Chetwynd Junior School
Full governing board
Minutes

Date: Monday 9th October 2023 at 5:30pm
Location: Held in school

Governors In Attendance

Stephanie Lawes (SA)	Head Teacher
Chris Atkins (CA)	Chair
Phil Sanders (PS)	Vice Chair
Steve Mountford (SM)	
Nathan Townsend (NT)	
Louise Kitson (LK)	
Hannah Wood (HW)	
Jodie Marston (JM)	
John Waine (JW)	
Julie Attwood (JA)	

In Attendance

Lisa Boffey (LB)	Clerk
Cathy Brotherhood (CB)	Deputy Head Teacher
Michelle Wallis (MW)	Teaching & mentoring lead

Meeting actions	Who / Date for completion
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
Code of conduct template to be sent to CA and SL	LB, 16/10/23
LB to request IOG from LA	LB next meeting
HW to format TOR	ASAP
Website updates (including declarations of interest & governor attendance)	HW & LB ASAP
Hybrid lighting option to be quoted and checks into available grant or financial support for lighting	SL 5/12/23
Clarity to governors over lowest attendance & within HT report	HW 16/10/23
Review of skills audit and parent governor election for 2 vacancies	SL, CA ASAP

Item	Minutes	Action
1.	**Attendance and apologies** CA welcomed governors to the meeting which started at 17:30 and was quorate throughout. There were no apologies received.	
2.	**Declarations of interest** • **Governors were requested to ensure that annual declarations of interest are noted on GovernorHub for the new academic year.** • There were no declarations of interest relevant to the meeting made. • **LB will provide a template governors code of conduct to CA and SL.** • KCSIE – all governors have attended Safeguarding training completed online or in school. **Training records should be updated to reflect this. Governors were asked to confirm on GovernorHub that the updated KCSIE has been read and understood.**	**LB** **All govs**
3.	**Election of the Chair** Prior to elections, governors requested clarification whether CA was looking to continue the position of chair of governors at Whitestone Infant school as some governors had felt there may be a conflict of interest. CA confirmed he had not identified any conflict of interest however he was no longer standing as chair at Whitestone and did not plan to act as chair at any other schools. One nomination was received, and CA was unanimously elected chair of governors. **Election of Vice Chair**	

	One nomination was received, and PS was unanimously elected Vice chair.	
4.	**Minutes of previous meeting** The minutes of the previous meeting 17/7/23 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.	
5.	**Matters arising (see table below)** Architectural plans have not yet been received for the expansion proposal therefore could not be shared. There is a meeting scheduled for 11/10/23 at 3pm with local authority (LA) operations attending school as part of this process. Governors attending this meeting will request clarity on their plans for a meeting with governors as this has not yet been arranged.	
6.	**Governance** **Review and approve Instrument of Governance (IOG) and current vacancies.** The IOG had been previously reduced from 15 and governors discussed the possibility of reducing this further to 11. This is due to long term vacancies remaining unfilled and the sense that the governing body has been working well. **It was agreed that there needs to be recruitment for 2 parent governors**. **The plan is to review the skills audit when completed by all governors and advertise for skills required based on the knowledge gaps**. Following this, the IOG will be further reviewed to determine whether this will need changing. **Review and approve Terms of reference (TOR)** **The new TOR were sent to HW who will format and share with governors via GovernorHub. LB will add the TOR to next meeting agenda for approval**. **Committee membership** - Performance & Standards (Co-Chairs NT & LK all governors in attendance) - Resources & Finance (Chair PS all governors in attendance) - Pay Committee (Chair SM, CA, PS, JW) **14th November 2023 5:30pm** - Performance management/Heads appraisal (CA, PS, JW, SM) **1st December 2023 2pm** - Policy working group (Chair HW, PS, JW, CB) **Link governor roles** Link governor roles were agreed as follows: - SEND – JM, PS - Prevent – JA - Safeguarding – JA - Attendance – CA - Children Looked After (CLA) – PS, JM - Pupil Premium – NT, PS - Sports Premium – NT, PS - Safer recruitment – NT, CA - Literacy – LT - Mathematics – CA - Science – LT - Art & Design – HW - Computing including online safety – NT - DT – HW - Geography – SM - History – JW - Music – HW - PE – SM	**LB** **HW** **LB**

	- MFL – PS - RE – LT - PHSE - JA **Website updates** HW is completing website updates and will liaise with Primary Site who will conduct a website audit and report any requirements or suggested improvements. **HW will share the audit report with governors when received.** **LB to send over attendance and declarations to HW and SL to allow website to be updated.** Q – Is there a requirement for Governor DBS checks to be updated? It is believed not but SL will seek clarification and report back to governors.	**HW** **LB**
7.	**Restructuring leadership** Staff representatives were asked to leave the meeting for this item - CB, JM, HW left the meeting at 18:20. This item has been recorded as a separate confidential item.	
8.	**School Improvement Plan** CB, JM, HW, M re-entered the meeting at 18:50 The SIP had been circulated with the papers and was taken as read. Q – Can you explain how this is formatted and how this is linked to the SEF? The SIP uses the Ofsted areas which are used within the SEF linking the improvement areas with 3 targets for each heading. The big focus this year is on the development of the curriculum so both subject leads and class teachers have a good understanding and can track progress. It would be ideal for improved feeder data from infant schools to better understand the baselines. Literacy is a focus based on the results of last year's deep dive. A monitoring overview document for the Autumn term was shared via GovernorHub. **It was requested that this is pinned on GovernorHub.**	**LB**
9.	**Headteacher's report** The Headteachers report had been circulated with the papers and was taken as read. SL highlighted concerns regarding the electricity and lighting having received a large bill. It is planned to utilise 50% of the budgeted supply teaching (£30,000) towards the bill however energy efficiency is a concern. SL has obtained two quotes from two separate companies for replacing the lighting utilising the £17,000 government energy grant as follows: • Option 1 - £17,000 to change existing lights to LED lights. • Option 2 - £20,000 to change existing lights to automated LED lights offering a more cost-effective solution long term. SL would prefer option 1 as does not feel automated lighting would be required within classrooms. Q – Do the quotes cover all the existing lights? Yes. Both companies carried out a site survey. The majority of lights are old with some new in the entrance area. Q – Would there be a hybrid option offering automated lighting in general areas such as corridors and bathrooms, leaving classrooms with standard lighting? Possibly, **SL will approach the companies to explore this option.** Q – Have you had another company offer a quote without knowing the available grant as it seems the costing is reflective the amount school have? No, the quotes were obtained from school approved contractors who would likely have knowledge of the grant. Q – Have you been provided with the potential financial or % savings? SL shared a paper copy of the information which suggests existing usage of 19,000KW whereas new lights usage would be 6,300KW.	**SL**

	Q – Some schools have sought financial/grant support from Solar For Schools co-operative who facilitate solar power installation for schools, is this something that could be considered? This is something that SL can look into. Q – Have you looked into any available grants school may be entitled to to assist with this? No but SL would be interested in speaking to a contact who can recommend. **NT will share contact details with SL.** Q – Can you clarify whether the parent complaint within the report was related to traffic concerns? Yes, the concerns were due to traffic. This is a known issue, worsened when there is bad weather. The parent requested returning to staggered school times to reduce the traffic. It is acknowledged that traffic is notoriously bad and the current layout with one entrance causes difficulties. It is hoped that the LA visit on 11/10/23 will highlight this when considering future expansion plans. SL has agreed to discuss the issue with the SLT and governors. It has been suggested to allow years 3 and 4 parents on site to collect children for a week's trial following a meeting with SLT to consider risk assessments and the logistics of how this would work. A governor questioned the lowest attendance day % recorded on the reported as 57.5% whether this relates to the whole school on a single day? This could not be confirmed. This data was pulled from CPOMS and **HW will look into this and provide further detail to governors.** SL noted that attendance training has recommended changing the school target to reflect the national level making the target achievable. SL requested governor approval for the residential trips as follows: Year 6 - Storey Arms, Breacon Beacons, Cardif Council Outdoor Education Centre Nov 7 - 10th. Year 5 - Boreatton Park, Shrewsbury, a PGL Centre, 5 -7th June. Year 4 - Culmington Manor, Craven Arms, a Manor Adventure Centre, 22nd - 24th May. **Governors approved the scheduled residential trips.** The school values and vision presentation was circulated to governors in the meeting papers. The new school values are: Love to learn Be proud Have ambition Care for all The presentation has been shared with the staffing team who have been very supportive. A governor suggested having the pupil's involvement with them designing images to form part of the school values. **Governors were in approval of the vision and values and feel that the context behind this gives a good understanding to why they have been chosen.** Q – what will be next steps for the Values and Vision? Governor approval was needed before this can be shared with pupils and families. School will launch this to children and offer a competition for the designs, it will be shared with parents and made available on the school website.	**HW**
10.	**Policies for review** Policies have been agreed to considered within the policy working group with statutory policies requiring full governor approval.	
11.	**Governor monitoring and training** Governor monitoring visits were documented within the Headteachers report.	
12.	**Future agenda items** Performance and standards - curriculum FGB - TOR approval	

13.	**Any other business** None	
14.	**Date of next meeting and meeting close** Next meeting - Resources committee – 5th December at 17:30pm With no further business to discuss, the meeting closed at 19:35pm.	

Previous meetings actions

Action and person responsible for carrying it out	**Who / Date for completion**	**Update**
CA, PS, HW and SA to meet and discuss policy working group requirements	CA, PS, HW and SA Next governor meeting	Meeting scheduled for 8/11/23 to review policies.
Governor skills audit	All governors	Still awaiting some skills audits. CA and SL to meet when complete
Link governor and policy committee to be added to Oct agenda	LB Oct	Complete
SL to share updated architectural plans with governors	SL – ASAP when received	Complete
SLT dates to be shared with governors	SL	Complete
Training records to be updated (cyber security) and Safeguarding training booked	All governors	Complete
Email to LA re: school expansion plan process	CA - ASAP	Awaiting outcome of meeting this week.

Chair of governors

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