

SUMMER TERM 2022

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the school on 16th June 2022 at 4.30pm.

PRESENT:

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

IN ATTENDANCE:

R Weymouth (Clerk)

APOLOGIES:

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>There were no items for discussion under Any Other Business.</p>	
<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 23rd March 2022, 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>Minute 5.2 – Arrange Parent Governor Elections and contact possible Co-Opted Governors.</i></p> <p>This item would be discussed at the next meeting.</p> <p>The Headteacher advised that she had been approached by 2 parents</p>	

about becoming a Governors and had also received an email from a parent of a child in Year 2 which could all be followed up in the Autumn Term.

Safeguarding Governor - Arrange Visit to School

This action was outstanding.

Send Governor - Arrange visit to school

This action was outstanding.

Mrs Hudson- Review equalities objectives with Headteacher

This action would be completed before the end of term.

PP Governor - Arrange visit to school

The PP Governor had completed a visit to school and would provide a report as soon as possible.

4 STRATEGIC MANAGEMENT

4.1 HEADTEACHER REPORT

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

Has the school's data exceeded Buckinghamshire Council (BC) data?

Responding, the Headteacher advised that the data included in the report was last years data. In the next week the school will submit KS2 and phonics data and BC and national data will not be known until August.

The Headteacher advised that the nursery was now full as a local setting had closed and a number of children had transferred that will most likely also become Reception children in future years.

Attendance is lower than it has been in the past and will be monitored closely next academic year. This year it has been more challenging to track as guidance around attendance and self-isolation has changed throughout the year.

Are other schools in a similar position? Responding, the Headteacher advised that they are, and it has been challenging to track what is and is not authorised and what is absence due to COVID19.

Is absence authorised if isolating? Responding, the Headteacher advised that this would be unauthorised. Authorised absence has also been impacted by COVID19.

Staff remain vigilant at recording anything they think is a concern around safeguarding and this builds a picture over time.

It is good to see that the school do not have any teacher vacancies. There have been some changes in Support Staff? Responding, the Headteacher advised that interviews had taken place for Support Staff, and it was hoped that successful appointments would be made.

There seem to be more vacancies than staff leaving? Responding, the Headteacher advised that additional Support Staff are required for children with EHCP's.

4.2 SELF EVALUATION FORM

Circulated prior to the meeting, Governors noted the updated SEF.

The document would be updated again once Buckinghamshire Council (BC) and national data is published which will help to shape the SEF for next year.

In terms of phonics screening if the pass mark is 32/40 the school expect a pass rate of 78% which is lower than previous years. When data is available it will be reviewed carefully to understand why some children had not met the pass mark.

The school also had an announced visit from BC whilst KS1 SATs were being administered which had a positive outcome.

Should forces children be mentioned in the school context? Responding, the Headteacher advised that she would add this.

Headteacher

4.3 SCHOOL IMPROVEMENT PLAN

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

- Final comments would be added once data had been confirmed.
- When reviewing Year 2 outcomes and benchmarking this against local and national data, Year 2 children have been impacted twice by COVID19 during their Reception Year and during Year 1.
- The Staff Governor advised that KS1 SATs data for maths has been very encouraging considering how much the children have been impacted. The school joined the Maths Hub and are in the 2nd year of this. The school are also doing mental maths with children regularly and this has had a positive impact on children with them being able to quickly recall number facts and reasoning. Results are expected to be higher than 2019 at 80% expected or better.
- The Headteacher advised that the school used to have a high number of Greater Depth (GD) children in maths, but this would be unlikely this year.

- The Staff Governor advised that there are children that could be GD but the school need time to gather this evidence. The focus has been on making sure children have a solid understanding in maths.

Governors discussed that the data presented during Personnel and Curriculum meetings is encouraging and also shows the journey that children have been on during the pandemic.

- The Headteacher advised that Reading is currently 78% but it was not yet known how this compares to national data.
- The Staff Governor advised that whilst children have been able to complete reading tasks during remote learning, fluency is good but further work is required around comprehension and this will be a focus for next academic year.
- The Headteacher advised that writing data is at 63% expected or better and has been moderated. Science is also being moderated and it is expected that this will be in line with reading and maths.
- The Staff Governor advised that a weakness is handwriting which is one of the judgements in writing. Children have missed out on letter formation and is an area that the school have had to work on closely. Spelling has also been impacted and is an impact of COVID as previously writing and spelling was always good.

When Year 2 move on will this be less of an issue for younger children?

Responding, the Headteacher advised that it was hoped this would be less of an issue. TJS have a similar issue and the schools will do a joint project next academic year.

- The Headteacher advised that staff worked hard in lockdown and had a system in place to understand where gaps are. As an infant school the impact of COVID should pass quickly but it is expected that the school's data will be similar to other schools.

What is the narrative around maths as this is better. Have the school prioritised this?

Responding, the Staff Governor advised that the difference between writing and maths is that children require stamina for writing. It is also suspected that parents found maths easier to teach at home. The Maths Hub has also inspired the school and given it a refresh in the teaching of maths which has been very positive.

The challenge next year will be GD? Responding, the Headteacher advised this was correct. The school have had lots of hands-on learning experiences and have taken every opportunity to bring learning to life.

4.4 FGB CHAIR

The Chair advised that Mrs Austin had nominated herself as Chair next academic year.

Mrs Austin left the meeting at 17.21pm. Governors asked;

Is Mrs Austin intending to retain her role of Chair of Finance and Premises Committee? Responding, the Chair advised that this would be discussed next academic year.

Governors discussed that Mrs Austin had been an effective Chair to Finance and Premises Committee as well as Pay Review Committee and Headteacher Performance Management.

The Chair advised that the roles of SEN and Safeguarding Governor would also need to be re-distributed in the Autumn Term.

The Headteacher advised that it is important to be mindful of support the Chair may require from other Governors and it is likely that Ofsted will visit the school next academic year. After inspection the Chair and Headteacher receive feedback which is a big responsibility so all Governors should provide support by preparing before meetings.

Governors agreed that Mrs Austin is motivated and Chair of the FGB will be a good progression for her.

Governors agreed Mrs Austin as Chair to the FGB from Autumn Term 2022.

Mrs Austin returned to the meeting at 17.35pm.

4.5 LITTLE RASCALS

The Headteacher advised;

- 2 years ago, the school switched from running Breakfast Club internally to using an external provider - Little Rascals.
- Having spoken to the Little Rascals Manager the number of children attending Little Rascals had declined slightly, the pricing structure had also changed, and it is hoped that there will be some uptake from new Reception parents.
- Staffing for After School Club has had to reduce as parents working patterns have also changed.
- In terms of pricing and after doing some local research, the pricing is in line with other provisions.
- A Fire Risk Assessment took place in Breakfast Club that

involved blowing a whistle rather than the fire alarm sounding. This could be confusing for children who are more familiar with the fire alarm. A fire practice will take place during Breakfast and After school club during the Autumn Term. Ensuring that the school have oversight of risk assessment and DBS's for external providers is also important. Governors asked;

Are Little Rascals subject to Ofsted inspection? Responding, the Headteacher advised that Little Rascals had an inspection as a new provider, and it is expected that they will have a fuller inspection in the next 1-2 years.

5 DELEGATED REPORTS - COMMITTEES

5.1 FINANCE AND PREMISES COMMITTEE

Circulated prior to the meeting, Governors noted the minutes of the Finance and Premises Committee meeting held on 11th May 2022.

5.1.1 SCHOOLS CATERING CONTRACT

The Headteacher advised that electrical works needed to take place so that the kitchen is on a separate electrical loop before the current provider can install the equipment required.

The current provider has also confirmed that they can offer halal.

5.1.2 PHOTOCOPIER CONTRACT

The Headteacher advised that the Bursar was awaiting information from the company.

Governors agreed that the cost if the contract is within the Headteacher financial delegations on an annual basis, but Governors may need to review the length of the contract.

5.1.3 HEALTH AND SAFETY WALK REPORT

This item would be tabled at Finance and Premises Committee.

5.1.4 GOVERNOR TRAINING PACKAGES

It was agreed that the Chair and Mrs Austin would discuss this further after the meeting and advise the school office of what purchases to make.

5.2 PERSONNEL AND CURRICULUM COMMITTEE

Circulated prior to the meeting, Governors noted the minutes of the Personnel and Curriculum Committee held on 25th May 2022.

F & P Agenda

Chair/Mrs Austin

5.3 HR RELATED PANELS, COMPLAINTS PANEL AND PUPIL DISCIPLINE COMMITTEE

These Committees had not been required to meet.

6 DELEGATED REPORTS – GOVERNORS

6.1 CHAIR

The Chair has not taken any action under delegated powers.

6.2 SAFEGUARDING GOVERNOR

The Safeguarding Governor advised that he would complete a review of the SCR before the end of term.

The Headteacher advised that the Annual Safeguarding Report would be completed and submitted by the 2nd week in September and would be tabled at the next meeting.

6.3 SEND GOVERNOR

The SEND Governor had no further update.

6.4 DEVELOPMENT GOVERNOR

The Development Governor had no further update.

7. OTHER MATTERS / NEW BUSINESS

7.1 DfE CONSULTATION : SEND REVIEW: RIGHT SUPPORT, RIGHT PLACE, RIGHT TIME

Governors noted the green paper SEND review published on 29 March 2022 and the proposed reforms to the SEND and Alternative Provision system.

7.2 DFE GUIDANCE: FIRST AID IN SCHOOLS, EARLY YEARS AND COLLEGES

Governors noted the revised guidance and recommendation to review the First Aid Policy.

It was agreed that this would be discussed further at Finance and Premises Committee.

7.3 DFE GUIDANCE: POLITICAL IMPARTIALITY IN SCHOOLS

Governors noted the guidance published in February 2022.

ACTION

Safeguarding Governor

Agenda

F & P Agenda

7.4 CYBER SECURITY / ATTACK AWARENESS

Governors noted that the alert level for cyber attacks had been raised and the recommendation to review Cyber Security arrangements.

Governors considered that current arrangements were robust.

7.5 PERFORMANCE MANAGEMENT ARRANGEMENTS

Governors agreed that Mr Lloyd, and Mrs Austin would be appointed as Performance Management Governors for the forthcoming year.

Mr Lloyd advised that he would completed Performance Management training on 26th June 2022.

7.6 SUSTAINABILITY AND CLIMATE CHANGE

Governors noted the DfE's Strategy for Sustainability and Climate Change for Education.

It was agreed that this would be discussed further at Finance and Premises Committee.

F & P Agenda**8. ITEMS TO NOTE****8.1 SCHOOLS WHITE PAPER 'OPPORTUNITY FOR ALL' (MARCH 2022)**

Governors noted the white paper published in March 2022 and the key actions and challenges highlighted within this.

8.2 REVISED SCHOOL INSPECTION HANDBOOK FEBRUARY 2022

Governors noted the revised section 5 inspection handbook published in February 2022.

The Headteacher advised that Ofsted are expected in the Summer Term 2023 or Autumn Term 23/24.

9 RECURRING ITEMS**9.1 POLICIES**

Circulated prior to the meeting, the following policies were agreed/noted;

Health and Attendance Policy
Health and Safety Policy
Send Information Report
Data Protection Policy
Data Privacy Notice

RHE Policy
Accessibility Plan
Remote Learning Policy

9.2 STATUTORY INFORMATION ON SCHOOL WEBSITE

This item had been discussed earlier in the meeting.

10 DATES AND TIMES OF FUTURE MEETINGS

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

Autumn Term:

15th Sep 22 – FGB
10th Nov 22 – F & P
23rd Nov 22 – P & C
8th Dec 22 - FGB

Spring Term:

2nd Feb 23 – F & P
8th Mar 23 – P & C
23rd Mar 23 – FGB

Summer Term:

11th May 23 – F & P
24th May 23 – P & C
15th Jun 23 – FGB

11 ANY OTHER BUSINESS

Mr Ajithiran advised that he would resign as a Governor at the end of the summer term.

Governors thanked Mr Ajithiran for his help and assistance as a Governor.

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 18.35pm.

Signed Date

CHAIR

Actions

Headteacher:

Minute 4.2 – Add forces children to school context in SEF.

Chair/Mrs Austin:

Minute 5.1.4 - Review Governors training packages and advise school office on purchases to make.

Safeguarding Governor:

Minute 6.2 - Complete review of SCR before end of summer term.

Agenda:

Annual Safeguarding Report

F & P Agenda:

Sustainability & Climate Change

DfE Guidance – First Aid in Schools, Early Years and Colleges

H & S Walk Report