

AUTUMN TERM 2021

MINUTES of the meeting of the Governors of Turnfurlong Infant School held via Zoom on 16th September 2021 at 4.30pm.

PRESENT:

Mr A Ajithiran
Mrs C Austin
Mr D Burry
Mr M Elshimi
Mr P Ince
Mr R Lloyd
Mrs R Ochiltree (Headteacher)
Mr L Taylor (Chair)

IN ATTENDANCE:

R Weymouth (Clerk)

APOLOGIES:

Mrs K Henry

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

The Chair advised that face to face versus remote meetings would be discussed later in the meeting.

1 VERBAL UPDATE FROM HEADTEACHER

The Headteacher advised that the biggest challenge since returning to school had been returning to “normal” routines and things that children have not done for 2 years such as assemblies and having lunch together. For Year 1 and 2 children they have not experienced this at all.

The biggest change in terms of COVID19 was how the school manage positive test results. Whilst Track and Trace was no longer in place Headteachers continue to send letters about positive cases to advise parents if their child may have been in contact and suggest PCR test.

The school continued to return to “normal” with a considered approach and SLT meetings continued online with staff meetings taking place in the hall. Staff continue to complete lateral flow tests regularly.

The Chair advised that later in the meeting Governors could discuss how they could engage with the school during this time and would be led by the Headteacher in terms of when this should be and in what format.

2 GOVERNOR APPOINTMENTS

Governors agreed that the process for electing the Chair would remain as contained within their Standing Orders.

2.1 ELECTION OF THE CHAIR

ACTION

In line with the procedures agreed by the Governing Board, Mr L Taylor was elected as Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2022.

Mr Taylor in the Chair

2.2 ELECTION OF VICE- CHAIR

In line with the procedures agreed by the Governing Board, Mr R Lloyd was elected as Vice Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2022.

2.3 COMMITTEE CHAIRS

The following Committee Chairs were agreed;

Finance and Premises Committee – Mr R Lloyd
Personnel and Curriculum Committee – Mrs C Austin

2.4 OTHER APPOINTMENTS

It was agreed that Governors would be appointed to the following roles for the forthcoming year:

Safeguarding Governor	L Taylor
SEND Governor	L Taylor
Development Governor	R Ochiltree
Pupil Premium Governor	R Lloyd
Equalities Governor	A Ajithiran
Data Protection Governor	D Burry
Health and Safety Governor	M Elshimi
PE Governor	P Ince
Music Governor	P Ince
Reading/Writing/Phonics	C Austin
Art Governor	A Ajithiran
Early Years Governor	C Austin
Breakfast Club Committee	K Henry

2.5 GOVERNOR RECRUITMENT

The Chair advised that he would begin organising Governor recruitment in terms of Parent and Co-Opted Governor vacancies.

Chair

3 NOTIFICATION OF ANY OTHER BUSINESS

There were no further items for discussion under Any Other Business.

4 DECLARATIONS OF INTEREST

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

		ACTION
	Governors agreed to review and update their declarations of interest on GovernorHub.	All Governors
	Governors noted the requirement for this information to be published on the school website.	Headteacher
5	MINUTES AND MATTERS ARISING	
5.1	MINUTES	
	The Minutes of the meeting held on 17 th June 2021, having been circulated, were confirmed as an accurate record.	
	The Chair would mark the minutes as signed on GovernorHub.	Chair
5.2	MATTERS ARISING	
	Minute 7.5 – It was agreed that the Staff Wellbeing Survey would be tabled at the next Personnel and Curriculum Committee.	P & C Committee
	All Staff Wellbeing information would be collated to create a Wellbeing Strategy and a pre and post Wellbeing Survey would be carried out.	
	BC and other agencies had also provided a lot of information on wellbeing and mental health, and this would be brought together for staff along with recognising and highlighting the ways in which the school support and encourage this for staff.	
	Minute 7.7 - Mr Burry advised that he had completed a Science Visit and would circulate a report as soon as possible.	Mr Burry
6	ANNUAL REVIEWS	
6.1	STANDING ORDERS	
	Governors reviewed and adopted their Standing Orders. The Clerk would arrange for these to be published on GovernorHub.	Clerk
6.1.1	GOVERNORS' ALLOWANCES SCHEME	
	Governors reviewed their Allowances Scheme and agreed them as per the copy appended to the Standing Orders.	
6.1.2	DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIR	
	Governors reviewed the functions to be delegated to the Headteacher and Chair, and these were agreed as outlined in the Standing Orders.	
6.1.3	ARRANGEMENTS FOR VIRTUAL ATTENDANCE AT MEETINGS	

	Governors reviewed and approved the Virtual Attendance at Meetings Policy. This would be appended to the Standing Orders and published on GovernorHub.	ACTION Clerk
6.2	COMMITTEE TERMS OF REFERENCE	
	Governors reviewed and adopted Terms of Reference for their Committees and Working Groups. The Clerk would arrange for these to be published on GovernorHub	Clerk
6.3	MEMBERSHIP OF COMMITTEES/WORKING GROUPS	
	Governors reviewed and agreed the membership of their committees. The Committee structure would be available on GovernorHub.	Clerk
	This information would form part of the statutory information to be included on school websites.	Headteacher
6.4	GOVERNING BOARD CODE OF CONDUCT	
	Governors noted that the NGA had a model Code of Conduct for Governors.	
	The Governing Board agreed <ul style="list-style-type: none"> to adopt the Code of Conduct, that all governors would confirm their agreement to the Code of Conduct on GovernorHub 	All Governors
	The Code of Conduct of would be reviewed annually.	
6.5	REVIEW OF COLLABORATION ARRANGEMENTS	
	Governors noted that it was recommended that reciprocal collaborative arrangements should be set up with other schools, to share best practice, expertise, resources, and whole Governing Board Training amongst other things. Collaboration is also useful in providing a greater pool of Governors on which to draw should the Employee Grievance, Staff Dismissal or Staff Dismissal Appeals Panels be required to meet.	
	Governors noted that they already had a collaboration agreement in place with The Aylesbury Learning Partnership and with John Hampden Infant School Governing Body Governing Board and agreed that they wished to continue with this arrangement for the forthcoming year.	
6.6	GB DELEGATION PLANNER / GB ROLE DESCRIPTIONS	
	The Chair advised that he would and update these documents.	Chair
6.7	EQUALITIES OBJECTIVES	

It was agreed that the Clerk would check when the last review of the Equalities Objectives was completed and provide the Equalities Governor with details.

7 COVID CONTINGENCY PLAN AND SIP

Circulated prior to the meeting, Governors noted the COVID19 Contingency Plan. The Headteacher advised;

- A COVID19 Risk Assessment was also in place to use alongside the Contingency Plan.
- The Contingency Plan set the threshold for when the school should contact Public Health.
- If the school reach 3 positive cases in a class, it was expected that advice would be low level such as increase of handwashing and wearing of masks, and this would increase with more managerial change if positive cases increased. The measure was the number of cases in a year group in a 10 day period. Governors asked;

If there are 3 positive cases in a class, the school would contact Public Health? Responding, the Headteacher advised this was correct, as this would be 10% of the class. The school would call for advice on action to take but it was suspected that actions would be minimal and would not include closure of bubbles or classes unless cases increased.

Circulated prior to the meeting, Governors noted the School Improvement Plan of which actions were already underway. Governors asked;

In the EAL/PP group and parental involvement it does not say which languages the school wish to target. Is this deliberate? Responding, the Headteacher advised that this was largely Urdu and Bengali speakers, and this could be added to be more specific. The first Coffee Morning had already taken place for this group and had been successful. When the schools reviewed the data and of the targeted group PP children fitted into more than one category and so the project had been broadened.

Family Learning were also running an Early Years and Nursery project free of charge which TA's would be supporting which a view to leading in future.

Before the next Personnel and Curriculum Committee the school would also review the Pupil Premium Framework which would be tabled at the committee.

We have talked a lot about COVID19 catch up for children that were in school at the time of the pandemic. The new intake and the younger children are likely to be impacted by having less social interaction

during this time. As they move up through the school could they miss out on catch up? Responding, the Headteacher advised that Reception children would not miss out on their normal education but it was evident that children had a disjointed early years experience and Reception Baseline testing would be interesting to view.

The Pupil Premium Grant and any other COVID19 Catch Up Funds may be reallocated by the school for additional support around speech and language in Reception.

There is a section in the SIP about the Nursey and Reception. Should these actions be developed further and how can this be evidenced? Responding, the Headteacher advised that these actions could be put into the Early Years section to make it specifically about these children. The Reception Baseline Assessment would provide evidence for this and therefore impact should be noted quite quickly.

Governors thanked the Headteacher for excellent SIP which had been developed through the Strategy Meetings which had taken place during the Summer Term.

Governors approved the SIP.

8 STAFF WELLBEING SURVEY

This item had been discussed earlier in the meeting.

9 ANNUAL SAFEGUARDING REPORT

The Headteacher confirmed that the Annual Safeguarding Report to Governors had been completed and published on GovernorHub. It was confirmed that the report had been forwarded to ESAS by the prescribed deadline of 10 September 2021.

Governors were reminded to update their training records on GovernorHub with any training they have completed.

Governors agreed that Governor Safeguarding training should be updated as soon as possible.

Safeguarding Governor

10 KEEPING CHILDREN SAFE IN EDUCATION 2021

Governors noted that Keeping Children Safe in Education had been revised and went live on 1 September 2021.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

It was confirmed that all staff had read Part 1 of KCSIE 2021 (as a minimum) and the Senior Leadership team and Governing Board had

	read the whole document. Governors would confirm this within their declarations on GovernorHub.	ACTION All Governors
11	GOVERNOR WEBSITE PAGES	
	The Chair advised that he still wished to raise the profile of the Governing Board through the Governor website pages.	
	It was agreed that Mr Burry would revisit the information and Governor profiles he had received.	Mr Burry
	All Governors would provide Mr Burry with a Governor profile before the next meeting.	All Governors
12	TERM DATES AND IN-SERVICE TRAINING DATES	
	Governors noted in-service training dates specified for Maintained Schools by the LA for 2022/2023 as follows:	
	2 nd September 2022	
	The following 4 dates were agreed by the board;	
	5 th September 2022	
	21 st October 2022	
	4 th January 2023	
	5 th June 2023	
	The Headteacher advised that the as the Queens Platinum Jubilee would provide an extra bank holiday on 3 rd June 2022 (which falls during May half term), the DfE had agreed an additional school closure day to be determined by schools.	
	The Headteacher proposed the additional school closure day of 21 st July 2022. Governors agreed. Governors asked;	
	Is there a social aspect to INSET days? Responding, the Headteacher advised that there was and having 2 days in September 2022 would allow more time for this.	
13	POLICIES	
	Circulated prior to the meeting, Governors reviewed and agreed the following policies;	
	Health and Safety	
	Teachers Pay	
	Child Protection	
	Behaviour Policy	

Anti-Bullying Policy
Attendance Policy
Charging for Educational Visits
Complaints Procedure
Emergency Closure Procedure
E-Safety Procedure
Intimate Care Policy
Supporting Children with Medical Conditions
SEND Policy

Governors asked;

Are parent behaviours referred to in the Behaviour Policy? Responding, the Headteacher advised that this was covered by the Health and Safety Policy including a zero tolerance to certain behaviours and where this would be reported.

We would be keen to ensure that teachers have a degree of protection and sanction where appropriate for parents when required. Responding, the Headteacher advised that if there was an aggressive parent Governors can ban them from site.

With regard to the Staff Wellbeing Strategy the school would like to put in place a Communication Policy/Strategy which would link to the Complaints Procedure, making sure that parents know how staff will communicate with them and what the expectations are for parents. During COVID19 and online learning teachers were worried that parents had access to staff email addresses which they don't check every day. Expectations of parents need to be managed in terms of when emails will be responded to and within what timescales.

There is an appendices to the Behaviour Policy for COVID19. In the longer term will this continue, or will the appendices become part of the policy? Responding, the Headteacher advised that the appendices was a requirement from the DfE last academic year, and the school would adapt with this as required.

13.1 RE-ADOPT HR COUNTY POLICIES

Governors agreed to adopt all HR Buckinghamshire Council policies.

13.2 REMOTE MEETINGS POLICY

Circulated prior to the meeting, Governors agreed the Remote Meetings Policy.

14 DATES AND TIMES OF FUTURE MEETINGS

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

Autumn Term:

3rd Nov 2021 – F & P (4.30pm)

18th Nov 2021 – P & C (9.30am) (TBC)

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)

16th Jun 2022 – FGB (4.30pm)

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

15 ANY OTHER BUSINESS

Governors asked;

The new play area looks great. Did it all go well? Responding, the Headteacher advised that it did, and the contractors were excellent and considerate of the school. The area was already in use the children had enjoyed using the water feature, crates, long pipes, and sand pulley. On 1st October 2021 the Mayor would be attending school to officially open the area, which Governors and FOTIS were welcome to attend.

Was the project within the agreed budget? Responding, the Headteacher advised that it was, and no additional funding was required.

16 IMPACT OF MEETING

Governors discussed the following impact as an outcome of decisions made at the meeting;

- Annual business complete setting the groundwork for the remainder of the academic year.
- Policies agreed
- Contingency Plan and SIP approved.

17 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 18.21pm.

Signed Date

CHAIR

Actions

Chair

Item 2.5 – Arrange Parent Governor Elections and make contact with possible Co-Opted Governors.

Item 5.1 – Sign minutes on GovernorHub

Item 6.6 – Update GB DELEGATION PLANNER and GB ROLE DESCRIPTIONS

Clerk

Item 6.1 – Add Standing Orders to GovernorHub

Item 6.1.3 – Add Virtual Attendance and Meetings Policy to GovernorHub

Item 6.2 – Add TORS to GovernorHub

Item 6.3 – Update Committee Grid and send to School Office for Website

Item 6.7 - It was agreed that the Clerk would check when the last review of the Equalities Objectives was completed and provide the Equalities Governor with details.

Safeguarding Governor

Item 9 – Arrange safeguarding training for all Governors as soon as possible.

All Governors

Item 4 – Add declarations of interest to GovernorHub profile.

Item 6.4 - confirm agreement to the Code of Conduct on GovernorHub

Item 10 - Confirm KCSIE within their declarations on GovernorHub.

Item 11 - Provide Mr Burry with a Governor profile before the next meeting.

Mr Burry

Item 5.2 – Circulate Science Visit Report

P & C Agenda:

PP Framework & Staff Wellbeing Survey