

SPRING TERM 2022

MINUTES of the meeting of the Governors of Turnfurlong Infant School held via Zoom on 23rd March 2022 at 4.30pm.

PRESENT:

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

IN ATTENDANCE:

R Weymouth (Clerk)

APOLOGIES:

Mrs K Henry
Mr P Ince

The Chair opened the meeting and welcomed Governors. Apologies were noted and accepted.

	ACTION
<p>1 NOTIFICATION OF ANY OTHER BUSINESS</p> <p>The following items would be discussed under Any Other Business;</p> <ul style="list-style-type: none">• Buckinghamshire Council (BC) Update	
<p>2 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest in items on the agenda.</p> <p>Mrs Hudson advised that she is a Governor at Turnfurlong Junior School and also works at Pathways PRU.</p>	
<p>3 MINUTES AND MATTERS ARISING</p>	
<p>3.1 MINUTES</p> <p>The Minutes of the meeting held on 8th December 2021, having been circulated, were confirmed as an accurate record.</p> <p>The Chair would mark the minutes as signed on GovernorHub.</p>	Chair
<p>3.2 MATTERS ARISING</p> <p><i>Chair</i> <i>Minute 5.2 – Arrange Parent Governor Elections and contact possible Co-Opted Governors.</i></p>	

	The Chair would arrange this as soon as possible.	ACTION Chair
	Clerk <i>Minute 1.1 – Inform BC of Mrs Hudson’s election to LA Governor</i>	
	The Clerk advised that she had provided the Chair with the form for completion and would send this again.	Clerk
	<i>Minute 7.2 - Update Committee Grid</i>	
	The Clerk confirmed this action had been completed.	
	Safeguarding Governor <i>Minute 5.2 – Arrange Governor Safeguarding Training with DHT</i> <i>Arrange Visit to School</i>	
	The Safeguarding Governor would arrange a visit to the school.	SG Governor
	Safeguarding training had taken place.	
	Send Governor: <i>Arrange visit to school</i>	
	The SEND Governor would arrange a visit to the school.	SEND Governor
	Mr Lloyd: <i>Minute 8.1 – Complete Headteacher PM training</i>	
	Mr Lloyd advised that training was taking place in the summer term.	
	All Governors <i>Minute 5.2 - Provide Mr Burry with a Governor profile before the next meeting for website.</i>	
	Mrs Hudson would provide Mr Burry with a profile for the website.	Mrs Hudson
	<i>Minute 7.2 - Read Staff Survey results tabled at Autumn Term P & C Committee</i>	
	This action had been completed.	
4	STRATEGIC MANAGEMENT	
4.1	HEADTEACHER REPORT	
	Circulated prior to the meeting, Governors received the Headteacher report. The Headteacher advised;	
	<ul style="list-style-type: none"> • The factual data was from the January 2022 census. • AM nursery sessions were full with PM sessions also filling up. 	

ACTION

- The school have appointed a member of staff to a flexible role in EYFS. In the summer term they will be in the nursery and as permanent member of staff and in the autumn and spring term they can either be in the nursery or Reception classes.
- 17.6% of children in the nursery are on Child Protection Plans and nursery afternoon sessions had a lot of social and inter-agency need.
- A parent survey would take place in the summer term results of which would be reported at the next meeting.

Agenda

The Chair advised that Governors needed to be more present in terms of visits. Governors asked;

Do these need to be in person visits or virtual? Responding, the Chair advised either.

4.2 SCHOOL IMPROVEMENT PLAN

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

- The Spring term had been very challenging in terms of COVID19 and being able to complete strategic tasks had been difficult. What the school had achieved had been despite difficult circumstances.
- PCR and Lateral Flow testing would soon stop and the expectation going forward was that schools will just manage COVID19. However, the impact on the whole school was very challenging and this was not acknowledged by the media or central or local government.
- The tutoring programme had started, and impact was awaited.
- There had been a number of visitors to school in the last week including a Fire Engine for Year 2 and a Paralympian assembly. Plans were also in place for jubilee celebrations.
- Elsa support training was complete.
- Risk assessment continued.
- TA's have done a huge amount of work to assist when staff have been absent. Governors asked;

Is there anything the board can do as an end of term thank you? Responding, the Headteacher advised that some refreshments or a letter of thanks specifically to TA's would be appreciated.

In terms of staff wellbeing and implications of public sector pay could there be any staff losses? Responding, the Headteacher advised that some staff are anxious about money. There is an uplift to support staff pay which will have an impact, but it does make recruitment harder.

People are also making decisions to leave the career. Responding, the Headteacher advised that they were. The school are hoping to recruit 2

ECT's for September and possibility for a maternity cover but it was unsure how much interest there would be.

Is retention of staff an issue? Responding, the Headteacher advised that the staff wellbeing survey completed in the Autumn Term showed some interesting contradictions that staff find colleagues a source of support but also a source of stress. This was followed with a MIND INSET session and feedback was very good. As a consequence of this the Chair will do exit interviews with any member of staff leaving and a staff wellbeing survey will be held by an external company.

The Chair of Personnel and Curriculum Committee advised that this had also been discussed during the last committee meeting.

4.3 SELF EVALUATION FORM

Circulated prior to the meeting, Governors noted the SEF.

Governors discussed that school data and been tabled at Personnel and Curriculum Committee which included some strong highlights and areas for improvement.

The Headteacher advised that it was encouraging to show the journey Year 2 have been on. The SEF highlights that Year 2 EAL children are a significant group in school and Story Telling Schools has had a positive impact on their journey through the school.

Can you explain the impact of Story Telling Schools in more detail? Responding, the Headteacher advised that prior to lockdown staff had attended training with TJS and this was a focus for 2019/2020 because writing had been noted as an area for development especially for EAL children and boys.

Children focus on a key story every half term, which they learn through drama, role play and talk strategies. In class it is evident how writing develops week on week.

At the end children are encouraged to change something about the story and write independently. This is assessed and shows progress in writing.

For the children that find writing most challenging they do very well in applying aspects of learning skills and get better and better as time progresses.

Story Telling Schools has made a big impact on the school and improved quality of teaching.

Does this follow through to KS2? Responding, the Headteacher advised that it does and was also used in the nursery.

How often is the SEF updated? Responding, the Headteacher advised on a termly basis.

Should we spend more time looking at the SEF, given the amount and level of detail? Responding, the Headteacher advised that going forward it was important to make impact clear. The first page of the SEF details the school and people often expect it to be different and don't realise there is an element of social deprivation and challenge in the school as well as above average SEN and EHCP.

4.4 BUDGET MONITORING

The Chair advised that the SFVS and 22/23 provisional budget had been submitted by the deadline of 18th February 2022.

The Headteacher advised that the budget was still subject to some changes and if the school decide to appoint 2 ECT's this will change the budget significantly.

5 SCHOOL FOOD PROVIDER UPDATE

The Headteacher advised that Bedgrove Infant School, AIP and Chartwells were keen to submit a tender.

The Bursar had located a document that suggests a tender may not be required but this would be researched further.

It was agreed that Mr Lloyd and Mr Burry would form a Working Party and an update would be provided at the next meeting.

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 2nd February 2022.

6.2 PERSONNEL AND CURRICULUM COMMITTEE

Circulated prior to the meeting, Governors noted the minutes of the Personnel and Curriculum Committee held on 9th March 2022.

6.3 HR RELATED PANELS, COMPLAINTS PANEL AND PUPIL DISCIPLINE COMMITTEE

These Committees had not been required to meet.

7 DELEGATED REPORTS – GOVERNORS

		ACTION
7.1	CHAIR	
	The Chair had agreed to close the school on Friday 18 th February 2022 due to adverse weather conditions in line with guidance from BC.	
7.2	SAFEGUARDING GOVERNOR	
	The Safeguarding Governor advised that he would arrange a date to visit school.	Safeguarding Governor
7.3	SEND GOVERNOR	
	The SEND Governor advised that he would arrange a date to visit school.	SEND Governor
7.4	DEVELOPMENT GOVERNOR	
	The Development Governor reported that the board had completed Safeguarding training.	
	Mr Lloyd advised that he had booked Headteacher Performance Management training and would complete this in the summer term.	
7.4.1	BEP GOVERNOR CONFERENCE – 20TH MAY 2022	
	Governors noted the date and time of the conference and would consider attendance.	
7.5	EQUALITIES GOVERNOR	
	It was agreed that Mrs Hudson would be appointed to the role of Equalities Governor.	
	Mrs Hudson would review the Equalities Objectives on the school website and discuss these with the Headteacher.	Mrs Hudson/HT
7.6	PUPIL PREMIUM GOVERNOR	
	The PP Governor advised that he had completed training and would arrange a visit to the school with the Headteacher.	PP Governor
7.7	OTHER GOVERNOR REPORTS	
	There were no further Governor visits to report.	
8	OTHER MATTERS / NEW BUSINESS	
8.1	REVISED STATUTORY GUIDANCE ON THE COST OF SCHOOL UNIFORM	
	Governors noted the revised statutory guidance on the cost of school	

	ACTION
<p>uniform and noted the requirement to publish the uniform policy on the school website.</p> <p>It was agreed that the School Uniform Policy would be reviewed at the next Finance and Premises Committee meeting.</p>	F & P Committee
<p>8.2 UK FOOD INFORMATION AMENDMENT (NATASHA'S LAW) OCTOBER 2021</p> <p>Governors noted revised requirements for allergen labelling of pre-package food. It was confirmed that the school did not pre-pack food on-site.</p> <p>The Headteacher advised that the PTA are aware of the guidance.</p>	
<p>8.3 DfE EDUCATION STAFF WELLBEING CHARTER</p> <p>Governors noted the DfE Education Staff Wellbeing Charter.</p> <p>It was agreed that this would be tabled at Personnel and Curriculum Committee for further discussion.</p>	P & C Committee
<p>9 RECURRING ITEMS</p>	
<p>9.1 SCHOOL WEBSITE</p> <p>Governors noted updated requirements for publication of information on the school website.</p> <p>It was confirmed that all statutory information was available and up-to-date on the School's website.</p>	
<p>10 POLICIES</p> <p>There were no policies for review at the meeting.</p>	
<p>11 DATES AND TIMES OF FUTURE MEETINGS</p> <p>The following dates and times of future meetings had previously been agreed:</p> <p>*11th May 2022 – F & P (4.30pm)</p> <p>25th May 2022 – P & C (9.30am)</p> <p>16th Jun 2022 – FGB (4.30pm)</p> <p>*All Governors to attend to approve budget</p>	
<p>12 ANY OTHER BUSINESS</p> <p><u>BC Update</u></p>	

The Headteacher advised that the school have a higher than national number of children with an EHCP which means that TJS also have this. The highest need is communication and interaction.

The school have a lot of children who are diagnosed on the autistic spectrum. 2 children will move into specialised provision as they need a special school environment, but frequently the school have children with high functioning ASD.

BC are looking for 2 primary schools where they will create an ASD provision for 12 children that runs through to KS2. Children will spend 80% of their time in the ASD provision and 20% in mainstream school.

TJS are keen to proceed but TIS have some reservations.

Places would be allocated by BC through the Specialist Provision Panel and would not necessarily support TIS or TJS children. Also, the provision may attract families that think they are more likely to get into the unit and it would not be an advantage to them to attend TIS/TJS as places are allocated by BC.

There would need to be a complex arrangement in place where both Headteachers are involved in management of the unit. Additional staff would be required, and it is challenging to recruit staff to work in a specialist provision.

BC would also prefer the schools to be federated.

Another concern is how spaces would be fairly allocated between KS1 and KS2. It is challenging to get EHCP's and diagnosis when in EYFS and the unit could be largely KS2. Governors asked;

If the unit is in TJS grounds what involvement is there for TIS?

Responding, the Headteacher advised that BC want the provision to be 5-11 and TJS cannot move forward without TIS also agreeing. The school will still attract children with need and currently have more children with EHCP's than any other infant school in Aylesbury.

What funding will be available? Responding, the Headteacher advised that there would be significant funding along with strategic involvement from BC. However, it would cause significant stress and there may be other schools in Aylesbury that are better placed.

Governors discussed that whilst this was a good decision of BC the schools were not necessarily the right location. Federating of the boards was also a Governing Board decision.

Can BC force it on schools? Responding, the Headteacher advised that BC could try. They would prefer a through primary.

ACTION

Governors discussed and agreed that they were not in favour of the proposal.

Board Membership

The Chair advised that he would be resigning from the board at the end of the academic year.

Governors were invited to express interest in the role for discussion at the next meeting.

Agenda

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 18.25pm.

Signed Date
CHAIR

Actions

Chair

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

Safeguarding Governor

Arrange Visit to School

Send Governor:

Arrange visit to school

Mrs Hudson:

Review equalities objectives with Headteacher

PP Governor:

Arrange visit to school

Agenda:

School Food Update

Chair

P & C Agenda:

DfE Education Staff Wellbeing Charter

F & P Committee Agenda:

School Uniform Policy