Chetwynd Junior School

Governors Meeting

Term: Autumn Date: 3rd October 2022

Present at the meeting: John Abercrombie, Phil Sanders, Julie Attwood, Jodie Marston-Revill, Stephanie Lawes (Head), Nathan Townsend, Louise Kitson, Hannah Wood and Chris Atkins. Steve Mountford joined on Teams. (Meeting was quorate throughout with 10 governors)

Also in attendance: Clerk – Clare Patterson
Guest: Cathy Brotherhood

Agenda Item 1: Apologies

John Waine sent apologies which were accepted by the governors.

Agenda Item 2: Declaration of Interest - Presented by Clerk.

Governors requested to declare business or pecuniary interests, other governor roles and relationships with staff or other governors.

Chris Atkins declared that he is a governor at Whitestone Infants and Etone College and Nathan Townsend's wife works at the school.

Governors have been sent KCSiE and are required to confirm having done training on Survey Monkey. Governors attended KCSiE training on Tuesday 20th September except Chris Atkins and Steve Montford. Training on The Key will be done next year as the safeguarding training is better. The training delivered this year was just slides with writing and no examples and extra information.

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Agenda Item 3: Chair and vice chair appointment followed by discussion about end of co-opted governor's term - Presented by Clerk

Chris and John Abercrombie expressed interest in being chair.

- Chris would like to be more involved in the school and has lots of experience with schools working with NGA and as Whitestone Chair. He feels that reinvigoration of the Chair role is worth considering.
- John has been governor for over 35 years. He can make himself available to the school anytime. He enjoys doing the Chair role and he thinks that he is learning every day and is passionate about the school.

Governors discussed the merits of each governor in the Chair role whilst they were out of the room and then voted.

Chris Atkins was voted Chair by a narrow majority. John Abercrombie is concerned about a conflict with Chris Atkins being chair of Whitestone. Chris Atkins said that he was elected chair at Whitestone for this year in their last meeting but will explore the possibility of someone else chairing at Whitestone, but meanwhile would have to consider conflict carefully at each meeting.

Phil Sanders is prepared to be vice chair for the next 12 months and was appointed uncontested.

Agenda Item 4: Minutes of the last meeting: Date: 18.07.22

Agreed by Governors, minutes to be signed by Chair as an accurate account.

Agenda Item 5: Matters Arising

None

Phil Sanders has been confirmed by local councillor as LA governor for another 4 year term and governors welcomed his reappointment.

ACTION: Clerk to confirm reappointment meeting has taken place and notify the local authority.

Agenda Item 6: Data update

In Headteacher's report

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Agenda Item 7: Finance Report

Finance report shows a different picture from the summer. Government are proposing pay awards but not supporting them. Extra gas and electric costs are supported in part but not the pay awards. Only in budget due to carry forward available. Governor noted that projecting 4 years forward will go into the red. Governor commented that in the same boat as everyone else. Head has been told that no more money is coming. Support staff pay rise has not been agreed yet. Governor asked if expecting any more money? Head said that Census is on Thursday only 2 extra pupils and pupil premium is in. Governor expressed the view that something serious needs to be done in next 2 years. Head said that some other schools have carry forward and some are already in deficit. Can't join an academy if no balanced budget. Head said can only really cut LSAs – retirement of one next year. Natural wastage first. Head proposed that the meeting with finance officer in March should include some governors. Governors asked what has been put in budget for energy? 70% which is £17000. Discussion about solar panels – other schools waiting 12 months to try to do this. Seeing how it goes for other schools first.

Governor mentioned LEDs for whole school. Head said toilets and blinds are not budgeted for. Head felt that there need to be conversations and thoughts about this and a full review in March. Head has accepted 2 extra children, 1 in year 5 and 1 in year 6 so cohorts of 91.

Biggest pay increase is for new teachers, but schools have problems recruiting senior staff.

Agenda Item 8: School Improvement Plan

- Same model as last year. Staff found it an easy document to work with.
- Last few years focus on Foundation Curriculum – need to embed that. Focus on writing and maths post covid.
- Quality of Education – literacy and numeracy.
- Looking at science from Ofsted. Etone working on it with them.
- Mastering Number programmes for years 3&4.
- SATs – maths GD lowest percentage. Need to embed reasoning.
- Phonics – low last year. Moved up to year 4 interventions with children who have gaps still. More confident in year 3 in confidence of phonics delivery. Monster Phonics can be run as an add on. LSAs are really impressed with the scheme and it is working well.
- Writing outcomes – in line with national which is a dip. INSET day in October on writing.
- Outdoor learning – want to get the children using the outdoor space to fit with the subject coordinators and based on the curriculum plan. Deputy head reported how this operates. Governor asked if at the end of the year a report could be made to governors about this.
- Going for Arts Mark. Year 4 going to Belgrade. Head said some activities will be funded by school but others from parents. Art Pop Up Shop raised approx. £700.
- Have continued with before and after school clubs for all year groups if possible.
- Michaela is leading PE and looking at healthy schools – Healthy School Ambassadors.
- Forest School programme – 3 groups, one each term.
- Behaviour – looking at marking policy to change to a feed back policy. Pupils to be self aware and self reflective.

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- Work on bullying- bullying response and lunchtimes moved around.
- Behaviour Management – looking at 2 policies – 1 for staff with guidance and sanctions and 1 for pupils. DfE guidance on searching will be referenced as an appendix. To be ready for approval at next meeting.
- Pupil voice is being developed.
- Develop positive lunchtimes in the winter months. Club every day with different year group.
- Subscription to Gateway alliance for training. Team Teach trials.
- Support staff teaching non fiction .
- Literacy and behaviour NPQ courses for 2 members of staff.
- Quality Mark for Science. Governor asked about cost. Deputy said release for the working party is biggest cost but approx. £400-500 for application.
- SEND challenges – parents can get reports that can quash what the schools has said. Want to be very clear about what Chetwynd can do and what the timescales are to manage expectations.
- Need to develop a strong governing body and governors to review action plans to decide what to focus on - an action plan for governors. Governors to monitor staff wellbeing. LA have sent details of a charter that it is useful to get involved in.

Agenda Item 9: Headteachers Report

Head invited questions and outlined:

- Marcus Jones MP talked to the children.
- Over the holiday canisters were found in sensory garden and sky lights have been tampered with. Looking at CCTV.
- Dog mess problem on field, but mentioned to Football Club and no repeat.
- Toilet quotes on hold due to budget.
- Parent complaint ongoing.
- Upgrading phone system at no extra cost. Move to an iCloud system. Links to an app so staff can call as if from school number. Phone added to year 3 and 5 corridor.
- Attendance – 1 Child is being kept off school but social worker involved and affecting attendance figures. 95% attendance.
- Safeguarding – a few children are on plans. Safeguarding training for staff and deputy and Head refresher training carried out.
- Above average numbers on SEN. Governor asked about increasing numbers – deputy said children with social, emotional & mental health needs are increasing. Funding for EHCP but not ASD.
- Behaviour – a few children in behaviour book. Settling into routines. Headteacher post card home every week and every teacher is making a call home to 1 child a week.
- Wellbeing transition from Whitestone has been organised by deputy and worked well.
- Curriculum – mentioned in SIP and SEF

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- Data – updated recently. Above national in all areas. Governor emphasised how good it is that at expected or above. Head said above consortium and Warwickshire. Need to focus on GD now. Graph updated as % from 2019 have reduced. Expected only maths at expected - writing, reading. GPS and combined are above. Above in attainment and progress is in the middle. This is a benchmark and need to improve on it. 10% above national in terms of closing gap with disadvantaged. Head said that the data validates the internal data. Governors asked the Head to thank staff.

Agenda Item 10: Pupil Premium

Summarised last year's spending and outcomes. Need to put in place 3 year plan – challenges the same, but looking at different outcomes and allocated spending.

Outcomes are same as year 6 outcomes and are very strong clawing back losses. Mental health support, residentials and extra curricular clubs are very successful.

Monster Phonics is working well.

Forest Schools a huge success last year and looking to continue that.

Agenda Item 11: Policies

KCSiE – needs to be read by governors and response to Survey Monkey.

Agenda Item 12: Health and Safety

No issues. 13th October WES Inspection.

Agenda Item 13: AOB

Confirmed as a category 2 school and therefore WCC have said the school does not need support. Letter circulated to governors.

Julie Attwood's term as a parent governor comes to an end on 1/12/22 but asked to consider a vacant co opted governor vacancy and school could also hold a parent governor recruitment exercise.

Agenda Item 14: Confidential Staffing Issues -minuted separately

Agenda Item 15: Date and time of next meeting:

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• Full Governor Meeting 12 December 2022 5.30 - 7.30pm
• Meeting closed at 7.30pm

ACTIONS SUMMARY

Item number	Action and person responsible for carrying it out	Date for completion
5	Clerk to confirm to LA that Phil Sanders has been reappointed as LA governor at this meeting from 1 November 2022.	ASAP

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