Chetwynd Junior School
Full governing board
Minutes

Date: Monday 4th March 2024 at 5:30pm
Location: Held in school

Governors In Attendance

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

Apologies
Louise Kitson (LK)
Julie Attwood (JA)

In Attendance

Lisa Boffey (LB)	Clerk
Cathy Brotherhood (CB)	Deputy Head Teacher
Michelle Wallis (MW)	Teaching & mentoring lead
Mrs N Johnson	School Business Manager

Meeting actions	Who / Date for completion
LB to share parent election guidance to SL	LB, ASAP
Code of Conduct to be added to GovernorHub. Governors to approve	All governors, 8/4/23
To understand the liability and accountability of Friends of Chetwynd finances	SL, 8/4/23
Pay committee to review Pay policy	Pay committee, 15/7/23
PS to review Health & Safety part 1,2 & Premises management policies	PS, 15/7/23
Policy working group to review Supporting children with medical conditions policy	Policy working group, 15/7/23

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 JA and LK.	
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 9/10/23 were circulated in advance and 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)** The policy working group has not yet met. Governors agree to delegate approval responsibility for all but statutory policies to this group. The policy working group members were confirmed as JW, PS, NT with support from the deputy head (CB). SL and CA plan to discuss the skills audit this week. **LB will share the WGS toolkit for parent elections with SL to support with upcoming governor recruitment.** School development plans are ongoing with no further update having been received. It is believed plans have been approved at county level and next steps are for more detailed plans with additional costings.	**LB**

5.	**Membership of the governing board** HW's term of office was reviewed as this is due to end. HW advised she will be stepping down from her role as governor when her term ends due to changes in personal circumstances and her role within school. Governors expressed thanks to HW for all her support within her role as she has been a valued member of the governing body. Governors acknowledge this will leave 4 vacancies. SL plans on completing a parent governor election and consideration for the 2 Co-opted vacancies will be made following the review of the skills audit to determine requirements. The governor code of conduct was circulated with the papers. Governors approved the use of the recommended template. **LB to add this to GovernorHub for governors to confirm.**	**LB**
6.	**Headteachers report** The Headteachers report had been circulated with the papers and was taken as read. SL ran through highlights for governors. **CA thanked the governors who have attended school for monitoring visits as it positively impacts school and staff and senior leader's welcome governor input.** Q - Staff absence is high; do you believe this is due to stress or illness? It is a case of genuine illnesses due to significant health issues. It has impacted staff PPA, but SL appreciates that the causes are genuine with unfortunate timings. A year 6 teacher resigned from post, and supply cover was unsuccessful. School has since acquired support directly from Steve Richards who is experienced and has provided PPA cover and tutoring to Chetwynd previously. Q – Are you restricted to when you can remove supply who is not adequate? No, we were able to remove them straight away. Q – Do you have any concerns over this year group? There are no concerns, school have communicated changes with parents. Monitoring is taking place and SL plans to support with revision after Easter. The class are much calmer and more settled with the new arrangement and school have no plans for further supply cover. There has been training available for Learning Support Assistants (LSA's) which was identified as part of the staff survey. Q – Have they been keen to take up on the training opportunities? Training feedback has been positive and uptake reasonable. There have been 6 new admissions since Christmas and school are 6 over PAN. Q – Is there guidance on how much over PAN school can go? No, cases are determined on individual circumstances. Q – What would you consider the threshold which would impact on teaching? 34-35 children would begin to impact and would be challenging. Q – Do you receive funding when admission follows Census? No, although a child with an EHCP or PP will receive the relevant funding. It is balanced with children who have left. Q – The Pupil Premium (PP) attendance at 93%, is this positive? National attendance 22/23 for all primary was 94% so it is positive. PP children is an area being monitored for school being the lowest attendance at 93%. EHCP and SEND rates nationally are typically a poor attending group however CJS are very positive at 97% and 96%. An individual case of persistent absence has significantly impacted the overall school % however the child has been supported via appropriate referrals. Q – When you have declined a leave of absence request, do parents adhere? No, parents still take their child out of school when their request are declined. Currently CJS do not fine due to the workload on school who do not receive the funding. It is believed rules may change to enforce fining, but school wait to hear further.	

	Lunchtime behaviour was identified within the staff survey as an issue. Sports Premium funding is planned to be utilised for a lunch time provision, OPAL, which has been recommended with very positive feedback from other local schools. Q – What is the feedback from parents? It has not been communicated with parents yet as is not yet confirmed. A Health & Safety audit was due on 10th April but has been delayed due to auditor availability. PS will be invited in to review Health & Safety in his link role. There have been a number of staffing changes within school and some maternity and LSA roles are not being replaced. A relief cleaner has also been appointed 2 evenings per week. A staff wellbeing survey overall was positive. The senior leadership team are working through concerns raised and how they can better support staff and includes looking to bring in OPAL and considering wellbeing in the workplace. Parental engagement has been positive with lots of engagement opportunities within school.	
7.	**School vision and values** The school values are: *Love to learn.* *Be proud.* *Have ambition.* *Care for all.* A PowerPoint presentation was circulated with the papers with schools British Values and how these are interlinked with the school values. A poem based on this will be displayed within classes and children are designing shields based on each value. There have been professional development opportunities for JM and MW as they move into their new roles, both of which will be supported by Margot Brown in a coaching and mentoring capacity. JM has signed up to complete a SENCo, and a de-escalation & regulation course. JM will be attending oakwood to observe sensory guidance and will be observing EHCP application process with the current deputy head. MW and JM are networking with another local school. MW signed up a NVQSL course and DSL training.	
8.	**SFVS approval** The SFVS was circulated with the papers and was taken as read. Q - A governor queried whether other income from parent association 'Friends of Chetwynd' should be documented within the SFVS? Friends of Chetwynd are independent of school and therefore are not included. They have their own bank account and are not financially linked with school. Q - What scrutiny do they receive for their funds? There are 2 signatories and all statements come to school. Q - Who are they accountable to and where does financial liability sit? The school business manager audits their finances on a voluntarily basis. The audit did identify errors within the paperwork which were rectified. The money is kept within school with dual control to access. **SL will investigate further to ensure the liability and accountability are known.** They are a registered charity and submit registered accounts. Q – Do they store money on school site? School only store money overnight and at a limit of £2,000. A lot of financial transactions are carried out on-line which limits cash holding requirements. **Governors approved the SFVS.**	**SL**
9.	**School Improvement Plan (SIP)** The SIP was circulated with the papers and taken as read. SL provided an overview to governors.	

	Q – Do you expect area's yet to be completed and RAG rated will be missed this year? There are items which have been actioned in recent weeks and the SIP is due to be updated to reflect this. SL does not have concerns and the SIP is worked on throughout the year. Governors accept it is a rolling document and is clearly work in progress. Work on the curriculum has helped focus on subject leaders and SLT days have proven successful to improve staff confidence. This was acknowledged by governors as having been observed through monitoring. Staff are being proactive including using strategies to support targeted areas with a variety of approaches. The curriculum has been streamlined and staff are considering different units rather than continuing with those with historic planning. Staff feedback has been very positive. Greater Depth (GD) was highlighted in the standards committee as an area of focus. GD writing will not be categorised until the end of year 6 due to the complexities of capturing curriculum coverage. Instead gradings will be classed as expected or expected+. Staff are supportive of this approach. Q – What will Ofsted's view be of this? Ofsted base on the end of KS2 and therefore it should not be impacted by this. Q – Do you expect changes to the performance data? It is believed there will be an increase in GD gradually over time. Governors acknowledge this is investment that will take time but there is a long-term goal of increased performance and accepted the professional opinions of staff. It was agreed that this will need monitoring in the future to review progress.	
10.	**Safeguarding** School have identified a family with safeguarding concerns. A referral to Front Door and social services was completed and escalated to MASH for triage. School have received support from the children missing in education team. A family support worker is assisting and there has been a huge positive change to the attendance of the child. A CIN has escalated to CP which is being monitored. School is aware of some families experiencing legal proceedings and are monitoring and supporting where possible. Q – Do you see an impact because of the circumstances? School is aware of the impact and monitor to ensure they are supported. Q – Is there additional support? Yes, there are specialists available who support children throughout various processes. School ensures that DSLs are proactive in recording concerns.	
11.	**Staffing** Staff changes were updated as part of the Headteachers report.	
12.	**Policies for review** Update from policy working group (PWG). The following policies were circulated with the papers: • Relationships and behaviour policy **APPROVED**. • Premises management **PS to review.** • Supporting children with medical conditions – **Policy working group (PWG) to review** • Health & Safety part 1 & 2 **PS to review**. • Model Pay Policy – **Pay committee to review.** The pay policy will require review by the pay committee as limits for pay awards should be included. There is a meeting scheduled and the recommendation will come to FGB. As the staffing structure should be displayed at the back of the policy, SL ran through the changes in structure from this academic year to next year. **Governors approved the Relationship and Behaviour policy**.	**PS** **PWG** **Pay C**

	School Business Manager left the meeting at 19:30.	
13.	**Governor monitoring update** Governors were reminded to complete summaries following monitoring visits.	
14.	**AOB** Governors approved the headteacher spend limit of £5k as required by the Resources TOR. **CA/SL to arrange for this to be updated.**	**SL CA**
15.	**Date of next meeting and meeting close** *Resources - 8th April 2024 5:30pm*	

Previous meetings actions

Meeting actions	**Who / Date for completion**	**Update**
Governors to complete on GovernorHub: Annual declarations of interest KCSIE confirmation Training records to reflect Safeguarding training. Skills audit for those yet to complete	All governors, immediately	Complete
Code of conduct template to be sent to CA and SL	LB, 16/10/23	Complete
LB to request IOG from LA	LB next meeting	Complete
HW to format TOR	ASAP	Complete
Website updates (including declarations of interest & governor attendance)	HW & LB ASAP	Complete
Hybrid lighting option to be quoted and checks into available grant or financial support for lighting	SL 5/12/23	Complete
Clarity to governors over lowest attendance & within HT report	HW 16/10/23	Complete
Review of skills audit and parent governor election for 2 vacancies	SL, CA ASAP	Ongoing

Chair of governors

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