Chetwynd Junior School
Full governing board
Minutes

Date: Monday 7th October 2024 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)	
Greig Shute (GS)	
Nathan Townsend (NT)	
John Waine (JW)	

Apologies

Steve Mountford (SM)
Julie Attwood (JA)

In Attendance

Jacqui Waldron (JWld)	Clerk
Michelle Wallis (MW)	Teaching & mentoring lead
Aneika Leney (AL)	New Governor (observing)
Gurbinder Thandi (GT)	New Governor (observing)

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
Code of Conduct to be added to GH compliances	CLERK / Completed
Governors to read KCSIE	ALL / 11th Nov
Those in education already completed Safeguarding training elsewhere to share proof from their employer	LK, NT / 11th Nov
New governors to get WeLearn email accounts	HT / ASAP
Notes from recent training to be added to GH	NT & HT / ASAP
Confirmation of link roles	SM / ASAP – JA/ Completed
Follow up on Safer Recruitment training governor	HT / Completed
Skills Audit link to be shared	Clerk / Completed
Skills Audit to be completed	All / ASAP
Governors section on website to be updated	SLT / ASAP
Required items to be published on website to be shared	Clerk / Completed

Item	Minutes	Action
1.	**Attendance and apologies** CA welcomed governors to the meeting which started at 17:31 and was quorate throughout. Apologies were received and accepted from JA and SM. AL and GT were welcomed and introduced as the new governors who will be starting formally from the next meeting. JM was welcomed back as the Staff Governor after being voted to remain in post by school staff. Reminder given to all governors to send any apologies directly to HT, CA or JWld prior to the meetings.	
2.	**Declarations of interest** • **Annual Declarations** All governors were asked to review their declarations on GovernorHub and confirm for 2024-5. • **Meeting Declarations** There were no declarations pertinent to the meeting agenda declared.	**ALL**

	• **Code of Conduct** There is a copy of the Code of Conduct on GovernorHub. Governors were asked to read and check the responsibilities it outlines. Any questions should be directed to Chair or HT. The Code of Conduct will be added to the compliance section on GovernorHub by the Clerk following the meeting. • **KCSIE** There is a new document for 2024-25. As governors, everyone is expected to read all of it. The document was printed and distributed to each governor. The Board was asked to make a decision about governor annual safeguarding training. - First choice - an additional meeting of 1hr to 1:30hr where the HT would go through key areas with governors. - Second choice - a 90 minute course linked to everything governors need to know in KCSIE with a quiz at the end. There would then also be 30 mins set aside around the December FGB to give contextual information and answer any questions. Governor – Liked the one the HT did last year, there's far better understanding doing the training in a live situation rather than online. Governor – It's more specific to our school if it's in person. Second choice selected by Governors. Proposed date given - Monday 11th November 6pm which was agreed. Governors instructed to read KCSIE before the meeting and make notes – focus on part 2. HT needs proof from employers from those governors who already work in education and have completed Safeguarding training elsewhere. *Post meeting JA confirmed to have training date for Safeguarding (11/11/24).*	**ALL** **CLERK** **ALL** **LK, NT**
3.	**Election of Chair and Vice Chair** • **Chair** CA offered to stand again. No other nominations. Passed unanimously. • **Vice Chair** PS offered to stand again. No other nominations. Passed unanimously.	
4.	**Minutes of previous meeting** Minutes of the meeting (13th May 2024) were circulated before the meeting. Chair asked that meeting minutes are added to the folder for the next meeting with a link placed in the folder for the meeting the minutes relate to in order to facilitate all document downloading. Minutes were agreed by governors to be a true and accurate record.	**CLERK**
5.	**Matters arising (see table below)** Friends of Chetwynd audit clarification Governor - Can we get confirmation on this from the Local Authority? There's a meeting on Thursday so will raise it there. All other actions were declared complete.	
6.	**Governor Monitoring and Training**	

	• **Training** Table of the training courses was shared prior to the meeting. All governors should have had individual emails from Governor Services to say they are booked on to selected courses via their WeLearn account. Consortium informed the school that there were only 2 places available per course, but after sending a list to Governor Services they have confirmed there is no limit on places. Face to face training sessions will have information shared beforehand. They will be held at Michael Drayton, 6:30-8:30pm. New governors will be provided WeLearn email address to facilitate booking training. *Post meeting JA confirmed to have training date for PREVENT Training at WIS (9/12/24).* Last year we didn't access training, and there has been repetition in the courses on offer each year. As next year we are expected to be expecting OFSTED, we want governors to feel confident in their role so training is advised. Notes will be shared from the first training. They will be uploaded to GovernorHub. We are expecting a new handbook coming soon for OFSTED. Governor – Looking at the SEF, the ratings are going to change there too. From Spring, SLT will be doing courses with Helen Young as OFSTED prep. Governor – How much time is there between OFSTED visits? Currently 4 years. Schools can expect to be inspected every 4 years at the moment as they should have caught up from the COVID backlog and the Outstanding schools. By next September they should be back to normal schedules. If we have an ungraded inspection, then they will come to see if we're still good. If anyone else is wanting to do training courses they need to inform HT. When a governor has been on training they are asked to bring key points back to the board. Share and disseminate. • **Termly Monitoring** An overview document was shared prior to the meeting. The document provides an overview of what is happening in school, governors have an open invitation to events listed. Headers in the document are linked to OFSTED; - Parent Events, - Curriculum – Quality of Education. Example; trips. - Personal Development - Behaviour and Attitudes. - Assessment - Quality of Education. - SLT Focus Thursdays - Governors Leadership and Management. Example; governor link subjects with dates provided (mostly Thursdays or Tuesdays this term), when there's a look into your subject. If you can pop in or do teams meeting, or come in for half day, please arrange this with your contact. - INSET / Staff Meetings - Quality of Education. Example; online meetings and trainings, we've had one with Gateway Alliance recently. It's a live document for staff, it maps out what is coming. Anything on there a governor can come along to and see what's happening. All options available to governors.	**HT** **NT, HT**

	HT expressed appreciation for the governors sharing their experiences last year.	
7.	**Governance** • **Pay Committee** Membership will be CA, NT, JW and PS Next meeting confirmed as 19th November 5:30pm • **HT Appraisal** PS and CA to carry this out. Date confirmed as 5th December • **Link Governor Roles** Document outlining the current links was shared before the meeting. JA to confirm her links on Wednesday. *Confirmed post meeting that JA will take Attendance, Safeguarding and Wellbeing, Children Previously Looked After (with PS), PSHE, and PREVENT* SM to confirm his links. Changes to the documents: 1. CLA staff lead will be HT 2. Art & Design and Design Technology - NT & GT 3. Maths – LK 4. Science – AL 5. PE – CA & GS 6. Geography – JW to join SM 7. Music - JM & CA 8. OPAL – CA & GS There is a need for governors who are Safer Recruitment trained. The training needs doing every 3 years to be valid and takes about 1 ½ days. Governor – Governors are not involved in school recruitment, just SLT positions. No memory of anything where governors were involved? We just need some people trained as it is good practice for governors to effectively challenge our recruitment so we need at least one trained governor to know how to challenge. Governor – Whilst you may do training, if you're not embedded in the process, you're not following the same principles IT's validation for us that someone is challenging decisions and making sure we're doing the right thing. HT needs to be challenged as well and Safeguarding is the responsibility of governors. HT will talk to JA to see if she is interested in getting trained. *This has been done and is confirmed for 5/11/24-6/11/24 (1 ½ days).* Possibly, every so often, governors could be involved in recruitment, it would provide live learning and help keep a hand in the process. We can keep a review on the compliance and whether the process is following guidance. Governor – Safer Recruitment appears in KCSIE, just need to make sure it's meaningful training.	**JA** **SM** **HT** **CLERK**

	• **Skills audit** Annual Audit. The form will be shared on GovernorHub as an online Microsoft Form to make the process easier. There will be a link providing a summary of the responses for the Chair and HT. All governors to complete the Skills Audit. • **Website updates** The website has been audited. Emily has taken on ICT and has gone through the website. We need to book a session with Primary Site and they will point out things they feel are missing. Photos are out of date, that is being put right. Governors section is out of date. Governor – Should we nominate a governor to check the site? Clerk will share with governors the latest requirements for what has to be published on Maintained School websites.	**ALL** **SLT** **CLERK**
8.	**School Improvement Plan (SIP)** The document was shared before the meeting. Governor – Regarding the key areas to improve, it's difficult to see how they translate into the framework. The key areas from OFSTED were MFL and science. We talked about MFL being a developing subject at the time, and science has had a lot of work done since then. We're stuck with the findings of the last OFSTED until we're reinspected, we're evidencing to move away from it. Every school does their SIP differently, there's no template from the DfE we can use. We've done it in the past few years with headings from our last OFSTED inspection and placed our priorities under that. Last year we had a big push on curriculum. Training days were used to look at our curriculum and looking at the National Curriculum. The National Curriculum is crammed with content and there simply isn't enough hours in the primary curriculum for any child to complete everything in the time they have in school, but schools plan for everything to be covered which leads to a watered-down curriculum. Subject leaders looked at the curriculum and prioritised what to focus in on and what to do light touch on. We asked questions around when the children are going to use those skills and selected the most appropriate content. This year we're not moving away from that, it's our 2nd year to embed what we've created and for Subject leads to make sure what is being carried out is in line with what they want to be done. RE has changed entirely this year in the National Curriculum. Trying it out, is it working? Are there units need tweaking? Do any need more resources? Maths has a new scheme for years 4-5, it's a national scheme - mastering numbers. The current y4 cohort are not where we want them to be for times tables. Literacy has seen a lot of work on spelling and handwriting last year. We've stripped back a number of genres the students are writing in. This year we need to embed and what we got rid of is working Our Maths lead and Literacy lead are taking on bigger roles in the school this year and the reality is that new responsibilities are time consuming so we're looking to bring in the next leaders for those core subjects and develop those.	

Quality of education is our driver this year, we will embed changes made last year and ensure we're moving forward.
Our goal is to still be 'good', but a better 'good' at our next inspection. Staff need the freedom to make their decisions.

We need a push on foundation Assessments. Every staff meeting after half term is timetabled for year groups to sit together, assess and RAG rate. This is then given to the subject leader, anything in red goes back to the year group and they are asked when to address or whether to take to the next year and work on from there. We're trying to evaluate our curriculum, it's not manageable to assess every child, we need to look at cohorts.

It's been good for staff so far, it's a good process to sit and talk it through. Good for subject leads.

Governor – It's good you've given the dedicated time to carry this out.
If we want it done purposefully, then we need to give the time. Staff should be challenging each other. We have new staff in every year group so we have fresh thoughts.

Regarding Personal Development, MW did a course related to the School Council and we have a change this year, we have 4 in each class from year 6 then 1 from every other class. We're teaching democracy.

Governor – We have had the school council come to a Governing Board meeting in the past, would that be good to do again?
Yes, we can look at that.

PSHE curriculum is having a lot of work done, it needs to be an ever-evolving thing. Children are exposed to what's going in the world on TV and online, plus they're also exposed to fake news. Through British Values we need to address the big things and give opportunities to talk about these things. A PCSO comes in to meet the children regularly about issues.
Governor – Have we done anything covering vaping? It is increasingly apparent in the community amongst children, particularly those now in High School near us.
It was introduced last year for year 6.

We need to be more hard hitting around criminal gangs, extremism, vaping. Staff sometimes feel our children are too young for that content, but if we don't do it early enough they can fall into these traps.

Global Citizen approach has seen us sign up to receive funding to get Green Flag status again. We've been accepted on to that.

With Behaviour, MW leads on this. At a recent Headteachers conference in Nuneaton Paul Dix was a guest speaker. Much of what we put in our policy was based on Paul Dix's book. We're going to look again at the policy over the year based on what we've learnt and are learning.
Behaviour has changed across schools. There are some different spins on thoughts about reasons why behaviours are a certain way.

We want to give the children a curriculum that works for them.

Attendance has a new policy. We're not seen by the LA as a concern. We have a link person we can go to if we have a case we're concerned about.

HT and Whitestone Headteacher are having joint conversations about holidays and if we're going to fine parents. Neither school has before now.
Governor – Have we legally got to?
No
Governor – Then why do we? Is it going down as unauthorised not enough?

	We've never done it as we don't get the money from the fine, but we're exploring it as we've had 3 parents call already this term asking how much it is going to cost as they're taking children on holiday in term time. Would it be a deterrent? We need to get the LA to explain it to us. Governor – Are there schools that do fine we can talk to? Schools in the area are split in half. The half that do fine thought all the schools do, and the other half thought no-one did. Headteachers that do fine get frustrated with those that don't as there's then no consistency. There's such an emphasis now on attendance and in our policy we say we may fine, we need to explore it. If we say to OFSTED "attendance is issue with unauthorised holidays" and they ask "what we're doing about it?" and I say "nothing", that's not good. Governor – Is the decision with the HT or Governing Board? It needs to be between us all. Governor – How much is the fine? £160 per parent. One issue is, if it's a split family and one parent takes the child out, the other parent would get fined even if they didn't agree. We have split families. Governor – We should make a decision after this half term. Leadership, we have new assistant heads who need time to settle in. Feedback is good so far with Margot Brown support they are receiving. Rady program is helping disadvantage pupils. We want that embedded this year, keep it strong. We need to set targets to where they think they can get their pupils to.	
9.	**Headteacher's Report** The planned expansion of the school has been leaked and is now in the press. There has already been predicted negativity around residents and parking, that we've not got the capacity in the area. It was suggested we open doors to locals to answer questions, but we don't have the answers. We've been told this is happening to us. It has been agreed we want the LA to hold a public consultation at Whitestone on behalf of both schools. Consultation documents are in the folder. A date will be shared so governors can represent the LGB at the public consultation. We're going to be losing a room in each area we currently use. The LGB has been involved in conversations with the LA, but they have made the decision based on the needs of the area. There is going to be some reconstruction and reconfiguration. Residentials: Trip for 37 year 6s on 5th Nov (Tue to Fri) to the Brecon Beacons. Phil came last year. Year 4 trip has moved to Feb from May due to parent concerns around cost. If we moved the trip to Feb parents save £150, but it will be worse weather. We've tried to stress the importance of packing the right things so they can make the most of it. It's a trial this year, we will see if Feb is ok and if it is valid for children to access activities. June has the Year 5 trip. It's possible a parent will attend to support a chid with medical issues. The Governing Board approves the trips unanimously. We're currently 8 children over PAN. There were admission appeals over the summer and 2 since we started back. We're an in demand school, it's a good position to be in and it does help financially.	

	Governor – are we seeing a lot of extra SEND? ECHP holders don't go through appeals, if a school can meet the need they automatically get a place. Attendance: Governor – Can we put the national average figure there? Yes, we can do that going forward. Safeguarding: Training has been carried out across the school. We're dealing with some interesting cases including those from hospitals and doctors with children not being taken to appointments. We've already had to do a home visit on a MASH request. There's been a lot of activity around Safeguarding. SEND update from Jodie: Governor – Are the numbers different to last year? It has gone up, some are going through the process. New diagnoses happened over Summer. With EHCP holders with funding, we've had some LSAs extend their days to work longer to pick up those and we've appointed new LSAs due to needs temporarily for this year, TA1s. Governor – Any concerns with budget? They're existing or coming with funding, so at the minute the funding that will come in will help us. We have to balance the budget against the rest of the cohort and the wellbeing of the staff. Moving forward it might change, so it is temporary now. OPAL is going well. Football is still causing conflict. We need to develop it further, but we've got training in October.	
10.	**Policies Review** • **Safeguarding** Changes highlighted in the shared document. Policy supported and agreed. • **Data Protection** Standard Local Authority template. Policy supported and agreed. • **Attendance** Used a template from The Key and adapted after receiving training. The policy has been personalised to the school. Policy supported and agreed.	
11.	**AOB** PREVENT training with Geoff Thomas at Whitestone coming up. The training will have local context. Let HT know if available.	
12.	**Date of next meeting and meeting close** Pay Committee (SM, CA,PS, JW and NT) 19th November 17:30. (Clerking requested) Resources (all Governors) 2nd December 2024 17:30. HT Appraisal (CA and PS) 5th December 2024 14:30.	

Previous meetings actions

Meeting actions	**Who / Date for completion**	**Update**
Virtual schools to be added to next meeting agenda, resource or FGB	JW, SL – June meeting	Complete
Check on authority and checks for auditing external monetary activity RE Friends of Chetwynd	SL – June meeting	Ongoing
Thank you to staff email to be sent regarding incident in the week previous on behalf of the board	CA - ASAP	Complete
Policies to be read and reviewed	ALL - ASAP	Complete

Chair of governors

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