

SUMMER TERM 2021

TURNFURLONG INFANT SCHOOL FGB

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School via Zoom on 17th June 2021 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

1 WELCOME AND APOLOGIES FOR ABSENCE

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

2 NOTIFICATION OF ANY OTHER BUSINESS

The following items would be discussed under Any Other Business;

- Headteacher Research Proposal
- Nursery Admissions (Confidential)

3 DECLARATIONS OF INTEREST

There were no declarations of interest in items covered at this meeting.

4 MINUTES AND MATTERS ARISING

The minutes of the meeting held on 23rd March 2021, having been circulated were confirmed as a correct record.

4.1 MATTERS ARISING

Minute 4.1 – Review Security Safety Guidance. This action had been completed and no further action was required.

Minute 4.1 – Arrange Parent Governor Elections. This action would be addressed in the Autumn Term.

Minute 4.1 - Check with Mr Ince if he has completed Safeguarding Training. Mr Ince had completed PREVENT and FGB training.

ACTION

Minute 4.1- Check with Mrs Warriner is a review of Equality objective has been completed. The Chair confirmed that a review of the Equality Objectives had not taken place.

Minute 4.1 – Circulate Safeguarding Governor Report. – This action had been completed and an update would be provided during the meeting.

Minute 4.1-SEND Governor to arrange visit to school when possible. – This action had been completed and would be discussed later in the meeting.

Minute 4.1 - Respond to email re: Governor website pages from Mr Burry and Mr Ince. Mr Burry would provide an update later in the meeting.

Minute 4.1 – Provide Chair with Security Safety Guidance information to review. This action had been completed.

Minute 5.1 - The Clerk would also circulate the Learning Walk Report template. This action had been completed.

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

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

Minute 8.2 – Chase DPO for Data Protection Policy. The Policy had been discussed and agreed at Finance and Premises Committee.

5 STRATEGIC MANAGEMENT

5.1 REPORT OF THE HEADTEACHER

Circulated prior to the meeting, Governors noted the Headteacher report.

Mr D Burry arrived at 16.43pm.

Governors asked;

The number of girls compared to boys is disproportionate. To have a cohort with so many boys can skew data and it important to understand this underlying context of the school. Responding, the Headteacher advised that the next Reception year intake was more gender balanced and similar to the current Year 2.

Typically, cohorts that are boy heavy can struggle. Responding, the Headteacher advised that typically those children likely to be low in

attainment and progress at the school are boys who are also EAL and receive Pupil Premium. The school would be doing some targeted work on this group next academic year. In addition, this was also due to child development as girls are dominant to puberty and are more school ready.

The number of Learning Walks and meetings with Subject Co-ordinators stands out in the report. Responding, the Headteacher advised that the figure detailed may be slightly higher.

Governors agreed that next academic year as restrictions were lifted coming in to school, completing Governor visits would assist in better understanding the curriculum with Subject Leaders and challenge areas of the SIP.

The school have clearly been taking other methods to validate internal judgements and assessments? Responding, the Headteacher advised that staff had worked hard to find other ways to do this through links with other schools as well as looking forward to next year and next steps.

The Staff Governor advised that she attended a useful Moderation Meeting for Year 2 with Turnfurlong Junior School (TJS) Year 3 staff. All of the school's judgements were sound and the other people at the meeting agreed with them. Working with TJS at the meeting was also beneficial and they could identify where children had been assessed.

Governors discussed that it was also clear the school have made great progress in terms of statutory assessment and the school were on a positive trajectory.

The Headteacher advised that there was no data available for Reception as yet as the final data collection would be completed in the next week. All data would be sent to Buckinghamshire Council (BC) for analysis and whilst this would not be sent to the DfE this would be useful analysis for the school.

Overall, writing and number were low in attainment, and this was reflected nationally. Governors asked;

Will this data be available to Ofsted? Responding, the Headteacher advised that it would not but would be shared and would be a focus to show that data is driving school improvement.

In Phonics the school would be using the 2019 Screening Test with the current Year 1 to provide a benchmark. Outcomes of this did not require submitting but it may be likely that the DfE will announce that Phonics Screening will be added to either Year 2 SATs screening or take place in the Autumn Term.

Overall attainment was at least 1 term behind for most year groups. With Reading impacted less than writing and maths.

Writing would be an area of focus going forward with Year 1 focusing on non-fiction writing and using shape coding to extend vocabulary. In Reception the focus would be on speaking and listening and Helicopter Stories would be used as well as targeted interventions

The school had also applied to be involved in a focus programme for all year groups with the Maths Hub and further information was awaited.

Governors discussed there was clear evidence in the report of substantial work and thanked all staff for their continued effort during a challenging year.

It is clear reading the report that children have missed out on all the extracurricular and social activities. Responding, the Headteacher advised that this had been very challenging year. Year 2 had just begun eating their lunch as a year group again but were still not able to mix with other year groups. The school has felt siloed this year which had been challenging for everyone

The Staff Governor advised that she agreed. The school did however have a farm visit which children really enjoyed, and children's experiences would be a focus of the SIP next academic year.

5.2 SELF-EVALUATION FORM

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

- Year 2 attainment was not as strong as usual, but progress was very positive.
- In the Nursery children had also made excellent progress in PSE which is a core learning area for these children.
- During lockdown, the school did as much as possible (and more) to ensure all children were able to continue learning. For vulnerable children, a TA delivered 1-1 sessions for any children unable to attend school. The school also offered places to families of concern or those that were not engaging in home learning or offered 1-1 virtual sessions each day to ensure children were online. Packs of work and food parcels were also delivered to homes where needed and all staff were proud of what had been achieved.
- At this point progress was more important than attainment.

The Staff Governor added that the feedback the school had received from parents about home learning was excellent and had placed children in the best possible position for their return to school.

The Headteacher advised that going forward a COVID19 section would remain in the SEF and act as a reminder of what the school did and how

during this period. Governors agreed this would be beneficial.

5.3 SCHOOL IMPROVEMENT PLAN (SIP)

Circulated prior to the meeting, Governors noted the updated SIP. The Headteacher advised that next academic year;

- Year 1 would be a focus having missed most of their EYFS year. A significant number of children were expected to require additional support in prime development areas such as writing and tracking the cohort would be critical.
- The investment in the outdoor area and making small changes to the curriculum for hands on experience in Year 1 and 2 would also be a focus.
- Other areas of focus included spoken language, core skills and how the curriculum is enriched with “hands on” experiences being brought into school where possible.

The Staff Governor added that the school also have an action plan for the Maths Hub which would assist the school in meeting targets and had been very positive for the school with great impact. Governors asked;

Can the school use their experience of the Maths Hub to encourage other schools? Responding, the Headteacher advised that this would be discussed with TJS.

The Headteacher advised that despite a challenging year the school had done extremely well and were well placed for baseline assessment next academic year. Blended Learning was also embedded and in the event of further closures the school were prepared

- The RHE Curriculum was ongoing and embedded along with Zones of Regulation.
- The actions the school had set out to do had been broadly achieved. Next year the school would analyse the impact of the COVID19 Catch- Up fund through case studies.
- The SCITT Teacher working in school had achieve their QTS.

How is RSE progressing? Responding, the Headteacher advised that this was statutory for Year 1 and 2 and Schemes of Work were used from the PSHE Association which were also used by TJS

The Staff governor advised that the Scheme of Work in place was great. Children were also using Zones of Regulation well and strategies to help them manage their emotions.

5.4 APPROVAL OF STRATEGY AND SWOT ANALYSIS

Governors had met on 27th May 2021 to discuss the school strategy.

The Chair advised that the next step would be to share this with staff and SLT would use the document as a reference during September INSET.

Governors agreed the Strategy and SWOT Analysis.

5.5 WHOLE SCHOOL CONDITION REPORT

Circulated prior to the meeting Governors noted the Whole School Condition Report. The Headteacher advised;

- The report would be completed by BC again in a couple of years' time and was a working document.
- There were not many outstanding actions remaining and some of these actions would be financed by BC such as heaters and boilers but only once they ceased working. Governors asked;

Are there any items considered urgent? Responding, the Headteacher advised that lots of larger projects had been completed. The biggest concern was the heaters in Reception classes which could be temperamental as well as the boiler that was shared with the Junior School, but this would not be replaced by BC until it failed.

Would the costs of the radiator be met by BC? Responding, the Headteacher that they would.

It was agreed that Finance and Premises Committee would review the Whole School Condition Report and report any actions to FGB.

F & P Agenda

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 meeting held on 11TH May 2021.

6.2 PERSONNEL AND CURRICULUM COMMITTEE

Circulated prior to the meeting, Governors noted the minutes of the Personnel and Curriculum Committee meeting held on 15th May 2021.

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 but had assisted the school with an GDPR query.

7.2 SAFEGUARDING GOVERNOR

Circulated prior to the meeting Governors noted the Safeguarding Governor report.

The Safeguarding Governor advised that the SCR had been checked with no issues to report.

The Headteacher advised that the Annual Safeguarding Report was in progress and would be provided to the Safeguarding Governor once complete prior to submission to ESAS and tabled at the Autumn Term meeting.

Agenda

7.3 SEND GOVERNOR

The SEND Governor advised that a visit to school had been completed and a report would be provided as soon as possible.

The SEND Governor advised that the Inclusion Manager had completed some excellent work and whilst there were increasing challenges throughout the school, the Inclusion Manager had these in hand and was well supported by classroom staff and teachers. Governors asked;

Has the Inclusion Manager completed the SENCO qualification?

Responding, the Headteacher advised that one module had been completed and the further modules would be completed over the next 18 months.

7.4 DEVELOPMENT GOVERNOR

The Development Governor advised that training for Governors in Ofsted would be beneficial.

The Clerk advised that BC were currently offering this training which was taking place virtually on 7th July 2021.

The Headteacher advised that upon inspection, Ofsted would look to Governors and staff and would be looking for challenge, knowing what the challenges of the school are and being able to talk about the

development points identified during the last visit.

7.4.1 **BEP ANNUAL GOVERNOR CONFERENCE -FRIDAY 18TH JUNE**

Governors noted the date of the BEP Annual Governor Conference.

7.5 **WELLBEING GOVERNOR**

The Wellbeing Governor advised that Student and Staff Wellbeing had been discussed at Personnel and Curriculum Committee and would continue to be monitored.

The Headteacher advised that it would be beneficial to end the academic year with a Staff Wellbeing Survey.

Governors discussed that it was important to ensure that the questions asked were able to measure emotional health and wellbeing. Governors asked;

Are there any opportunities to relieve pressure for staff? Responding, the Headteacher advised during a “normal” summer term this could be challenging.

The Staff Governor added that staff were tired and with the usual pressure of the Summer Term staff did find this challenging. Whilst a Wellbeing Survey would be good Governors do need to consider what they will do with the information and possible actions that could come from it. Without knowing there will be outcomes staff may find this disheartening.

Should the survey take place now or at the start of the Autumn Term? Responding, the Staff Governor advised that some staff were moving classes and as TA’s did not know where they would be placed for another week there was some anxiety around this which may go once, they know where they will be.

The Headteacher added that it was also important to consider what the reasonable outcomes of the wellbeing Survey could be.

The Staff Governor advised that staff do feel “time poor” but this was not easily solved and comes with the job currently. Teachers receive more PPA time than most other schools.

The Headteacher advised that where staff are struggling to meet deadlines they can be supported. Staff were also provided with extra time to prepare case studies for the curriculum development and other projects including SEN paperwork. Subject C-o-ordinators all had a day out of class to prepare.

Governors agreed that a Staff Wellbeing Survey would be conducted in

<p>the Autumn Term.</p> <p>The Wellbeing Governor would prepare a draft survey for discussion at the next meeting.</p> <p>Mr R Lloyd left the meeting at 18.33pm.</p>	<p>ACTION</p> <p>Wellbeing Governor / Agenda</p>
<p>7.6 PUPIL PREMIUM GOVERNOR</p> <p>The Pupil premium Governor would arrange a time to visit the school in the Autumn Term.</p>	<p>PP Governor</p>
<p>7.7 OTHER GOVERNOR REPORTS</p> <p>Circulated prior to the meeting, Governors noted the following Visit Reports;</p> <ul style="list-style-type: none"> • History • Geography <p>Mr Burry advised that he had completed a Science visit a report of which would be circulated as soon as possible.</p>	<p>Mr Burry</p>
<p>8 OTHER MATTERS/NEW BUSINESS</p>	
<p>8.1 ITEMS FOR ACTION</p>	
<p>8.1.1 KEEPING CHILDREN SAFE IN EDUCATION (JANUARY 2021)</p> <p>Governors noted that Keeping Children Safe in Education had been updated in January 2021. Governors would read the update (paragraph 172 (section 3)) which clarified actions relating to recruitment of teachers from the EU.</p>	
<p>8.1.2 EARLY CAREERS FRAMEWORK REFORMS AND STATUTORY GUIDANCE</p> <p>Governors noted the Early Careers Framework Reforms and revised statutory induction guidance which would come into force from 1 September 2021.</p> <p>The Headteacher confirmed that the school were familiar with the framework but had no new ECT's starting in September.</p> <p>If the school were to recruit an ECT requirements in terms of support and performance management would be carefully considered to ensure this meets statutory requirements.</p>	
<p>8.1.3 ADMISSIONS</p> <p>This item would be discussed later in the meeting.</p>	

8.1.4 PERFORMANCE MANAGEMENT ARRANGEMENTS

Governors agreed that the Chair and Mrs Austin would continue as Performance Management Governors for the forthcoming year.

The Chair and Headteacher would seek an appropriate external adviser to assist the process.

The Headteacher advised that some teachers would apply for UPS next academic year.

8.2 ITEMS TO NOTE**8.2.1 OFSTED**

Governors noted the revised timetable for resumption of Ofsted inspections.

9 RECURRING ITEMS**9.1 POLICIES**

There were no policies for review at this meeting.

9.2 STATUTORY INFORMATION ON SCHOOL WEBSITE

Governors discussed that the website was up to date and all statutory information included.

Governors agreed that the Governor section on the school website should include the sharing of Governor minutes.

It was agreed that the Clerk would send all non-confidential minutes to the School Office for these to be uploaded on the school website. Going forward minutes would be uploaded as soon as they are agreed.

Clerk**10 STAFFING UPDATE**

Circulated prior to the meeting, Governors noted the 2021/22 Staffing Structure.

The Headteacher advised that teachers had been informed of their classes and TA's would be advised on 21st June 2021.

In Year 2, 2 TA's wished to reduce their hours, which had been agreed. The remaining TA's would be deployed across the classes.

A new SEN TA had been recruited and came with great experience.

The school had placed an advert for cleaners and Midday Supervisors. Governors asked;

Are any members of staff leaving? Responding, the Headteacher advised Mrs Breavington (SEN TA).

Although the resignation deadline for teachers had passed (31st May 2021) Support Staff could resign at any time up to the summer holidays.

11 DATES AND TIMES OF NEXT MEETINGS

The following dates and times of meetings for 2021/22 were agreed;

Autumn Term:

16th Sep 2021 – FGB (4.30pm)

3rd Nov 2021 – F & P (4.30pm)

18th Nov 2021 – P & C (9.30am)

8th Dec 2021 – FGB (4.30pm)

Spring Term:

2nd Feb 2022 – F & P (4.30pm)

9th Mar 2022 – P & C (9.30am)

23rd Mar 2022 – FGB (4.30pm)

Summer Term:

*11th May 2022 – F & P (4.30pm)

25th May 2022 – P & C (9.30am)

17th Jun 2022 – FGB (4.30pm)

***All Governors to attend to approve budget**

12 2021/22 MEETING ARRANGEMENTS

Governors agreed to continue with virtual meetings for the Autumn Term which allowed more flexibility for staff and Governors.

13 ANY OTHER BUSINESS

Headteacher Research Proposal

Circulated prior to the meeting, Governors noted the Headteacher research proposal for her master's degree. Governors agreed to assist the Headteacher in ensuring that research conducted was a transparent process.

14 IMPACT OF MEETING

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

- Strategy and SWOT Analysis approved
- Staff Wellbeing and survey in progress
- Nursery Admissions decision

15 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 19.15pm.

Signed Date
CHAIR

Actions List

Wellbeing Governor:

Minute 7.5 – Arrange draft Staff Wellbeing Survey

PP Governor:

Minute 7.6 -Arrange visit to school in Autumn Term.

Mr Burry

Minute 7.7 – Circulate Science Visit Report.

Clerk:

Minute 9.2 - Send all non-confidential minutes to the School Office for these to be uploaded on the school website.

Agenda:

Staff Wellbeing Survey
Annual Safeguarding Report

F & P Agenda:

Whole School Condition Report