**Chetwynd Junior School**
Resources committee
**Minutes**

**Date**: Monday 8th April 2024 at 5:30pm
**Location**: Held in school

**Governors in Attendance**

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| Stephanie Lawes (SL) | Head Teacher |
| Chris Atkins (CA) | |
| Phil Sanders (PS) | Chair of Resources |
| Steve Mountford (SM) | |
| Jodie Marston (JM) | |
| John Waine (JW) | |
| Hannah Wood (HW) | |
| Louise Kitson (LK) | |
| Julie Attwood (JA) | |

**Apologies**
Nathan Townsend (NT)

**In Attendance**

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| Angela Brown (AB) | Clerk |
| Cathy Brotherhood (CB) | Observer |
| Michelle Wallis | Observer |

| Meeting actions | Who / Date for completion |
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| PS & NT to undertake a Pupil Premium/SEND monitoring visit to discuss RADY. | PS &NT /During Summer 1 |
| A meeting for the Heads PM to be arranged. | Head PM committee/Summer term |
| Date to be arranged for a policies meeting. | During Summer 1 |

| Item | Minutes | Action |
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| **1.** | **Welcome and apologies**<br>-PS welcomed Governors to the meeting which started at 17:30 and was quorate throughout.<br>-Apologies were received from NT. | |
| **2.** | **Declarations of interest**<br>-There were no declarations pertinent to the meeting agenda declared. | |
| **3.** | **Previous minutes and matters arising**<br>-Governors were able to read the minutes from the Resources Committee meeting held on 6/12/2023 in advance of the meeting. ***Governors agreed the minutes.***<br>-Governors reviewed the actions from the previous meeting and the following updates were given:<br>*HT performance management outcome to be emailed to FGB*<br>-PS confirmed this was emailed to the FGB on 12th December 2023.<br>*WCC advice obtained on HT spend limit*<br>-PS updated that the Clerk LB has received confirmation from Governor Services that the amount is usually between £5,000 and £10,000 but the decision lies with GB. SL said it has always been £5,000 during her time at the school. ***Governors agreed it should remain at £5,000.*** | |
| **4.** | **Finance update and budget approval**<br>-Governors were able to read the following documents in advance of the meeting: *Finance Report Spring 2024* & *TN015 Report to Governors Spring 2024 for meeting2.* SL provided the following update and encouraged questions:<br>-SL referred to the document *Finance Report Spring 2024.* There is an improving picture compared to the beginning of the academic year. This is primarily down to some staff leaving and not being replaced. For future planning, these roles are not including in the figures. SL noted that LK posed the following question prior to the meeting, having read the documents: Q-in the "things to consider" section you forecast the need for more staffing due to high need. Do you expect/hope for any additional funding/EHCPs? In response, SL said the school already have 2 | |

EHCP's in place for September and there is likely to be a third; these are all from the children coming from Whitestone Infants and starting at Chetwynd in September. The child without an EHCP currently has significantly high behavioural needs and SL has a meeting with Nikki Green from Whitestone tomorrow to discuss further. She said it is likely the school will have to appoint more staff in September to meet the children's high needs. CB added that the new EHCP funding is significantly more than what the school has received in the past and SL added this is because of the medical needs of one of the children.

-Q-A Governor asked if the EHCP funding for the children who already have this in place will come over automatically to the school and if the school will have to do the application for the child without an EHCP. SL said Whitestone are doing the application already so Chetwynd won't have to do this and the school will receive the funding from September for those EHCPs already in place. SL said Whitestone have really pushed for these EHCPs because the impact of the needs of the children has been massive on the school. The EHCP application for the third child is expected to be accepted but it is not known if the funding will cover the staffing requirements yet.

-A Governor congratulated the school on their current financial position and said the school have worked hard to make savings this year and during the previous year.

-SL said it must be noted that by year 4 a deficit carry forward of £-13,770 is forecast but this is based on children not yet in school. A Governor said by Year 4, the PAN for Reception will have increased. SL said this is a possibility but is not finalised yet. A Governor said the fourth year has always been negative but is based on unknowns. He said currently, the school is in a very good position.

-SL said the school is currently recruiting for teachers and has received a raft of applications and shown 11 candidates around this week, a number of these are ECTs but some are experienced teachers. SL said she has made the decision to keep ECTs on M1 for the first two years and to use the savings to spend on training for them. Whilst the school still has to provide cover to release them for half days, with two Assistant Heads out of the classroom, the school should be able to cover this.

-SL said the decision has been made to reduce the current Year 5 cohort back the 3 classes for next academic year; whilst having 4 classes has been beneficial for the cohort and has had a positive impact on behaviour, it is not a financial option going forward. A Governor said there was a reason why the cohort was split into 4 classes and the school must be mindful of this. Another Governor added that the split into 4 classes was 'above and beyond.' SL added that the arrangement was only for 1 academic year and this was made clear to parents at the time.

-A Governor said having been a Governor for a number of years, a negative balance in year 4 is always forecast but is not usually an actual.

-Another Governor added that the financial picture is worse than previous years but is understandable in the current financial climate.

-SL said with the current financial climate in mind, she has included in the document an overview of the school's energy bills which shows the bills have approximately doubled since 2021/2022 from around £16,000 to £34,000 in 2023/2024. There have also been an increase in wages and an increase in the cost of everything the schools buys. School meals are also increasing in price by 32 pence per meal. This is all in the context of a reduction in funding.

-Q-A Governor asked if the school is fixed into the current utility provider. SL said the school have gone with a collective because this was the best deal. SL said the school will not see the benefit of the energy efficiency improvements made to the lighting for a number of years.

-A Governor said the school have been in a fortunate position of having a surplus for a number of years but the increasing costs means this is being eaten into.

-Q-A Governor asked if other schools are in the same financial position. SL said smaller schools will be in a worse situation than larger schools.

-A Governor said that the current cost of living will mean an increase in the number of Pupil Premium children. CB said there is also likely to an increase in SEN children also.

-SL noted the school is over-subscribed in Years 3 and 4 and is full in Year 5.

-***Governors agreed to sign off the budget.***

Expenditure Proposal:

-SL said she has an expenditure proposals for Governor agreement.

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| | -SL said the school is expecting a Health & Safety inspection this week, on Wednesday. In preparation for this SL, PS and Nicky Johnson have undertaken a walkthrough of the school and during this, an area for improvement was noted:<br><br>The lower courtyard area:<br>-SL said this area needs improvement. The veg/ flower beds are rotting, the paving is uneven and the area is not being utilised. She said it needs to be low maintenance (which it currently isn't) and would be much better utilised as an area for dysregulated children which is safe and sensory rather than gardening. The school would also like a storage area for the OPAL resources. The proposal is to tarmac this area and to have the Local Authority to tender for this; if it is a tarmacked areas it becomes the responsibility of the landlord and won't be up to the school to maintain. SL added that this area already has the canopy so items that are stored will be kept dry. The cost of this is likely to be around £10,000. There is currently £3,500 left in the capital budget for this year and another £7,000 in the budget for next year. The school has not had any quotes yet for the work but share with Governors when these are received.<br>-***Governors agreed with the proposal.*** | |
| **5.** | **Cost of living crisis -Impact on budget and community**<br><br>-SL said it is important for Governors to understand the impact of the cost of living crisis on the school budget and upon families.<br>-The increasing cost of energy and school meals have already been touched upon.<br>-School are working hard to ensure costs are kept low for families, for example in relation to school trips. Q -A Governor asked if the school have seen a drop in voluntary contributions. SL said yes, with some people not contributing and some paying half the full amount.<br>-The school no longer have to charge for travel to swimming anymore because of the on-site swimming pool so this has been positive and children have made more progress because of the intensive nature of the lessons.<br>-The school have offered out pre-loved school uniform to parents for free and this has been well received. They have also been advertised to parents at Whitestone whose children will be coming up. Out of the large amount of available uniform, around 25% remains. A Governor noted that the school has also given out pre-loved Christmas jumpers; SL said yes, this was undertaken by the PTA.<br>-SL said the school have offered parents cost of living drop-in sessions but these were not well attended. | |
| **6.** | **Safeguarding**<br><br>-Governors were able to read the following documents in advance of the meeting: *SECTION 2 KCISE 23 Leadership of Safeguarding* & *KCSIE 23 Annex B Terminology.*<br>-SL said having recently completed the 175 Safeguarding Audit (which she will share with Governors at the next FGB) she believes safeguarding needs to be more prominent during FGB meetings and that Governors need to feel more confident in talking about and challenging the school on safeguarding. Governors should read the two documents to aid there understanding and SL will deliver a short session on an element of safeguarding at each FGB meeting.<br>-Governors discussed what the correct reporting mechanisms for safeguarding incidents including Prevent and FGM.<br>-Governors discussed what elements of safeguarding should be reported to the Governing Body. SL explained that the number of incidents can be extracted from CPOMs to feed into reports to Governors and can provide a running total and the number of incidents occurring during a specified timeframe.<br>-A Governor noted that all Governors have a duty in relation to ensuring Safeguarding procedures are upheld by the school, not just the Safeguarding Link Governor. Also, when Governor monitoring visits take place, safeguarding should be an area looked at routinely.<br>-Q-A Governor said he has not found any reference in the safeguarding policies to gender dysmorphia; he said he believes this is becoming an issue for primary schools. CB said gender dysmorphia is referenced in the RSE policy. | |

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| | -Q-A Governor asked if the school has policies on how to deal with this. SL said the Government has just released non-statutory guidance for schools. She said the school have previously worked with families on this matter and each case is dealt with on a case by case basis. She said it would not really be suitable to have a one size- fits all policy.<br>-A Governor asked what if a child confides in school they want to be a different gender but their parents do not know; how would this be dealt with? SL said the school would have to speak with the parents about the matter unless there were strong safeguarding reasons not to do so. In this, case, the school would refer the matter to Social Care and be guided by them.<br>-A Governor said he would like reassurance that the school would not keep the information from parents. SL said the matter would be discussed with the parents as long as the child was not placed not at risk by doing so; again, in this instance, the case would be referred to Social Care.<br>-SL said there are aspects of the curriculum in terms of safeguarding that are not robust enough and these need addressing.<br>-***Governors agreed that JA Safeguarding Link Governor would also be the Prevent Link Governor.*** SL said a staff member is undertaking Prevent training and will update both staff and Governors following this. | |
| **7.** | **Pupil Premium and RADY**<br><br>a) Pupil Premium Statement 2023-2024<br><br>-Governors were able to read the following documents in advance of the meeting: *Pupil Premium Strategy Statement 2023-2024.*<br>-SL said the Pupil Premium statement has been shared previously with Governors. This is in its third year of a three year plan. This has been reviewed and areas which have been moved on have been highlighted in blue. SL said the outcomes are already exceeding what the school wanted for next year.<br>-Q-A Governor asked if there is anything further the school needs to do in relation to the Pupil Premium Statement. SL said no. She said because the school focused on just 4 key challenges it has made the plan manageable and achievable; the objectives are also what the school are already doing anyway.<br>-SL said the school are making sure the afternoon interventions are mapped out for Pupil Premium children. Subsidised trips, music lessons and targeting the after-school clubs at Pupil Premium children is also part of the strategy and being implemented.<br>-Q-A Governor asked if the parents of pupil premium children are asked if they are happy with the provision. SL said all parents views are captured using the Ofsted questionnaire. She added that the core function of Pupil Premium funding is to improve outcomes for children and the school is achieving this. She said the school does not want to give parents false expectations of what they are able to offer by asking them what they would like. SL said she would prefer to ask all parents if they are happy, rather than singling out Pupil Premium parents.<br><br>b) RADY (Raising the Attainment of Disadvantaged Youngsters.)<br><br>-Governors were able to read the document *RADY self-evaluation tool questions Chetwynd SPRING UPDATE 2023* in advance of the meeting.<br>-SL said it is part of her Performance Management targets to embed the programme and show evidence the school is meeting the RADY standards. SL said lots of progress is being made with her main interest in the programme being to particularly help SEND children, who are also identified as Pupil Premium. SL said if children have both barriers it is more difficult for them to make progress. SL said the document provides commentary on the self-evaluation grades.<br>-Q-A Governor asked how the recent self-evaluation compares with when the initial evaluation took place. SL said in October, the majority of the grades were 1 & 2 (weaker); in hindsight she believes some of these self-evaluations were too harsh.<br>-Q-A Governor asked if the improvement in the self-evaluation is more to do with reviewing the responses or is it because of the work the school has done since the first evaluation. SL said the school have done work during the INSET day with teachers and LSA's on barriers for Pupil Premium children and they have raised the profile of Pupil Premium children in the classroom.<br>-Q-A Governor noted question 8: *Do those responsible for governance routinely monitor and evaluate the impact of RADY as a golden thread?* He asked if Governors do have an awareness of | Action: PS & NT to |

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| | RADY and an understanding of the impact of RADY on the school. SL said she did talk to Governors about RADY last year, but from her performance management meeting she believes more needs to be done to raise the profile of RADY amongst Governors. SL said Governors need to engage in conversations about RADY and observe this in practice. It was noted that PS and NT are the Pupil Premium Link Governors and they will arrange a time to undertake a monitoring visit on Pupil Premium and SEND children. Governors also suggested that having case studies of particular pupils would be particularly useful (ACTION).<br>-SL noted that another date needs to be set for the Heads performance management review this half term (ACTION). | undertake a Pupil Premium/SEND monitoring visit to discuss RADY.<br><br>Action: A meeting for the Heads PM to be arranged. |
| **8.** | **Premises update**<br><br>SL provided the following update:<br><br>-The plans for the courtyard have already been discussed.<br>-The school are replacing all the windows in year 6 corridor as water is getting in; this work will take place during May half term.<br>-There is a continuing problem with drainage at the bottom of the field with raw sewage spilling out onto the field; this is particularly a problem after storms or high rainfall. SL has raised this issue with the council who have said this is the responsibility of Severn Trent. SL is in the process of making contact with the water company.<br>-A Governor said it would be interesting to know where the liability would fall if the issue were to lead to an injury.<br>-Q-A Governor asked if the Local Authority can help. SL said no, they have advised that it is down to the school to contact Severn Trent. | |
| **9.** | **Health & Safety**<br><br>-SL said a full Health & Safety update will be given following the Health & Safety Meeting this week. | |
| **10.** | **Staffing- Updates and wellbeing**<br><br>SL gave the following update:<br>-A staff questionnaire has been undertaken; this was split into 2- 1 for LSAs, and 1 for teachers. Year Leads shared this with staff rather than it being done in a full staff meeting as the school wanted staff to feel comfortable.<br>-One of the outcomes was that LSAs have asked for bespoke training on dealing with challenging behaviour. SL added that the questionnaire went out before Christmas and since then there has been a lot of training through Nuneaton Alliance which has had a positive impact. Individuals have also been spoken to about particular training.<br>-SL said behaviour at lunchtimes is a particular problem and whilst LSAs are not dealing with this during lunchtimes, the behaviour is spilling into afternoons and LSAs have to deal with it then. SL said hopefully OPAL will have a positive impact on behaviour during lunchtimes. Lunchtime Supervisors will also receive bespoke training and it is hoped this will help with behaviour in an afternoon.<br>-Workload was also flagged up as an issue in the survey. SL said this is a national issue and the school have already put in a number of adjustments to address this over the last few years. The school will use staff meetings to look at the marking policy and deadlines again but, ultimately some teachers need to accept that this is the job they are expected to do and it is in their terms and conditions. SL added that teacher have asked for a breakdown of their directed time and have asked for the calendar not to be overloaded- this has already been responded to. In terms of deadlines, the only deadlines are for data.<br>-SL said the school does not currently have a staff wellbeing policy and she is working on putting one together. She will also put a Wellbeing Charter together and ask all staff to sign up to this in September.<br>-SL said one of the requests in the survey was to have a designated quiet room during lunchtimes; SL said the school already has two staff rooms and children no longer eat in the classrooms so staff have quiet space there. | |

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| | -SL said it is very important that the school responds to staff's view and the school will put in what is reasonable.<br>-A Governor said it is good the school are acting upon feedback but it would be helpful to have more detail in some of the staff responses. | |
| **8.** | **Policies for review**<br><br>-There were no policies for review at this meeting.<br>-Governors requested diarising a date for the policies meeting. JA would like to join this meeting to be involved in the discussions about the new Wellbeing policy (ACTION). | Action: Date to be arranged for a policies meeting. |
| **9.** | **Any other business**<br><br>Sports Premium & OPAL:<br>-Governors were able to read the documents *OPAL Overview* and *OPAL Introduction Meeting 2023-2024* in advance of the meeting.<br>-SL said the Sports Premium funding can be used to contribute towards OPAL and the additional costs associated with this, including resources but not the storage for them.<br>-SL said she has spoken to a number of Heads who have implemented OPAL in their schools and they have all talked positively about the programme which will include 18 months' worth of training and support from a specialist from OPAL.<br>-Q-A Governor asked if the OPAL project is just for those children with behavioural problems. SL said OPAL is for all children at lunchtimes. SL said children will be able to mix with whoever they want and go wherever they want in the OPAL area. The programme is about children taking risks but children will be educated on how to manage the risk and how to take risks safely. It is hoped that the project will not only help with behaviour but will also help with socialisation.<br>-***Governors agreed that the project sounds excited and agreed for the school to progress with the programme.*** | |
| **10.** | **Date of next meeting and meeting close**<br><br>*FGB 13th May 2024 17:30 -Cathy apologies.*<br><br>With no further business to discuss, the meeting closed at 19:00. | |

Committee Chair

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