

**AUTUMN TERM 2020**

**TURNFURLONG INFANT SCHOOL FGB**

**MINUTES** of the meeting of the Governors of Turnfurlong Infant School held at the School via Zoom on 8<sup>th</sup> December 2020 at 4.30pm.

**PRESENT:**

Mrs C Austin  
Mr D Burry  
Mr P Ince  
Mr R Lloyd

Mrs K Henry  
Mrs R Ochiltree (Headteacher)  
Mr L Taylor (Chair)  
Ms L Warriner

**IN ATTENDANCE:**

Rebecca Weymouth

**APOLOGIES:**

Mr A Ajithiran  
Mr M Elshimi

**APOLOGIES NOT RECEIVED:**

Mrs L Hungwe

	<b>ACTION</b>
<p><b>1 WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>The Chair opened the meeting and thanked Governors and staff for attending. Apologies were noted and accepted.</p>	
<p><b>2 NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>There were no further items for discussion under Any Other Business.</p>	
<p><b>3 DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest in items covered at this meeting.</p>	
<p><b>4 MINUTES AND MATTERS ARISING</b></p>	
<p><b>4.1 MINUTES</b></p> <p>The minutes of the meeting held on 16<sup>th</sup> September 2020 and 7<sup>th</sup> July 2020 were agreed/ The Chair would sign these electronically on GovernorHub.</p>	<b>Chair</b>
<p><b>4.2 MATTERS ARISING</b></p> <p><i>Minute 1 – Provide Staffing Proposal to release DHT from teaching for a further day a week.</i></p> <p>The Headteacher advised that this action had been completed and was discussed at Personnel and Curriculum Committee.</p> <p><i>Minute 2.3 – Arrange Parent Governor Election</i></p>	

	<b>ACTION</b>
<p>The Chair advised that nomination for Parent Elections were invited but none were received. Some parents that had shown interest previously would be contacted directly.</p>	<b>Chair</b>
<p><i>Minute 8 – Complete review of Security Safety Guidance</i></p>	
<p>The Chair advised that this action would be carried forward to the Spring Term.</p>	<b>Chair</b>
<p><i>Minute 5.8 – Email Subject Leaders through Headteacher to arrange phone or virtual meeting for subject visits</i></p>	
<p>It was agreed that this action would be carried forward to the Spring Term.</p>	<b>All Governors</b>
<p><i>Minute 4 – Provide school with list of Governor Declarations</i>  <i>Minute 5 – Put Standing Orders on GovernorHub</i>  <i>Minute 5.5 – Add Virtual Learning Policy to GovernorHub</i>  <i>Minute 5.7 – Add TORS to GovernorHub</i>  <i>Minute 5.8 – Update Committee Grid and add to GovernorHub</i>  <i>Minute 9 – Send KCSIE declarations to school</i></p>	
<p>The Clerk advised that all actions had been completed.</p>	
<p><i>Minute 5.9 – Complete review of Equality Objectives</i></p>	
<p>Ms Warriner advised that she would contact the school to arrange this.</p>	<b>Ms Warriner</b>
<p><i>Minute 10 – Review Governor webpages on school website</i></p>	
<p>Mr Ince and Mr Burry had sent a proposal to Governors after reviewing the website. It was agreed that Governors would review this information and respond to Mr Ince and Mr Burry.</p>	<b>All Governors</b>
<p><b>5 STRATEGIC MANAGEMENT</b></p>	
<p><b>5.1 REPORT OF THE HEADTEACHER</b></p>	
<p>Circulated prior to the meeting, Governors asked;</p>	
<p><b>How do attendance figures compare with previous Autumn Terms?</b>  Responding, the Headteacher advised that attendance was very similar to previous years and was around 95% which the school were very pleased with.</p>	
<p><b>How has attendance and participation been recorded over the last few weeks?</b>  Responding, the Headteacher advised that when the school partially closed, and for any children home learning due to isolation or bubble closure, the school keeps a record of the children that have not</p>	

been seen online. The expectation is that the families of any children not seen online are contacted, ideally daily. Any families not contactable are referred to the Headteacher. If families are not contactable by phone it is also possible to send texts via ParentMail.

**How will the second half of the Autumn term be recorded in terms of attendance and participation?** Responding, the Headteacher advised that there is a specific code entered into registers for any bubble closure. Every day, the school also sends a return to the DfE stating how many children are self-isolating due to bubble closure and how many are isolating due to infection outside of school. The same information is also provided for staff (teaching and support staff). This information is closely monitored by the DfE and the LA.

The Staff Governor advised that she regularly tracked any children she was unable to see online.

Mr Ince arrived at 16.48pm.

**Is there a way to monitor if children are accessing Teams?** Responding, the Headteacher advised that the families not noted online are the ones that are not accessing Teams. Home learning packs are provided if necessary and the school also speak to parents to advise how they can support their child with alternatives. Staff were able to see on Teams who has and has not attended a session.

The Headteacher advised that she was impressed with the way staff worked with children and those with SEND during the week that the school were required to close. TA's worked with groups of children with the highest needs and also prepared specific resources to support children they work with. The Site Manager also delivered packs of home learning to some families, some of which had specific differentiated materials for children, and this is a credit to staff and the SENCO.

**Have you seen an increase in staff ability and confidence when using Teams for online learning?** Responding, the Headteacher advised that there had been an increase and the school had been able to switch quickly to home learning where required.

**There have been no physical restraints this term, which is very positive?** Responding, the Headteacher advised that this was so positive for the child involved and was also a credit to those staff working with the child.

**At the last meeting, a staffing proposal to release the Deputy Headteacher from teaching was discussed. This is detailed in the report, but does Mrs Bristow leaving have any impact on this?** Responding, the Headteacher advised that it did not, and the Deputy Headteacher would still be out of class 4 days a week. The school had deployed staff

to ensure there was no impact and would use agency staff where required with a view to recruiting a permanent teacher once interviews in person were able to take place.

- The latest Covid19 Risk Assessment and a summary of events had been circulated prior to the meeting. The Headteacher advised that 4 staff were still off and isolating due to positive Covid19 tests and were expected back over the next 10 days. This included the Bursar, and the school were receiving support from the Junior school with finance matters and the LA had allowed the school to delay the SFVS.

The Staff Governor added that when the Headteacher was unwell and other staff also received positive test results staff were unsettled. After the decision had been taken to close the school and once staff returned staff were feeling better, more settled and confident.

The Chair advised that he had remained in contact with the Headteacher throughout. The decision to close the school was made over a weekend and there was difficulty in getting messages to the LA and DfE. Thanks, and credit were passed to the school and staff for dealing with the closure so effectively.

The Headteacher advised that the latest DfE guidance detailed that Headteachers have to be available for 6 days from the end of term (18<sup>th</sup> December 2020) in order to advise families if any positive cases are reported after school closes.

The DfE had also sent a message to schools advising that the 18<sup>th</sup> December 2020 could be taken as an INSET day. Having discussed this with Turnfurlong Junior School both schools had agreed not to close early. Both schools already had INSET days planned for January and if taken, another INSET day would have to be sacrificed later in the year that were also already planned. Governors asked;

**What would the benefit of taking the INSET day be?** Responding, the Headteacher advised that the 6 days after term ending that Headteacher have to be available is 24<sup>th</sup> December 2020. Closing early and having an INSET day takes 6 days to 23<sup>rd</sup> December 2020, in case anyone is required to isolate.

Governors agreed that the school should remain open and close as planned on 18<sup>th</sup> December 2020.

Governors thanked the Headteacher for an informative report.

## **5.2 SELF-EVALUATION FORM**

The Headteacher advised that the SEF had not been updated since the last meeting. Data would be added once available and an update would

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be provided at the next meeting.

### 5.3 SCHOOL IMPROVEMENT PLAN

Circulated prior to the meeting, Governors noted the SIP. The Headteacher advised;

- During the Autumn Term the school had focused on Covid19 Catch up and the Year 2 Phonics Screening test.
- A consequence of the school having to partially close was that on the return the school worked hard to prepare Year 2 children for the Phonics Test. Not all children had taken the test as some were now home learning. After contacting the LA and DfE the school were advised to mark these children as absent for the test and they will take it in the Summer Term with Year 2 SATs. Once the school know the percentage of children that have passed the test Governors would be advised.
- A TA had been appointed to support Covid19 catch up. Thought was being given to how to avoid mixing bubbles as much as possible when she is working with groups of children.
- The home learning platform was now available. The migration of emails at the same time as getting the platform running was challenging, but the school had a good opportunity to test the platform which was now working effectively. The next step was to gather feedback from parents as well as feedback from Reception and Nursery children parents who were using Evidence Me.
- The focus of 2021 INSET would be Maths Mastery.
- As the Deputy Headteacher now had less teaching responsibility she would be able to drive forward the curriculum Intent, Implementation and Impact which would be a focus of the Spring Term. Staff had been provided additional time for co-ordinator roles and this would be continued.
- Zones of Regulation had been introduced to support the schools Behaviour Policy. This system had also been introduced to Year 1 families during partial school closure.
- The Relationship and Health Education Policy would be finalised in the Spring Term. Governors asked;

**Will teaching of this begin in the Spring Term?** Responding, the Headteacher advised that the school were on track to begin teaching the RHE Curriculum in the Summer Term as proposed by the Government.

- Observation and learning walks were currently challenging to complete, however the learning environment had been reviewed in some areas.
- In terms of Early Years, Evidence Me was working well and Baseline Assessment would be discussed at the Spring Term INSET day.

**ACTION**

- The school advertised internally for an EYFS Co-ordinator to work across nursery and reception and an application had been received. Interviews would be taking place virtually within the next week and Governors were invited to sit on the interview panel. Mr Lloyd advised he would be able to assist and would arrange this outside of the meeting with the Headteacher. Governors asked;

**Mr Lloyd**

**Is the Early Years Co-ordinator role part of SLT?** Responding, the Headteacher advised that it was along with, the Headteacher, Deputy Headteacher, Year Leaders and SENCO.

- The Reception Lead would be leaving at the end of the Autumn Term and 3 members of staff had approached the Headteacher regarding this vacancy which would be a temporary TLR role.
- The school had more staff being trained as DSL's bringing the total to 4 DSL trained staff.

**5.4 BUDGET MONITORING**

This item would be discussed later in the meeting, see Item 6.1.

**6 DELEGATED REPORTS - COMMITTEES**

**6.1 FINANCE AND PREMISES COMMITTEE**

Circulated prior to the meeting, Governors noted the minutes of the Finance and Premises Committee held on 3<sup>rd</sup> November 2020.

The Headteacher advised that since the meeting there had been an incident where a child with a serious lactose intolerance had received food specifically named for the child from the school food provider that contained cheese with dairy.

The child asked whether the cheese in the meal was lactose free and fortunately did not eat the food.

Understandably the parents of the child were very concerned as to how this could have happened. The school lodged a complaint with the school food provider who had responded and advised that all staff had been re-trained in food allergy training and procedures. Governors asked;

**Is a follow up with the school food provider required to ensure that this has been completed?** Responding, the Headteacher advised that she would email to confirm.

**Headteacher**

**Whose responsibility is it to check that the food is correct?** Responding, the Headteacher advised that it is the responsibility of the food provider. The school had worked with them extensively to mitigate the

risk of something such as this occurring.

**Is this logged as a near miss in terms of health and safety?** Responding, the Headteacher advised that this could be added to AssessNet but there was an email trail that should be sufficient.

## 6.2 PERSONNEL AND CURRICULUM COMMITTEE

Circulated prior to the meeting, Governors noted the minutes of the Personnel and Curriculum Committee held on 19<sup>th</sup> November 2020.

## 6.3 PAY REVIEW COMMITTEE

Then Chair advised that Pay Review Committee had met, considered, and endorsed the recommendations from the Headteacher.

Headteacher Performance Management Committee had met virtually with the external adviser and was completed.

Mr Lloyd left the meeting 17.53pm.

## 6.4 HR RELATED PANELS, COMPLAINTS PANEL AND PUPIL DISCIPLINE COMMITTEES

These committees had not needed to meet.

## 7 DELEGATED REPORTS - GOVERNORS

### 7.1 CHAIR

Under delegated powers the Chair advised that he had liaised with Headteacher to close the school for a week after agreeing that based on staff availability and those needing to isolate due to Covid19 it was not safe to open the school.

### 7.2 SEND GOVERNOR

The SEND Governor advised that he would contact the SENCO to arrange a meeting in the Spring Term.

**SEND Governor**

### 7.3 SAFEGUARDING GOVERNOR

The Safeguarding Governor advised that he had completed a visit and would circulate a report as soon as possible.

**Safeguarding Governor**

A check of the Single Central Record would also be completed before the end of term. Governors asked;

**Governors completed Safeguarding training with the Deputy Headteacher last academic year. Does this need updating?** Responding,

the Headteacher advised that an annual update is not required. Mr Ince as a relatively new Governor needed to complete this and Governors had also read the updated Keeping Children Safe in Education guidance.

The Chair advised that Safeguarding training was also available through Buckingham Council and a suite of new training programmes would be available in the Spring Term.

#### **7.4 OTHER GOVERNOR REPORTS**

There were no further reports for this meeting.

#### **7.5 GOVERNOR VISITS**

Mr M Elshimi had completed a Health and Safety Report which had been tabled at Finance and Premises Committee and was available to view on GovernorHub.

Governors discussed that during the Spring Term, if restrictions allowed Governors would meet with Subject Leads around their curriculum areas and also arrange visits.

The Headteacher advised that this would be useful and would allow staff time to practice talking about the curriculum under the current framework in advance of Ofsted inspections. This was also important for Curriculum Leaders continued professional development.

### **8 OTHER MATTERS**

#### **8.1 GOVERNOR WEBSITE PAGES**

This item had been discussed earlier in the meeting. It was agreed that Mr D Burry would re-send the email he had circulated to Governors for Governors to comment and action.

#### **8.2 POLICIES**

There were no policies for review at this meeting.

### **9 DATES AND TIMES OF NEXT MEETINGS**

The following dates and times of meetings for the remainder of the academic year were agreed;

#### **Spring Term:**

3<sup>rd</sup> February 2021 F & P 4.30pm

9<sup>th</sup> March 2021 P & C 9.30am

23<sup>rd</sup> March 2021 FGB 4.30pm

#### **Summer Term:**



11<sup>th</sup> May 2021 F & P 4.30pm  
25<sup>th</sup> May 2021 P & C 9.30am  
17<sup>th</sup> June 2021 FGB 4.30pm

**10 ANY OTHER BUSINESS**

The Chair thanked Governors and staff for their continued support over the last term.

**11 IMPACT OF MEETING**

Governors discussed the following impact as a result of the meeting;

- Comprehensive update on the school and children
- Excellent summary from Chairs of Committees

It was agreed that the Chair would email staff to thank them for their continued and appreciated efforts this year.

Mr Ince advised that he would be happy to assist with other Governor roles and would discuss this with the Chair.

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

The meeting closed at 18.10pm.

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

CHAIR

## **Actions List**

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### **Headteacher:**

6.1 – Email school food provider to ensure staff have been re-trained in food allergies and procedures.

### **Chair:**

4.2 - Complete review of Security Safety Guidance  
4.2 – Parent Governor elections

### **Mr Ince:**

7.3 – Complete Safeguarding Training

### **Safeguarding Governor:**

7.3 – Circulate Safeguarding Report & complete check of SCR

### **SEND Governor:**

7.2 – Arrange visit to school with SENCO

### **Mr Lloyd**

5.3 – Assist school with EY Co-ordinator interviews

### **Ms Warriner**

4.2 - Complete review of Equality objectives

### **All Governors:**

4.2 – Respond to email re: Governor website pages from Mr Burry and Mr Ince

### **Agenda:**

SEF