

**SUMMER TERM 2019**

**TURNFURLONG INFANT SCHOOL FGB**

**MINUTES** of the meeting of the Governors of Turnfurlong Infant School held at the School on 19<sup>th</sup> June 2019 at 4.30pm

**PRESENT:**

**Mrs C Austin**

Mrs R Ochiltree (Headteacher)

Mrs K Henry

Mr L Taylor (Chair)

Mr R Lloyd

Mrs L Warriner

**IN ATTENDANCE:**

Mrs R Weymouth (Clerk)

**APOLOGIES:**

Mr R Cooper

Mr M Elshimi

Mrs R Nicoll

The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.

**1 NOTIFICATION OF ANY OTHER BUSINESS**

There was no further business for discussion at the meeting.

**2 DECLARATIONS OF INTEREST OR LOYALTY**

There were no declarations of interest in relation to items on the agenda.

**3 MINUTES AND MATTERS ARISING**

**3.1 MINUTES**

The Minutes of the meeting held on 27<sup>th</sup> March 2019, having been circulated, were confirmed and signed by the Chair as a correct record.

The Minutes of the Extraordinary FGB meeting held on 15<sup>th</sup> May 2019, having been circulated, were confirmed and signed by the Chair as a correct record.

Additional copies of both Minutes were signed by the Chair and handed to the Headteacher for display in the School.

**ACTION**

**Headteacher**

### **3.2 MATTERS ARISING**

Minute 4.2 – The Headteacher advised that she had checked with Buckinghamshire County Council (BCC) when the school had last consulted on the Admissions process but needed to check this again and would report back to Governors.

Minute 4.2 – Mr Cooper had not yet completed a PP, PSHE and Community monitoring visit and would arrange this as soon as possible.

Minute 4.2 – Mr Lloyd would be visiting the school on 3rd July 2019 . The Headteacher advised that an internal data breach had taken place, was discussed with the DPO and no further action was required.

Minute 4.2 - Safeguarding training would be discussed in the Autumn Term.

Minute 5.2 – The Headteacher advised that she had checked with BCC and planning permission for the fencing around the playing field was not required.

Minute 5.5 – The Headteacher confirmed that the INSET Day presentation had been shared with staff.

Minute 8.7 – Ms Warriner and Mr Elshimi had not yet completed a visit to observe a Singapore Maths lesson and would be re-visited in the new academic year.

Minute 9.2.1 – The Headteacher advised she had checked the guidance on Controlling Access to Premises and no action was required.

Minute 9.2.2 – The Headteacher advised she had reviewed the Health and Safety and Health and Safety on School Visits guidance and no action was required. The Health and Safety Policy would be discussed during the Autumn Term Finance and Premises Committee meeting and would be due its annual review.

9.2.3 - The Headteacher advised she had checked the guidance on School Complaints procedures and no action was required.

### **4 STRATEGIC MANAGEMENT**

#### **ACTION**

**Headteacher**

**Mr Cooper**

**FGB Agenda**

**Ms Warriner /  
Mr Elshimi**

**F & P**

#### 4.1 REPORT OF THE HEADTEACHER

Circulated prior to the meeting, Governors asked;

**Would it be possible to see a report on the eligibility of Pupil Premium (PP) and the type of barriers children have to learning, to see how the cohort is changing over the years?** Responding, the Headteacher advised this would be possible and would also highlight where children are eligible for more than one type of funding.

**How has recruitment activity been progressing?** Responding, the Headteacher advised that it had been challenging, however positive news would be discussed later in the meeting.

**The joint Story Telling project with the Junior School will be funded using PP funding. Will the Junior School match the funding?** Responding, the Headteacher advised that the Infant School would pay the full amount and then cross charge the Junior School for their 50% share.

**With the Assistant Headteacher resigning and leaving at the end of term, are there sufficient Designated Safeguarding Leads (DSL) in place?** Responding, the Headteacher advised that there was no urgency but it would be useful to get another member of staff trained. This could be offered to any member of staff and did not have to be a member of SLT and may be of interest to a TA or office staff and offered personal development.

**Would it be possible for the presentation slides shown at Parent Involvement and Engagement morning to be put on the school website for any parents that had not been able to attend?** Responding, the Headteacher advised this would be possible.

**Is it possible to consider how Parent Involvement sessions can be accessed by parents who do not speak English?** Responding, the Headteacher advised that SLT had discussed this when reviewing feedback forms. Further discussion was required to decide how best to approach this.

**Could the school ask for volunteers to help with translation during these sessions?** Responding, the Headteacher advised this would be one of the considerations.

Headteacher

**Do the Junior School offer any bilingual parent sessions, with which the school could share resources?** Responding, the Headteacher advised she would check what the Junior School offered. In the Autumn Term when the school asked for parent volunteers, translation could be added as an option.

**How many parents attended Parent Involvement?** Responding, the Headteacher advised 135 and feedback had been very positive. Governors discussed that tracking which parents attended may show interesting trends and also help to highlight those that are not attending in order to find ways to make contact with harder to reach parents.

**Is there any update on the Library Condition Report?** Responding, the Headteacher advised that despite contacting BCC no update had been received. It was agreed that the Headteacher would make contact with BCC again, copying the Chair into the email.

**In regards to moderation, children in Reception classes have made good progress and the school can be confident of teacher judgements?** Responding, the Headteacher advised that the external moderation had looked at teacher judgements and the school were confident these were correct. The next moderation of EYFS would take place in 4 years, during this time the school would concentrate on school to school moderation with other local infant schools.

#### **4.2 SELF EVALUATION (SEF)**

Circulated prior to the meeting, Governors noted the update SEF.

The Headteacher advised that the 2019/20 SEF would be updated to include, and be relevant to the new Ofsted framework. The SEF will be updated every term and relate to the school strategy and SIP. Governors asked;

**Will the SEF grow over the year?** Responding, the Headteacher advised that the document should show impact of the school's priorities for the year and include short and sharp impact points.

**There have been two incidents of racism?** Responding, the Headteacher advised the context of these incidents. Governors agreed no further action was required.

**4.3 SCHOOL IMPROVEMENT PLAN**

Circulated prior to the meeting, Governors noted the update SIP.

**4.4 DRAFT SCHOOL STRATEGY**

Prior to the meeting Governors had met to discuss the School Strategy. Since the meeting the Chair circulated a draft strategy outlining the mission statement, values and vision, which had also been shared with staff.

Governors agreed to adopt the draft strategy pending any queries or questions from staff or parents.

The Chair would provide a link to the draft strategy in the Governors end of year newsletter for parents to view.

Chair

**4.5 GOVERNANCE FRAMEWORK DOCUMENTS**

Circulated prior to the meeting, Governors approved the Governance Framework documents. Governors asked;

**Should these be on the school website?** Responding, Governors agreed they should.

**4.6 GOVERNING BOARD SELF EVALUATION**

Governors agreed to complete a further Governing Board Self Evaluation using the NGA Health Check questionnaire.

It was agreed that the Clerk would put the questionnaire into Survey Monkey and circulate to Governors, for completion over the Summer break.

Clerk

**5 DELEGATED REPORTS - COMMITTEES****5.1 FINANCE AND PREMISES COMMITTEE**

Minutes of the Finance Committee meeting held on 15<sup>th</sup> May 2019, having been circulated were noted.

The Headteacher confirmed that the trees outside of the Breakfast Club room, that had been causing subsidence would be taken down at start of the Summer break.

**5.2 PERSONNEL AND CURRICULUM COMMITTEE**

Minutes of the Personnel and Curriculum Committee meeting held on 9<sup>th</sup> May 2019, having been circulated were noted.

### 5.3 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

## 6 ITEMS DELEGATED BY COMMITTEES

### 6.1 FINANCE AND PREMISES COMMITTEE

#### 6.1.1 UPDATE ON FENCING

The Headteacher advised that led by a safeguarding concern for the field, the following three quotes had been received to erect fencing and secure the perimeter of the field;

Matrix Fire and Security - £16,225 +VAT

Claytons Fencing - £16,800 Inc. VAT

MJW Fencing - £17,650 +VAT

The Headteacher proposed that Claytons Fencing be approved as this was the same company used by the Junior school. Governors asked;

**Will the fence join with the Juniors fence?** Responding, the Headteacher advised that it would.

**When will the work be completed?** Responding, the Headteacher advised as soon as possible. The field would not be used during the Autumn Term, so having the work completed after the Summer break would not cause as issue.

**Has the cost been included in the budget?** Responding, the Headteacher advised that it had.

Governors agreed purchase of the fence and the recommended contractor.

The Headteacher advised that a quote had also been received for an Electronic Sign In system. Two further quotes were required and would be circulated to Governors once received.

**ACTION**

**6.1.2 HEALTH AND SAFETY WALK REPORT**

The Health and Safety Governor (Mr Elshimi) had completed and Health and Safety Walk, a report of which would be circulated as soon as possible.

**Mr Elshimi**

**6.1.3 SCHOOL MEALS PROVISION**

The Headteacher advised there was no further update with regards to School Meals provision, which would be discussed at the next meeting.

**F & P**

The Headteacher advised that the following three quotes had also been received for the re-varnishing of the Year 2 classroom floors;

Artisan Timber and Flooring - £14,515 Inc. VAT

Folkspur Flooring - £5683.65+VAT,

IMOP Clean Limited would not be able to complete the full job required.

The Headteacher recommended Folkspur Flooring, who the school had used previously and who would also be able to repair the floor in the Medical Room. Governors asked;

**What is the lifespan of the floor?** Responding, the Headteacher advised 5-10 years. The work would be completed in the Summer break and had been included in the budget.

Governors agreed the quote and recommended contractor.

The Headteacher advised that after receiving three quotes for a new Reading Scheme the school had decided to purchase these from Collins Big Cat for £8,810. To meet this cost £5,000 had been budgeted and the further £3,810 would be funded by FoTIS.

Governors discussed the importance of ensuring that parents were aware of what FoTIS funds had been used to contribute to, which may assist with further parent engagement.

**6.2 PERSONNEL AND CURRICULUM COMMITTEE**

### 6.2.1 PARENT QUESTIONNAIRE ANALYSIS

Circulated prior to the meeting, Governors thanked the Headteacher for a great report showing many positive comments. Governors asked;

**Are there any surprises in the results?** Responding, the Headteacher advised that it was pleasing to see some areas such as communication and leadership and management had improved since the last Ofsted inspection when parents were also surveyed. The school had worked hard to ensure that parents know the new Headteacher and SLT and this could be seen in the positive results of the survey.

**Is it surprising that only 40% of parents completed the survey?** Responding, the Headteacher advised that this was a good figure and anything over 30% was positive.

The Headteacher advised that many responses had been received with regards to homework, which had been discussed in school. It had been agreed that certificates for the completion of homework would not be used next academic year, as for some children this could cause more anxiety and stress and praise would be acknowledged in other ways. The impact and benefit of homework had also been discussed versus the importance of children spending positive time relaxing with their families.

Governors discussed that homework has a benefit for parents to know stages of development and what topics their children are covering in school, however not all children received help at home with homework. It was also important to ensure that homework is relevant and would build overtime as children progressed through the school. Homework would not however be set during holiday periods. Governors asked;

**Will parents get a copy of the feedback?** Responding, the Headteacher advised this would be communicated with the Headteachers newsletter.

**How did you pick the quotes included in the report?** Responding, the Headteacher advised that all quotes had been included so that staff and Governors could view all feedback.

## 6.2.2 STAFFING STRUCTURE 2019/20

The Headteacher provided Governors with a staffing update and structure for academic year 2019/20.

The Headteacher advised that as the Assistant Headteacher had resigned, to recruit a new Assistant Headteacher by January 2020, the recruitment process would need to start prior to the end of term. However, rather than rushing the process at the end of term this could be considered in the Autumn Term to recruit prior to May half term 2020. Governors asked;

**Next academic year, with the loss of the Assistant Head, SLT will consist of the Headteacher and a Deputy Headteacher 4 days a week. Will this be adequate?** Responding, the Headteacher advised that this was not a long-term model and would only be in place for 6 months to one year. If required it would be possible to get a recruitment pack ready for the beginning of September with a view to have a new Assistant Headteacher in place by January 2020. This would however require time and capacity from both staff and Governors.

It was agreed that a recruitment pack would be prepared for the beginning of September 2019 to interview prior to October half term. Governors asked;

**Will new staff be in school for Move Up Day?** Responding, the Headteacher advised that hopefully some will.

**Would it be worth considering an "acting up" opportunity for the Assistant Headteacher role?** Responding, the Headteacher advised that current staff did not have the capacity.

Ms Warriner left the meeting at 19.00pm.

Governors thanked the Headteacher for her time and patience in agreeing a complex yet excellent staffing model for the coming academic year.

## 7 DELEGATED REPORTS - GOVERNORS

### 7.1 REPORT OF CHAIR

The Chair had not taken any action under delegated powers.

Headteacher

## **7.2 REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNOR**

In the absence of the Development Governor the Chair advised the training package that the school had subscribed to through Bucks Education Partnership. The Clerk would circulate a copy to Governors.

## **7.3 REPORT OF SEND GOVERNOR**

The SEND Governor had completed two recent visits to school, a report of which would be circulated as soon as possible.

Governors noted;

- The new SENCO would increase their time at the school from 1 day to 1.5 days plus 0.5 PPA cover.
- When the school recruits for a new Assistant Head a SENCO qualification or willingness to train would be advantageous.
- SEN data showed good progress throughout the year. Next steps included looking at the effectiveness of interventions to better performance in the classroom and show impact.

## **7.4 REPORT OF SAFEGUARDING GOVERNOR**

The Safeguarding Governor advised that a monitoring visit would be completed before the end of term during which the Annual Safeguarding Report would also be checked and signed.

The Safeguarding Governor confirmed that the SCR had been checked in March with no outstanding issues.

## **7.5 REPORT OF EQUALITIES GOVERNOR**

The Equalities Governor advised she would visit school and complete a monitoring report the following week.

**Ms Warriner**

## **7.6 REPORT OF PUPIL PREMIUM (PP) GOVERNOR**

The Chair would contact the PP Governors to arrange a monitoring visit prior to the end of term.

**Chair / Mr  
Cooper**

**7.7 REPORT OF DATA PROTECTION GOVERNOR**

The Data Protection Governor advised he would visit school and complete a monitoring report the following week.

Mr Lloyd

**7.8 GOVERNOR MONITORING VISITS**

Governors noted the two following Governor Monitoring Reports circulated prior to the meeting.

- SEN Visit Report

**8 OTHER MATTERS****8.1 ITEMS FOR ACTION****8.1.1 ADMISSIONS**

Governors noted the requirement to consider admissions arrangements for September 2021 and the requirement to consult should there be any changes. The deadline for forwarding any consultation document to the Admissions and Transport team was noted as Thursday 5 December 2019.

**8.1.2 GOVERNOR TRAINING**

This item had been discussed earlier in the meeting.

**9 ITEMS TO NOTE****9.1 DfE GOVERNANCE HANDBOOK**

Governors noted that the DfE Governance Handbook had been updated in March 2019 and was available to download

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/788234/governance\\_handbook\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf)

**9.2 RESOURCES TO SUPPORT SCHOOL IT INFRASTRUCTURE REVIEWS**

Governors noted that the DfE had published resources to support the review of IT infrastructure.

**9.3 RESOURCES TO SUPPORT GOVERNING BOARDS IN REDUCING TEACHER WORKLOAD**

Governors noted that the DfE had published resources to support Governing Boards in reducing Teacher workload.

**10 POLICIES****10.1 RELATIONSHIPS, SEX AND HEALTH EDUCATION POLICY**

The Headteacher advised that work on this policy would continue in the Autumn Term with parent consultation. Governors agreed that their support for the school should be visible throughout the process.

**11 2019/20 GOVERNANCE SCHEDULE**

Circulated prior to the meeting Governors noted and adopted the Governance Schedule 2019/20.

**12 TERMS DATES AND INSET DAYS**

The Headteacher advised she would check the planned INSET dates for 2020/21 and update Governors at the next meeting.

**13 DATES AND TIMES OF NEXT MEETING**

The following dates and times of future meetings had previously been agreed:

**FGB 4.30pm**

Thursday 19<sup>th</sup> September 2019

Wednesday 4<sup>th</sup> December 2019

Wednesday 25<sup>th</sup> March 2020

Thursday 18<sup>th</sup> June 2020

**Personnel and Curriculum Committee – 9am**

Tuesday 12<sup>th</sup> November 2019

Tuesday 10<sup>th</sup> March 2020

Thursday 21<sup>st</sup> May 2020

**Finance & Premises Committee – 4.30pm**

Wednesday 6<sup>th</sup> November 2019

Wednesday 5<sup>th</sup> February 2010

Tuesday 12<sup>th</sup> May 2020

**All Governors**

**14 ANY OTHER BUSINESS**

There was no further business.

**15 IMPACT OF MEETING**

Governors discussed the following impact of the meeting on children and the school;

- Agreed quotes for works over the Summer break
- Understanding of Safeguarding and Quality of Teaching and Learning
- Understanding of staffing structure
- Review of Parent Questionnaire and positive and constructive feedback
- Strategy document agreed

**16 EVALUATION OF MEETING**

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes (*except for any Restricted Confidential Minutes*).

The meeting closed at 7.15pm.

Signed ..... Date .....

CHAIR

**Action List:**

**Headteacher:**

Minute 3.2 (4.2) Check when last admissions consultation took place.

Minute 4.1 – Put slides from Parent Engagement morning onto school website.

Minute 4.1 – Check if Junior School offer bilingual sessions to parents.

Minute 4.1 – Check Library Condition Report with BCC

Minute 6.2.2 – Prepare Assistant Headteacher recruitment pack

Minute 12 – Check INSET dates for 20/21

**Ms Warriner & Mr Elshimi:**

Minute 3.2 (8.7) Visit school to observe Singapore Maths Lesson

**Mr Cooper:**

Minute 3.2 (4.2) & 7.6a Arrange a PP, PSHE and Community monitoring visit

**Mr Lloyd:**

Minute 7.7 Arrange Data Protection monitoring visit

**Mr Elshimi**

Minute 6.2.1 – Circulate H & S Walk Report

**Chair:**

Minute 4.4 – Include Draft Strategy in end of term Governors newsletter.

**Clerk:**

Minute 4.6 Circulate NGA Health Check to Governors

Minute 7.2 – Circulate BEP Training programme to Governors

**FGB Agenda:**

TORS

Equalities Governor Update

**F & P Agenda:**

Health & safety Policy

School Meals