Chetwynd Junior School
Full governing board
Minutes

Date: Monday 27th March 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
Julie Attwood (JAt)	
Steve Mountford (SM)	
Nathan Townsend (NT)	
Louise Kitson (LK)	
Hannah Wood (HW)	
Jodie Marston (JM)	
John Waine (JW)	

John Abercrombie (JA)

Apologies

In Attendance

Lisa Boffey (LB)	Clerk
Cathy Brotherhood (CB)	Deputy Head Teacher

Item	Minutes	Action
1.	**Attendance and apologies** CA welcomed governors to the meeting which started at 17:32 and was quorate throughout. SL made a presentation to long standing governor JA thanking him for his time in his role as governor for the school and shared details of the school assembly presentation. Governors all acknowledged thanks for the 38 years support and dedication.	
2.	**Declarations of interest** CA declared that he is a governor at Whitestone Infants and Etone College. NT declared that his wife works in school.	
3.	**Minutes of previous meeting** The minutes of the previous meeting 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** The table below has been updated to reflect actions from the previous meeting. A review of the lighting efficiency cannot be reviewed at this stage as are awaiting confirmation of building plans for the Local Authority (LA) which is ongoing.	
5.	**Membership of the governing board and training** SM believes term of office dates are incorrect. LB confirmed this information was taken from handover of the previous clerk. **HW will review the minutes of his previous re-election to clarify.** SM and JW are both willing to continue in their role as Co-opted governors. **Governors unanimously voted to re-elected both SM and JW as Co-opted governors.** CA notified governors of the plans to carry out a skills audit of governors and recruitment to take place in the new academic year to capture new parents to the school. CA reminder governors of the need to complete training records and their confirmations/declarations of interest on GovernorHub. **Governors to ensure all ensure training records and confirmations (declarations, KCSIE) are completed by next meeting. Governors to complete skills audit forms.** CA advised plans for new Terms of reference are being worked on with plans for these to be effective from the next academic year which will include formal committee meetings as below: **FRS – Finance, Resources & Staffing** **P&SC - Performance, Standards & Curriculum** **PC - Pay Committe**	**HW** **All governors**

	Terms of reference, suggested meeting dates and link governor roles to be discussed in further detail at the next governors meeting.	**LB**
6.	**Headteacher's report** The Heads report was shared with governors in advance of the meeting for review. Governors were invited to question anything within the report. Q – Social media concerns, is Y5 a particular year group of issue? Yes. We are seeing issues with gaming with boys and WhatsApp groups within girls. SL shared details of incidents that have been brought to the attention of school. Q – Is this taking place outside of school? Yes, but affects time in school also. Parents have been very engaging when concerns are brought to their attention. Q – is there anything we can do in school? SL confirmed additional lessons to discuss online safety and behaviour online/digital footprint and safer internet day have been planned. It is a difficult situation for school to manage due to parental choice allowing access to devices/content. School do speak with families and workshops have been offered to highlight issues and promote safe online use for parents. School want to offer more online safety workshops to capture more parents. **A governor shared that the workshop was very successful and interesting, particularly important for people with less knowledge**. **Spoke with parents who advised they learnt a lot from the session.** HW advised they may ask for audio to be added to the video to allow this to be shared with parents more widely. **Governors are in support of this**. SL confirmed school don't deal with content online but share reports of bullying with parents and ask parents to deal with this. School try to educate children and parents and provide age rating's on the school website to highlight this to parents. A governor asked for a summary of the **deep dive**. SL shared the experience with governors. It was reported this exercise to be helpful looking into curriculum at a forensic level. Subject leads were expected to have understanding and were not led by SL. Reading was reported to be strong. Speaking & listening is a national project due to Covid. It has come to light this is the least prioritised strand in comparison with other areas. This is something being investigated and researched to understand if this is an area needing focus. School are aware of this and in line with national and will continue to review. School are looking to improve writing as a focus and is a National trend. Recommendations were made to reduce coverage and allow more freedom with writing. Q – how does that feel for the staff being a significant change to current methods? JM advised It feels unusual. There is a plan and system that will be used to trial this. 3 staff meetings planned in the summer to review with staff and consider changes over a longer period. This will be continued to be reviewed over the next academic year. SL felt the process was empowering and exciting with good insight and recommendations. It was a positive outcome. The inspector gave positive feedback and was grateful for school being willing participants. School have taken a lot from this process and it has definitely benefited. **Governors wanted to pass on their thanks and appreciation for the courageous move in doing this.** **School expansion update –** SL shared a plan of the school online for governors to see. An initial walk around has been completed in which SL provided suggestions as to the preferred changes to the layout that would suit/benefit school in the best way. The next stage will be the architect and LA will look to consult with local school and a Governor meeting is planned in the Summer to share the plans. SL believes this project is very likely to go ahead. SL has sought feedback from Michael Drayton school having been through a similar process. Q – Did you get a timescale? Architects to come out ASAP. Hope for plans before Summer for meeting with governors. It is expected by September 2026 they will want Whitestone to take on 4 reception classes. Q – Do you have Asbestos? No. Governors suggested new buildings may be quicker than amending existing buildings due to disruption. SL is keen to ensure the building is to work for school in the best way and is her focus. On receipt of the plans will be a chance to review school needs and disruption that will occur.	

	SM offered input and assistance to SL where needed as he has experience in this. **Governors would like to be kept up to date on progression to ensure school needs are brought to architect meeting. When the date for architect is received governors will be notified.** SL updated governors of a pupil suspension due to behaviour of a Y4 pupil since producing the headteacher report. The impact of the suspension does appear to have been positive.	
7.	**SFVS** The SFVS document was shared with governors ahead of the meeting. Governors agreed they had reviewed this and had comments regarding item 2 & 8. Governors suggested that item 2 is met currently and work in ongoing for changes effective next academic year and recommend this is changed from 'in part' to 'yes'. There are committee terms of ref to support this. Cyber security was discussed, SL reminded governors of the cyber security training mentioned at the last meeting. **Governors agree for the submission of the SFVS following the amendments discussed.**	
8.	**School Improvement Plan (SIP)** The SIP was shared with governors ahead of the meeting on GovernorHub. Governors were invited to ask questions. Q – Colours in orange, is this work in progress? This shows work that is ongoing. Q – is there anything you feel is off track? Governor's action plan is the only item in red and it would be a benefit for next meeting to include governors and committees to progress in this area. **This will be added to next agenda (40 mins)** Q – Are there other area's governors can support? Most is in hand. **Disadvantaged** – SL shared with governors Disadvantaged training she is attending. A golden thread to monitor disadvantaged children has been added to the SIP throughout as it has been identified as an issue locally within Nuneaton and additional funding has been provided to support this group. Training is good and school have access to the resources online which have been helpful. SL shared a report detailing how the money is spent and wanted to understand if this will be useful. Q – Is this money for the group? The funding is for individual pupils and is spent on specific items to support their individual needs. Q - What is the frequency of the review for children? Termly Q – Do resources go with children as they move through education? Yes, e.g. iPad would go with child up to high school following Y6. Q – How many children are in this category? 12 children with PP+. Funding is in £400 blocks. SL advised a lot of the funding goes into the Wellbeing Mentor and Parent advisor role which has been very successful and gave details of the added value to both children and families. The additional role if not done by this person would fall on DSL so has been invaluable. Q – how is she managing herself in this role due to dealing with the nature of issues she is involved with? SL spends a lot of time talking and sharing information as share an office area. [redacted] JA comes in to support. Staff know they can call JA to discuss concerns. School also buy into subscription A&A Safeguarding. Governors are in agreement with the actions undertaken and the support on offer. Governors support the use of funding and appreciate the report and explanation it gives. **SL offered to share the school log on for the training resources available with governors to be accessed online**. SL explained the plans for recording progress and reducing the gap between disadvantaged and non-disadvantaged and the methods that will be used. Focus to track to the end of year 6, starting with Y3 currently. This programme will be shared with staff in the summer and will form a main part of the SIP. School are reviewing all extracurricular activities for disadvantaged children with little or no involvement and how school can support them. School have contacted parents and shared the information for parents to be more proactive to ensure children can be involved where free places	**LB** **SL**

	are available. Governors note there may be a lack of understanding of the information received or not aware of meeting the criteria. Parents have welcomed the information. **Data** - **Next meeting will look at data when it has been reviewed in more detail**. The data had been shared with governors in advance of the meeting and SL advised Y6 cohort showed moving in the right direction. Pupil Premium – SL is proud of the gap as in comparison with National figures. It can be seen from data that gap in this area is closing, results are positive. Governors note this provides evidence interventions are successful. SL confirmed interventions are done on need not focussed on disadvantaged. Deep dive inspector was in support of strategies in school. Q – Does this increase confidence of disadvantaged children? Yes we feel it does. Governors thanked SL for the report, governors welcome this focussed report finding it useful.	**LB**
9.	**Safeguarding** Q – Are there any further safeguarding issues you feel relevant to raise? There seems to be far more CIN & CP than previously. Believe this is due to Covid and previously priority issues were only being picked up but it seems to have improved. School try to be proactive and complete Early help before a referral. JA had no further update on safeguarding.	
10.	**Policies for review** Non statutory policies shared in advance of the meeting: • Curriculum • Pupil Premium • Teaching & Learning Governors discussed previously recommended group responsible for policies to have initial oversight and statutory policies brought to FGB. **Agreed to add this to agenda for next meeting (governance).** Could be a subject link governor responsibility. Q – DId you create/write these policies? Policy templates taken from The Key and personalised to the school. **Governors approve these policies.**	**LB**
11.	**Governor monitoring update** No updates to share.	
12.	**Any other business** **Staffing** SL shared concerns regarding the Y4 cohort being incredibly challenging due to high level of SEND. There is significant impact on the teaching staff and their wellbeing as well as pupils. 26 out of 90 on SEND (27%) and children with significant needs and 4 EHCPs. SL is proposing reducing the class size spreading from 3 classes to 4. £40k funding due next academic year due to high volume of need and would like to invest this money into splitting classes of 22/23 children. Q – Do you have the space to do this? Propose the year group stay in the area currently used rather than move to Y5 space and utilise the music room as a classroom. Will require investment of clever touch board. Q – will this have an impact on the school restructure plans? Think this may already end up being a classroom. This would be a change effective from September. Q -is this a legitimate use of PP funding? Yes Q – What will view of other staff be? Staff did not feel this was an issue and support the proposal. Q – Will this continue and benefit further staff in future year groups? Currently can only look to offer this next year and would only affect next 2 years for this cohort. It is dependent on union agreements as may not be possible financially if uplifts are agreed. JM shared details of challenges and the struggle of feeling of not able to do her best. Governors were very supportive in her efforts and are fully supportive to staff and school with this challenge.	

	Q – Is there nothing that can be done now to help or further support that can be offered? You cannot throw change into this cohort and they have everything possible. Current provisions in use were explained to governors. Q - Are you able to find someone for a 1 year contract? Yes – this is usual practice. Q – newly qualified teachers? Can we utilise this? No, would not want a trainee in this cohort. Q - What about year 7 onwards, are there plans for future schools to coordinate a similar plan? George Elliott has 6 classes in year 7 cohort. Some of these children may go to specialist provision. Q – What about support in place for class? May need to advertise for a support staff. Q – Could you have a floating LSA to support classes in need? Have an LSA volunteering but school are paying TA course. She is very good. Could look at paying to secure her. **SL to investigate this option and report back to governors.** **Governors are in full agreement of this proposal although would like to offer additional support if possible. Governors feel it would be good to trial and review the impact.**	**SL**
13.	**Date of next meeting and meeting close** Governors all provided thanks to JA congratulating on his retirement from the governing body. Next meeting - 22nd May 2023 17:30 The meeting ended at 19:40.	

Actions from previous meeting

Action and person responsible for carrying it out	**Who / Date for completion**	**Update**
Governor skills audit to be completed individually	Governors by March 23	**Ongoing**
Agenda items - Term of office review SM & JW And Governor Link roles	LB - Next meeting	Complete
GovernorHub training records to be updated/completed	All governors - next meeting	**Ongoing**
Warwickshire gov services training to be shared on GovHub	LB - ASAP	Complete
SFVS document to be shared for review, governors comments	Governor comments - ASAP	Complete
Share new Terms of reference/meeting format	CA – when complete	**Ongoing**

Actions from this meeting

Action and person responsible for carrying it out	**Who / Date for completion**
HW to check SM's previous elected dated from earlier minutes	HW
Governance agenda item for next meeting to include: • Terms of reference • Meeting dates • Link governor roles • SIP Governance • Policy working group	
SL to share with governors logon details	
Governors to complete declarations, confirmations & training records by next meeting	All govs
SL to share disadvantaged training log on with governors	SL
Data to next agenda	LB
LSA update to governors	SL

Chair of governors

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