Chetwynd Junior School
Full governing board
Minutes

Date: Monday 3rd March 2025 at 5:30pm
Location: Held in school

Governors In Attendance

Stephanie Lawes	Head Teacher (HT)
Chris Atkins (CA)	Chair
Phil Sanders (PS)	Vice Chair
Louise Kitson (LK)	
Jodie Marston (JM)	
Nathan Townsend (NT)	
John Waine (JW)	
Julie Attwood (JA)	
Aneika Leney (AL)	

Apologies
Greig Shute (GS)
Gurbinder Thandi (GT

In Attendance

Jacqui Waldron (JWld)	Clerk
Michelle Wallis (MW)	Teaching & mentoring lead

Meeting actions	Who / Date for completion
Complete Declarations of Interest on GovernorHub	ALL / Before next meeting
Confirm agreement to Code of Conduct	ALL / Before next meeting
Governors to read KCSIE	ALL / Before next meeting
Skills Audit to be completed	ALL / Before next meeting

Item	Minutes	Action
1.	**Attendance and apologies** CA welcomed governors to the meeting which started at 17:30 and was quorate throughout. Apologies were received and accepted from GT and GS	
2.	**Declarations of interest** No new items	
3.	**Minutes of previous meeting** Minutes of the meeting (7th October 2024) were circulated before the meeting. Minutes were agreed by governors to be a true and accurate record.	
4.	**Matters arising (see table below)**	
5.	**Membership of the Governing Board** ***Code of Conduct***	
6.	**Headteacher Report including Staffing** HT report based on a new template. Rather than having to put things in where there hasn't been an actual reportable change, now it will just contain meaningful elements. Pupil Voice is covered on Governor visits. Added PTA as the PTA do so much that take us forward, that wasn't on the last one. Governor raised: The report should be different every time, not just reporting for the sake. Governors welcomed the new format, expressed that they like the succinctness, keeps us focused.	

Attendance
Classes all got a scratchcard on Friday for attendance reward.

School was reviewed by the LA attendance officer and we talked through some specific cases. It was a positive meeting and they said we are top 2 in Warwickshire for attendance.
Governors shared congratulations with SLT

They came with a list of children flagged by the LA and they were discussed in detail. Every child brought up we had evidence as to what we're doing. The new OFSTED framework places us very positively. We know our children and we dig deeper with children not attending.

Our persistent absence has gone from 38 to 33.
Governor asked: How do you quantify PA?
Reply: Below 90%. If a child misses 15 days, they can't get it back.
Governor asked: Are most of our PA holidays?
Reply: Yes, most are getting it back but are unauthorised. We were greatly affected by Norovirus and Covid which hit us badly in Autumn.

We're 9 over PAN.
Governor asked: Does that spread across most years?
Reply: We've got 90 in yr6, 91 in yr3, 93 in yr 4, 95 in yr 5. For yr5, we've had children with EHCPs and a current LAC come to us that are causing us to go over PAN.

We've moved an LSA from yr3 to yr5, it's left a gap but we have recruited. They did not have all the needed skills on paper, but they did a day in school and we can put the training in.

We've had a request for a yr5 with an ECHP to move here, but we can't get calibre of staff needed and we're already at capacity so can't move staff to support. The class LSA is a virtual 1:1 for one child.
Governor asked: Can we say no to them and give those reasons?
Reply: They've offered meetings and they've offered funding. Think we will have a fight to say no, but we will try.

Governor asked: Are there guidelines on numbers?
Reply: Not for KS2

SEND
SENCo presented
We've been asked to work with the LA to improve the EHCP process. HT and SENCo went to a meeting at the LA for an initial meeting. They accept that, as a process, it's not working. Talked to people and dug deeper as the LA to find snags and issues in their own department. We went back last week and there's going to be a meeting once a fortnight.

Really good and interesting meetings, we talked through the sections of the process. We'll go to the consultation meetings. It's positive so far.

Governor asked: Do you think there's an appetite for change?
HT replied: Yes. In 2022/23 they had 700 applications, last year it was 2000. They have had to buy in supply staff to process the plans as they can't cope. When you've got more children than days in the week, the system is broken. There are now teams for the stages rather than areas.

Governor asked: We're doing it well and it's not progressing. Shows it is failing as a system. Do you need an ed psych report still?
HT reply: Yes and other LAs don't ask for it, Warwickshire make us do it.
Governor asked: How do numbers compare to other LAs?

HT reply: The picture is different in different LAs. Solihull have no backlog but turn down 60% of applications. Think there are LAs that have looked at working the process better.

There aren't the people to work with the children that the plans come with. There are complex medical issues that need specialist training. They said it's a point they've already looked at and are making training programs free to school for LSAs to go on. There's going to be a staffing crisis. They're saying should use the funding on training, but it doesn't even cover the staff.

Governor raised: It's good they are speaking to schools and asking questions, and it's good we have a fresh set of eyes with our new SENCo.
They do seem to want to improve, it'll take time.

Warwickshire haven't got enough maintained special schools, lots of independent who charge 3 times as much. A state school would get £25k, as an independent they get £75k. There's also not the right expertise in a lot of these schools and the LA have said they are aware of that. The LA is working to open SRPs at schools, but there's not much money so they need schools with space. We don't have space as we're expected to increase PAN. All new schools are being built with them and some in the area are opening them.

Numbers are up a little since Oct. We have 12 EHCPS and we're awaiting 3. Another 5 are in the process of application.
Governor asked: For the 8 outstanding, are we doing things at our cost to support?
Reply: Yes, we have to build the evidence.

Our main additions, ASD diagnosis, some NHS some private. Dyslexia and mental health support in place too for some so we've added them to the register as we're doing extra for them.

We've got a good relationships with the EP and STS which is great. We're having them come in to dig deeper and they're producing reports with us. We've applied for same hours as this year. Easter is an issue for them as it's a late one, but we've been informed.

The EHCP process is taking a long time, they say 20 weeks but it has already been about 32 for one of them. Frustrating for us and parents.

Parents want an EHCP plan, but for some children we have to show we're spending the £6k on support and that can be hard with children that are achieving well. If we cannot display they are accessing over the £6k we have to have challenging conversations with parents but we've got good relationships which helps.

Parents aren't' always aware we need 2 terms of evidence for applications.

We were offered to take a child we want to put through under observation in the current process evaluation. We will follow up on that. SENCo can also observe a panel, they can ask to sit on one which will be valuable.

Recognition was put forward for the work done by the SENCo who's new in the role. There's time out of school but we have to invest in these things.

Questions invited on the rest of HT report

Regarding finance, there's a meeting on Wednesday, don't think we'll be near the £80k but we haven't got funding for 3 EHCPS and we're waiting for some funds to come in. Not expecting to be as bad as we thought.

7.	**School Improvement Plan (SIP)** Governors were shown the new Ofsted framework proposal. The Warwickshire Ofsted HMI rep was unable to answer any questions in recent meeting. It was proposed that it would be a useful exercise at next curriculum meeting to put time on the agenda to go through the new framework. In terms of curriculum, we sat and looked at the attendance section and tried to self-evaluate, we were happy that we would put ourselves in 'strong'. We're going to take a section a week alongside the SIP and were annotating the SIP. An anecdote was presented by the HT regarding a child who challenged the school on fairness and equality, the school was proud of how the child felt able to come and challenge the HT. Governor raised: It is a good reflection on the teaching and the school. Good the child knows they can have a conversation and you'll do something. An anecdote was presented regarding school lunches and how children have approached staff about how they are unhappy about seating at lunch with packed lunches and school dinners being separate. It's good they know we will listen and look to fix issues. The Autumn review was shared last time. We've blocked time to look at curriculum and literacy in the near future Personal development - the school council has moved on and we have rep from every class in the school. Opal - we had someone from Opal come out and they had a look at our current setup, really pleased with what we've done. Dragged down by winter and got to look beyond that PSHE day next week. We've got so much going on with the PCSO. We're looking at having a cultural day focusing on the cultures across the school. Healthy eating workshops are booked in. PCSO in to talk to children about social media safety. For RSHE we have someone from LA coming in. RE - new scheme in Warwickshire this year which is more philosophy based. Staff feel they are struggling a bit, but we had the lady that wrote the program in and we've been told we're doing the scheme how we're meant to. Charity day - school council want us to do a charity day in memory of Nic Jones who was linked to the Guide Dogs charity. Another child has asked if we can do something for Children's Air Ambulance, so will split between those. We're going for the Eco flag. We've got a meeting next week regarding possibility of joining a scheme to close the Caroline Close for set times at the start and end of the school day. Governor asked: Has that not been trialed in Nuneaton before? Reply: Not sure, but there's the case study for Eastlands in Rugby. We had an issues with a food truck arriving during a busy drop off, this scheme would not allow them to come down the road and we'd need to talk them to ensure they sort times to suit. Governor raised: One potential issue is we just move the issue further out. If Caroline Close is closed, some parents may have interest in a park and stride scheme, but if it's open they won't. The LA have paused our expansion pending a solution to the traffic issues.	

	Governor asked: What about Whitestone? Reply: Whitestone are on a straight road so harder to manage, we're easier as a cul-de-sac. Bringing parents on to the playground has eased the congestion outside the gates, but the problem with the parking has got worse as people now have to park and physically get their child. At the moment there's no solution as it is. RADY is working. Support being felt in school.	
8.	**SFVS Approval** Governors need to have a look and let us know. Chair and HT will complete and fill in. Nothing will massively change but new governors should look and bring any questions back. Governor asked: It's a team review? Reply: Yes, do we feel we've got enough experience to monitor the school budget. Needs to be in 31st March.	
9.	**Safeguarding** Sample PSB plan uploaded for governors to see. We've got a few children where self-harm is a concern. Needed to put in place some measures to support child and staff. The recent suicide at George Elliot highlights how we need to take these things seriously. We have plans in place with specific children of concern for various issues. Governor raised There's a complexity in the school that changes annually. There's a social media element and exposure. Governor asked: Has every pupil with an identified need got a risk assessment? Reply: It is done on a needs basis. If we have concern a child is prone to times of extreme distress or may hurt themselves, we will put it in place. Came from health and safety audit. Updates are in red on the report. We're doing Warwickshire audit in the next few weeks so there may be more updates next time. Prevent training coming up, governors welcome to attend.	
10.	**Health and Safety Update** Had the report through, all yellow and low level, and some already achieved. Meeting tomorrow on Teams to go through it with LA rep. No major incidents. Been given go ahead for carpets in Easter. Regarding the art cupboard mould, we have someone coming to look at. Concerns were raised regarding swimming lessons with Elite. The main concern seems to be hygiene of the water. We looked at the UK swim guidance and the company we use do have it, chemicals are	

	in a locked box. All followed up. From this year all children have to wear a swim cap due to regulation updates. Drains work happening any day now. Waiting on the call. Front of the school to petal shelter will be dug and new pipes put in. When they were here we talked to them about the need for electric gates, the company agreed to dig and lay cables which LA will pay for. Tarmac by picnic benches has a dip where drains have collapsed, that needs digging up and fixing. Also going to dig up thorn bushes for us. Fire audit done today, boiler house no longer has debris. Cupboard is now locked. All cleaning supplies audited. Started on risk assessments. Need to find our way on what we need and we're up to. Will find out more tomorrow.	
11.	**Policies for review** Need to set a date for policies working group. Date agreed for Thursday 20th March, 9:30am	
12.	**Governor Monitoring Update** JW for History: Impressed, all looked good. Happy with how things are going. HT raised: John came in one afternoon. The subject lead had only just coming back from maternity so we took time to review and look at books with in the morning before the visit. In one of the classes there was a problem with a pupil so didn't go in, later it had concluded and felt the teacher had seemed to handle the situation well. NT for IT: Met with Emily and Dawn. Happy with new investment in iPads. Talked about training, standardisation, compliance and GDPR. Had a conversation around gaps identified with children coming from schools that haven't given them access to technology as much. Put forward that perhaps we could invite children from feeder schools to come over to access technology. HT raised: With complaints about lack of skills, NT asked "well what are you doing about it? Why aren't you inviting them over?" We've already been over to Whitestone and asked for contact details of ICT coordinator and already been in contact. Training planed and policies being looked at for ICT and tech. Cyber security and online safety training planned and governors are invited. We need an AI policy. Discussed using some old laptops to support children that don't have access to tech at home. PSHE next week. CA for Opal: Came in at lunchtime to see the different parts of the school. Spoke to some of the lunchtime supervisory staff, the feedback was that Opal is going well and behaviour is better. Looked at things that could be improved such as hardstanding in muddy, boggy areas.	

	They were talking about siblings playing together and older and younger children playing together. Would like to see again in the summer.	
13.	**AOB** ***Approve headteacher spend cap limit (Resources TOR)*** Governor asked: Any reason to change it? Reply: No Governors approved maintaining current level.	
14.	**Date of next meeting and meeting close** Resources - 1st April 2025 5:30pm Meeting closed at 7:26pm	

Previous meetings actions

Meeting actions	**Who / Date for completion**	**Update**
Complete Declarations of Interest on GovernorHub	ALL	Ongoing
Confirm agreement to Code of Conduct	ALL	Ongoing
Code of Conduct to be added to GH compliances	Clerk	Complete
Governors to read KCSIE	ALL	Ongoing
Those in education already completed Safeguarding training elsewhere to share proof from their employer	LK, NT	
New governors to get WeLearn email accounts	HT	Complete
Notes from recent training to be added to GH	NT & HT	
Confirmation of link roles	SM – JA	
Follow up on Safer Recruitment training governor	HT	
Skills Audit link to be shared	Clerk	Complete
Skills Audit to be completed	All	Ongoing (3)
Governors section on website to be updated	SLT	Complete
Required items to be published on website to be shared	Clerk	Complete

Chair of governors

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