

SPRING TERM 2026

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held at the school on 12th March 2026 at 7.00pm

PRESENT:	Sri Akunuri	Clive Jones
	Ann Alderson	Katherine Mannion
	Gill Brown	Javita Malhotra
	Kym Connolly	Tina Monger (Minutes)
	Olivier Eymery	Barbara O'Farrell
	Alastair Haywood (Headteacher)	Hemal Pandya
	Lisa Higgin	Penny Thomson
	Elaine Hoare	Donna Westall (Chair)

ABSENT	Laura Bell	(apologies received and accepted)
	Patricia English	(apologies received and accepted)
	Nigel Hobbs	(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 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 22 nd January 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 There is no update currently. 3.2.11 New School Website This is now completed and with the Website provider. This should be due to go live within days. 6.6 - GB Monitoring visits Science GB monitoring visits are due to take place on 24 th & 25 th March at IS and JS. Questions would be agreed in advance of visit. Writing visit agreed for next term.	AA/KM
4	STRATEGIC MANAGEMENT	
4.1	Headteacher's report Governors noted the report of the Headteacher and related documents which had been circulated in advance. Answers to questions had been circulated ahead of the meeting and led to further questions and discussion. They were incorporated here in the minutes.	

	Q1 Noting your comments about new pupils joining the school, have any children left the school since last update? How do the roll numbers compare with financial forecasts? <i>We have had one child leave the junior school since the last meeting. Roll number are consistent with forecasts as we have left the current roll as is, and only increased based on projections for Reception for the next financial year rather than in other year groups.</i> A comment really, it is pleasing to see the improving trends in persistent absence across both sites. One observation, as a parent, I recently had to request some term time leave to attend a wedding in a foreign country. I noticed that, whilst the decision was consistent from both infant and junior sites, the written response/explanation were different. I would suggest the Junior school format is adopted in the infant school. Q2 In the SEN table using Y3 as an example. 5 pupils are receiving SEN support, with 0 on an EHC. Does this mean we await decisions on 5 pupils, or are some decided and declined an EHC? <i>SEN Support and EHC are two different levels of SEN and intervention. Many children will have SEN support – this means they have an identified special need and are receiving intervention or adjustments for this to help them progress. For most children with SEN, this will be sufficient for them to access the curriculum. Where they need more than 13hrs of 1:1 support, and this can be evidenced, we can then apply for an EHCP. Some of the SEN Support children have had this application made, but not all.</i> Q3 Staff absence: Junior school sickness seems to be unusually high. Are there any underlying reasons for this, or is it simply coincidence? I am also curious as to the Paid leave, assuming this is term time leave, what situations are arising that enable paid term time leave to be approved? <i>We have had a lot of longer-term illness – two hip replacements, longer term sickness for some members of staff as well, as well as the day to day on top of that. These are coincidences and unlikely to be repeated in future years. The paid leave is generally hospital/medical appointments, leave to look after dependants when they are ill, school events for children such as graduations, nativities and class assemblies and other medical appointments for dependants as well.</i> Q4 The future school preference data, whilst not a decision yet, seems positive. Does this preference data fall in line with the financial forecast on pupil numbers? <i>We have since had another child wishing to make us first preference, taking it to 50. The current financial model is based on 55. We usually pick up some of the second choices and we know at least one of the local</i>	AH to action
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	<i>schools (a one form entry) is oversubscribed so we should pick some of them up!</i> Q5. Could you maybe go into the definition of Pathological Demand Avoidance, as you suggest this is increasing. What's the difference between PDA and simply bad behaviour from a child who isn't used to being told "no"? <i>PDA is often associated with other conditions such as autism. It is characterised by an extreme over-reaction and causes the child genuine distress. They may refuse to do even activities that they enjoy. However, there have been cases of parents suggesting their child has PDA when they really are just badly behaved. We can tell the difference.</i> Q6 I support the Smart phone free childhood initiative. At a previous sub-committee meeting there was some debate around situations like phone photography/videos at school productions, church services etc - what is the school position on this and how is it being communicated to parents? <i>The start point of this will be the school will be smart phone free for children, not adults. Children will be able to bring non-smart phones to school only if needed (these are handed into the school office for the day). They are then collected at the end of the day and will allow parents/children to call each other. There will be no access to the internet or a tracking facility on these phones. Parents may have to look at other options if they require tracking information (e.g. Apple tag). A letter has been sent out to 50 schools and CSG has signed up to a policy of no smart phones along with most other local schools. This should start after May Half Term. For now, parents will still be able to record/photograph events on their personal phones, and we can look at whether in the future the school will film productions and make this available to parents instead. At all other times, Parents/Volunteers should not be using their phones while on school premises. There is a talk at the Junior School on 13/03/26 regarding smart phones in school but the statistics show that the majority of parents feel smart phones make life more difficult and feel that their children spend too much time on screens.</i> Q7 Is more practical help needed to teach children how to use a smart phone appropriately? <i>This is covered to some degree in PSHE but in greater detail in Secondary school. Children of primary school age are taught broadly about internet safety as when they are expected to use laptops or tablets for homework, turning off the WiFi is not always possible, but it is not the right time to teach about the use of apps which they should not yet be allowed to access. As in all things, it is the responsibility of the parents to supervise their children and allow the use of these things in moderation and in an age-appropriate way.</i>	
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4.2	School Development Plan/ Self-Evaluation Form (SEF) The Headteacher circulated the updated SDP and SEF for 2025/26. <i>On the SDP, the EDI actions seem to be the least complete. Given that the Schools White Paper seems to frame inclusion almost exclusively in terms of SEND, do we need to review our approach to this topic? Or if we're going to continue to look at it more broadly (as I think we should), what more is planned to move it forward?</i> <i>There are a number of actions in the SDP that are planned for the summer term. I believe we should continue to look at EDI more broadly as there are important issues to focus on in addition to SEND inclusion.</i>	
4.3	Parental working group on school finances Some attendees from the working group recently attended the parents' evenings at the Junior School to engage with parents and to ask whether they would like to make a donation to the school. Nine parents signed up totalling £375.00 but it had been hoped for more. It was felt that perhaps it was a privacy issue and parents didn't want to type in their personal information on to a school iPad. The group would look to follow up with some parents or would consider an online survey asking if parents would be willing to donate. There had also been a suggestion of parents offering their time and skills by way of helping the school, if they had a particular skillset. <i>Are the schools utilising their resources enough for income? i.e. the premises for lettings?</i> <i>We have a number of regular hirers – Little Walkers at the Infant School and PFO at the Junior School who are regular users and the school receives that money, however, the issue is the opening and closing of the school and if we were to offer more availability (evenings) we would require the Site Manager to open and close the premises which would incur an additional cost to the school, for his time.</i> <i>Do we receive funding from Buckinghamshire Council towards the rent for the Memorial Hall at the Infant School as we don't have a dining hall?</i> <i>The Infant school does receive income from Bucks Council annually towards the cost of the rent.</i>	
4.4	Schools White Paper Whilst the paper has now been released and appears to focus mostly on changes to SEND and implies - although does not state - that all schools will become Academies and have to be part of a MAT. There is little actual detail currently but there is a consultation ongoing and Governors can respond individually up to 18/05/26. The paper says there will be more funding and training for schools for SEND but many provisions would not come into effect until 2030. Children currently with EHCPs will retain them but in future it is expected that few children will have the new EHCP equivalents and more will be expected from schools to intervene early and offer sufficient support through class teachers and	

	increased specialist support. There is the potential that Bucks Council could set up a MAT.	
5	Business promotion via school There is potential for the school to make money by allowing businesses to promote themselves in some way via our schools. In the past this has always been refused but in the current financial climate this may be an opportunity for the school to earn income. We will need to look to create a policy that is ethical and supports GDPR guidelines. We may allow businesses to advertise on our website (for a donation) and we are able to publicly thank them for their support. There is a cash back scheme running currently with Yaldens where if any parents shop there we can earn up to £50.00 per month for advertising the scheme. Guidelines and a strict policy need to be created so that we ensure fairness and consistency across the businesses.	Comms committee to consider a consistent approach
6	Governing Board Terms of office due for renewal this year Russell T - 06/07/26. Sadly, Russell is unwell and is looking at whether he will continue. All Governors wanted to pass their best wishes to Russell. Sri A – 06/07/26. Is happy to continue. Clive Jones – 31/10/26. Elected parent governor. Can stand for election again or move to a parent governor vacancy if there is one. Becky Spencer – 31/10/26. Elected Staff governor. Will be away on Maternity leave so is happy for someone else to replace her. Penny Thomson – 05/10/2026. Happy to continue. Barbara O’Farrell – will be stepping back temporarily for personal reasons until end of May half term. Ann Baines. Thanked everyone for their good wishes. Is still recuperating and hasn’t yet decided regarding her return.	
7	GB Skills Audit Thank you to everyone for their responses. Still awaiting a few more replies. Efficacies and Competencies - Overall the response was mostly positive and Governors feel they can make a difference and contribute and feel confident to lead and monitor. 1/3 of Governors didn’t know the strengths/weaknesses of the Board and ¼ didn’t know the strengths/weaknesses of the school. The School Self Evaluation Form may be a good starting point to review this although it will change in September so it was suggested to mark this as an agenda item for the November FGB. Also the School Development plan, Ofsted report, parent and pupil surveys will give an overview of the schools. Skills Between 8-11 governors reported feeling experienced and confident in chairing meetings and handling complaints. Slightly fewer felt confident chairing boards. 4 Governors had experience in handling suspensions and exclusions though not all in a school context. With the need to have a trained panel when handling any exclusions in future, DW and KC had recently undergone training. Bucks Education Partnership (BEP) offer various training courses including Safeguarding, SEND, Pupil Premium,	

	Complaints, Cyber Security and a New Governor Induction course. Modern Governor also has short online training courses on specific topics. Training 6 Governors would like more training on Finance and Data Analysis. Whilst there is not a current course on Finance there is a module on Modern Governor and anyone is welcome to attend a Finance meeting. The Head teacher could also do a short presentation on the school finances before the next FGB. Regarding data analysis there too is some information in the Introduction to Primary Curriculum course and on Modern Governor. Governors too can attend a Data meeting to learn more or we can arrange a short explanatory session but it may be suitable to delay this until after the Summer when staff have had more time to use the new tracking tool, Insight. Experience Between 6-10 Governors have experience in HR, Finance and Risk management. Between 4-6 in SEND & Health and Safety. 3 Governors in Auditing. 2 in Law and 1 in Marketing and Publicity. There may be useful contacts in the Finance working group, experienced in Marketing and Publicity that we may be able to approach for help with this. Generally, it was felt that the level of experience is good among the board.	AH AH/DW
8	Delegated reports - Committees	
8.1	Communications Committee including GDPR No update since last meeting	
8.2	Curriculum & Standards Committee The Physical Control policy has now been renamed in line with DFE guidance to the Restrictive Intervention Policy.	
8.3	Finance Committee & Charitable Trust Fund The Finance Committee meeting took place on 23/02/26. The position at both schools remains challenging and action is planned to eliminate deficits over the next 3 years. Provisional plans have been approved for both schools. At the Junior School, the staff restructuring will see a deficit at the end of the Financial year 25/26 of £17K, increasing to £219K at the end of 26/27 and then a surplus of £15K by 27/28. At the Infant school there will be a deficit for FY end 25/26 of £41K, £139k deficit for year 26/27 and a £19K surplus by FY end 27/28. The Schools Financial Value Standard forms have been approved and are on Governor Hub, with only minor changes from the SFVS submitted last year. They would be submitted by the required deadline.	
8.4	Infrastructure Committee including Sustainability, H&S and F&M Meeting held on 23/02/26 and minutes on GHub.	All
8.5	Personnel/Pay Review Committee	

	The new Employment Rights Act comes into effect shortly. Details will be uploaded to the folder. Lots of items coming into force in phases – including employees having more rights from day 1 of employment, changes to zero hour contracts giving staff more rights to a contract if they work regular hours and strengthened requirement from employers regarding harassment from third parties and other staff.	
8.6	Performance Management Governors A mid-year meeting would be arranged with AH.	AH/DW
8.7	HR Related Panels/Complaints Panel/Pupil Discipline Committee These had not met since the last GB meeting	
9	Delegated reports - Governors	
9.1	Chair There had been a letter from an ex parent regarding the management of her child's friendship issues by the school. DW had responded to this. DW has spoken to Councillor Carl Jackson who has repeated that he would very much like to visit schools. This would be welcomed.	AH to arrange
9.2	Development Governor See point 7 above	
9.3	Safeguarding Governor No update since last meeting	
9.4	Wellbeing Governor No update since last meeting	
9.5	Equality Governor No update since last meeting	
9.6	SEND Governor A meeting is scheduled with SENDCo for 18/03/26.	
9.7	Pupil Premium Governor No update since last meeting	
9.8	Curriculum Governor Reports IT – It was suggested that new equipment may be needed for the ICT suite. However, the PCs are all running on Windows 11 but there may be individual PCs or iPads that need looking at. The use of AI in school was discussed. Some teachers use it more than others but generally, only as a proof read check or to create model texts. No personal data is input into AI. This is a fast evolving subject and we will need to keep our AI policy under regular review. Music – Some teachers find teaching Music difficult and due to the extensive curriculum already are unable to dedicate much time to it. Literacy - All classes at the Junior school had visited the Village Library and the Infant school would be also visiting the following week. The Library staff had commented on how delightful and engaged the children were. Several visits are planned before the end of term or soon after Easter.	
9.9	School Travel Plan Dates will be discussed with the Headteacher.	LH
10	Any other business	

11	Date of next meeting 07/05/2026	
12	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.	
Signed..... Date.....		
CHAIR		