

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the Governors of Turnfurlong Infant School held virtually via Zoom on 25th March 2020 at 4.30pm.

PRESENT:

Mr T Ajithiran
Mrs C Austin
Mr D Burry
Mr M Elshimi
Mrs K Henry
Mr R Lloyd

Mrs R Ochiltrie (Headteacher)
Mr L Taylor (Chair)
Ms L Warriner

IN ATTENDANCE:

Rebecca Weymouth (Clerk)
Mr R Cooper

APOLOGIES

Mrs L Hungwe

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

	ACTION
<p>1 NOTIFICATION OF ANY OTHER BUSINESS</p> <p>The following items were tabled for discussion under any other business;</p> <ul style="list-style-type: none">• Virtual Meeting Policy <p>Circulated prior to the meeting, Governors noted the Virtual Meeting Policy that had been drafted for use whilst virtual meetings were taking place due to the Covid19 pandemic.</p> <p>Governors reviewed and agreed the policy.</p>	
<p>2 DECLARATIONS OF INTEREST</p> <p>The Clerk declared an interest in Item 8.2 - Clerking 20/21.</p>	
<p>3 MINUTES AND MATTERS ARISING</p>	
<p>3.1 MINUTES</p> <p>The Minutes of the meeting held on 4th December 2019, having been circulated, were confirmed and signed by the Chair as a correct record.</p> <p>An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.</p> <p>Minutes of the EFGB held on 16th March 2020, would be circulated as soon as possible.</p>	<p>Headteacher</p> <p>Clerk</p>
<p>3.2 MATTERS ARISING</p>	

ACTION

Minute 4.2 (4.1) – The Headteacher advised that she had asked Turnfurlong Junior School (TJS) and they do not provide translation services to parents of EAL children.

Minute 6.5 – The school Equality Objectives had been added to the school website.

Minute 4.2 (4.2) – Ms Warriner had completed a Singapore Maths visit.

Minute 4.2 (5.4) – Ms Warriner had completed an Equalities visit.

Minute 4.2 (7.7) – Mr Lloyd would complete a Data Protection visit as soon as possible.

Mr Lloyd

Minute 8.6 – Mr Cooper had completed a PP and PSHE visit and would circulate a report of each visit as soon as possible.

Mr Cooper

Minute 11.2 – Mr Ajithiran and Mr Burry had completed an audit of the school website, as report of which would be circulated as soon as possible.

Mr Burry / Mr
Ajithiran

Mr Burry advised that some further information regarding Governors is required on the Governors page. It was agreed that this would be discussed at the next meeting.

Agenda

Minute 8.2 – Governors had added their Safeguarding training to their Training Records.

Governors were also reminded to complete on-line FGM and PREVENT training.

Minute 4.2 (8) – The Chair would write to the parent community regarding Parent Governor vacancies.

Minute 8.3 – The SEND Governor had completed a visit to school and would provide a report as soon as possible.

Minute 8.4 - The Safeguarding Governor had completed a visit to school which would be discussed later in the meeting.

4 STRATEGIC MANAGEMENT

4.1 COVID19 UPDATE

The Headteacher provided Governors with the following update;

- The number of children attending the school each day had decreased.
- Children were doing learning like that given to children at home and taking part in educational games.
- Staff were reduced or increased daily depending on the number of children in school.
- A risk was that the Headteacher was now the only member of

SLT on site and the DSL. BCC had confirmed that a DSL contactable by phone was a minimum requirement for all schools. If the Headteacher were to fall unwell, children would need to be allocated to other local schools.

- Mornings were spent responding to BCC, the DfE and anxious parents. The school were also required to complete 3 returns each morning on who was in school and the needs of the children. Governors asked;

It's important that the Headteacher has enough resource to match the requirements of the children coming into school. Are you aware in advance which children will be coming in? Responding, the Headteacher advised that parents were generally good at emailing the school when their child would not be coming in, but needs could change dramatically due to shift changes for families with key workers.

It's also important that the Headteacher get a break. What will happen over the Easter break? Responding, the Headteacher advised that a break would very much be appreciated but this would only be possible if BCC were happy for TJS to oversee both schools and vice versa. The Headteacher advised that she would not feel comfortable taking a break with a particularly challenging child currently in school and this would also need to be considered. The school would remain open over Easter and approximately 12 children were expected each day.

Mr Ajithiran advised that he was currently on furlough leave and would be able to assist in school if needed.

The Headteacher thanked Mr Ajithiran and advised that several parents had volunteered to assist, but it was also important to keep the number of individuals in school to a minimum. It was however expected that BCC may form a hub approach to schools if the situation remained for much longer.

Thomas Hickman School have planned with Jonathan Paige so that staff get a break over Easter. Would this be appropriate? Responding, the Headteacher advised that she had spoken with Jonathan Paige who had a restricted number of places they can offer but would be able to assist the school and TJS if required.

There is a collective concern for the Headteachers wellbeing. Is there a Plan B if you are taken unwell? Responding, the Headteacher advised that some clarification from BCC was required to see if the school could amalgamate with TJS over this period to ensure that both Headteachers can receive some rest and share the DSL between the schools.

As a Headteacher if you are stretched and drained can you be a suitable DSL? Responding, the Headteacher advised that a challenging child in school may be going home in the afternoons, at which point the Headteacher would also be able to leave, assuming Mrs Whiteman is on

site to be DSL. Any other safeguarding issues were straight forward.

This is an unprecedented situation for all. Could Heads of Year count as SLT during this period? Responding, the Headteacher advised that they potentially could.

Do you need to consider a restructure of staff temporarily to provide the school with resilience and the Headteacher with more support? Responding, Mrs Henry advised that very few staff were available to be able to do this.

The Headteacher added that a balance was required, and it was also important not to be overstaffed. The school had a weekly plan in place until the end of term. It was also important that staff were not in everyday as it could also be an intense environment. Staff were keen to get back to work and many with great experience of dealing with challenging children and this would all be factored into staffing going forward for as long as required. Governors asked;

Is Edmodo ready to be rolled out to parents? Responding, the Headteacher advised that it was being set up in school and would be emailed to parents after the Easter break. If this was not possible the school were looking at a whole school theme to base literacy and maths around so that on return to school children would have had some shared experiences.

Governors thanked the Headteacher for an informative update.

4.2 REPORT OF HEADTEACHER

A Headteacher report was not available at this meeting due to the challenges of Covid19. The Headteacher did however wish to highlight;

- 55 restraints had taken place for one child and had been fully discussed during Personnel and Curriculum Committee and highlighted the challenges in school. Parents were supportive and aware that the child would not be able to remain in mainstream education and the school were supporting as much as possible to ensure the child receives the right managed move to the right provision.

4.3 SELF-EVALUATION FORM

Circulated prior to the meeting, Governors noted the updated SEF. In relation to the document, Governors asked;

There are 48 children in the nursery of 60 possible places? Responding, the Headteacher advised that the nursery was full during the morning sessions with less in the afternoon, which was a similar position to the previous year.

Will the Staff Wellbeing Survey be tabled at Personnel and Curriculum Committee? Responding, the Headteacher advised that it would, the Chair of the committee would also be meeting with the Headteacher and reviewing the document in more detail. Governors discussed that this will be even more important with the impact of Covid19 and the particularly challenging child currently in school. The Headteacher would complete a full analysis of the survey and provide feedback to the committee

Governors discussed and agreed that Mr Lloyd would adopt the role of Wellbeing Governor.

4.4 SCHOOL IMPROVEMENT PLAN

Circulated prior to the meeting, Governors noted the progress the school had made against the School Improvement Plan, which reflected the point the school had reached prior to Covid19 and school closure.

Governors discussed that the SIP would require review before the end of term in order to identify any areas to carry over/continue to the next academic year.

Governors discussed that through the strategy discussions the board had held during the academic year and linking these to the SIP there had been some excellent progress which was testament to the hard work of staff at the school.

In relation to the document, Governors asked;

Will performance management for TA's take place this term? Responding, the Headteacher advised that TA's were keen for this to take place. During the closure the Headteacher would make time for telephone 1-1's with them.

The SIP mentions the Relationship and Health Education which has been discussed at Personnel and Curriculum Committee. Is there any update? Responding, the Headteacher advised that the school had looked at 2 aspects of the PSHE Association Scheme of Work with parents (community and economics). Health had also been reviewed with parents and received feedback largely from parents with junior age children. The school would continue to discuss and share with parents.

The Chair agreed that the school have taken lots of action to engage parents and be inclusive.

4.5 BUDGET MONITORING

The SFVS had been prepared and circulated to Finance and Premises

Committee prior to its submission on 28th February 2020.

The Chair of Finance and Premises Committee advised the following;

- The school continued to forecast a deficit in year 2 and 3 of the financial plan. Whilst the school were starting to see some improvements in forecasting a clearer indication of the schools actual forecast was required.
- The school were running an in-year deficit and while the school had a carry forward this was being eroded each year. Governors asked;

During the school closure and Covid19 has there been any indication of threats to the school's income? Responding, the Headteacher advised that the Government had made it clear that school budgets would not be impacted. Some funds had been received to assist a child in school, but more funding was required and this had been indicated to the BCC SEN team.

The Headteacher advised that there was a need to challenge BCC strategically regarding SEN, which was currently an inadequate provision. It would be helpful if Governors from a variety of schools could collectively challenge BCC in this area.

Ms Warriner left the meeting at 7pm.

Will Breakfast club be included in the budget? Responding, the Chair advised that Finance and Premises Committee would complete a review to ascertain whether bringing the Breakfast Club in-house would be beneficial to the school and make recommendations to FGB.

F & P Committee

4.6 EXTERNAL REVIEW

PE Deep Dive

Circulated prior to the meeting, Governors noted the PE Deep Dive. The Headteacher advised;

- The Headteacher of Bedgrove Infant School assisted the Headteacher to complete the deep dive.
- PE had been chosen as this area of the curriculum would, at this point, not concern other Subject Co-coordinators working on other areas of the curriculum.
- The exercise of carrying out a deep dive was a useful exercise and concluded with further actions to develop including;
 - Whilst PE at school was taught by a sports specialist lessons required more introduction and conclusion from teaching

staff and TA's.

- Ensuring lesson plans and progression in skills throughout nursery to Year 2 were also required.

Further curriculum deep dives would be completed as time allowed.
Governors asked;

Did the school receive any feedback in preparing transition to Year 3 and PE? Responding, the Headteacher advised that this was a work in progress and needed to be developed to ensure that those children that were particularly good in areas outside of the core subjects were recognised in transition. The SENCO had already led a staff meeting on how to identify different types of skills in children which had been well received by staff.

Early Years Service Review

Circulated at Personnel and Curriculum Committee Governors congratulated the school on an excellent report.

4.7 GB AND COMMITTEE MEMBERSHIP

Circulated prior to the meeting, Governors noted the Committee Grid.

It was agreed that Mr Elshimi would move from Personnel and Curriculum Committee to Finance and Premises Committee to complement his role as Health and Safety Governor.

The Clerk would update the Committee Grid. Governors asked;

Will Governors continue with their subject responsibilities in academic year 20/21? Responding, Governors discussed that continuity was important for staff and helped to build a relationship with Governors.

Parents Elections would be arranged in due course.

5 DELEGATED REPORTS - COMMITTEES

5.1 FINANCE AND PREMISES COMMITTEE

Minutes of the Finance and Premises Committee meeting held on 5th February 2020, having been circulated were noted.

The Finance and Premises Committee Chair advised;

- Heating at the school was currently a risk as the boilers shared with TJS were reaching end of life and the schools were waiting for BCC to replace them. BCC would provide heaters if the boilers failed.
- The school meals contract continued to be ongoing on a rolling

basis and whilst the school received a good value contract the concern continued to be about the quality of food.

- The committee would also be forming a Risk Register for the school.

5.2 PERSONNEL AND CURRICULUM COMMITTEE

Minutes of the Personnel and Curriculum Committee meeting held on 10th March 2020, would be circulated as soon as possible.

The Chair of the committee advised discussions had taken place on;

- Staff wellbeing
- School data
- Story Telling schools was having a positive impact on reading and the quality of teaching in school was robust and good throughout the school.
- BCC SEN provision was underperforming. The school SENCO continued to support children as much as possible with the resources available.

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

These Committees had not needed to meet.

6 DELEGATED REPORTS - GOVERNORS

6.1 REPORT OF THE CHAIR

The Chair had not taken any actions under delegated powers.

6.2 REPORT OF THE DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS

The Development Governor advised that lots of different training was on offer from BCC. Much of this was now on hold due to Covid19, but on-line training was still available and recommended that Governors complete Safer Recruitment training on-line if they have not done so before. Governors asked;

Is there a time limit on training? Responding, the Development Governor advised that there wasn't, but good practice was to refresh this every few years.

Could Governors be provided with a link to complete PREVENT training? Responding, the Development Governor advised that she would arrange this.

6.3 REPORT OF THE SEND GOVERNOR

ACTION

The SEND Governor advised that he had completed 2 visits and would write and circulate reports to Governors.

Chair

The SENCO had made a great start in her role and was keen to arrange SMART targets for EHCP's and gain more interaction with parents and carers using different streams of communication. There had also been an acceleration in identifying children with needs and referring these appropriately.

6.4 REPORT OF THE SAFEGUARDING GOVERNOR

The Safeguarding Governor had completed a visit and provided a report, which had been circulated prior to the meeting.

A check of the SCR would be completed in the Summer Term.

Chair

6.5 EQUALITIES GOVERNOR

The Equalities Governor had completed a visit, a report of which had been circulated prior to the meeting.

6.6 REPORT OF THE PUPIL PREMIUM GOVERNOR

The Pupil Premium Governor had completed a visit and would write and circulate a report to Governors.

6.7 DATA PROTECTION GOVERNOR

The Data Protection Governor advised that an IT and GDPR visit would be completed once the school re-opened.

6.8 PSHE GOVERNOR

The PSHE Governor had attended the Relationship and Health Education workshops.

6.9 GOVERNOR MONITORING AND EVALUATION VISITS/ REPORT OF VISITING GOVERNOR/APPOINTMENT OF VISITING GOVERNOR

As discussed earlier in the meeting, 5 Governor visits had taken place across the Spring Term.

7 OTHER MATTERS

7.1 MOVE TO UNITARY COUNCIL – ACTIONS FOR SCHOOLS

Governors noted the actions detailed within the document provided by Bucks County Council. Governors asked;

Will the relationship between the school and BCC be impacted?

Responding, the Headteacher advised that it would not. The main changes were in relation to finance which were in hand.

Governors agreed that no further action was required.

7.2 SCHOOL SECURITY GUIDANCE

Governors noted the new school security guidance published by the Department for Education and accompanying toolkits and checklists.

It was agreed that the Chair would review the documents and agree any with the school.

Chair

7.3 CHARACTER EDUCATION FRAMEWORK

Governors noted the framework for Character Education published by the Department for Education and the recommended benchmarks for evaluation of provision.

Governors discussed that these areas were covered by the PSHE Curriculum and no further action was required.

7.4 PE AND SPORTS PREMIUM

Governors noted the published funding for 2019/20 and reporting requirements. The Headteacher advised that this information would be finalised in May. The school would continue to work with the sports provider but for areas such as yoga and dance that he was not able to teach, the school would consider how to include these elements in the PE curriculum.

8 RECURRING ITEMS

8.1 SCHOOL WEBSITE

This item had been discussed earlier in the meeting.

8.2 CLERKING 20/21

The Clerk left the meeting at 7.55pm.

The Clerk returned to the meeting at 8pm.

Governors advised that RW Clerking Services would continue to provide clerking services to the school next academic year.

8.3 POLICIES

Circulated prior to the meeting, Governors reviewed the following

policies;

BCC Model Pay Policy

Governors agreed the policy.

Health and Safety Policy - Governors asked;

Page 17 required updating with the correct personnel. The Headteacher advised that she would amend this.

There are lessons to be learnt from the Covid19 experience and it would be good to feed this into policies? Responding, the Headteacher advised that these conversations were also taking place at BCC. For Health and Safety, the school adopted the policy that BCC draft.

Governors agreed the policy.

9 DATES AND TIMES OF FUTURE MEETINGS

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

EFGB Committee – 4.30pm

12th May 2020

FGB – 4.30pm

18th June 2020

7th July 2020

It was agreed that the Strategy evening planned for 30th April 2020 would be re-scheduled once the school was open.

10 ANY OTHER BUSINESS

There was no further business for discussion.

11 IMPACT OF MEETING

Governors discussed the following impact on the outcomes of children at the school as a result of the meeting;

- Governors agreed to work strategically with other schools to support the most vulnerable.
- The commitment to Governor visits is developing and increasing.
- Continued support to the school during the Covid19 pandemic
- Clerking agreed for academic year 20/21.

12 CONDUCT OF MEETING

ACTION

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 *(with the exception of any Restricted Confidential Minutes)*.

The meeting closed at 20.15pm.

Signed Date
CHAIR

ACTIONS

Headteacher:

Minute 6.2 – Send PREVENT on-line training link to Governors

Minute 8.3 – Update H & S Policy with correct personnel (Page 17)

Chair:

Minute 4.7 – Arrange Parent Governor elections

Minute 6.2 – Complete SCR check during Summer Term

Minute 6.3 – Circulate SEND Visit reports

Minute 7.2 – Review School Security Guidance

Clerk:

Minute 4.7 – Update Committee Grid

Mr Lloyd:

Minute 6.7 – Complete GDPR and IT Governor Visit

Mr Cooper:

Minute 6.6 – Circulate PP and PSHE visit reports

Mr Burry and Mr Ajithiran:

Minute 3.2 (11.2) – Circulate website audit report to Governors

All Governors:

Complete PREVENT on-line training

Complete FGM online training

Agenda:

Governor Information on School website

P & C Agenda:

Staff Wellbeing Survey

F & P Agenda:

Breakfast Club Review

Risk Register