Chetwynd Junior School
Full governing board
Minutes

Date: Monday 12 December 2022 at 5:30pm
Location: Held in school with remote access via TEAMS

Governors In Attendance

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

Apologies
John Abercrombie (JA)
In Attendance
Lisa Boffey (LB) Clerk

Item	Minutes	Action
1.	**Attendance and apologies** CA welcomed governors to the meeting which started at 17:34 Apologies were received and accepted from JA. The meeting was quorate throughout.	
2.	**Declarations of interest** CA declared that he is a governor at Whitestone Infants and Etone College and NT's wife works at the 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.	
4.	**Matters arising** Table below has been updated to reflect actions from the previous meeting.	
5.	**Membership of the governing board** Due to JAt's term of office having recently ended and CA due to early next year, governors unanimously voted to elect both in Co-opted roles within the governing body. It is planned in the Spring term to run parent elections having had interest from some parents recently. Governors discussed plans for a skills audit to take place to obtain a better understanding of skill gaps. **LB to share skills audit template with governors.** The governing body plan to have an induction programme for new governors which including interview, shadowing, and training to ensure new governors understand the role and expectations fully. JA plans to retire from his role as a governor following a long term of office for Chetwynd at the end of his term in March. Governors noted their appreciation for his time in his role as governor and chair and acknowledge the work he has done for the school. It is also planned to advertise for a Co-opted role at the same time as parent elections following JA's retirement. There was discussion regarding the Instrument of Governance and governors agree this should remain as it is currently. CA proposed a change to the meeting formats to allow a more focussed/structured view and ensure efficiency. **CA and PS will put together a proposal to be brought to the next FGB meeting**.	**LB** **CA** **PS**

6.	**Headteacher's report** The report was shared with governors prior to the meeting. SL was asked to share headlines of this. Q – Can you explain the reasoning behind the visit from Darren Brown? School was selected alongside a number of other schools and to get an understanding of challenges faced by schools to be fed back to the Local Authority. SL shared frustrations about thresholds of Safeguarding and lack of support, provision and funding. There was very positive feedback provided following the visit. **Governors acknowledged the positive feedback and congratulated SL on this**. • SL provided thanks to governors for the hard work undertaken recently since the start of the year. • School expansion visit –Ben Timmins has met with school due to the increasing need of school places. Options include increasing to a 4 form or a change to primary school. Plans are being looked at jointly with Whitestone. Architects will be attending in the Spring term to draw up plans and may include an inclusion site due to lack of local provision. Q – How do you feel about the possibility of becoming a 4 form school? It would be the maximum school could stretch to. Q – Can you confirm timings of these proposals? It is expected 2026 a capacity for reception to go from 3 form to 4 form. Plans to be completed in the Spring term with a meeting involving governors to take place in Summer/Autumn term. Q - Will CA would be standing down from Whitestone as Chair to remove any potential conflict of interest? CA confirmed that he would. • Attendance is an issue at the minute due to seasonal illnesses. There is a confirmed case of Strep A in school and 1 child with Scarlet fever although these appear unrelated due to different year groups. Advice states that children are required to have been taking antibiotics for 24 hours before they are able to return to school. Q – Can you share details of the 11 holiday requests. Holiday requests that have not been authorised. School take a firm stance that holidays are not permitted as authorised absence. Governors discussed whether changing the policy of % attendance letters to explaining lost learning hours may have better impact with families. • Finance – still waiting to understand impact of additional government funding. Should have more information by early January and hoping to share at next governors meeting. SL advised industrial action in January is a likely possibility with teachers over the 5% pay increase. SL has made staff aware that personal circumstances and decisions will be respected. SL wanted to make governors aware of the risk. • Safeguarding. [redacted]. Low volume of Early help open. 3 EHC plans in year 4 cohort. There is focus on promoting independent working for SEND children. Policies have been updated in line with DFE guidance. The poster for behaviour has been very positive as it is clear for children to understand. Governors noted that parents have reported that they enjoy the positive communication based on the behaviour policy changes and the benefits of this. • Staff wellbeing - SL shared an overview of anonymous responses from the staff wellbeing report. There were no major issues identified although additional training would be beneficial, there are plans to offer staff training locally in relation to Autism. There were a small amount of negative feedback however no comments shared to offer an insight into the reasoning. Governors questioned whether allowing staff the opportunity to provide additional information may be of benefit by comments box? Yes, or this could be done this way or via listening ear. Feedback identified staff haven't met with governing partner, governors noted the need to action this. **Governors praised SL for her interest in identifying and attitude to resolving staff concerns.** • Pupil wellbeing - SL provided details of the children survey. There are some inconsistencies within the results and SL is keen to gain an understanding of areas to improve. The feedback has provided positive outcomes in many areas but some would benefit from understanding the context and school will work with the school council on this.	

	Q - A governor questions statistics within the report for free school meals and SEND being the opposite of local/national figures. SL explained that school location/catchment appears to impact on free school meal uptake and acknowledges that there is an increased volume for SEND. It is believed school threshold for SEND and reputation in this area results in parents being keen to send their children here. Q – Are there opportunities for local engagement to increase governor engagement with parents? SL will share schedule events with governors to see when people are available to attend.	
7.	**Autumn Data** SL plans to bring this in more detail to the next meeting as analysis and reporting needs to be completed and an action plan developed however an overview was shared. Yr 3 are down on baseline, this is normal for the time of year. Results are looking strong. Predictions are high 60's/70's with strong GD. Yr 4 reading has increased and building progress. Dipped on GPS. Writing has improved. Maths slightly dipped. The curriculum has been adapted to meet the needs of the cohort. Yr 5 have had a supply teacher for the last 6 weeks. Reading is slightly down, GPS down, writing is up. Yr 6 reading is a huge jump from last year. GPS same, writing is down. Maths has dipped. Q – Is there anything governors need to be aware of? Boys in yr 6 cohort still need to be monitored very closely. Boys have been seen previously to make negative progress so school are conscious to keep on top of this. There has been a term of maths tutoring to support children with an aim of increased GD. Q - Have you seen an impact in this? Yes.	
8.	**School Improvement Plan updates on actions** The update has been shared with governors prior to the meeting. SL brought books to the meeting to allow governors to observe the standard of work. Governors noted when they attended to carry out heads appraisal, they were very impressed with the quality of books.	
9.	**SEND arrangements** This was discussed as part of the headteachers report.	
10.	**Discussion Around Committees and Meetings** Discussed earlier within the meeting.	
11.	**Governor monitoring update** Governor monitoring schedule was discussed. Nothing further to share on this.	
12.	**Policies** A policy overview document was shared with governors prior to the meeting with copies of the below policies for review. SL provided an overview of changes made to policies: • Teachers capabilities • Charging policy • Children who cannot attend school due to health reasons • Data protection and policy and privacy notices • Mental Health & Wellbeing • Model pay policy • Relationship policy to enhance learning (behaviour) • RSE • SMSC **Governors approve all above policies**. A governor questioned whether there are any pupils with accessibility needs. SL provided details.	

13.	**Any other business** CA proposed a subscription to GovernorHub after providing details of what is offered and the benefits. **Governors agree this would be helpful and approved**. **A governor wanted to thank school for allowing the children the opportunity to watch the England football match as it will have been thoroughly appreciated.** **It was requested that the chair of governors write on behalf of governors to teachers to thank them for all their hard work**. Q - having attended training recently, do staff have external access into school systems? SL provided details of the system and capabilities. Governors discussed the importance of cyber security training. There is a plan for someone to come speak with governors about cyber security of school. Q - having spoken with staff and workload, highlighted their lack of time to carry out monitoring and asked what options there are to facilitate this. SL advised this is supported and in the plan but due to high rates of staff absence where it has been planned it has had to be pulled back. SL plans in the Spring for this to be scheduled as it cannot be done on an adhoc basis.	**LB** **CA**
14.	**Confidential business** Staff were asked to leave the meeting for a confidential item which has been documented separately.	
15.	**Date of next meeting and meeting close** 6/2/23 Meeting closed at 19:51.	

Previous meeting actions

Action and person responsible for carrying it out	Date for completion	Update
Clerk to confirm to LA that Phil Sanders has been reappointed as LA governor at this meeting from 1 November 2022.	ASAP	Complete
CA and JA to be co opted from parent Governors.	At Meeting	Complete
Governor Hub discussion		Complete

Meeting actions

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

Chair of governors

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