

AUTUMN TERM 2021

MINUTES of the meeting of the Governors of Turnfurlong Infant School held via Zoom on 8th December 2021 4.30pm.

PRESENT:

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

IN ATTENDANCE:

R Weymouth (Clerk)

	ACTION
1 WELCOME AND APOLOGIES The Chair thanked Governors for attending. There were no apologies.	
1.1 NEW BOARD MEMBERSHIP Mrs Grace Hudson was welcomed to the Board as LA Governor. It was agreed that the Clerk would inform Buckinghamshire Council (BC) of the appointment.	Clerk
2 NOTIFICATION OF ANY OTHER BUSINESS The following items would be discussed under Any Other Business; <ul style="list-style-type: none">• Pay Policy• Reception deferrals	
3 DECLARATIONS OF INTEREST There were no declarations of interest in items on the agenda. Mrs Hudson advised that she is also a Governor at Turnfurlong Junior School.	
4 MINUTES AND MATTERS ARISING	
5.1 MINUTES The Minutes of the meeting held on 16 th September 2021, having been	

		ACTION
	circulated, were confirmed as an accurate record.	
	The Chair would mark the minutes as signed on GovernorHub.	Chair
5.2	MATTERS ARISING	
	<i>Minute 2.5 – Arrange Parent Governor Elections and contact possible Co-Opted Governors.</i>	
	The Chair advised that Parent Governor Elections had not yet been arranged.	Chair
	<i>Minute 6.6 – Update GB DELEGATION PLANNER and GB ROLE DESCRIPTIONS</i>	
	The Chair had completed this action and updated documents were available on GovernorHub.	
	The Clerk had completed the following actions;	
	<i>Minute 6.1 – Add Standing Orders to GovernorHub</i>	
	<i>Minute 6.1.3 – Add Virtual Attendance and Meetings Policy to GovernorHub</i>	
	<i>Minute 6.2 – Add TORS to GovernorHub</i>	
	<i>Minute 6.3 – Update Committee Grid and send to School Office for Website</i>	
	<i>Minute 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.</i>	
	<i>Item 9 – Arrange safeguarding training for all Governors as soon as possible.</i>	
	The Safeguarding Governor would discuss this with the Deputy Headteacher and arrange training.	Safeguarding Governor
	<i>Item 11 - Provide Mr Burry with a Governor profile before the next meeting.</i>	
	Governors were reminded to complete profiles for the school website.	All Governors
	<i>Item 5.2 – Circulate Science Visit Report</i>	
	Mr Burry advised that he had completed the Science Visit Report, and this would be tabled at the next Personnel and Curriculum Committee.	P & C Committee
6	STRATEGIC MANAGEMENT	
6.1	HEADTEACHER REPORT	

Circulated prior to the meeting, Governors received the Headteacher report. The Headteacher advised;

- There had been a number of staff absent and a reception teacher had badly broken her ankle and would not be able to return full-time until Easter. To cover this and another short-term absence the Headteacher was teaching in Reception during the afternoon.
- The Deputy Headteacher had no further capacity to provide cover and it was currently challenging to acquire supply teachers despite working with 3 different agencies and it was expected that this would continue into the Spring Term.

Governors thanked staff and SLT for their continued commitment despite the challenges and pressure. Governors asked;

How close to non-operational does this leave the school? Responding, the Headteacher advised that as the absences are in EYFS it was possible for TA's to provide cover. In KS1 or where a class is more challenging TA's are paired together to provide cover. For Reception or nursery because of legal ratio's teachers have to be qualified. Being non-operational would only be an issue when there are not enough Reception or Nursery teachers.

The school have also recruited for a job share in one Reception class from January 2022 which would assist. The individual is willing to cover extra days where required which will provide extra capacity.

Whilst supply staff are so challenging to find, are there any student teachers available? Responding, the Headteacher advised that they must be competent to cover the class. There would be some student teachers in Year 1 in the Spring Term, and this would provide some capacity but was not a long term option.

- The DfE advise that school should only close year groups or classes with agreement from Public Health England and the Local Authority. Currently Covid19 infection rates are highest in children under the age of 12.
- The school are preparing Microsoft Teams in the event that remote learning is once again required and checking the status of Key Worker families. During INSET, time was also allocated for teachers to refresh their training and planning for remote learning.

Governors discussed that the report highlights that Governors have not been able to make visits to school and therefore virtual visits should be made where possible.

All Governors

6.2 SCHOOL IMPROVEMENT PLAN

Circulated prior to the meeting, the Headteacher advised that the document had been updated including achievements in the first term

creating a narrative and record of activities. Governors asked;

We talked about having a project to target EAL and Pupil Premium Urdu speakers, but the SIP does not specifically mention this? Responding, the Headteacher advised that the project would target Urdu and Bengali speakers and would be made more explicit.

6.3 SELF EVALUATION FORM

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

- The first page of the SEF had been updated to reflect the school very broad community. The school have more children that belong to ethnic minority groups, and this is not typical of other BC schools.
- The number of children with SEND and EHCP's was higher than the national average and some of this is due to a cultural shift in schools over last couple of years. The school work rigorously to support these children and in identifying them.
- Safeguarding concerns are the highest they have ever been at the school which impacts on SLT workload and is also due to the LA providing more Early Help Assessment.
- The school are closer to national averages in terms of SEND children than other BC schools so to achieve better outcomes is positive and something that the school should be very proud of, and this would be shared with staff.

Governors agreed that it was important for staff to know that they had contributed to this and would help to boost wellbeing.

The Staff Governor agreed that this would be a boost for staff.

The Chair advised that the school would receive an Ofsted inspection in the future and it is important for Governors to consider the schools key messages, and this should be reviewed termly. Governors asked;

Are the school preparing for another lockdown? Responding, the Headteacher advised that teachers were ready for this, and much of the planning from the last year could be used.

The Headteacher advised that the impact of home learning and how much teachers prepared for children could be seen in data and this was a positive story for the school.

Will online learning be used on snow days? Responding, the Headteacher advised that the LA had emailed schools to advise that on a snow day schools should switch to online learning, however this learning would be based around cold weather and snow.

7 DELEGATED REPORTS - COMMITTEES

7.1 FINANCE AND PREMISES COMMITTEE

		ACTION
	<p>Circulated prior to the meeting, Governors noted the minutes of the Finance and Premises Committee meeting held on 3rd November 2021.</p> <p>Prior to the meeting the Bursar advised Governors that she had researched whether SIMs would be able to support a parent communication service. This was not a service that could be purchased by BC, and it was recommended that the ParentMail contract be continued for 3 years.</p> <p>Governors agreed.</p>	
7.2	PERSONNEL AND CURRICULUM COMMITTEE	
	<p>Circulated prior to the meeting, Governors noted the minutes of the Personnel and Curriculum Committee held on 18th November 2021.</p> <p>Governors were encouraged to read the Staff Wellbeing report that had been shared at the meeting.</p> <p>It was agreed that Mrs Hudson would attend Personnel and Curriculum Committee.</p> <p>The Clerk would update the Committee Grid.</p>	<p>All Governors</p> <p>Clerk</p>
7.3	HR RELATED PANELS, COMPLAINTS PANEL AND PUPIL DISCIPLINE COMMITTEE	
	<p>These Committees had not been required to meet.</p>	
8	DELEGATED REPORTS – GOVERNORS	
8.1	CHAIR	
	<p>The Chair advised that he had completed Pay Review Committee with Mrs Austin and agreed the recommendations from the Headteacher. 3 threshold applications were received and approved.</p> <p>The Headteacher Performance Management had also been completed. It was agreed that Mr Lloyd would join this committee and would complete the training.</p>	Mr Lloyd
8.2	SAFEGUARDING GOVERNOR	
	<p>The Safeguarding Governor advised that he would arrange a date to visit school.</p>	Safeguarding Governor
8.3	SEND GOVERNOR	
	<p>The SEND Governor advised that he would arrange a date to visit school.</p>	SEND Governor

9 POLICIES

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

Teaching and Learning Policy
Pay Policy

10 DATES AND TIMES OF FUTURE MEETINGS

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

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**

11 ANY OTHER BUSINESS**Reception Deferrals**

The Headteacher advised that she had been approached by 2 families who wish to defer their child's start in Reception to September 2023. Both children have SEND and are also Summer born. This is sufficient grounds for a deferral and is supported by the school. It is also likely that one child will get an EHCP in future. Governors asked;

Are there any implications on spaces that they would fill if they did not defer? Responding, the Headteacher advised that there is always movement in September and the school had received great feedback from parent tours recently.

Governors agreed the deferrals.

School Food Contract

The Headteacher advised that the school have not been satisfied with the service of the current provider who also did not respond well during Lockdown in terms of food parcels.

ACTION

The quality of packed lunches was poor and there have been a number of issues for children that have special diets.

In addition, the provider is also unable to provide halal and for the school community this was important.

The cost of the contract has increased and therefore the school now wish to start researching other options.

The school had met with one company and were on the process of receiving quotes. An update would be provided at Finance and Premises Committee.

F & P Committee

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 18.30pm.

Signed Date
CHAIR

Actions

Chair

Minute 5.2 – Arrange Parent Governor Elections and contact possible Co-Opted Governors.

Clerk

Minute 1.1 – Inform BC of Mrs Hudson’s election to LA Governor

Minute 7.2 - Update Committee Grid

Safeguarding Governor

Minute 5.2 – Arrange Governor Safeguarding Training with DHT

Arrange Visit to School

Send Governor:

Arrange visit to school

Mr Lloyd:

Minute 8.1 – Complete Headteacher PM training

All Governors

Minute 5.2 - Provide Mr Burry with a Governor profile before the next meeting for website.

Minute 7.2 - Read Staff Survey results tabled at Autumn Term P & C Committee
Minute 6 – Complete Virtual Subject Visits where possible

P & C Agenda:

Science Visit Report

F & P Committee Agenda:

School Food Provider