

SPRING TERM 2021

TURNFURLONG INFANT SCHOOL FGB

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School via Zoom on 23rd March 2021 at 4.30pm.

PRESENT:

Mr A Ajithiran
Mrs C Austin
Mr D Burry
Mr M Elshimi
Mrs K Henry
Mr P Ince
Mr R Lloyd

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

IN ATTENDANCE:

Rebecca Weymouth

APOLOGIES:

Ms L Warriner

	ACTION
<p>1 WELCOME AND APOLOGIES FOR ABSENCE</p> <p>The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.</p>	
<p>2 NOTIFICATION OF ANY OTHER BUSINESS</p> <ul style="list-style-type: none">• Chair term of office <p>Governors noted that Mr Taylor's term of office expired on 22nd March 2021. Governors agreed a further 4-year term of Office.</p>	
<p>3 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest in items covered at this meeting.</p>	
<p>4 MINUTES AND MATTERS ARISING</p> <p>The minutes of the meeting held on 8th December 2021, having been circulated were confirmed as a correct record.</p>	
<p>4.1 MATTERS ARISING</p> <p><i>Minute 6.1 – Email school food provider to ensure staff have been re-trained in food allergies and procedures.</i></p> <p>The Headteacher advised this action had been completed.</p> <p><i>Minute 4.2 - Complete review of Security Safety Guidance</i></p> <p>The Clerk would provide the Chair with the information to review.</p> <p><i>Minute 4.2 – Parent Governor elections</i></p>	<p>Clerk</p>

	The Chair advised that this action would be completed as soon as possible.	ACTION
	<i>Minute 7.3 – Complete Safeguarding Training</i>	Chair
	The Chair would check with Mr Ince if he had completed Safeguarding Training.	Chair
	<i>Minute 7.3 – Safeguarding Governor to circulate Safeguarding Report & complete check of SCR</i>	
	The Safeguarding Governor advised that a check of the SCR had been completed and the Safeguarding Report would be circulated.	Safeguarding Governor
	<i>Minute 7.2 – SEND Governor Arrange visit to school with SENCO</i>	
	The SEND Governor advised that he had been unable to visit due to COVID19 restrictions and would arrange a visit in the Summer Term if possible.	SEND Governor
	<i>Minute 5.3 – Mr Lloyd to assist school with EY Co-ordinator interviews</i>	
	This action had been completed.	
	<i>Minute 4.2 – Mrs Warriner to complete review of Equality objectives.</i>	
	The Chair would check if this had taken place.	Chair
	<i>Minute 4.2 – All Governors to respond to email re: Governor website pages from Mr Burry and Mr Ince.</i>	
	Mr Burry reminded Governors to respond as soon as possible.	All Governors
5	STRATEGIC MANAGEMENT	
5.1	REPORT OF THE HEADTEACHER	
	Circulated prior to the meeting, Governors received the Headteacher report.	
	Governors discussed that both the SEF and Headteacher report were useful, with the SEF providing a report of the school throughout the year and the Headteacher report providing a snapshot report in time.	
	Governors discussed and agreed that the Headteacher Report should remain in the format presented.	
	The Headteacher advised that during staff meetings time had been provided for Subject Co-ordinators to prepare their Subject Files and gather all the relevant information they require. It would now be useful for Governors to meet with their link teachers in preparation and practice for potential Ofsted visits.	
	Governors agreed and that it would be useful to discuss with link	

ACTION

teachers the curriculum, how it is delivered and the full intent, implementation, and impact of the subject. Meetings with Subject Co-ordinators could take place via Zoom or in person if possible.

It was agreed that the Headteacher would put Governors in touch with their link staff member.

Headteacher

The Clerk would also circulate the Learning Walk Report template.

Clerk

In relation to the Headteacher report, Governors asked;

Nursery admissions seem lower for afternoon sessions, is this due to the academic year nearing an end? Responding, the Headteacher advised that morning sessions were full for the Summer Term and the school had received enquiries about further admissions and it was expected that afternoon admissions would rise. Afternoon sessions were always more challenging to fill, and the current afternoon sessions had more diversity in terms of need.

Governors thanked the Headteacher for an informative report.

5.2 SELF-EVALUATION FORM

Circulated prior to the meeting, Governors noted the SEF.

The Headteacher advised that when completing the SEF there was lots to add despite the challenging year the school had faced and the impact of COVID19. Governors noted;

- The introduction of Zones of Regulation was progressing well and captured issues from Lockdown.
- The EYFS Co-ordinator would be starting at the school after the Easter break.
- The number of children from Black, Asian and minority groups was higher in nursery than the rest of the school.
- The number of Pupil Premium and SEND children had risen.

Governors asked;

The number of EAL children is surprising does this also impact communicating with parents? Responding, the Headteacher advised that EAL was a broad category, and some children and parents were bilingual and in other families mothers were reliant on older children or fathers to communicate but there were not a high number of families in this situation. During Lockdown, these children were invited to attend school.

SEND children have made good progress despite Lockdown? Responding, the Headteacher advised that the school had worked hard with this group whether learning remotely at home or attending school

ACTION

and this was due to the commitment of the TA's working with them.

It was agreed that the Chair would write a letter to the TA's thanking them for their continued commitment during such a challenging time.

Chair

5.3 SCHOOL IMPROVEMENT PLAN

Circulated prior to the meeting Governors noted the SIP. The Headteacher advised that great progress could be seen in Maths and the RSE Policy and Curriculum Map.

Due to the disjointed year ELSA training had not been possible, however the school had continued to move forward and make progress and the objectives for the 2021/22 SIP were beginning to form.

Mr Lloyd arrived at 17.12pm.

Governors discussed that in order to write the 2021/22 SIP a review of the School Strategy would be useful.

The Headteacher advised that this would be useful prior to the Summer half term to look at what issues may be long term post COVID19. Going forward Year 1 would be a key priority in the SIP as well as collaboration and cohesion for children. Children had been used to being in small social bubbles which has been beneficial for some children, but most children had not experienced being in their year group or a whole school assembly. As well as these children had also missed social and enrichment activities and some children may only have the opportunity to do this in school.

Mr Ince arrived at 17.15pm.

Governors agreed a Strategy Review session on 4th May 2021 at 4.30pm.

5.4 BUDGET MONITORING

The Chair of the Finance and Premises Committee advised;

- The provisional 2021/22 budget had been submitted and the final budget would be agreed at the next committee meeting which all Governor were invited to attend.

The Headteacher advised;

- The budget was subject to change as there was still some funding that was not yet confirmed such as additional funding to support Early Years Language and Communication.
- It was anticipated that the COVID Catch-Up Funding would continue for a further year, but this may impact other areas of

the budget such as Pupil Premium.

- To date admissions to Reception classes in September 2021 did not have any particularly complex SEND children.

The Chair of Finance and Premises Committee advised that whilst the 3-year budget forecast showed year 3 in a deficit this was not unusual at this point.

5.4.1 2021/22 BUDGET APPROVAL

It was agreed that all Governors would attend the Finance and Premises Committee meeting on 11th May 2021 to agree the 2021/22 final budget submission.

5.4.2 QUAD PROJECT

The Headteacher advised that the quad area in the centre of the school required redevelopment. Funds were available in the School Fund that had been raised by FOTIS that could be used to resource the cost of the redevelopment.

The idea for redevelopment was to provide an outdoor area for Year 1 children who (due to COVID19) had lost a considerable amount of their EYFS experience and from the data capture at the end of the Autumn Term their physical development had been impacted when compared to previous years. The area would focus on STEM and creativity with zoned areas for storytelling, sand, water, and other areas. A climbing area would not be included as this was available in other areas of the school. Whilst the idea for the area was to extend the experience in EYFS the area would also be adaptable to needs.

Three companies had submitted designs and the Headteacher had also discussed the possible plans with FOTIS.

Designs had also been discussed with School Council and staff and the most popular design noted.

If the project were agreed the Site Manager would oversee the works during the summer break.

The area would allow the school to bring something pedagogically different to Year 1 and would be eye catching and interesting for children to use. Going forward it would also support admission to the school as the area planned was not available in other local schools.

The Headteacher presented the designs to Governors. Governors asked;

None of the designs seem to have an area to fit a full class if the teacher was presenting? Responding, the Headteacher advised that the

bandstand area would hold a full class. However, whole class teaching in this area would be less likely to happen as children would be in the area for free choice play or leading on from teaching in the classroom.

Initially, some time ago, it was suggested that this area should be used for breakout space? Responding, the Headteacher advised that the needs of the school have changed since then and rather than taking SEN children out of class for support their support was now more integrated in the classroom and was no longer best practice.

Is there enough sheltered space to make use of the area in all weathers? Responding, the Headteacher advised that she had raised with the favoured developer that a better shelter was required to ensure shade. The school could also consider purchasing all weather outdoor clothes for children to use.

In the documents circulated prior to the meeting a £50,000 spend limit is detailed. The proposals received are all £40,000 +VAT which could exceed £50,000? Responding, the Headteacher advised that the school do not pay VAT and as a foundation school can claim this back.

The project will be funded by the School Fund. Is this money that has been saved through surplus budgets? Responding, the Headteacher advised that it was not. The School Fund was separate to the main budget and the funds had been raised solely by FOTIS.

The Headteacher added that when the space had been reviewed for the possibility of breakout space planning permission would have been required and at the time would have been detrimental to the school budget.

The Staff Governor advised that it could be challenging to find a space for a group of children. Responding, the Headteacher advised that the library and other areas of the school could be used once restrictions allowed. FOTIS had been very successful in raising a lot of money for the school and a tangible project that would benefit the school now and going forward would be beneficial. On dry days, the space could also be used for a reading group or other group work.

What approval is required? Responding, the Headteacher advised that the request was for Governors to approve up to £50,000 from the School Fund for the preferred supplier to develop the outdoor area for Year 1 and 2 children.

The preferred supplier had quoted £49,905. Is £50,000 enough or is more required? Responding, the Headteacher advised that if £55,000 could be approved this would provide some contingency.

How much is in the School Fund? Responding, the Headteacher advised £160,000 which was separate to the main school budget and had been

solely raised by parents.

Is everything included in the design that you would like? Responding, the Headteacher advised that it did except the sunshade and other pieces of equipment.

Will these also be purchased using the School Fund? Responding, the Headteacher advised that they could. FOTIS would also continue to raise funds this year and this could be used to make the purchases.

Governors discussed and agreed to approve £55,000 and an additional £5,000 contingency for the redevelopment of the quad area as discussed.

5.4.3 IPAD PURCHASE

Governors approved the purchase of 30 iPads as recommended by Finance and Premises Committee.

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 3rd February 2021.

6.2 PERSONNEL AND CURRICULUM COMMITTEE

Minutes of the Personnel and Curriculum Committee meeting held on 9th March 2021 would be circulated as soon as possible.

6.3 HR RELATED PANELS, COMPLAINTS PANEL AND PUPIL DISCIPLINE PANEL

These committees had not needed to meet.

7 DELEGATED REPORTS - GOVERNORS

7.1 CHAIR

The Chair had not taken any action under delegated powers.

7.2 SEND GOVERNOR

The SEND Governor would provide an update at the next meeting.

7.3 SAFEGUARDING GOVERNOR

The Safeguarding Governor advised that the Single Central Record had been checked on Friday 19th December 2021.

7.4 OTHER GOVERNOR REPORTS

This item had been discussed earlier in the meeting.

7.5 GOVERNOR VISITS

This item had been discussed earlier in the meeting.

8 OTHER MATTERS**8.1 GOVERNOR WEBSITE PAGES**

This item had been discussed earlier in the meeting.

8.2 STAFF WELLBEING

Circulated prior to the meeting, Governors discussed that the Wellbeing Strategy had been tabled at Personnel and Curriculum Committee. Governors asked;

The SIP includes children's mental health and wellbeing. Should staff wellbeing also be included? Responding, the Headteacher advised that the strategy will remain after COVID19 and be a part of the school's values in terms of supporting staff. This could potentially be added to the SEF rather than the SIP.

8.3 POLICIES

Circulated prior to the meeting, Governors reviewed and agreed the following policies;

- RHE Policy
- Educational Visits

The Headteacher advised that the Data Protection Policy had not yet been received from the DPO. The Headteacher would chase this, and the policy would be tabled at the next Finance and Premises Committee.

**Headteacher
F & P Committee**

8.4 CLERKING 2021/22

The Clerk left the meeting at 18.36pm.

The Clerk returned to the meeting at 18.40pm.

Governors agreed that Mrs R Weymouth of RW Clerking Services would provide a clerking service to the board and its committees for academic year 2021/22.

8.5 WHOLE SCHOOL CONDITION REPORT

Circulated prior to the meeting, the Headteacher advised that a deeper understanding of the scale used to assess the school was required and this would be discussed with Buckinghamshire Council.

It was however understood that all schools were on a cycle of development and the school were included in the next cycle.

An update would be provided at the next meeting.

9 DATES AND TIMES OF NEXT MEETINGS

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

Summer Term:

- 4TH May 2021 Strategy Meeting 4.30pm
- 11th May 2021 F & P 4.30pm
- 25th May 2021 P & C 9.00am
- 17th June 2021 FGB 4.30pm

10 ANY OTHER BUSINESS

There were no further items for discussion.

11 IMPACT OF MEETING

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

- Quad area agreed
- Strategy Review date agreed
- RHE Policy and Curriculum Map agreed
- Virtual Learning Walks with Subject Co-ordinators arranged.

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 18.55pm.

Signed Date

CHAIR

Actions List

Headteacher:

Minute 5.1 - It was agreed that the Headteacher would put Governors in touch with their link staff member.

Minute 8.2 – Chase DPO for Data Protection Policy

Chair:

Minute 4.1 – Review *Security Safety Guidance*

Minute 4.1 – Arrange Parent Governor Elections

Minute 4.1 - Check with Mr Ince if he has completed Safeguarding Training.

Minute 4.1- Check with Mrs Warriner is a review of Equality objective has been completed.

Minute 5.2 - Write a letter to the TA's thanking them for their continued commitment during such a challenging time.

Safeguarding Governor:

Minute 4.1 – Circulate Report

SEND Governor:

Minute 4.1-Arrange visit to school when possible.

All Governors:

Minute 4.1 - *Respond to email re: Governor website pages from Mr Burry and Mr Ince.*

Clerk:

Minute 4.1 – Provide Chair with *Security Safety Guidance* information to review.

Minute 5.1 - The Clerk would also circulate the Learning Walk Report template.

Agenda:

Whole School Condition Report

F & P Agenda:

Data Protection Policy