Chetwynd Junior School
FGB
Minutes

Date: Monday 29th September 2025 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)	
John Waine (JW)	
Louise Kitson (LK)	
Greig Shute (GS)	

Apologies

Aneika Leney (AL)
Julie Attwood (JA)
Gurbinder Thandi (GT)

In Attendance

Jacqui Waldron (JWld)	Clerk
Michelle Wallis (MW)	Assistant HT

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 AL, JA, and GT.	
2.	**Declarations of interest** • ***Annual declarations*** Governors asked to please update on GovernorHub. • ***Meeting declarations*** None pertinent to the meeting. • ***Code of Conduct*** Governors asked to please read and confirm on GovernorHub. • ***KCSIE*** Governors asked to confirm on GovernorHub that they have read KCSIE. For safeguarding training, please send certificates if completed elsewhere to the school. For established governors, please do refresher training online. For new governors, please do full training either in person with council or online. All governors to read the OFSTED framework handbook by next meeting. Governor raised: Wonder if we can have a chat as a group regarding safeguarding as I'm not sure if we take some elements for granted on safeguarding and we don't all pick up as much as we should. HT: This is where reading the Ofsted guidance would be good as it'll highlight what you might be asked. Governor raised: We've got new governors learning those responsibilities and that they can ask these questions.	**ALL** **ALL** **ALL** **ALL** **ALL**
3.	**Election of the Chair** Chris Atkins was elected as Chair **Election of the Vice Chair** Phil Sanders was elected as Vice Chair Committee chairs to be voted for at the start of those respective committees.	**HT**

	Governor asked: Is the feeling that it's working having separate meetings with focuses? Governor raised: Think if we can streamline the agenda that would be good. Governor raised: FGB should have the nitty gritty so the committees can really focus down. Clerk to share some model agendas for committees to streamline them. To keep meetings more tight and streamlined, moving forward governors will be asked what they would like covered in more detail and what questions they have. Reporting by exception moving forward.	**JWld**
4.	**Minutes of previous meeting** Moving forward all meetings will be considered as FGB with a focus, so minutes to be approved at the next FGB regardless of focus. Action log to move to an excel spreadsheet.	**JWld**
5.	**Matters arising**	

Meeting actions	**Who / Date for completion**	**Update**
Governor Hub Skills Audit to be completed by September 2025.	All / September 2025	Ongoing action
SGP to send instructions for GH Effectiveness tool.	SGP / ASAP – 15/07/2025	Chair and HT to assess usefulness vs skills audit
Any further questions on data are to be emailed to HT.	All	Done
In future, governors should feel free to submit questions in advance without fear of offending.	All	Done
Add review/feedback from SLT Ofsted training to next FGB meeting agenda.	JWld	Done
2025-2026 academic year governors meeting dates to be circulated to all governors once agreed.	HT/CA	Done

Review of governance – SL has a link to begin the process so just needs completing.
Governor raised: It will take a while so might be good to start now.
HT: Will find out the process.

HT to review WGS offer and Chair to look at NGA. **HT / Chair**

6. Governor monitoring and training

Training list has been shared. Representative at all offers. If anyone is struggling to go we can look at finding someone else to go.

Termly overview up on GovernorHub to see when your subject is reviewed so writeups can be shared of ones already done.

We have done PE and we've found that people were acting how they wouldn't in other subjects so there's a focus on ensuring attention on what they're learning. Found the behaviour and response of the children has been better since using our staff rather than MHR.

History is tomorrow, but as the teacher is just coming back off maternity leave it'll be more about what they've found rather than a focus on the curriculum as there hasn't been a chance to review that fully.

MW will be working in partnership with subject leaders this year so that better suits the new Ofsted framework which does not do deep dives.

	Governors welcome to any of the events highlighted on the document. Goveror raised: Can't see computing in the list. HT: The lead is split on two subjects so focus has been on PE at the moment. Can speak to her about when you can pop in. We've got cyber security training coming up and governors need the training.	**All**
7.	**Governance** • ***Pay Committee*** Date move requested – need to resolve and share. • ***Link governor roles (Safeguarding agree safeguarding training model for Governors.) (SEND, PP, LIP priorities) Revise and agree*** Document shared before the meeting. Agreement from all governors that they are happy with the allocations. Steve to be removed from the document. • ***Skills audit*** Covered above – deadline for next FGB meeting at the end of Oct. Results to be sent to the Chair and HT and then presented at next FGB in Feb. • ***Governor vacancies.*** Currently 2 co-opted vacancies. Only approached by parents. Decision to wait for the Skills Audit and see what gaps we have. • ***Website updates*** We usually do this with Primary Site but this is being done internally first. NT to do a check on behalf of governors.	**HT/CHAIR** **HT/CHAIR** **NT**
8.	**School Self Evaluation** Made the decision to use the Key templates knowing that they would need to be updated in terms of the OFSTED framework. Both are drafts as they need to be updated, new template wasn't released until this week. Need to transfer accorss what we have to the new headings and complete gaps we've got. Governors will recieve new document once it's ready. LA graded us as a 1. We had other HTs see the good behaviour at our school and commented on that. Our data on suspensions is really good. Attendance is above national. It's only our MTC which is low. We've got a story we can talk through, and our strategic leadership decisions that influenced that impact. The template has a context page which is most of the information that Ofsted need to know at the start. We have lower than national EHCPs but high SEND. Our SEND outcomes are good. Ofsted will ask about this. Governor asked: What's ofsted's view on having high SEND? HT: We would put forward that we identify all children that have an additional need. Not all schools follow this model. Governor asked: Do you differentiate your SEN register?	

HT: Yes, we state if they have need and that varies for their requirements to succeed. We also ensure they are on the register as it will carry through to high school to give them a level playing field.
Governor raised: You've got the confidence in your decisions and you just need to express and evidence that.
HT: We've got good SEND outcomes we can celebrate.

Question was submitted regarding "where to improve", these come from the previous Ofsted so, although we've moved past those, we need to keep them. They may not form our drivers now but we need to evidence what we did and how we met that need.
Governor asked: So you feel we can evidence what we've done in those areas?
HT: We got the science mark the year after Ofsted which lasted 3 years and we've applied again, they can see we still want that standard if they come now.

School Improvement Plan.
MFL was identified by ourselves during Ofsted, we now have linked to George Elliot and Etone for language teaching to improve that offering. Not all primary schools do MFL so we know our children go with an enthusiasm for the subject to Secondary School.

Our priorities are broken down in the school.

Mentioning staff workload and well being, staff had a survey go out and the feedback was likely influenced by the time of year and day.
We have given an hour out of class PPA, Staff meeting moved, allowing WFH for PPA. Staff have extra hour of PPA every half term so they now get more time to do trainings etc.
Governor asked: Have you fedback to staff the outcomes and what you've done?
HT: We had a meeting at the start of term where we gave headlines. We had sessions with the LSAs who had the lower feedback and sat and discussed with them in more depth.

Governor asked: The feeling from SSLT is we're good, what are we doing to reach "examplary" and do we know what those goalposts look like?
HT: We've joined peer review group – Gateway Alliance – they can look at a specific area to give an external view. That will happen 10th Feb and will be reported back to Governors.
Governor asked: What are you doing as SLT to see where the schools that may fit those criteria how you can go out and see good practice?
HT: In the peer review we'll get to do that, but we need the framework to be implemented to see that. Current outstandings are on the old framework.
Governor asked: Do you have the time to step out and go see these schools?
HT: We do things through the consortium, nothing through the peer review yet. Been recommended to have someone to come in and work with HT and SLT. The peer review has gone through scrutiny over the past year and believe it will be positive.
Governor raised: It's collaborative so you all get something from it. We need to bring the right people in.
Governor raised: Our focus is Ofsted so preparing for that is the best we can do. Would suggest we bring an expert in. We need the critical challenge and support
HT: We're at the same place – want to assurance and scrutiny that we're skilling up and making the right developments. Going with peer review and external gives us a two pronged approach.

SIP is as up to date as can be at this stage.

Highlights are working parties, governance review, grammar and writing (as we saw a dip), speech and language.

With speech and language, in Nuneaton most of the APs are communication and langauge and most are in infant schools. Already seeing that communication and langauge is a massive issue. Linked it to oracy and grammer and writing. Starting to talk to the children about miscommunication rather than relationship breakdown.

	All of our training is open to LSAs and most of those attended training with teachers on speech and language.	
9.	**Headteacher's report** Reporting by exception. Some questions shared in advance of the meeting. Governors have asked if job shares are working. There's a new one in year 6 but they've worked together well in the past and so far no issues. The other job share in yr 3, again are colleagues who've worked well together, and communication is good, it's a tricky class and they possibly just haven't gelled well yet, but we've seen big improvement in a month. We will need a supply and SLT cover as one will need medical leave in the near future. Governor asked: What's the feedback from parents? HT: Nothing negative. Feedback from a couple of families with children struggling has actually been positive. We're going to look at communication with parents differently as we were approaching people in the playground at the end of the day but we're aware of the issues with it and we're going to explore how we can do it differently. Governor asked: Any ideas how we can do that? HT: We'll look at it still, find something that works. Question about the new year leads. Just one in year 5 and it's going really well. Had to do some difficult conversations with members of the team and those have gone well. Part time year lead is going well and she's checking in and working with the team well, and SLT pick up things when she's not in. Question regarding EHCP. We've had some new ones and we have 96 in year 6 despite PAN of 90 due to LA requesting we take additional SEN and LAC children. We tried to turn one down but the EHCP was out of date and, at the moment, they are well supported in the class and so far they have settled in well and we can make adaptations to meet their needs. We may add an additional LSA in the Spring term to boost before SATs and there will be less financial impact from the EHCPs. Governor asked: Would it be beneficial for governors to participate in the peer review? HT: No i think it's more a report that will be shared. Governor asked: Subject leads have changed, how do we manage that with Ofsted? HT: Previous leads will join Ofsted inspection where applicable and required. Governor asked: Regarding the safer streets scheme, there was abuse from parents? HT: We've had additional signage and lines repainted to reinforce, and we've been allocated wardens to ticket and inform those wrongly parking. There was abuse from parents to a warden and from now on there will be two due to safety concerns. It helps our case that it's unsafe and parents are not following the laws. End of the day tends to be worse. Governor raised: The number of people parking further away and walking seems to have improved and we should support and encourage that. Getting kids to champioon that is good. HT: We're doing a lot like travel tracker. Governor asked: Have we considered a walking bus? HT: Has to be parents and no-one came forward. New consultation has gone out to parents. ***SEND and Vunerable Children*** (JM presented) Currently number on SEN registry are down as incoming numbers lower than outgoing. 62 currently, 9 new in to year 3. There are some on register and some being monitored so may increase.	

	EHCPs - we have 5 going through on top of current numbers. 11 in total currently. New format from LA and doesnt take as long. Went to Warwickshire SEND conference and the golden thread was about inclusion and how people in the county have shown good practice. Lot to take from that and will present to staff. SLT going on a course on Resource Provisions. Governor asked: Would county ask us to do that? Response: County want all schools to have an RP so children can stay in mainstream longer. We're not an option at present as we don't have a physical space. We are looking at how we can use our space to do it as an afternoon space for our own children. Governor asked: Is there funding? Response: If you go through county, but you don't get to pick the children and you still have to staff it. You get funding as if full for 3 years but then it goes. Governors were presented with an on the table document showing the one page profile for SEN pupils including those being monitored. Each class has a file so supply teachers can get a review and tips for specific children. The IEP document, was formally called a passport but the recommendation is to change the language. This has been developed over the last 12 months to better provide evidence in the 4 areas for an EHCP application. If we're collecting evidence over the year, we have got that over time for an EHCP application. With the documents we were using we had come away from targets and not being held accountable so added targets to the document for short periods of time. We also want to focus on access requirements so those are applied correctly and consistently as well as being assessed regularly. We're using EHCPs as an active document in folders so we can continually add evidence and progresses ***Capital grant money*** We've had bushes removed that were a safeguarding issue. We're trying to impove the school site and we've had areaas replanned and re-turfed. Ofsted previously brought up the outside area as an area for improvement. Gardening then came out of capital as we needed to do enough to not come out of the normal school budget.	
10.	**Policies** We have a lot of policies but a lot are out of date and we're moving to a spreadsheet that tracks them by term. Autumn 1 and 2 are heavy until we're in line. We've amended the Safeguarding policy which is a county one, but we feel it isn't robust enough on safer recruitment so we're going to add an appendices. Uniform is new and that's due to the new requirements on limited logo uniform. All governors to read policies and approve ASAP – use signing tool on GovernorHub please	**ALL**
11.	**AOB** None	
10.	**Date of next meeting and meeting close** Performance and Standards (all Governors) 20/10/25 17:30	

	Pay Committee (CA,PS, JW and NT) 10th November 17:00. This clashes with Ofsted training so it could be virtual or we could move the date. Resources(all Governors) 8th Decemeber 2025 17:30. This clashes with Marketing your school training. Currently only affects Jodie. HT Appraisal (JW and PS) was held on 11th September 2025 at 11:30.	