Chetwynd Junior School
FGB
Meeting

Date: Monday 15th June at 5:30pm – 7pm
Location: Held in school

Governors In Attendance

Stephanie Lawes (HT)	Head Teacher
Chris Atkins (CA)	Chair
Louise Kitson (LK)	
Gurbinder Thandi (GT)	
Jodie Marston (JM)	
John Waine (JW)	
Phil Sanders (PS)	

Apologies
Julie Attwood (JA)
Greig Shute (GS)
Nathan Townsend (NT)

In Attendance

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

Meeting actions - https://app.governorhub.com/document/68ed479e44d58d6d792f8332/view

Item	Item for discussion	Action
1.	**Welcome and apologies** Meeting started at 17:35 Apologies from JA, GS, and NT We may need to look at redoing the constitution in the future. ACTION CHAIR AND HT, CLERK We seem to be comfortably able to reach around 9 at each meeting. Agenda in Sept to cover re-elections. ACTION - CLERK Find an LA gov form – ACTION - CLERK JA has asked for a short sabbatical from her role as governor due to personal circumstances. We may want to bring someone in to cover her for a short period of time, it's something we will need to explore and discuss further. We need to replace one parent governor which we can look to do in September. All governors confirmed their intention to continue next year.	
2.	**Declarations of interest** None pertinent.	
3.	**Minutes of previous meeting** Approved. Governors are reminded to do their Cybersecurity training urgently. ACTION	
4.	**Matters arising**	

5.	**Headteachers report** Governors invited to ask questions. Report was presented to governors before the meeting. Governors expressed that the format is much easier to follow. Attendance doing well against national. In year 6 we have a small number below 90, one of whom hasn't been in since September. There's a lot behind the stories with each of these children and we know the specifics and we are really working to get children and families the correct support and referrals. **Governor:** What does the LA say in some of these cases? **Response:** It gets bounced around from attendance officer to schools to social care in some cases, it can be really difficult. Some of these parents do not have the support network needed. Year 3 is a concern for PA. They came up with this issue and we had the attendance data come up with the children from Whitestone so we could evidence it wasn't a new thing for this year. We've had some meetings with parents and that's actually made a difference. No suspensions. Busy half term, really hard work on the MTC and those results are due in next week. The test has changed to make better accommodations for child with additional needs. That will hopefully have helped. We had a parent meeting recently with School Streets Safe but no parents attended. We have had a lot of parents and residents approaching school lately due to poor parking and we've had police involved as it would not be appropriate or safe for staff to intervene in one case. The poor weather has not helped with parking lately as we've had a lot of rain. School Streets Safe and police were knocking on car doors and windows making parents aware they couldn't park in certain areas. There will be cameras but we're not really going to make parents aware of that. There will be new bollards and lines put in and it will be monitored by School Street Safe. We have managed to have a crossing put in to support walking, it will start with a crossing guard and will hopefully move up to a proper crossing point. **Governor:** There are staffing issues with crossing guards. It would be good to really push for a proper crossing ASAP.	

We were clear from the start of the proposals for the increase in PAN that we already have issues with parking and access to school so something would have to be done before that could even be considered. The school gates required access via a dangerous road or carpark.

MFL update:
This is off the back of OFSTED. We have a new plan with resources, progression identified, and resources like videos. We're looking to start this with year 3 in the future.

The 4th Friday in every half term will be MFL day. We want it to be given its own weight. Whiteboards will feature words in different languages like days and dates, also using a different language during the register for example.

Thank you to governors for helping out with SATs.

PTA events have gone well, we had a recent bingo event which was very successful.

H&S:
We have a returning issue with drainage. Severn Trent attended within 4 hours and Arden came quickly. It's now clean and disinfected but there's work to repair the drain cover needed to make it safe. Concrete around the drain is also damaged.

Governor: Are Severn Trent responsible?
Response: Yes, but we feel that if Severn Trent aren't going to fence the drains off and fix them fully, we are at H&S risk. We need something to protect the children so we may need to look at doing something ourselves. We can see if this can be done as part of the building renovations and works happening as part of the expansion.

Governor: Could it spread and contaminate the land if it bursts?
Reply: possibly
Governor: Severn Trent need to make it safe and get it fixed
Reply: LA agree and we'll go back to the LA to ask them to have those conversations.

Staffing

Two ECTs have decided to leave. They expressed they really love the school but they want to spend some time travelling so will work abroad for a while.

One of our staff who came back part time after some maternity leave has been job sharing with another staff member who wanted to drop down to part time. We had a conversation with them and we've moved that to a permanent arrangement.

We have 3 ECTs starting. We didn't plan this, but we didn't get the applications from established teachers.

We had a number of LSAs on temp contracts and we wanted to reduce this. One immediately chose to leave to go work more closely to her professional field.

We will be looking at our ECT provision and see if we need to do it a bit differently with a mentor for each one.
The programme is really good but it's a lot of work for one person to do induction tutor and mentoring. Feel it needs someone more on the ground. We can also see a benefit with the mentor covering the ECT learning time so they really know the class and get that understanding of the complexities and specifics.

Finance

Utilities are going up and we're expecting the increase to be when we will increase our use.

Governor: are current in line with our current expectations are do we have some underspend?
Reply: we have some left so we should be ok but we need to keep it in mind, especially with extra spend during the building work.
Governor: Should we ask for an update from the finance officer?
Reply: Yes and they are happy to come to governor meetings but would like pre-sent questions if possible.

We've looked at the training budget and we need to manage that. There's nothing new next year as we're on the same SDP. If we don't need to spend it all we won't.

Budget is looking healthy but autumn is where it can take a hit.

We did have some unexpected costs to get bins replaced as they were damaged and we had pests. There were a few other jobs too like goal post repairs.

I've highlighted some areas where we're over as we need to make sure we can pull back some overspends and adjust the budgets and cost centres.

We are currently providing additional support to a number of children with EHCP applications in process and we are hoping that funding will come in for those.

Staff have expressed some concern related to parents of one individual child making accusations that could be damaging. We feel we may need to assign one specific member of staff to that child.
Governor: how many adults are in that class at the moment?
Reply: already got at least three staff in that room
Governor: Initially it would be good to ensure that there is always at least two staff in the room with that child at all times.
Reply: We are only allowing intervention groups which mean that is happening but he has very high need and feel, as school, we need to bring in an LSA to that class. That cohort needs more support and it would give us those extra eyes.
Governor: We will make this case in the next finance meeting as you have a clear reason.
Governor: We will need to review the documentation from these particular parents and assess the situation, we need to look at the safety of staff and pupils.

SEND
No change to key numbers from last meeting.

	We have less coming in next year as two have elected to go to different settings. One of those was a £20k funded EHCP but we would have exceeded that in cost. The other was a low value EHCP so we would have again likely spent more than the EHCP. We have some pupils awaiting EHCP, just waiting on the decision. **Governor:** will they make a decision this year or will it be Sept? **Reply:** They work all year so it can come in during the holiday. One EHCP was declined but parents are appealing and extra evidence has been added. We have some new ones that are ready to go, just waiting on final elements. There are some new ones coming in from parents who want EHCPs in place before they move up to secondary school. We are expecting a child to come to us currently at specialist provision some of the week and other support the rest of the week. Carer is keen to have them back in mainstream. We are meeting with the family and the provisions regularly and it will be a slow process. We had an appeal for a yr 4 to join us. There's lots of complexity with this case. Had some meetings but there's a lot to unpick.	
6.	**SDP** Governors were invited to share their impressions from the book look carried out before the meeting in the writing changes. **Governor:** Really impressed, can see the improvement. From the teaching perspective, teachers and children are enjoying the changes. IT is more easily being incorporated into the reast of the teaching. The children are more able to pick what they want to write about which they are really enjoying. We can scan some examples of the work from other books which show this. ACTION. We had writing moderation day and SLT are getting more involved in the moderation and holding teachers to account. We have an SLT day after the moderation judgements come in so we can ensure standards are followed through. We're not externally moderating year 6 this year but we do have our own staff going out doing that which is really helpful. **Behaviour:** Following OFSTED we we're prompted to be more analytical so Michelle has worked on that to visualise our weekly behaviour logs. Michelle now has PBS accreditation. This is already having an impact and really helping support specific children who need some different approaches. We will be looking to cement evidence related to attendance and behaviour. Our low suspensions goes in our favour. This visualisation will help us really show the work we're doing.	

	Inclusion is good and feel the visualisation will really show that and cement our position. **Governor:** how are we going to show increase, how do we see that in future meetings? **Reply:** We've highlighted where we are and we will bring evidence to meetings to show against those standards. **Governor:** can you bring those to every meeting so we can see that? Reply: Yes, and we will be sharing anecdotal and you'll be able to come round and see it in school too and feed back to governors. We have the time to drill down and get things in place now we're not expecting OFSTED. We've set up a weekly tracker of where behaviour is happening, when, and what type. We've started putting this together as an average per week in the terms. From this we were able to see that in the spring it was mostly in the classroom. In the summer term we saw a high volume in the first week in class and we were able to start going back over the rules and working with specific children to make behaviour charts and help them see how their good behaviour is rewarded. We saw in drop in after that first week and we can see the improvement. We're also able to see how the lunchtime behaviour has improved since the Opal improvements and increasing the access to the school outside spaces. We're working with those who struggle with behaviour in team sports and that's going well. **Governor:** how do they record this? **Reply:** Goes in the class behaviour log and then we have a table which logs as mentioned earlier in a tally format. Each Monday we put those in a spreadsheet to aid our tracking. **Governor:** is there a consequence for going in the book? Reply: yes, and if they go in three times the go to see the HT. Sometimes it is a negative consequence, but sometimes it is just a restorative conversation. We higher behaviour issues in year 4 that are unkind actions and words and lunchtime and we're focusing on that. We're doing similar work in yr 5 which is a lot to do with regulating emotions during activities like football. Governors were shown an example case study done that showed how specific small changes made a big difference to a child's behaviour. This is also helping teach the children how specific things can be triggers and what can make them both feel better and worse.	
7.	**Architects Plans for the build** Governors were shown architect plans for the expansion. There are still agreements that need to be made between the contractors and the LA. We will hopefully have more detailed information moving forward. We will need to have yr 6 moved around somewhat and we need to look at the disruption and what we can do to minimise that. **Governor:** Ideally we need a timetable so we can make plans. **Governor:** Is there scope to ask for additional temporary space? **Reply:** unlikely as the building was originally built as a 4 form. We are asking them to do things in an order that gives us the capacity to teach as seamlessly as possible by using one same area for all of year 6. **Governor:** How long will the yr 6 area be out of action? **Reply:** still waiting on these timeframes **Governor:** worst year group to have those disruptions in terms of SATs	

	Reply: we're expecting it to be short term disruption. We will keep reviewing it as we start to get an idea of those timeframes. **Governor:** The school will need to make sure changes and dates are shared with parents. **Reply**: as soon as we can share info we will, but we're not allowed to share some elements yet. We had issues when we had kitchen refurb done with contractors trying to access the site when we had said it was not safe to. We will try to ensure we have what we have had in the past where there is security posted to ensure traffic is managed properly. There are further elements to keep in mind moving forward as there are schools in the area that are having to reduce PAN and we're about to increase. It's possible we will have a surplus of spaces in the future.	
8.	**AOB** CONFIDENTIAL ITEM REDACTED	
9.	**Dates of next meetings** To be confirmed	

Closed 19:35