

## SPRING TERM 2023

### TURNFURLONG INFANT SCHOOL

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**MINUTES** of the meeting of the Full Governing Board of Turnfurlong Infant School held at the school on 23<sup>rd</sup> March 2023 at 4.30pm.

**PRESENT:**

Mrs L Arnott

Mrs C Austin

Mrs H Burnett

Mrs G Emmanuel

Mrs G Hudson

Mrs K Henry

Mrs R Ochiltree (Headteacher)

**IN ATTENDANCE**

Mrs R Weymouth (Clerk)

**APOLOGIES:**

Mr D Burry

Mr R Lloyd

The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.

Mrs Emmanuel was welcomed to the meeting as a prospective Co-opted Governor.

Mrs Emmanuel introduced herself to the board and explained her interest in becoming a Governor.

Mrs Emmanuel left the meeting at 16.55pm.

Governors discussed and agreed to Co-opted Mrs Emmanuel to the board.

Mrs Emmanuel returned to the meeting at 17.00pm.

**ACTION**

**1 NOTIFICATION OF ANY OTHER BUSINESS**

The following items would be discussed under Any Other Business;

- Travel Plan
- Photocopier Contract

**2 DECLARATIONS OF INTEREST**

Mrs G Hudson declared that she is a Governor at Turnfurlong Junior School and works at Aylesbury High School.

Mrs Burnett advised that she works at Ashmead School.

	ACTION
<p><b>3 APPROVAL OF MINUTES OF THE PREVIOUS MEETING HELD ON 8<sup>th</sup> MARCH 2023</b></p> <p>The minutes of the meeting held on 8<sup>th</sup> March 2023, having been circulated, were confirmed.</p> <p><b><u>Matters Arising</u></b></p> <p>Mrs Hudson advised that she would complete an EYFS Visit prior to the next FGB-Curriculum meeting.</p>	<p><b>EYFS Governor</b></p>
<p><b>4 STRATEGIC MANAGEMENT</b></p>	
<p><b>4.1 REPORT OF THE HEADTEACHER</b></p> <p>Circulated prior to the meeting, the Headteacher advised;</p> <ul style="list-style-type: none"> <li>• The school is almost full from Reception to Year 2. Morning sessions in the nursery are full and afternoon numbers are also rising. The afternoon sessions are 40% full but there are also a number of SEN and some CIN children.</li> <li>• To assist with this the school has recruited an additional 1-1 TA for a child that the school is preparing EHCP evidence for and (at parents request) will defer their start to Reception for a further year.</li> <li>• The number of Pupil Premium (PP) has increased since the last report and continues to rise year on year but is still in line with other schools.</li> </ul> <p><b>Is this rise expected to continue?</b> Responding, the Headteacher advised that this also shows the rise in parents completing the funding forms. The school ask families when there has been a change in circumstances, but the increase is also a shift in the school community.</p> <p><b>Are there any barriers to parents completing the forms for PP funding?</b> Responding, the Headteacher advised no. 3 PP children are service children and 5 are post LAC. These children are doing very well at the school. There are also 2 LAC in school currently.</p> <ul style="list-style-type: none"> <li>• Little Rascals continues to offer before and after school childcare.</li> <li>• 12.5% of the school's cohort are on the SEN Register which is in line with national averages. The difference for the school is the number of SEN children with an EHCP which is significantly higher with the dominant need being communication and secondary SEMH needs.</li> </ul>	

**Is a decrease expected in the next few years?** Responding, the Headteacher advised that it may plateau, but speech and language is a broad category.

- Children who speak EAL are also higher than average at the school and most of these children are in the nursery.
- BAME children remain consistent and the school are always higher than the national average.
- There are more girls than boys in Reception this academic year which is different to other year groups.
- Overall Quality of Education is good. The curriculum is available on the website and the ALPs map shows progression of the learning from nursery to the end of KS4. The school follows the national curriculum and disadvantaged learners follow the same curriculum.
- No Governor subject visits have taken place this term and this would be beneficial.
- The school has reduced the number of data collection points. EYFS takes place at the start of the Autumn term and before February half term. Currently it is predicted that 76%-77% of children will reach GLD by the end of Reception. This is higher than it has been for some time.
- For KS1 data is collected in the Autumn and Spring term and then via SATs in the summer term.
- In terms of safeguarding the school has 1 CP child, 2 CIN and 2 families on early help.
- The school has completed 3 MARF's since September and some children have had assessments due to community referrals.
- 109 notes of concern are detailed on CPOMs at the time of writing the report.

**Is this average or higher as staff are using CPOMs?** Responding, the Headteacher advised that there has been an increase which could be due to both. CPOMs allows staff to share information in school to give a fuller picture of what is going on.

**Are staff using it more?** Responding, the Headteacher advised yes as it is very easy to use. Behaviour issues are also included on CPOMs and helps the school to build a picture of a child.

- The Safeguarding Governor has visited the school in the last 6 months and new Governors will need to complete safeguarding training.
- SEND information is up to date and the PP Governor has provided a detailed report.
- In terms of Governor vacancies there are currently 4 which the Chair and Mrs Hudson are working to fill.

	ACTION
<ul style="list-style-type: none"> <li>• The school had a GDPR breach the outcome of which is that all Governors now have school email addresses.</li> <li>• A parent and student survey will be administered at the start of the summer term.</li> <li>• There have been no formal complaints since the last report.</li> <li>• Teaching and non-teaching staff appraisals have been completed and all new staff have had induction.</li> <li>• 2 Support Staff have started at the school since the last report.</li> <li>• In terms of behaviour the policy and ways of rewarding good behaviour have been reviewed.</li> <li>• There have been no race hate incidents, 2 suspensions and the physical restraints apply to one child.</li> <li>• Attendance is currently 93%, which is the same as last year. Attendance is lower in Reception where some children are not of statutory school age and meetings have been held with parents.</li> <li>• 7 curriculum enhancing visits have taken place.</li> </ul>	
<p><b>4.2 SELF EVALUATION FORM (SEF)</b></p>	
<p>Circulated prior to the meeting Governors noted the updated SEF.</p>	
<p>It was agreed that all Governors would arrange a visit to school under their designated Governor role before the end of the academic year.</p>	<p><b>All Governors</b></p>
<p>It was agreed that the Clerk would share a copy of the Committee Grid and information about Governor visits.</p>	<p><b>Clerk</b></p>
<p>The Headteacher advised;</p>	
<ul style="list-style-type: none"> <li>• The attainment gap between disadvantaged and non-disadvantaged pupils has reduced over the last 5 years. At the end of Reception disadvantaged children were 20% higher than the BC average on Understanding the World and 12% higher in literacy.</li> <li>• CPOMs has been a positive addition where the school can also log behaviour and attendance.</li> </ul>	
<p><b><u>Staff Wellbeing Survey</u></b></p>	
<p>The Headteacher advised that less than half of staff at the school responded and the majority of respondents were classroom based support staff.</p>	
<p>A meeting would be taking place with the Wellbeing Governor in the next few days to review the survey results and subsequent actions.</p>	

6 members of staff agreed, and 8 members of staff strongly agreed with the following statement;

"I feel safe from threats and physical hazards in my working environment."

There is currently a child at the school who is very challenging and can be dysregulated. It is expected that this question related to this individual.

**Have all staff received restraint training?** Responding, the Headteacher advised that they haven't as this is not the policy. The policy is that everyone completes Step On training and only those involved in physical restraint do Step Up training. For staff that are not Step Up trained they are still able to restrain for their or an individual's safety. This academic year suspensions have been as a result of assault against staff. BC's Exclusions and Reintegration Team have assisted, and parents have been supportive.

**Have the school considered a dual registration with the PRU for this child?** Responding, the Headteacher advised that the PRU have supported the school and provided outreach and can re-refer if required.

**How could wellbeing be improved/supported?** Responding, the Headteacher advised that there are issues around space in school for PPA time and pay for TA's should be discussed by the GB.

**Could each member of staff receive a day off per year?** Responding, the Headteacher advised that this would be challenging as there are a lot of staff at the school. This could however be costed so that staff understand why this may not be possible.

Mrs Burnett left the meeting at 18.00pm.

**There is a comment around staff anxiety due to the increasing number of neuro-diverse children. Are staff given the opportunity to express their anxiety and how much training do they get?** Responding, the Headteacher advised that year group meetings and TA meetings take place, and this is discussed.

The Staff Governor advised that there are lots of things proactive things that staff can do in terms of training and some people don't want to do this.

		ACTION
	<p>The Headteacher advised that the comments about pay, and hours do need to be reviewed as this is a serious and valid point.</p> <p><b>Will lengthening the school day in September impact pay?</b> Responding, the Headteacher advised that it will and will require review.</p>	
<b>4.3</b>	<b>SCHOOL IMPROVEMENT PLAN</b>	
	Circulated prior to the meeting, Governors noted the School Improvement Plan.	
<b>4.4</b>	<b>BUDGET MONITORING / FINANCIAL PLANNING</b>	
	Governors noted that the SFVS and provisional budget had been submitted by the prescribed deadlines. The Charity Commission Annual Return had also been completed.	
<b>4.5</b>	<b>GOVERNOR RECRUITMENT UPDATE</b>	
	<p>The Chair advised that she was organising a Parent Governor election.</p> <p>The Chair had attended Parents Evening to assist in raising the profile of Governors to parents and staff. The Chair advised that it is important for Governors to attend events such as this and visit school to complete learning walks and create good working relationships with staff.</p>	
<b>4.6</b>	<b>STAFF WELLBEING SURVEY</b>	
	This item had been discussed earlier in the meeting.	
<b>5</b>	<b>HR RELATED PANELS, COMPLAINTS PANELS, AND PUPIL DISCIPLINE COMMITTEES</b>	
	These committees had not been required to meet.	
<b>6</b>	<b>DELEGATED REPORTS - GOVERNORS</b>	
<b>6.1</b>	<b>CHAIRS REPORT</b>	
	The Chair advised that she had agreed a school closure day for strike action.	
<b>6.2</b>	<b>SAFEGUARDING GOVERNOR</b>	
	The Safeguarding Governor advised that she would complete a visit to school and complete an SCR check.	<b>SG Governor</b>
<b>6.3</b>	<b>SEND GOVERNOR</b>	
	The SEND Governor had sent apologies to the meeting.	

		ACTION
<b>6.4</b>	<b>DEVELOPMENT GOVERNOR</b>  The Development Governor would provide induction information to new Governors.	<b>Dev Governor</b>
<b>6.4.1</b>	<b>BEP GOVERNOR CONFERENCE</b>  Governors noted the date and time of the conference. It was agreed that the Staff Governor would attend.	
<b>6.5</b>	<b>EQUALITIES GOVERNOR</b>  The Equalities Governor had left the meeting.	<b>Staff Governor</b>
<b>6.6</b>	<b>PUPIL PREMIUM GOVERNOR</b>  The PP Governor had sent apologies to the meeting.	
<b>6.7</b>	<b>OTHER GOVERNOR REPORTS</b>  There were no further Governor reports.	
<b>7</b>	<b>OTHER MATTERS/NEW BUSINESS</b>	
<b>7.1</b>	<b>ENERGY EFFICIENCY</b>  Governors noted the DfE guidance published to support schools with energy planning.  The Headteacher advised that the school would purchase new doors for classrooms to keep heat in. Quotes are in progress and the school have received £14,000.	
<b>7.2</b>	<b>DfE PREVENT DUTY SELF ASSESSMENT TOOL FOR SCHOOLS</b>  Governors noted the self-assessment tool that can help schools understand the impact and effectiveness of efforts to meet the Prevent Duty.  The Headteacher advised that all staff have completed PREVENT training which is renewed regularly.	
<b>7.3</b>	<b>STAFF WELLBEING EAP PROGRAMME</b>  The Headteacher advised that BC have changed the company that they partner with to provide this, and the new programme looks better than the previous one.	
<b>8</b>	<b>RECURRING ITEMS</b>	

		ACTION
8.1	<p><b>WEBSITE</b></p> <p>The Headteacher advised that she would add the Attendance Policy to the website.</p> <p>Have all Governor biographies been completed? It was agreed that the Chair would check this with the school Office.</p>	<p>Headteacher</p> <p>Chair</p>
8.2	<p><b>POLICIES</b></p> <p>There were no policies for review at the meeting.</p>	
9	<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>The following dates and times of future meetings had previously been agreed:</p> <p><b>Summer Term</b></p> <p>11th May 23 – Finance</p> <p>24th May 23 (9.10am) – Curriculum</p> <p>15th Jun 23 - FGB</p>	
10	<p><b>ANY OTHER BUSINESS</b></p> <p><u><b>Photocopier Contract</b></u></p> <p>Circulated prior to the meeting. Governors noted 3 quotes for a photocopier and IT Room printer. Governors agreed the schools preferred supplier.</p> <p><u><b>Travel Plan</b></u></p> <p>The Headteacher advised that the school have a Gold Award Travel Plan. Led by the DHT the school are now working towards the Platinum Award.</p> <p>Has there been any discussion about the Headteacher that committed suicide and has been reported in the media recently? Responding, the Headteacher advised that there has been discussion amongst staff.</p>	
11	<p><b>CONDUCT OF MEETING</b></p> <p>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 <i>(with the exception of any Restricted Confidential Minutes)</i>.</p>	

The meeting closed at 18.56pm.



Signed ..... Date .....

CHAIR