be <i>school-ready</i> was noted. The Headteacher discussed the guidance with KM and confirmed that the school already carries out the majority of the recommended practices. The transition process into Reception has been reviewed and timelines tightened. Much of the guidance aligns with current practice. Historically, home visits were offered for children who did not attend nursery. Due to the increasing number of pupils, a home visit for all pupils is no longer feasible. The school now carries out targeted home visits for Reception as well as Nursery visits, which remain manageable and effective. Staggered starts continue to balance the needs of working parents with the needs of the children. The Governing Body suggested the school may wish to signpost parents to the documents.	
8	Date and time of next meeting: 02/07/26 at 7pm	
9	Any Other Business: None	

10	Evaluation and Impact 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.	
Signed..... Date.....		
CHAIR		