

SUMMER TERM 2026

MINUTES of the meeting of the Governors of Chalfont St Giles Village School held at the school on 2nd July 2026 at 7.00pm

PRESENT:	Sri Akunuri	Clive Jones
	Ann Alderson	Katherine Mannion
	Kym Connolly	Javita Malhotra
	Olivier Eymery	Hemal Pandya
	Alastair Haywood (Headteacher)	Penny Thomson
	Elaine Hoare	Donna Westall (Chair)
	Nigel Hobbs	Russell Turner

APOLOGIES	Laura Bell	
Received &	Gill Brown	
accepted	Patricia English	
	Lisa Higgin	
	Becky Spencer – mat leave	

		ACTION
1	NOTIFICATION OF ANY OTHER BUSINESS None	
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 7 th May 2026, having been circulated, were confirmed as an accurate record. The minutes were to be marked as signed on GovernorHub by the Chair.	
3.2	MATTERS ARISING 3.2 - Collaboration with other schools The Chair reported recent supportive discussions with the Chair and Vice Chair of Farnham Common School. It was noted that, although other collaborations had previously been in place, there has been no recent contact from partner schools. The proposal to establish a formal collaboration with Farnham Common was discussed due to the similarities between the schools. This could strengthen joint working, including the potential for shared governor involvement in panel hearings or accessing external governors where required. The Board agreed that this proposal was reasonable and confirmed they were happy for this to be taken forward. The approach was APPROVED . School Website - The Chair confirmed that access rights for updating the Governor pages on the school website have now been enabled. The pages are being refreshed, and the system is reported to be straightforward and easy to use. Staff Governor - A Staff Governor vacancy will open as Becky Spencer completes her 4 year term. Emma Burge has expressed interest, and this will be confirmed tomorrow. As there is only one candidate, no election	

	will be required. With Patricia leaving, there may be an opportunity to appoint an additional co-opted governor from the staff team if anyone else is interested. 6.2 – Training on new KCSiE: Training on the updated <i>Keeping Children Safe in Education</i> guidance will take place on the INSET day, 2 September at 1.00pm. The session will last no more than one hour. 7.2.1 – Advice note to parents on screen time: An advice note on managing children’s screen time will be issued to parents before the end of term. The Headteacher has prepared the communication and has circulated an additional relevant article to parents.	
4	STRATEGIC MANAGEMENT	
4.1	Headteacher’s report Governors noted the Headteacher’s report and accompanying documents, all of which had been circulated in advance. Written responses to initial governor questions were shared ahead of the meeting and prompted further discussion; these are incorporated below. Governors were reminded that all submitted questions are available on GovernorHub. The Headteacher highlighted the following updates: • Teachers’ Pay Award: The national pay award has been confirmed at 3.5%, with 1% funded by schools from existing budgets. The school had budgeted for a 3% unfunded increase so this is relatively good news. The award will take effect from September, with a further 2% increase anticipated next year. • Teachers’ Pension Scheme: The scheme has been revalued, resulting in a decrease in employer contributions, with no change to member benefits, but funding will be reduced accordingly so there is a neutral impact on the school’s budget. • SATs Results: Results have been delayed by approximately 10 days due to the Pearson portal not being ready. The portal will open on 16 July, with reports issued on 17 July. Schools will have one week to complete any re-mark requests, which will fall into the first week of the summer holidays. The FGB raised the following questions and challenge: Q: <i>How will the reduction in staff impact finances next year?</i> A: All confirmed leavers have already been reflected in the finance budget reviewed by the Committee. The impact is positive. Next year, the Senior Leadership Team will reduce to five members. Q: <i>Are other phases still retaining phase leaders?</i> A: Yes. The HT was asked to pass thanks to Chris Rock and Sarah Pierpoint for their informative reports. Q: <i>How did the school manage during the heatwave?</i> A: The plan was to remain open for as long as possible to support families, and to give parents the option to still send them in if they could not look after them at home. Conditions worsened mid-week, with one classroom reaching 34°C and children visibly struggling. Leaders discussed the cost and sustainability of air-conditioning solutions and potential lower-cost	

	alternatives such as changing blind colours. Governors suggested exploring shutters or grants for smaller air-conditioning units. The school is considering resilience planning, recognising that extreme heat is likely to become more frequent. Options include rotating classes through cooler rooms and using the hall at the Juniors and Memorial Hall at the Infants where temperatures were lower. Q: What temperature becomes unmanageable? A: Around 30–31°C is manageable; above 35°C becomes extremely difficult. The NEU has proposed a maximum working temperature of 26°C; on Monday and Tuesday classrooms reached 26°C but remained comfortable so this is probably too conservative. It also depends on humidity so it is hard to agree on a specific limit. Q: Does this affect our absence figures, and how are the absences due to the heatwave recorded? A: Absences increased on Thursday and Friday. If the school had closed, absences would have been recorded as Y code, which does not affect attendance figures. Remaining open meant absences counted towards attendance percentages. In hindsight, closing for two days may have resulted in a more favourable attendance position but would have caused problems for some parents. Q: Why were handheld fans not allowed? A: Fans have previously been broken, lost or stolen, and have caused behaviour issues. For these reasons, they were not permitted. Q: Is there anything further the school can do proactively? A: Leaders will continue to monitor temperatures closely and take action if they approach 35°C. Q: Staff sickness seems high? A: The overall number is high, but there are prolonged absences for a number of staff who have had exceptional circumstances. The day-to-day sickness is consistent and level across both sites, which is roughly two days absence per person, per academic year. This would mean an attendance rate of 98% for a full time member of staff. Each time we calculate these figures we go a little deeper so it is becoming easier to spot patterns. Moving to a staff absence management system would also help, and this is being explored. Q: Do you feel we made the right decision at the right time about closing for extreme heat and what, if anything, we might do differently another time? A: We tried to stay open as long as possible – giving it a go on the Wednesday when many other schools had closed for that day. Through the Wednesday, it was clear that it was very uncomfortable and was only going to get worse over the next two days. In fact, Friday was the worst day in school, feeling hotter than the previous two, even with fewer children in school. I am pleased we remained open for those that needed us to – we have had several grateful messages from parents. We have looked into getting some fans for classrooms to try and help the situation and cool the classrooms, which we would look to get in place for next summer. Q: Can I ask about any plans to change our provision in light of the new government focus on Enrichment from September? Your list of trips and other activities shows that we already do a lot, but does the guidance suggest we should be doing anything differently or in addition? A: We do	
--	---	--

	offer a lot – more so for Juniors. It would be good to see if we can find a way to bring back homework club and morning maths. We also need to look a little more closely at tracking who and which groups are signed up to clubs and seeing what we can do there as well to target those who perhaps aren't accessing things. The DfE are offering a self-assessment and help toolkit, which we will work our way through. Q: <i>With the new Inclusion strategy from Government that has recently been published, do you think we need to make any changes from September?</i> A: We are doing a lot of the things regarding provision and individual plans already, we might just need to rename some of them. We have started creating the one-page profile templates which will also be needed so they will be in place next year. The biggest issue is the Gem Room. This qualifies as a SEN base, which means we need to find a way to put more teacher input and supervision into this room to bring it in line with the new guidance. We have started to consider this, but it will need to be a larger piece of work as funding this will prove difficult. It may be we consider becoming something more official, which would bring in additional funding e.g. an ARP (Additionally Resourced Provision) but we would then lose control of the admissions side of and be directed to take children. Q: <i>What are the biggest strategic risks facing the school over the next two years, and what assurance can you provide that appropriate plans are in place to mitigate them?</i> A: This still depends on our capacity given the budget constraints we have. The profile of the children (SEN excluded) seems to be staying fairly level, so driving outcomes will be dependent on what we can practicably offer and where we can drive improvement with the resources we have. We have several new staff, so ensuring their smooth induction from their mentors and ITT Initial Teacher Training) lead will help this (induction programme is planned to cover various topics during the first half term for new staff). However, new staff also bring new opportunities of new ideas and new ways of working which may also give opportunities for development. Coupled with this, the ongoing new Ofsted framework, Inclusion and SEN guidance, Enrichment guidance and the SEN white paper all need looking at. Since January, the DfE has updated or introduced 51 pieces of guidance and Ofsted 27 pieces. It's almost impossible to keep on top of it all! Q: <i>Has a new EYFS Lead been appointed? If not, what interim leadership arrangements are in place to ensure continuity and maintain standards until the role is filled?</i> A: Due to budget constraints, we have not replaced this position. Mrs Mannion will be taking on this role and will support EYFS staff. Q: <i>What lessons have been learned from the cancellation of Sports Week, and are there any longer-term measures the school is considering to improve resilience to extreme weather events while maintaining pupil wellbeing and enrichment opportunities?</i> A: I think that whenever temperatures are that high, outdoor sporting events will always have a high likelihood of being cancelled. Our fields and playgrounds do not have enough shaded area to keep all activities in the shade, so it is hard to keep children cool and hydrated enough. You can take a horse to water! We did have a plan B for Monday afternoon, but it was simply not practical in the end given the temperatures. Rescheduling by one week isn't easy as a number of the carousel activities depending on parents	
--	---	--

	coming to run parts of it, so it wasn't easy for them to reschedule their commitments. On the sponsored walk, another hot afternoon, we had a few children feeling ill and having to sit out for parts of that session as well. In term of future resilience planning, we may look at moving the timing of the week. Mid June seems to be hottest part of the year, so it is very possible we will move the sports week into the first half of the summer term next year, or very early in June. <i>Q: There has clearly been notable progress this year, for which you and the SLT team should be proud. Beyond the improvements in writing and attendance, which pupil groups or curriculum areas remain the greatest concern, what are the strategic priorities for improving outcomes next year, and are there any decisions or support that governors should consider to help deliver these priorities?</i> A: The outcomes of our PP and disadvantaged children are still below their peers, and narrowing this gap is always a focus. At the Infants, the focus will be on phonics – the results were lower than we had hoped and a number of our cusp children did not quite make it. At the Juniors, we will shift focus to Maths and try to increase the amount of children reaching GDS through an increased focus on reasoning and problem solving. Governors thanked the Headteacher for the comprehensive update.	
--	---	--

4.2	School Development Plan/ Self-Evaluation Form (SEF): Governors noted that most actions within the current School Development Plan have been completed, and commended the positive progress made. The Headteacher outlined initial priorities for next year, including: • Outcomes: Continued focus on phonics, with notable improvement already seen. Writing has strengthened, and there will be an increased focus on maths, particularly greater depth. • Behaviour: The new behaviour policy needs to be fully embedded across the school. • Enrichment: Updated enrichment guidance was issued recently, with a strong emphasis on inclusion and ensuring all pupils can participate. • Disadvantaged Pupils: A renewed focus on supporting disadvantaged children and transforming life chances, ensuring as many pupils as possible are fully engaged. • Teaching and Learning: Leaders are considering structuring teaching and learning priorities term-by-term, with further discussion planned at committee level. The idea is to revamp the monitoring schedule and make a system of teacher CPD that is more bespoke and practical to classroom, more individual and auditable. • Peer teaching: Continued over from last year The Governing Body also noted that the current vision and strategy, last reviewed three years ago, will be reviewed in spring next year. Governors will hold a dedicated session to consider this. SEF update: The SEF will be updated in line with the new Ofsted Framework, with judgments made against seven criteria. The new approach requires a secure fit, rather than a “best fit” model.	
-----	--	--

	Governors discussed whether next steps should be included within the SEP itself. It was agreed that the School Development Plan will continue to serve as the document that sets out next steps and improvement actions.	
4.3	Parental working group on school finances: Governors received a brief update on the parental working group focused on school finances. The school has successfully secured a Tesco Community Token box, enabling parents and the wider community to support the school through the store's charitable scheme. Governors also discussed grants that could be applied for and a grant application is currently in progress. Leaders are also working closely with the parental group to set up a fundraising website, designed to support specific projects and enable contributions from parents, local businesses and other supporters.	
5	GB roles for 2026/27: The Chair thanked governors who had submitted responses via the roles form. The Chair confirmed that where no form was submitted, governors will continue in their current roles. The following suggested role changes for 2026/27 were discussed: • Katherine – move from Communications to Curriculum and Standards, with a focus on staff teaching and curriculum. • Javita – French link governor. • Kim – PE link governor. • Nigel – combine SEND and Pupil Premium into a broader Inclusion Governor role. • Clive – Move to Infrastructure, subject to the appointment of a new Parent Governor. • Parent Governor Election – scheduled for October. The new Parent Governor will join the Communications Committee. • Ann – Sustainability requires greater focus. Governors discussed whether a dedicated body or working group may be needed and whether this is the right time to establish one. Handover meetings should be arranged where responsibilities have changed, and governors should review reports from previous visits and liaise with Donna or other experienced governors as needed if they need further guidance. Governors noted that committee membership remains balanced, with approximately five governors on Personnel, and eight on Finance, Curriculum & Standards, Communications & Infrastructure. Each committee will now include representation from a community governor, parent governor and staff governor. Performance Management Governors: Governors appointed Ann, Donna and Sri as Performance Management Governors. Curriculum Leadership and Planning: The Headteacher confirmed that changes to curriculum leadership are expected due to staffing changes; an update will be provided by the end of term. The Curriculum Action Plans will be completed before the end of the academic year, ready for implementation in September. Training Needs: Governors were reminded to review available training opportunities, with several high-quality courses currently available.	
6	Delegated reports - Governors	

6.1	Communications Committee including GDPR The Committee noted the minutes that are available on GovernorHub.	
6.2	Curriculum and Standards The Committee noted the minutes that are available on GovernorHub.	
6.3	Finance Committee and Charitable Trust Fund The Committee noted the minutes that are available on GovernorHub.	
6.4	Infrastructure Committee including Sustainability, H&S and F&M None.	
6.5	Personnel/Pay review Committee None.	
6.6	Performance Management Governors None.	
6.7	HR related Panels/Complaints Panel/Pupil Discipline Committee None.	
7	Delegated Reports - Governors	
7.1	Chair's report The Chair reported on recent governance activity and confirmed that the decision regarding the partial school closure had been fully discussed with her before it went ahead. A range of options was considered, and governors agreed that the approach taken was the right decision in the circumstances. The Chair also noted ongoing work across committees, thanked governors for their continued engagement in monitoring and strategic discussions, and acknowledged leaders' efforts throughout the year.	
7.2	Development Governor Safeguarding training will take place on the INSET day. Governors were reminded to check whether they have completed a safeguarding refresher within the last two years, in line with statutory expectations. A new version of Keeping Children Safe in Education (KCSIE) is expected in September, and governors will need to ensure they are familiar with the updated guidance once published.	
7.3	Safeguarding Governor A safeguarding monitoring meeting took place on 7 May. The Safeguarding Governor noted that evidence of the Single Central Record (SCR) check had not been included in the initial paperwork; however, this has since been provided and confirmed. The SCR check has been completed this term.	
7.4	Wellbeing Governor The Wellbeing Governor confirmed with the HT that the staff survey will be issued tomorrow .	
7.5	Equality Governor There was no update given at the meeting.	
7.6	SEND Governor The next SEND monitoring meeting is still to be confirmed. The Headteacher will advise whether 8th is the agreed date.	

7.7	Pupil Premium Governor The next Pupil Premium monitoring meeting is still to be confirmed. Alistair will advise whether 8th is the agreed date.	
7.8	Curriculum Governor Reports Governors received an update from the Pupil Data Group; the report was circulated prior to the meeting. Recent monitoring activity included a Year 2 Spelling visit, a Geography visit, and Governing Body monitoring of Writing. Reports from these visits are currently being written. During the writing monitoring, pupils were described as enthusiastic about writing and highly complimentary about their teachers and the support they receive. Governors discussed the approach to monitoring for next year, including the possibility of focusing on groups of pupils across a range of abilities. Several curriculum monitoring visits have taken place but have not yet been written up. Governors were asked to complete these reports as soon as possible. Extracts from curriculum visits will be included in the Governor Report to Parents at the end of the year. Committee Chairs were asked to provide a brief report for inclusion in the end-of-year Governor Report for the school newsletter.	
7.9	School Travel Plan Lisa met with the Headteacher to review progress on the School Travel Plan. To encourage active travel, a class achieving 60 recorded walks in a week will receive a Friday afternoon reward, aimed at promoting walking to school. Governors discussed road safety training, noting that it had been valuable in previous years but has not taken place last year or this year. It was agreed that this could be scheduled before half term in future. A question was raised regarding whether the school should introduce a cycling-to-school policy. This will be explored further.	
8	Policies	
8.1	Allergy Policy: Governors APPROVED the updated Allergy Policy which includes a named Governor.	
8.2	DBS checks for volunteers: Governors APPROVED the updated DBS Checks for Volunteers policy, including a small amendment to add “other parents” to the eligibility criteria and to reference governor appointments within the requirements.	
10	Any other business Governors recorded their thanks to Becky, Barbara and Patricia for their service on the Governing Body. Patricia was thanked in particular for her exceptional long-standing contribution, with over 20 years as a governor and 31 years’ service to the school. Although Barbara’s access to GovernorHub had now ended, the Chair confirmed that thanks and kind messages have been sent to her home email address. Governors also expressed their appreciation to Donna for another highly supportive year.	

11	Date of next meeting - all 7pm at Juniors: 1st October 26th November 28th January 18th March 6th May 1st July The Governing Body APPROVED the above dates for the next academic year. Governors were reminded of the Staff/Governor Social on 20 July 4-6pm at the Chair of Governor's home.	
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.	
Signed..... Date.....		
CHAIR		