

AUTUMN TERM 2022

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School on 14th September 2022 at 4.30pm.

PRESENT:

Mrs C Austin (Chair)
Mr D Burry
Mrs K Henry
Mrs G Hudson
Mr P Ince
Mr R Lloyd
Mrs R Ochiltree (Headteacher)

IN ATTENDANCE:

Mrs R Weymouth (Clerk)

The Chair opened the meeting and thanked Governors for attending.

ACTION

1 GOVERNOR TERMS OF OFFICE

The following Governors term of office would expire on 20th November 2022;

Mr M Elshimi
Mrs C Austin

Governors agreed to a further term of office for both Governors.

1.1 GOVERNOR APPOINTMENTS

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

1.1.1 ELECTION OF THE CHAIR

In line with the procedures agreed by the Governing Board, Mrs C Austin was elected as Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2023.

Mrs C Austin in the Chair

1.2 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 2023.

1.3 COMMITTEE CHAIRS

The following Committee Chairs were agreed for the forthcoming

academic year;

Personnel and Curriculum Committee – Mr R Lloyd
Finance and Premises Committee – Mr D Burry

1.4 OTHER APPOINTMENTS

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

Safeguarding Governor	C Austin
SEND Governor	G Hudson
Development Governor	R Ochiltree
Pupil Premium Governor	R Lloyd
Equalities Governor	P Ince
PSHE / RSE Governor	P Ince
Early Years Governor	C Austin
Data Protection Governor	D Burry
Health and Safety Governor	M Elshimi
Wellbeing Governor	R Lloyd
Wrap Around Care Governor	K Henry

1.5 GOVERNOR RECRUITMENT/VACANCIES

The Chair advised that she would be meeting with a potential Governor in the next few weeks. The individual has an educational background and a child at the school.

Are there any events that Governors can attend to try and recruit new Governors? Responding, the Headteacher advised that a Phonics morning was taking place on 27th September. Parents evening is also taking place on 10th, 11th, and 12th October 2022.

2 NOTIFICATION OF ANY OTHER BUSINESS

Resource Advisers

The Chair advised that she is aware of a service available to schools through gov.uk that advise schools how to use and improve the use of its resources and assess how effective the school are in using them. Governors asked;

How would this assist the school? Responding, the Chair advised that every year the board are concerned about the 3-year budget and the school being in deficit in the third year. The advisers would ensure the board are using the budget more effectively and may be able to suggest places to source things from.

The Headteacher advised that this would also provide reassurance,

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advice, or challenge.

Governors agreed that this would be beneficial.

Meeting Formats

The Chair proposed that all Governors attend all Committee meetings to ensure that all Governors have access to all Governance information in order to best support the school strategically.

Why have there always been 2 committees? Responding, the Chair advise this was historically agreed. Governors agreed this was not a reason to continue in the same format and that it is important that all Governors are fully informed to make the board more effective and improve communications.

Governors discussed that there could be adhoc working groups to assist the school with specific projects.

Governors agreed that the proposal.

The Headteacher, Chair and Clerk would prepare a Governance Schedule.

Headteacher/Clerk/Chair

Governor Subject Visits

The Chair proposed that Governors complete Subject Visits during 1 week during the academic year.

The Staff Governor advised that in principle this is a good idea, but thought would need to be given about the management of staff time.

The Headteacher advised that visits across 2 weeks may be easier to manage and to release staff.

Governors discussed that it would also be beneficial to have photos of Governors around the school so that staff are familiar with them.

Has the new Chair been communicated to Governors? Responding, the Headteacher advised that she would ensure this was completed.

Headteacher

3 DECLARATIONS OF INTEREST

Mrs Hudson advised that she is a Governor at Turnfurlong Junior School and also works at Pathways PRU.

All Governors

Governors agreed to review and update their declarations of interest on GovernorHub.

Headteacher

Governors noted the requirement for this information to be published

		ACTION
	on the school website.	
4	MINUTES AND MATTERS ARISING	
4.1	MINUTES	
	The Minutes of the meeting held on 16 th June 2022, having been circulated, were confirmed as an accurate record.	
	The Chair would mark the minutes as signed on GovernorHub.	Chair / Clerk
	A signed copy of the Minutes would be made available in school.	Headteacher
4.2	MATTERS ARISING	
	Minute 4.2 – The Headteacher advised that forces children would be added to the SEF.	Headteacher
	Minute 5.1.4 – The Chair advised that Governor training had been considered and the BEP training package and The Key had been purchased.	
	The Chair may also attend the NGA’s Chair Training Programme which would also be beneficial to the school and board.	
	Minute 6.2 – The Headteacher advised that the Safeguarding Governor had completed a review of the SCR.	
5	ANNUAL REVIEWS	
5.1	STANDING ORDERS	
	Governors reviewed and adopted their Standing Orders. The Clerk would arrange for these to be published on GovernorHub.	Clerk
5.2	GOVERNORS’ ALLOWANCES SCHEME	
	Governors reviewed their Allowances Scheme and agreed them as per the copy appended to the Standing Orders.	
5.3	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.	
5.5	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

		ACTION
5.6	MEMBERSHIP OF COMMITTEES	
	Governors reviewed and agreed the membership of their Committees. The Committee structure would be available on GovernorHub.	Headteacher
	This information would form part of the statutory information to be included on school websites.	Headteacher
5.7	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
5.8	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 Aylesbury Learning Partnership Schools and John Hampden Infant School Governing Board and agreed that they to continue with this arrangement for the forthcoming year.	
5.9	EQUALITIES OBJECTIVES	
	The Headteacher advised that she would check when a review of the Equalities Objectives is required.	Headteacher
6	ANNUAL SAFEGUARDING REPORT	
	Circulated prior to the meeting, the Headteacher advised that the Annual Safeguarding Report had been submitted prior to the prescribed deadline. Governors asked;	
	The report asks if Governors have completed PREVENT training. Some Governors have completed this via e-learning. Is this acceptable? Responding, the Headteacher advised it is.	
	The document asks if Governors have had allegations training. Does this training exist? Responding, the Headteacher advised that for any safeguarding allegation the school would contact the LADO and they	

	ACTION
would advise actions required.	
It was agreed that the Headteacher would contact ESAS and ask what training is available for Governors regarding Managing Allegations.	Headteacher
7 KEEPING CHILDREN SAFE IN EDUCATION 2022	
Governors noted that Keeping Children Safe in Education had been revised and went live on 1 September 2022. Governors noted changes to the guidance.	
It was confirmed that all staff had read Part 1 of KCSIE 2022 (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.	
2 Governors have completed Safer Recruitment training. Should some more complete this as well? After discussion, Governors agreed that Mrs Hudson would attend the training.	All Governors Mrs Hudson
8 STRATEGIC MANAGEMENT	
8.1 SELF-EVALUATION FORM (SEF)	
Circulated prior to the meeting, the Headteacher advised;	
<ul style="list-style-type: none"> • The SEF is a celebration of how far the school has come. • Progress against the last Ofsted Inspection has been removed from the SEF and put into a separate document. • Knowing the percentage of BAME and SEN and how the school compare nationally is important. The school are a typical Aylesbury school but is not the same school it was 10 years ago. 	
Governors discussed that the document was a pleasure to read and very well written. The passion and pride for the school is evident when reading it and the strengths of the school out way the areas of development. Governors asked;	
Will Ofsted Inspectors review this document? Responding, the Headteacher advised that prior to inspection the school upload documents to a portal. The SEF and SIP will be uploaded. The SEF is a large document, so it is important to consider the key areas such as disadvantaged children which is a common thread at the school. In maths the percentage of children that reached expected at the end of Year 2 was high and EAL children got the highest. The school have some great successes for these groups.	
Could an executive summary be included at the top of the document to highlight key areas? Responding, the Headteacher advised this would be useful.	

- Disadvantaged children and the impact and quality of early years are all positives in the document. Children that attend the nursery are more likely to get GLD (Good Level of Development), pass phonics screening, and get expected or above in reading, writing and maths.

Do the school have a recent SWAT analysis? Responding, the Headteacher advised that this would feed into the SIP. A review of the Strategic Plan was required, and a SWAT analysis could be part of this.

It was agreed that the Chair and Vice Chair would review the current SWAT and Strategic Plan and provide an update of action required at the next meeting.

Chair/Vice Chair

8.2 SCHOOL IMPROVEMENT PLAN (SIP)

Circulated prior to the meeting, the Headteacher advised that the SIP was in draft format until agreed. Governors asked;

The document talks about the outdoor space for the nursery. Is there a proposal or plan of what is required? Responding, the Headteacher advised that before starting this project a decision was required about school meals. It was not possible to sustain the current business model and the current provider want to put equipment into the kitchen to heat food on site and this should give better quality food.

Before this the electrics need to be checked as the fuse box in the hall keeps tripping with equipment that does not use much energy. The electrics need to be checked to ensure it can cope with additional appliances on the same electrical loop. If electrical work is required, the DFCG will be used to finance this.

The school would also like to upgrade the library for children and provide a working space for staff which would help to enhance wellbeing.

Funds gifted to the school would be used to fund the enhancements to the early years outdoors area, but this cannot be spent until the DFCG has.

Why can't the school spend the funding from the nursery before the DFCG is used? Responding, the Headteacher advised that this was in the financial regulations (syntax scoring).

If the school decide to upgrade the school meal service, the school would be tied into a 4-year contract with the provider and at the end the school would own the kitchen equipment.

How does the library fit into this? Responding, the Headteacher advised that the electrics in the hall will need to be the priority.

ACTION

What is the timeframe? Responding, the Headteacher advised that the food provider have not provided a quote yet, but a decision is required to take it forward. The kitchen equipment would have to be installed in October half term and serving would start in the Spring Term.

Do you need approval now to go ahead with the enhanced food service provision? Responding, the Headteacher advised yes.

What is the cost per meal? Responding, the Headteacher advised that she could provide Governors with this information.

How comfortable are the school to continue with the current provider? Responding, the Headteacher advised that there is one other option that could be considered.

Has the electrical issue been reviewed? Responding, the Headteacher advised that it has and has been fixed but the concern is that the circuit will not be able to cope with any additional equipment.

Will the food quality be better with the equipment installed? Responding, the Headteacher advised that it is better quality, and they are also able to offer halal.

Governors agreed that an EFGB will be required for further discussion of the school food contract once costings have been received.

Chair

8.3 DATA

Circulated prior to the meeting, the Headteacher advised;

- The school receive a data package from BC which details the percentage of children that have passed GLD (Good Level of Development), phonics and KS1 SATs at the end of Year 2 in reading, writing, maths, and science.
- Final national figures were still awaited.
- Year 2 achieved higher than national and local figures in reading, writing and maths and science is in line with national.
- Year 1 phonics is ahead of local and national.
- Reception was below national and local, but this was not surprising. This year group were challenging and complex with a high level of SEND.
- The average point score in Reception was however higher than the local average indicating that children are, and the curriculum is well rounded.
- Data drills into different types of groups and trends and gives a solid and positive view of the school at the end of the year.
- The Reception year groups were also impacted by covid.

All year groups have been impacted by Covid? Responding, the Headteacher advised that they have but the Reception cohort were

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particularly complex. The children missed lots of experiences and have high SEND and Pupil Premium (16%) children compared to other groups. This year group also had a number of children deferred (2022/23).

These are things that can be identified for Ofsted? Responding, the Headteacher advised yes.

What is the average number of PP children Responding, the Headteacher advised 13%.

8.4 OFSTED

The Headteacher advised that a file for Ofsted Inspection documents had been added to GovernorHub which Governors we invited to review.

A 2-day inspection was expected any time after October half term.

Would it be beneficial for Governors to have a preparation meeting specifically to look at Ofsted documents? Responding the Headteacher advised that this would be beneficial.

It was agreed that the Chair would arrange a meeting date.

Chair

9 POLICIES

Circulated prior to the meeting, Governors agreed the following policies;

Anti-bullying Policy
Attendance Policy
Behaviour Policy
Code of Conduct
Complaints Procedure
Child Protection Policy
E-Safety Procedure
Educational Visits Procedure
Emergency Closures Procedure
Health and Safety Policy
Intimate Care Policy
SEND Policy
Supporting Pupils with Medical Conditions

It was agreed that the Lettings Policy would be agreed after the meeting and ratified at the next meeting.

Agenda/
Headteacher

The Headteacher advised that Pay Policy had not yet been agreed by BC. This would be tabled at the next meeting.

Agenda

9.1 ADOPT HR BUCKINGHAMSHIRE COUNCIL POLICIES

Governors agreed to adopt all Buckinghamshire Council HR policies.

9.2 REMOTE MEETINGS POLICY

Governors reviewed and approved the Virtual Attendance at Meetings Policy. This would be published on GovernorHub.

9.3 PUPIL DEFERRAL POLICY

The Headteacher advised that the policy had been sent to Buckinghamshire Council (BC) admissions for advice. The Admissions Team emailed back to advise the school not to have a specific policy, but to have a default policy to accept all deferrals. To defer a child, they must be SEND and/or summer born, and all maintained schools and foundation schools are advised to accept these. Governors asked;

What is summer born? Responding, the Headteacher advised from 1st April.

There is no safeguarding for a child where parents request referral for no reason? Responding, the Headteacher advised that the expectation is that the child will attend pre-school.

Is there an issue as the children get older? Responding, the Headteacher advised that there is not and there is one child in most year groups that has deferred.

The Headteacher advised that cases will be on a child by child basis and the argument is that a parent knows their child best and of those deferred everyone has had a good reason.

Governors discussed and agreed that the reason a policy was in place to ensure consistency. By not having a policy and accepting all deferrals the school would be immediately consistent.

Mr R Lloyd left the meeting at 6.45pm.

10 OTHER MATTERS**10.1 GDPR-GOVERNOR EMAIL ADDRESSES**

Governors discussed and agreed that school email addresses should be arranged to tighten safeguarding and GDPR procedures.

The Headteacher would arrange this.

10.2 ENERGY SOLAR PANELS

Headteacher

Agenda

This item would be discussed at the next meeting.

12 DATES AND TIMES OF FUTURE MEETINGS

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

Autumn Term:

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

13 ANY OTHER BUSINESS

There was no other business.

13 IMPACT OF THE MEETING

Governors discussed the impact on the school and children as a result of the meeting;

- Ofsted preparations
- Approved policies
- Pupil Deferral Policy and Statement in line with other schools.
- Agreed SIP
- Celebrated triumphs of the SEF
- Confirmed all annual business
- Tightening of safeguarding through introduction of Governor email addresses.

14 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 19.01pm.

Signed Date

CHAIR

