Chetwynd Junior School
Full governing board
Minutes

Date: Tuesday 7th February 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 Abercrombie (JA)	

Apologies
John Waine (JW)

In Attendance

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

Item	Item for discussion	Action
1.	**Attendance and apologies** CA welcomed governors to the meeting which started at 17:31 and was quorate throughout. Apologies were received and accepted from JW.	
2.	**Declarations of interest** CA declared that he is a governor at Whitestone Infants and Etone College.	
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 (see table below)** Table below has been updated to reflect actions from the previous meeting. Staff noted that the written thanks provided by governors was appreciated.	
5.	**Membership of the governing board and training** LK and NT both wished to be re-appointed in their Co-opted governor roles. **The governing body unanimously approved this. Governors to review/renew JW and SM at the next FGB meeting.** SL raised cyber security and would like to book Sarah Fitzgerald to offer governor training Monday 5th June 5:30-6:30, governors agree to the date. Consortium training was discussed. CA noted the importance of attending and keeping in touch with updates. Pupil premium and Safer recruitment training is available next. **Governors agree to update their training records on GovernorHub** to allow knowledge gaps to be identified. Governors are encouraged to feedback when training has not been adequate. **LB to share the Warwickshire training options for the coming term on GovHub**	LB All governors LB
6.	**Finance** An overview of this was shared in the Headteachers report which was made available to governors ahead of the meeting on GovernorHub. SL reported the financial position of school being in a worse position than previously predicted due to back pay of support awards. Next year looks to be better due to Pupil Premium numbers predicted at 55 has increased to 70's and income will increase to reflect this. Free school meals, LA (Looked after) and PLA (Previously looked after) income is also looking to increase next year. Following years are based on conservative predictions of Pupil Premium of 55. PLA numbers have increased from 9 to 13 which is significant.	

	Q – Is 55 a reasonable prediction based over the last 5 years? Yes, it is an average. Although post covid and cost of living increases, it is expected that there are more children coming through with this. Schools energy company charged incorrectly 3 payments for the same period so there is a credit of £17,000. Q – Who manages this and when did it occur? It happened over the summer break so was identified in September. Finance company have accepted responsibility. Money has been requested although sitting in credit. Need to look at future proofing and cost centres and limiting non-essential spend. School are heavily subsidising before and after school clubs but some less popular clubs are running at a loss. Q – Which are poorly attended? Diversity is offered but some of these are less popular, football is very popular. School clubs letting charges are minimal and will look to increase costs but balanced with success and popularity vs costs. Will be considering reducing the number of clubs on offer. Q – Do we have a lettings policy? Yes. Consortium have been spoken with and there are huge differences in costs. Governors note the importance of covering the costs. Staffing costs are high but quality teaching is of importance. How staff are utilised needs to be considered. Some children without funding are being supported by staff when coming in without EHCPs with is a cost. Q – Can you liaise with previous schools to get support earlier so funding is available earlier? Ideally yes but they provide for children in a different way and does not reflect within the need of school. SL has previously highlighted the difficulties and associated costs with SEN with the authority. Q – Are we able to pass costs on to families? Some families do go private for diagnosis as they don't want to wait for Rise or CAMHS to get help sooner. Private reports for EHCP are not recognised, and EHCP is based on the educational needs of the children within the setting so may not help. Q – Are we as governors happy to spend the funding on these children where appropriate? Governors are in agreement that the children's needs come first. SL noted that the financial forecast is very conservative and cautious but will look at cutting cost centre. Q – Why is the income reducing? It is due to increasing costs and inflation. £17,000 energy grant received and will be able to look at lighting and efficiency. Q – is lighting in the school energy saving? Some is, some not and this is what the energy grant will be used for. **Governors noted that before investing, need to check with the LA regarding potential future school changes so money is not wasted**. Q – Can you advise on the successful appeal for a school place; what grounds? The school's position was upheld but It was also deemed more prejudicial on the child should he not join so the appeal was successful and he has now joined. For 90 available places school have received 137 applications. Q – will class sizes increase? Don't know if the classes in older year groups have the physical space to do so.	
7.	**Headteacher's report** OFSTED inspector will be attending tomorrow following a random selection for a review/deep dive within English. Q – what kind of feedback will you receive? Verbal on the day. School are aware of safer internet issues but this is home based. Q – could you offer parent sessions on this? School are offering this next Tuesday 8:45-9:45 to educate parents on the apps that children are using. Digital leaders will be in attendance. Next time will offer an evening time to capture more parents. Some governors are hoping to attend this as well. School improvement was shared previously – would like to choose representatives to come to the next meeting. Team Teach and book look was a focus. Q – Maths, what are teachers' feedback from Inset day training received? JM noted it was positive and fits with what is done and will move us forward. Staff have been utilising resources from this.	

	JA left the meeting at 18:42	
8.	**Data** Based on the data shared, governors had questions. Q – poor progress, is it test based? Yes, we inherit KS1 data but this is based on teacher assessment. KS2 measured on test outcomes. Need to be clear on test performance to avoid over estimating. When being assessed at the start of the academic year, it looks bad on the data. SL understands the concern and feels it is better to see the data updated on a termly basis and teaching is changed to reflect the need. Pupil meetings are held with teachers to identify what needs to be done to be proactive. Although this doesn't reflect fairly on the data school, Governors acknowledge school will have the ability to track changes. Q- How do you measure greater depth? Test related results. Do not want over inflated predictions to not meet them at the end. Q – Is there intervention for greater depth? Yes, and there is tutoring to support and are now looking at quality first teaching and what they can do to support. JM provided details to governors of a team teach meeting. Greater depth was looked at looking at the structure and how to support children. Greater depth is an area of focus. SL will do pupil premium analysis and bring this to future meetings. PS following a governor visit shared Maths Mastery monthly update being very positive.	
9.	**SEND/LAC** SEND % is higher than average. Q – is this area based? Possible reasons include the region being higher, parent voice, awareness, impact of Covid and ASC. Q – could this be school recognising this more so than other schools? Possibly. By identifying earlier and providing support, children outcome is improved. Termly target setting meetings with staff, and challenging teachers to ensure quality teaching and appropriate time limited intervention. CLA and CPLA change of term to Children in Care and Children who are Care Experienced. 13 pupils in this disadvantaged group. 3 pupils in supported virtual schools HW left the meeting at 19:16 A governor welcomed data regarding ePEP and virtual schooling being shared having not had awareness of this.	
10.	**School Improvement Plan** Covered within the HT report.	
11.	**SFVS** The document to be completed in March. Nick will be completing this and will notify **governors when it is available to review on GovernorHub who will be able to review, question or request evidence prior to be submitted**.	All governors
12.	**Governor monitoring update** JW and LK have been in and will share a report, along with PS which will be made available on GovernorHub. LK noted hers was a very positive visit. Governors are welcome to request updates from SL or direct link within school.	
13.	**Policies for review** Policies were made available to governors prior to the meeting on GovHub. **Complaints policy** **First Aid policy** (based on the Key)	

	Curriculum (non statutory) **Governors approve the policies.** SL is working on Bereavement, Pupil Premium, Most Able and Teaching and Learning Policies to be shared at the next meeting.	
14.	**Any other business** PS and CA met after last meeting. Propose in summary: • Amended Terms of reference using the NGA as a guide. • FGB meeting (meet termly) • 2 new Committee's: (2 committee meetings per term) - Curriculum, Performance & Standards (New) - Finance, Resources & Staffing (New) • Pay committee (meet twice a year) • Complaints, Exclusions (arranged on an ad-hoc basis when required) Separate chairs for each committee to share leadership, opportunities, involvement and succession. Chair terms for committees to be reviewed and appointed annually with consideration to virtual/hybrid meeting options for flexibility. **Governors are in agreement to trial this new format. CA to share the details. Agenda item for next meeting to review governor link responsibilities.**	CA LB
15.	**Date of next meeting and meeting close** Monday 27th March 2023 at 5:30pm. Meeting closed 19:45	

Previous meeting actions

Action and person responsible for carrying it out	**Who / Date for completion**	**Update**
Share governor skills audit template	LB – ASAP	Complete
Proposal for new meeting format/schedule	CA, PS – by next meeting	Complete
GovernorHub Subscription	LB, CA – ASAP	Complete
Letter to teachers to pass on appreciation	CA	Complete

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

Chair of governors

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