Chetwynd Junior School
FGB
Minutes

Date: Monday 9th February 2026 at 5:30pm
Location: Held in school

Governors In Attendance

Stephanie Lawes (HT)	Head Teacher
Chris Atkins (CA)	Chair of Governors
Phil Sanders (PS)	Vice Chair of Governors
Jodie Marston (JM)	
Nathan Townsend (NT)	
Gurbinder Thandi (GT)	
Louise Kitson (LK)	

Apologies
Julie Attwood (JA)
John Waine (JW)
Greig Shute (GS)

In Attendance
Jacqui Waldron (JWld) Clerk

Meeting actions - https://app.governorhub.com/document/68ed479e44d58d6d792f8332/view

Item	Minutes	Action
1.	**Welcome, attendance and apologies** Chair welcomed governors to the meeting which started at 17:30 and was quorate throughout. Apologies were received and accepted from GS, JA, and JW. CA joined virtually so PS took the role of Chair.	
2.	**Declarations of interest** No new DoI.	
3.	**Minutes of previous meeting** Approved as an accurate record	
4.	**Matters arising** Actions updated on the action tracker spreadsheet. No notes.	
5.	**Membership of the governing board** **Code of Conduct** All approved	
6.	**Headteacher Report including Ofsted inspection discussion** 369 on roll from Monday. Attendance came out strong in the Ofsted as we're above national and below on PA. No real concerns on DfE report. We had one week were below national but it was due to high rates of illness in the area. Two children have been suspended this term. HT went through the basic details of what occurred. **Governor asked:** What is Yr 6 attendance and behaviour like? **Reply:** Issues haven't really been in the classroom, more the playground. There's been a few instance of unkindness, so we've changed some of the activities and try to keep it more under control with only certain activities allowed if certain behaviours met.	

We were very open with OFSTED about that and they were happy. Year 6 have looked at rights and helped re-write the PHSE program. We were able to demonstrate what we're doing to improve behaviours in year 6.

Two EHCPs in since last meeting.

School expansion is going ahead. Had a meeting on the 12th Jan with the contractor for the building works, Whitestone has a different constructor. Both school will then be done at the same time.
We're pushing for nothing until the Summer, asking for the office area to be prioritised. We will be able to use the IT suites and a currently unused classroom to house year 6 while that area is redeveloped.
Governor asked: How will they fence areas off?
Reply: Some will be inaccessible, other areas it will be just a room so it might just need to be small sections at a time. We'll have regular meetings going forward where we will get that sort of calendar. They'll be working to a specific set of restrictions set for schools.

Governor asked: what are your plans with your new yr 3s?
Reply: It'll be 2030 when we have the fourth form come up from Whitestone. It could come to us early if there's a bulge in the area.

Virtual schools audit has been done, report will be shared at the next meeting but no issues and nothing raised in Ofsted.

Annual reviews are all up to date.

Behaviour is challenging at the moment. Staff went on some LA behaviour training with Marie Gentles. From that we asked staff to put in a routine following breaktime to help calm the class down and prepare them for learning and that's gone really well. The approach was more about a consistency in school systems and staff approach. Part of it relates to language used as certain phrasing could put staff in a particular mindset before even arriving on site and what others hear.

LTS wishes to retire so we've replaced them with someone who is known to the school through volunteering. Sharon in the office is moving on to CAMHS so we've appointed a new member of staff to replace them.

SDP – following Ofsted it will be re-written based on the conversations with them.
Governor asked: They mentioned how we need to have that more comprehensive body of evidence to be able to tick all the boxes in any areas.

We've started working on certain areas already highlighted in the SDP.
MFL has dropped unfortunately as we lost our link to have the secondary school person visiting.
Governor asked: It's not on the curriculum so if that's flagged by Ofsted it's not a big concern as we're actually going above and beyond to do that anyway.
We have got some options to do PPA work on MFL
Governor asked: How is PPA going?
Reply: It's working, it's been better
We can look at buying in a scheme or other options, see what is best.

MTC wasn't an issue with Ofsted as we could show what we're doing there, but they still raised it as an issue that we're below national. We raised that we have an issue with the lack of push at infant school.
We will try and talk to other Junior schools to see if they are having similar issues.

Ofsted we're looking for graphs for behaviour trends which we didn't have but we're looking at how Arbor can help there.
Governor asked: How much time will that take up though?

	Reply: Once we're using it, it's pretty quick. **Reply:** just need to look at it carefully as it needs to be logged correctly so there will need to be some staff training there. **Governor asked:** drawing it all together with policy, process, and reports will be really helpful for Ofsted and for governors. **Reply:** It's going to be a balance for staff to ensure we can manage to do this type of activity without taking time away from supporting the children as SLT. We need to find a way of distributing the task out so it doesn't become a time sync. Other questions invited **Governor asked:** Can you elaborate on the issue raised by Ofsted regarding the way teachers are working with children? **Reply:** There was evidence of a lack of unpicking where further questions were asked following a response from a child. We're going to focus on supporting teachers in how to do that better.	
7.	**Finance Report and SFVS approval** Next finance meeting is 27th Feb. We're not sure this report is correct. The Finance Officer we had has left and we now have a new one. There are issues we're seeing like we don't think our saving on absence insurance is in there. We can't keep using our carry over to bolster SEND support moving forward. We keep the staffing as sensible as we can, sharing additional adults where possible, pairing them up where they work well. Some do still need 1:1 support and it demonstrates a reduction in behaviour issues. Where we're forecasting to be -£2000 next year, we need to forecast what that will look like with certain EHCPs in and out to assess what that could do in terms of financial impact. There are children that could come in to year 3 with significant EHCPs from what we've observed, plus outstanding ones in our current pupil body. The Finance Chair, Jodie and Steph will work together to help draw up a projection of forecast of what potential funding we will have if they do come in. We're tracking areas such as teacher absence income and reduction in spending on TAs. The LA also had us be over cautious with energy spending, so there are pots of money that won't be fully spent. SEND funding working academically and rather than financial year doesn't help with forecasting. We also have to spend quite a lot of time unpicking what we get in as it comes quarterly and is a pot with no details. Our business manager spends a lot of time working out if we've had all we're entitled to. The SVFS has been completed by the HT. All governors are asked to look at it and raise any issues. IT can be signed off at the next meeting as it has a March deadline to go to the LA.	
8.	**Safeguarding** Came out strong in Ofsted discussion. One document shared for Governors to view has been re-done to cover the key Ofsted points. The main report has been updated.	

	The bulk of PHSE work highlighted in previous audits is now being or has been done so the latest audit scored us much higher. It is recommended that Governors have some mental health training. Looking at accreditations for wellbeing, trying to see what we can get as some are expensive.	
9.	**Health and Safety Report** The latest reports have been uploaded. There is some damp in one corridor and we've had it looked out and monitoring has been recommended. **Governor asked:** Condensation or damp? **Reply:** Not sure, but likely lack of airflow causing condensation. We've looked at training for fire marshalling but the LA has cancelled their offering so we're looking at other options. There are elements of the Fires Safety report that we can't action until the building work starts.	
10.	**Governor review** CONFIDENTIAL TO NON STAFF GOVERNORS Minutes available here - https://app.governorhub.com/document/69af2d6963c2fb77704300b7/view	
11.	**AOB** None	
12.	**Date of next meeting and meeting close** *Resources -16th March*	

Closed at 19:16