

AUTUMN TERM 2022

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School on 8th December 2022 at 4.30pm.

PRESENT:

Mrs C Austin (Chair)
Mrs H Burnett
Mr D Burry
Mr M Elshimi
Mrs K Henry
Mrs G Hudson
Mr R Lloyd
Mrs R Ochiltree (Headteacher)

IN ATTENDANCE:

Mrs R Weymouth (Clerk)

	ACTION
1 WELCOME AND APOLOGIES The Chair opened the meeting and thanked Governors for attending. There were no apologies.	
2 NOTIFICATION OF ANY OTHER BUSINESS The following items would be discussed under Any Other Business; <ul style="list-style-type: none">• Equalities Objectives• IT	
3 DECLARATIONS OF INTEREST Mrs Hudson advised that she is a Governor at Turnfurlong Junior School and also works at Pathways PRU.	
4 MINUTES AND MATTERS ARISING	
4.1 MINUTES The Minutes of the meeting held on 6 th December 2022 would be reviewed at the next meeting.	Agenda
4.2 MATTERS ARISING There were no matters arising.	
5 STRATEGIC MANAGEMENT	
5.1 HEADTEACHER REPORT Circulated prior to the meeting, Governors noted the Headteacher	

report. The Headteacher advised;

Following an Ofsted conference another Headteacher advised that they write their report to reference Ofsted inspection headings. If Governors would prefer this, future reports can be written in this way.

What would be less time consuming? Responding, the Headteacher advised that the current report style is quicker to write.

Governors discussed and agreed that the report should remain in its current format. As long as Governors are up to date with the SEF the Headteacher report provides a useful precis.

Year 2 data is positive and something for the school to be proud of. Responding, the Headteacher advised that this had been discussed previously. Whilst data is not as high in reading as it has been in previous years these children were most impacted by the pandemic and these results are a good outcome. EAL children have performed well in Year 1 and in Maths EAL children are performing the best of all groups. Maths has developed excellently under Mrs Henrys leadership.

Reading is 30% Greater Depth which is significantly higher than the national average. To what degree is this due to Read, Write, Inc? Responding, the Headteacher advised that children being taught with just phonics based text does not give enough breadth for them as readers. Teachers are conscious of children's comprehension around inference and the ability to make connections with others texts, which the school have been trying to focus on more. This result is an indication that this has had a positive impact but there is further work to do as the percentage at Greater Depth (GD) has been higher in the past.

EAL is significantly higher than national data. Is being EAL a barrier to learning at the school? Responding, the Headteacher advised that some children are bilingual when they start school, and a lot of children are stronger in one language than another. Last academic year the school worked with Bengali and Urdu speaking parents in collaboration with Bucks Adult Learning. EAL is a significant group in EYFS and can be a barrier to attainment in EYFS but not progress. In Year 1 children achieve great phonics results and catch up completely by Year 2. Helicopter Stories and the change to the way maths is taught has also helped these children and this should be celebrated.

Mr Burry arrived at 16.47pm.

5.2 SEF

Circulated prior to the meeting, the Headteacher advised that data is currently being collated and will be added. Early indications are that outcomes are higher than previous years and look positive.

What will the Headteacher tell Ofsted about disadvantaged children?

Responding, the Headteacher advised that this is something the school are most proud of. Whilst EYFS data was not as high as national data last year, disadvantaged children performed better than the Buckinghamshire average in Understanding the World and Literacy. This is evidence of teachers bringing learning to life and enriching the curriculum. In Year 1 phonics LAC children did well across the school and Pupil Premium children and children that went to the school's nursery did better.

The Chair advised that the school is also gaining a positive reputation for Pupil Premium and SEND and are an inclusive school.

The Headteacher advised that curriculum enrichment makes a huge difference to children who don't get these experiences at home. This is also why EAL children and children in Reception performed well with Understanding the World.

5.3 SIP

Circulated prior to the meeting, Governors asked;

What are the top priorities for this year? Responding, the Headteacher advised that all priorities are according to the Ofsted framework. The key for this term has been around new staff and making sure those new to role are supported and have training needs identified. This term started with training on Read, Write, Inc, Maths, EYFS and every new member of staff had a buddy. Performance Management for all staff has taken place and for anyone that needs training in more depth, this has been included in their performance management. This target will be ongoing for the year.

Behaviour and Attitudes

The Headteacher advised that Step On and Step Up training has been completed with Turnfurlong Junior School and the Behaviour Policy will be a focus during January 2023 INSET to be in place for September 2023.

How are Zones of Regulation progressing in practice? Responding, the Staff Governor advised that it is a great system and children are familiar with it. It is used consistently across the school and helps children to regulate their behaviour/emotions. This has also provided teachers with the tools to help a child come out of the red zone and this is invaluable.

The Headteacher advised that this priority will continue into the Spring term. Children are good at identifying zones and knowing where they are but need strategies in place consistently across the school to help them.

	<p>How can Governors monitor behaviour? Responding, the Headteacher advised that the school have a Behaviour Policy. The school have also met with CPOMs (safeguarding database) as this is recommended by Buckinghamshire Council (BC) following Ofsted Inspection. Behaviour can also be recorded here, and reports downloaded of incidents across groups and years.</p> <p>Do you think the extending of the school day is an improvement? Responding, the Headteacher advised that it is an extra 10 minutes a day so will have minimal impact but will impact the budget.</p>	ACTION
5.4	OBJECTIVES FOR THE GB FOR THE COMING YEAR	
	Governors discussed the need to arrange a Strategic Planning meeting. It was agreed that this would take place on 17 th January 2023 at 5.30pm.	
5.5	OFSTED CPD FOR GOVERNORS	
	Governors discussed and agreed that an Ofsted training session with the School Improvement Adviser would be beneficial. The Headteacher would arrange this.	Headteacher
	Mrs Hudson left the meeting at 17.30pm.	
	Governors were reminded to record safeguarding training to their training records on GovernorHub.	All Governors
6	GOVERNOR REPORTS	
6.1	CHAIR	
	The Chair had not taken any action under delegated powers.	
	The Chair advised that she had completed the Headteacher Performance Management and continued with Governor recruitment.	
6.2	SAFEGUARDING GOVERNOR	
	The Safeguarding Governor advised that a visit was arranged in the next week and an update would be provided at the next meeting.	Agenda
	The SCR has been checked this term with no issues to report and will be checked again during the visit.	
6.3	PUPIL PREMIUM GOVERNOR	
	The Pupil Premium Governor would upload a report to GovernorHub.	PP Governor
	The Clerk would ensure that all Governor reports were accessible on	Clerk

	GovernorHub.	ACTION
6.4	SEND GOVERNOR	
	The Headteacher confirmed that the school's SEND Annual Information Report had been produced and published on the school's website as required.	
	The Send Governor would circulate a report as soon as possible.	
6.5	DEVELOPMENT GOVERNOR	
	This item had been discussed earlier in the meeting.	
6.6	OTHER GOVERNOR REPORTS	
	Circulated prior to the meeting, Governors noted the EYFS Governor report.	
	Mrs H Burnett left the meeting at 17.45pm.	
7	EXTERNAL REPORTS	
	There were no external reports for review at the meeting.	
8	OTHER MATTERS	
8.1	DfE GUIDANCE: WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE	
	Governors noted the revised non-statutory guidance published to support schools in maintaining a high level of attendance.	
	What was the guidance before? Responding, the Headteacher advised that it was at the discretion of the Headteacher. With this guidance the level of accountability has changed, and external checks will be made.	
	Should this be added to the safeguarding matrix during monitoring visits? Responding, the Headteacher advised yes. This will also be included in the Behaviour Policy and links to safeguarding.	
8.2	DfE GUIDANCE: BEHAVIOUR IN SCHOOLS	
	Governors noted revised non-statutory guidance published to support school leaders in developing policies to maintain high standards of behaviour.	
	The Behaviour Policy would be reviewed and revised in the light of the revised guidance	Headteacher

		ACTION
8.3	DfE GUIDANCE: SEARCHING, SCREENING AND CONFISCATION	
	Governors noted revised statutory guidance published to advise schools on searching, screening, and confiscation powers.	
	Relevant information would be added to the Behaviour Policy and any other relevant school policies.	Headteacher
8.4	HSE ASBESTOS INSPECTIONS IN SCHOOLS	
	Governors noted the programme of asbestos inspections by the Health and Safety Executive in Primary and Secondary Schools from September 2022 and the suggested actions for schools in advance of these inspections.	
9	ITEMS TO NOTE	
9.1	REVISED SCHOOL INSPECTION HANDBOOKS	
	Governors noted that revised School Inspection Handbooks had been published for both Graded (Section 5) and Ungraded (Section 8) Inspections.	
9.2	DFE SUSPENSIONS AND EXCLUSIONS GUIDANCE	
	Governors noted revised guidance effective 1 September 2022	
9.3	RECOVERY PREMIUM FUNDING AND ELIGIBILITY 22-23	
	Governors noted recovery premium rates and the funding schedule for 22-23	
9.4	NATIONAL PLAN FOR MUSIC EDUCATION	
	Governors noted the National Plan for Music Education published by the DfE in June 2022.	
10	TERM DATES AND IN-SERVICE TRAINING DATES	
	Maintained Schools	
	Governors noted in-service training dates specified for Maintained Schools by the LA for 2023/2024 as follows:	
	Friday 1st September 2023	
	Monday 4 th September 2023	
	Thursday 4 th January 2024	
	Friday 5 th January 2024	
	Monday 3 rd June 2024	

ACTION

Governors reviewed proposed in-service training dates for 2023/2024 and these were approved.

11 POLICIES

There were no policies for review at the meeting.

12 DATES AND TIMES OF FUTURE MEETINGS

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

Spring Term:

2nd Feb 23 – FGB - Finance

8th Mar 23 – FGB - Curriculum

23rd Mar 23 – FGB

Summer Term:

11th May 23 – FGB-Finance

24th May 23 – FGB-Curriculum

15th Jun 23 – FGB

13 ANY OTHER BUSINESS

Equalities Objectives

The Headteacher advised that equalities objectives are set for 4 years and reviewed annually. They are based on the strategic plan but, as discussed earlier, this requires revision.

It was agreed that the Headteacher would update the objectives and circulate them to Governors for agreement before the end of term. A full review of the objectives would be completed after the strategic planning meeting.

IT

The Headteacher advised that there have been several issues with IT this term. BC are becoming more challenging to work with and the issues are based around the broadband which is slow. The package that the school have to purchase from BC is also not fit for purpose.

The school use an external provider for the servers and GDPR who can also assist with providing broadband. There are 2 options;

1. Broadband through BT, which the external provider can arrange and manage.
2. Superfast broadband via the external provider which is more expensive.

2 quotes have been received and at £6879.60p the school cannot afford

Headteacher

Option 2.

Will BC contribute if their service is not fit for purpose? Responding, the Headteacher advised no.

Can the contract be terminated? Responding, the Headteacher advised that there is a 3 month notice period.

Is the external provider offering physical installation? Responding, the Headteacher advised yes.

When will it be installed? Responding, the Headteacher advised over the Christmas break.

How does having slow internet connection impact the school? Responding, the Headteacher advised efficiency during the day and at times even opening emails can be slow. Remote access is also very challenging.

Governors agreed that if slow connection impacts productivity, then an upgrade is required.

Governors agreed that the school should purchase the most cost-effective option. Option 1.

Mr Elshimi left the meeting at 18.20pm.

13 IMPACT OF THE MEETING

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

- Broadband upgrade agreed
- Action on Equalities Objectives
- Ofsted training for Governors agreed
- Strategy Day planned.

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 18.25pm.

Signed Date
CHAIR