Chetwynd Junior School
Full governing board
Minutes

Date: Monday 13th May 2024 at 5:30pm
Location: Held in school

Governors In Attendance

Stephanie Lawes (SL)	Head Teacher (HT)
Chris Atkins (CA)	Chair
Phil Sanders (PS)	Vice Chair
Steve Mountford (SM)	
Hannah Wood (HW)	
Jodie Marston (JM)	
John Waine (JW)	

Apologies
Cathy Brotherhood (CB)
Nathan Townsend (NT)

In Attendance

Jacquelynne Waldron (JW)	Clerk
Michelle Wallis (MW)	Teaching & mentoring lead

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

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 NT and CB.	
2.	**Declarations of interest** There were no declarations pertinent to the meeting agenda declared.	
3.	**Minutes of previous meeting** The minutes of the previous meeting 4/3/24 were not fully circulated in advance of the meeting, the link to the file was added at the start of the meeting to the usual location and Clerk noted this as usual practice for future reference. Feedback was presented on point 8 – Conversations have suggested it is all fine and there's no liability on the school or governors as it is separate from school finances. This will be further checked and reported back in June meeting. Minutes were agreed by governors to be a true and accurate record. It is recommended that these are signed by the Chair on GovernorHub.	
4.	**Matters arising (see table below)** All actions were declared complete except the Skills Audit and Parent Governor elections.	
5.	**Governance** Update regarding vacancies – we advertised before Easter but received no applications. The ad was re-run but still nothing. Today (13th May) a parent emailed asking for further information. **The Chair is to contact them.** We have a new intake in September, so we have a plan to advertise at the yr2/3 event.	**CA**

	We don't want governors that don't understand what it means. Skill wise, we're still looking for business skills. The ad went out in newsletter. PI and KCSIE all up to date.	
6.	**Headteachers report** The Headteachers report had been circulated with the papers and was taken as read. HT ran through highlights for governors. Governor - Staff absence is high; Have you been able to manage? Yes, but it is pulling on LSAs so interventions don't happen. There's a new financial year so we can be more generous with supply. We're experiencing various staff absence issues. Governor - Has it been abnormally high? Yes. Governor – That's difficult to budget, there's not much scope to hire staff in. We've had to pull on LSAs which is our response, but this does have a knock-on effect. Regarding an incident last week which was fully explained by HT. **Governors are to write email to staff to say thank you** for their great response on behalf of the Board of Governors. **Proposed and seconded.** Amazing response by staff, they were able to futureproof the issue. Staff can clearly rely on each other. Regarding the expansion – we've had a meeting date through. Permision has been granted to go forward to the next stage where we can expect detailed architect plans. So far, we've only had the basic "think" stage. They're coming on 23rd May to Whitestone then Chetwynd. The plan is 1.5 hr talking to architects. They will be able to unpick our needs and the use in detail with us. Consortium training has been fantastic, LSAs have been appreciative of the CPD and collaboration. The benefit to us is they can see the difficulties we have are not ours alone, there's a shifting education culture. Specific SEND training has been carried out, Michelle did PDA which is growing, Jodie is doing a 3-4 day sensory training. All training comes in a bundle so it's at a very reduced cost. They are accredited courses. Governor – Did you get to choose the training? The consortium brings it to the Headteachers' meeting and bring what most schools are looking for. We chose to buy the whole bundle. **Appointments:** We'll run the budget again in June. We have 3 ECTs from September; one will be a replacement, one for a year to cover maternity leave, one to cover resignation. We had 20 applications on the first round, so we were able to go back to that list to cover the third. Budget now is for 1 permanent with a year of experience but is a new ECT as they had acted for a year as a supply, so ECT programme wasn't started. Governor - We've got three? Three full time following some moves. We've got one permanent contract, the other two are temporary – one is maternity cover and the other is temporary due to budget constraints as we're not sure it can be costed long term. There's some movement in the classes. Maternity leave will have a return to year 6 but with handover and transition time. We'll have one cover for absence, CPD etc. and another to pick up ECT time.	

	Governor – Where does the half day come from? PPA cover. Governor queried SEND, EdPsych cover. The service can't cover our needs. Recently we had a child knocked back for and ECHP because we had no EdPsych. We've gone back to say we have to have conversation about provision for a child as we don't have an EdPsych – the child is rapidly decreasing in their ability to be in the environment. It's been suggested we ask EdPsych for a locum. Suggestion for an inclusion mentor, we need to look at what we can try. If it doesn't work, there's strong evidence to present to panel that we've done all we can. Governor - are their independent EdPsychs? No Governor - what about pooling resources with others? We need balance, can have conversations, examine what's the way to go Governor - we've got children not getting what they need, we should write to the LA and tell them. There's long waits for reports even when we did. Other schools are facing same issue. EdPsych report is not a legal requirement, but WCC are insisting on it. Governor – we need to put that in the letter. Thanks given to governors – they have a massive impact on the school. It's appreciated. We are growing on roll. Appeals are ongoing for yr 5, another for yr 4. Full 90 have been accepted for yr 3, and there's a waiting list with appeals lodged. HT hopes governors are proud of the children raising £2700 plus. Really proud HT and SLT. Thanks given from Governors for the report.	
7.	**School Improvement Plan (SIP)** SIP has been RAG rated further. We're not yet at the end of term, but all ticking along. No huge concerns at present. We can evidence a lot of it. Governor – any help needed, or leverage? It's just where we are, some areas might move to next year as they're on an 18 month program. We're waiting for the pupil questionnaire – that's planned for after the residentials.	
8.	**Spring data review** Governors had asked for HT to present data to track on a graph – HT can do this at the end of the summer, but we won't get the message mid-year. It will be presented at end of year to show "came in" vs "end". We should have all data at the end of term. We will do graph for each year group to show if they're on track. Governor – can we show as one graph for all? Yes it will	

	Governor - raised a drop in yr 3 stats. Maths lead MW replied - We've been using White Rose, only assessing what they covered that term so we felt it wasn't a true reflection. We brought in NFER assessment to get a true reflection. It's currently WIP, this Autumn term yr 3 were doing yr2 areas so they've only been doing yr3 content since January to ensure a solid foundation. It will look like they dropped, but when we get Summer we will see improvement. HT - In pupil progress meeting it's evident that what they have been taught, they have achieved. They are sound in what's been covered. Not a huge crisis, we are as staff trying to get out of the mindset of every year group held to the same standards. We need to build up progress. Yr4 grammar we were shocked with, but it's strong in yr 3. Timetables are being looked at. MW – The format is the same as the yr 6 test so they're living and breathing it from yr 3, it's all brand new so we would expect a dip. We're getting them solid in it. Governors – you're giving us the assurance we're not worried? HT – we're worried about yr 5, but our ambition is different to yr6, we have to be realistic. Governor – you're evaluating and clear about that – keep doing it and, if you find issue, put new things in, flag it up. You're not stuck in your ways. You're doing the right thing. Writing- We're saying as a staff that we're seeing greater depth at the end of yr6. Yrs5-6 we look at KS2 outcomes. Yr3,4,5 we talk about children being expected plus, there's potential for greater depth and examine where they're lacking. Children have something to aim for, we don't tell them they've hit the top, they keep striving. Put together as staff, we start yr2-4 with what they need to achieve in writing, by the end of yr3 we're expecting them to hit some of the green aspects. They work through the chart so when they leave yr4 we hope they'll be in green and hitting blue. We're starting with yr2, when they come in, we close learning that they should have had but haven't got. Following OFSTED it's noted they're not coming in to us solid, we need to fill gaps so we can build. Governor - do the students have the grid? Yes, in their books. Success criteria is taken from there, the teacher takes from there to feedback their progress. Predictions for yr 6 are really strong. Yr5 SEND is high, we have different expectations for that cohort. We can see their progress. It is happening but won't be at the same rate as other cohorts. Governor – is this graph format good for all? Yes, all governors agree.	
9.	**Safeguarding** Elements from the report already presented. Overview presented to the board. We can see the peaks, the highest in terms of our school.	

Are biggest areas are "cause for concern" – this is building a picture of them and used for thinking ahead, for example is there more than this going on. We're logging everything, the more we log the more info we have.

Governor – if we get children coming in from other schools, do we get the data from them?
Yes, CPOMS is used by most. We're getting more as it's user friendly and quicker.

We're trying to hit things in the meetings so governors are exposed to language and things that are new and specific to the environment.

"Culture of vigilance" – Governors should know causes for concerns is high for this reason. Safeguarding is everyone's responsibility. We're all building it in. For example, the sports apprentice does a lot of CPOMS as the role has different student interaction so throws up things not seen elsewhere.

Governor – regarding external staff, do they get support and how does that work to talk through concerns?
We insisted some get official training to provide them with the required knowledge. Safeguarding training was given and offered to external provider's staff.
They will raise issues with staff and concerns will be raised on CPOMS on their behalf, and we go back to them with outcomes.

An example of this in practice was presented to governors.

They don't have a login, but the process is gone through with them from start to finish.

Governor – kids are more likely to make disclosures in those environments (sport)

Attendance goes hand in hand with safeguarding. We flag children known with the office so it can go into CPOMS. It's high because we make sure we do a high profile on attendance.

Governor - are attendance discussions had with safeguarding governor?
No, only when relevant

Governor - we all have responsibility so we should look into more deep dives.
We need to get governors on with attendance, it will be a main point and we need to be confident.

Behaviour-
A suspension was discussed in detail with governors. There's a child and family behind the suspension and many people are working together to help.

Acknowledgement of the staff response is appreciated. Further appreciation from governors put forward, the school is the doing best they can.

Governor – is there anything else we can do?
Don't know at this point.

The external wall has been made safe, the gap has been fixed in the fence following incidents. Suitable response has been carried out.
Governors express appreciation on the quick response of this.

Governor raised that a glossary of terms for them would be helpful and make them more comfortable.
We'll make sure we build this up. Add terms every meetings and onto a rolling document.

	Governors offered support on reinforcing that phones are not allowed and that we don't cover damages. Further support offered from governors and trust imparted in the staff's management of issues. Governor - do you get help from the crisis team? We do get support, they can speed up processes if needed. We can use them.	
10.	**Staffing – Staff questionnaire feedback** Year leads have presented their response to the questionnaire responses. Staff are appreciative of all we've done. Staff meeting changes example was presented, staff feedback is positive. LSA rep is coming to SLT meetings, we're looking at school as a whole picture, gives us a better understanding. OPAL response was positive. Negativity sharing is fostering a better culture. Governor – The opportunity to be heard is important.	
11.	**Policies for review** Policy group met a few weeks ago on 23rd April. *Ones that needing signing off were shown as a list on screen*. Some of our policies were found to be wrong versions, we need sign off correct ones. Home visit policy was recommended by safeguarding. Governors need to review attendance policy. Pupil premium policy is Warwickshire based. There's a section in there for Governors which was gone through in the meeting. Chair to sign off. Governor – question on staff wellbeing one, is it LA? Is it personalised? It's off the Key but personalised. Governor – staff wellbeing is all our responsibility. Governors are asked to read and review.	
12.	**Finance – Budget forecast update** There was an error in the forecast from the LA. It's a 1.5% difference equating to - £25k. When we look at the budget next Spring we need to bear this in mind. The estimate was for more PP than we're going to have. We've lost 25 and only gained 14 PP. For next year's budget, we've got to look at staffing and make sure that for temp contracts we say why they're temp, it needs to have specific reason. What we have done is move away from the LA HR advice as the NHT have been saying to be careful as LAs are risk averse. HTs are not getting the backing to do what they need to do. In the consortium people are going with 360 HR, we're hearing positive things. We've gone with it based on advice and recommendations.	

	Governor – we need to make sure it's right and there's not too many risks.	
13.	**Health and Safety - Audit outcome** 10th April inspection: The audit was carried out by a new person, Sarah Parker. She was very pro-active and helpful. Sarah pointed out wrong policies for example, these have all been fixed quickly. The audit is a WIP document; shows what's done, what's being done etc. Governors are to review and keep getting updates. Key reds: Water hygiene - not right policy in file. Flushing recorded correctly for Legionnaires. Old fluorescent tubes out back - not safe. Store correctly in future and dispose of accordingly. Kitchen - vents blocked. Sign to go up to stop this happening. Boiler room - some tools without risk assessment. Removed. Store room - stool didn't conform to standards. Removed. Most things fixed in a day. Ambers are being worked on to be covered next time after a review. Compared to the last audit, items are minimal. There's been no consistency in how it's done, they don't look at the last items flagged. Governor - how often do we have these audits? Every three years. Recommendation is that it's done each year, we will look into cost of doing this. Looking at what we will do differently, each year group will have a folder with H&S issues to go through with new people. Thanks given to PS for coming in and keeping an eye on it all and carrying out reviews.	
14.	**Governor monitoring update** History day visit: Governor was impressed. The standard of work was great. Very impressed by the enthusiasm of the kids. Didn't notice any kids not participating enthusiastically. All very reassuring. Art & DT day next. Governor needed – PS offered to come for the afternoon. PE - Tuesday 4th June. Writing and reading - 11th June, after school for update. Science - 20th June, after school. Training next Monday.	

	Geography - 25th June. MFL day - 28th June – governor for this is away.	
15.	**AOB** None	
16.	**Date of next meeting and meeting close** *Pay committee – 10th June* *Standards – 15th July* *Performance management needs dates or tagging to pay committee.*	

Previous meetings actions

Meeting actions	**Who / Date for completion**	**Update**
LB to share parent election guidance to SL	LB, ASAP	Complete
Code of Conduct to be added to GovernorHub. Governors to approve	All governors, 8/4/24	Complete
To understand the liability and accountability of Friends of Chetwynd finances	SL, 8/4/24	Ongoing
Pay committee to review Pay policy	Pay committee, 15/7/24	Complete
PS to review Health & Safety part 1,2 & Premises management policies	PS, 15/7/24	Complete
Policy working group to review Supporting children with medical conditions policy	Policy working group, 15/7/24	Complete

Chair of governors

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