Chetwynd Junior School
FGB
Meeting

Date: Monday 28th September at 5:30pm – 7pm
Location: Held in school

Governors In Attendance

Stephanie Lawes (HT)	Head Teacher
Chris Atkins (CA)	Chair
Jodie Marston (JM)	
John Waine (JW)	
Nathan Townsend (NT)	

Apologies
Julie Attwood (JA)
Phil Sanders (PS)
Gurbinder Thandi (GT)

In Attendance

Jacqui Waldron (JWld)	Clerk
Michelle Wallis (MW)	Assistant HT

Meeting actions - https://app.governorhub.com/document/6aba9505d9c820bc35cb119f/view

Item	Item for discussion	Action
1.	**Welcome and apologies** Meeting started at 17:35 Apologies from PS GT JA Resignations over the summer from Greig Shute and Louise Kitson	
2.	**Declarations of interest** None pertinent. **Compliance items** Governors reminded to complete these items within GovernorHub.	ALL
3.	**Election of the Chair** **Election of the Vice Chair** Postponed until the next meeting – to continue with previous year appointments in the meantime.	
4.	**Minutes of previous meeting** Approved.	
5.	**Matters arising** Spreadsheet updated in GH. Nothing outstanding.	
6.	**Governor monitoring and training** Safeguarding training has been assigned via the Task tool in GH Allergy training assigned to all governors in GH	

	Monitoring to be discussed following the assignment of link roles	
7.	**Governance** **Pay Committee** To be confirmed at next meeting **Link governor roles (Safeguarding agree safeguarding training model for Governors.) (Food Standards, Enrichment, SEND, PP, SDP priorities) Revise and agree** Decision made to update the sheet to remove resigned governors and to assign at the next meeting. The monitoring will be different moving forward as we're looking at a new Ofsted framework. We want to ensure we have governors with experience cover the areas we're really focused in on this year and newer governors can pick up the wider areas. **Governor asked:** What is meant by inclusion in terms of the link role? **Reply:** SEN, LAC, PP, pupils with behaviour issues that are proving a barrier to education, and more. Anyone who needs more from us to get the full experience in the classroom. Inclusion crosses all areas as in every aspect OFSTED want to see that those children are at the front of what we're doing. It goes back to the RADY programme and the Golden Thread we looked at then. **Governor asked:** How do governors who have not worked in education judge if things are happening and how they're being done? **Reply:** If you came in a classroom you might see a wobble cushion or a writing slope, or a staff member with a pupil, any sort of support item or staff intervention. Around the school you'll see pictures such as handprints or actions indicated to provide sensory circuits. Governors attending when the school day is running you would be able to identify things that are different for different pupils and we would be able to explain why something is happening or why something is being used. Governors coming in with a fresh set of eyes is useful as it offers us the opportunity to be able to articulate these inclusion elements. There has been a change in the Ofsted framework so we will see changes and tweaks. **Skills audit** New one is up for completion on GH. **Governor vacancies.** During the period of cover for the HT role, Jodie and Michelle will split the role of HT on the board and a cover staff governor will be sought. Considering reducing the co-opted numbers but this requires a full change of constitution which requires LA approval. Feel that 6 is a more suitable number. In terms of parent governors, we need two. Recommendation that we approach and chat to parents at the next parents' evening with Governors in attendance. Information will be shared with parents that governors will be available to talk to. **Website updates** We have a new website. We are considering the pictures on the site as it is no longer encouraged to have childrens' faces on a website.	

	We will need to contact and converse with parents regarding this.	
8.	**School Improvement Plan, SDP** **SDP** Shared with governors before the meeting. We can already see things moving forward this half term. **Governor asked:** Things not highlighted have not started? **Governor asked:** Could we mark anything not started as "not met" or add another category as "not begun " or "to be started"? **Reply:** We've just highlighted the things we've started. **Governor asked:** How could I know that something is developing, how could you evidence that? **Reply:** It would be things like implementing a system but monitoring for it so it's not "met" yet but we can demonstrate what we've done and the feedback would demonstrate our work in developing it. **Governor asked:** How can we tell how the success criteria relates to the action? **Reply:** Think it would be good to have a focus area in a meeting to be around just one area of the SDP so we really can show the work, the feedback from children and staff, etc. Would recommend we do foci related to what governors want to hear based on questioning. ACTION – Look to break the SIP/SDP down and assign elements to meetings. We've made sure we have dates assigned to areas so we can really ensure that certain elements are achieved before others are started. The evidence we type in will start to help link things together. Governors need to look at the entire documents are link the elements together beyond the RAG rating. Analysis will also be presented via evidence beyond the SDP/SIP. It can be explored to have governors do some elements of monitoring to be able to provide a visit feedback related to an area we would want to cover in the governor meetings. ACTION- look at mapping out potential visits related to SIP areas **Governor raised:** There are other schools who do monitoring days which makes doing visits somewhat easier as it is pre-planned. ACTION- look further at governor monitoring days. In terms of the content, of note is we have three ECTs and that means there is some additional training and monitoring to do to ensure every class is meeting what we expect and behaviours are embedded across the school. That means some of these areas are still being developed.	Chair/HT Chair/HT Chair/HT
9.	**Headteacher's report** Questions invited: **Governor asked:** Staffing, the MDS role that hasn't been replaces, is that impacting us operationally with Opal?	

	Reply: Only issue is we have other staff off sick which means some staff are having to cover, but this is not an issue as it's supporting monitoring of activities and building relationships with pupils. We still have MDS staff that were not engaging with the activities, so a change in staff and having less staff, they are forced to move around more. **Governor asked:** In terms of H&S? **Reply:** No, we are more than the legal requirement at all times **Governor asked:** Should we look to employ play workers ate lunch time? **Reply:** If we could find them, that's the challenge. Worth trying. **Governor asked:** The Safer Streets, there is an improvement? **Reply:** There's been a reduction in cars. 90% of parents have stopped coming down. There's been a very small amount of challenge but they are not listening and changing. We are hoping moving forward there will be further elements brought in to end this practice and abuse of this practice. **Governor asked:** On ECTs, settling well? **Reply:** Yes, all up on the training we use. They have attended a conference and are completing tasks. ECT time is covered by an experienced teacher to ensure good practice continues and the ECTs have got good models and conversations are supportive. Children are getting good cover and ECTs are getting better support. **Governor asked:** In terms of SEND updates, numbers what we expect? **Reply:** lost 14 including some EHCPs. We are monitoring all the time so number is likely to go back up. **Governor asked:** There's a child on a PTT with funding, how is that working? **Reply:** We have funding for Dare to Dream and we get the EHCP funding. There are a lot of extra issues that relate to this case. At this point we are three weeks in and we can't say what the best future approach would be. We need time to plan and review. The changes coming up to PP funding and such means we don't know the long term funding options and recruiting need to be carefully considered. Contract law changes are also a factor.	
10.	**Policies Review** • *Designated Teacher Policy* • *Prevent Duty* • *Statutory Allergy_safety_September_2026* • *Statutory CJS Code-of-Conduct_Policy-Sept_2026* • *Statutory Final Chetwynd Junior School-Safeguarding-and-CP-Policy-2026-2027* Needs a fix as there's a typo reading "academy" instead of school. • *Statutory Final Staff Code-of-Conduct-Policy-2026-2027* • *Statutory Health and Safety arrangements WCC* • *Statutory Model Pay Policy* • *Statutory Premises Management Policy* • *Statutory Relational (Behaviour) policy CJS Aut26* • *Statutory RSHE Policy 26-27* • *Statutory WCC Public Interest Disclosure (Whistleblowing) Policy 2019 (1)* • *Volunteering Policy* Missing insurance details – will get that fixed.	

	All policies to be signed off by governors on GH.	
11.	**Any other business** **HT arrangements CONFIDENTIAL** Information has been shared to governors over the summer holidays regarding the potential arrangements regarding the HT taking parental leave. Conversations have been ongoing related to actions and issues raised in previous meetings. A conclusion was reached that there were robust arrangements in place and work carried out to put together a solution. Preferred options from the LGB had been shared however other factors then came to light which meant conversations with Whitestone HT were not possible. The belief of the HT was that there would not be the capacity for the HT of Whitestone to support given their own workload. The HT put forward that having Margot – the current person support the HT with appraisals etc – would come in every half term and use a prof-forma which links to the SIP, do a walkthrough and carry out conversations, and share that information with governors so they can see that the staff members taking on the joint role of HT in the leave period are achieving their aims and objectives. The chair of governors spoke to reassure the board that questioning was robust and conversations led those involved in the conversations left meetings feeling reassured that the best approach was now being taken. Through the Gateway, we have signed up a peer review which would provide the opportunity for a peer review in February to give a mini inspection style visit looking at any areas we want to focus on. It's a supportive scheme. It was been suggested that Jodie and Michelle do the New HT training available to all new HTs in Warwickshire to give them further support in taking on the role. It covers a number of days with focuses on different areas and provides useful names and contacts. This has been approved from a budget perspective. A proforma was shared with governors to show what could be reported back to the LGB following meetings and reviews of the cover HTs. **Governor asked:** how often will Margot be in? **Reply:** Every half term **Governor asked:** So she will work with you to fill this in? **Reply:** yes, every visit? **Governor asked:** Should we have this reported at every meeting? Gov **Reply:** Yes, have it presented at the meetings but read beforehand. Put it up on GovHub once it is done. **Decision was made to upload the reports once they are done to a folder on GovHub then a whatsapp shared to let governors know it is there and ready to read. At gov meetings there will be a presentation and question opportunity. Urgent questions can be sent via the chair for the regular check in meetings.** HT induction dates and content was shared with governors. **Governor asked:** Does SLT feel Margot will hold staff to account? **Reply:** Absolutely and we want her to and have already had that conversation with her.	

	Margot has very extensive experience across education, the LA, and governance. Feel she has a very good understanding of what we're trying to achieve. **Governors were happy to accept the plan put forward.**	
12.	**Date of next meeting and meeting close** **Performance and Standards *(all Governors)*** 19th October 2026	

Closed 19:29