

## SPRING TERM 2023

**MINUTES** of the meeting of the Governors of Turnfurlong Infant School held via Zoom on 2<sup>nd</sup> February 2023 at 4.30pm.

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs R Weymouth (Clerk)  
Mrs C Darling (Bursar)

	<b>ACTION</b>
<b>1 WELCOME AND APOLOGIES</b>	
The Chair opened the meeting and thanked Governors for attending. There were no apologies.	
<b>2 NOTIFICATION OF ANY OTHER BUSINESS</b>	
There were no further items for discussion.	
<b>3 DECLARATIONS OF INTEREST</b>	
Mrs Hudson advised that she is a Governor at Turnfurlong Junior School and also works at Pathways PRU.	
<b>4 MINUTES AND MATTERS ARISING</b>	
<b>4.1 MINUTES</b>	
The Minutes of the meeting held on 8 <sup>th</sup> December 2022 were agreed.	<b>Agenda</b>
<b>4.2 MATTERS ARISING</b>	
There were no matters arising.	
<b>5 FINANCE MATTERS</b>	
<b>5.1 2022/23 BUDGET REVIEW SUMMARY AND COMMENTARY</b>	
Circulated prior to the meeting, the Bursar advised;	
<ul style="list-style-type: none"><li>The budget summary is Period 9.</li></ul>	

## ACTION

### Income

- SEN income has risen due to additional EHCP's.
- Pupil Premium (PP) income has also increased in line with the number of PP children at the school.

### Expenditure

- Agency Supply budget has seen an increase. The main reason for this is for a 1-1 TA to provide support to a child.
- Support Staff budget has decreased slightly due to staff leaving.
- Energy – The new contract procured by Buckinghamshire Council started in October 2022 and as yet no charges have been made for gas or electricity. Having spoken with the Energy Team at BC they are liaising with the supplier before schools will receive a bill. The school has been assured that gas will be charged in February before year end, and they have also provided indications of monthly charges.
- Learning Resources has increased slightly as the school paid to change the broadband service which was originally through BC but was not fit for purpose.
- The predicted carry forward is slightly less than set at the original budget.

## 5.2 2023/24 PROVISIONAL BUDGET

The school are still awaiting details and the provisional will therefore be circulated to Governors once available.

**Bursar**

## 5.3 CONTRACTS AND LEASES TERMLY REVIEW

The Bursar advised that school lunches are still with the current provider and working with the Headteacher is in the process of reviewing the tender document.

The Headteacher advised that this had been discussed at FGB in the Autumn term and an external company were assisting the school with procurement of the contract.

**Is this a time consuming process?** Responding, the Headteacher advised that it is a large document which is being worked through. Once this is complete, the process will not need to be repeated for 3-4 years.

ICT Support – The new contract with JSL has started as discussed at FGB. This is for the new broadband and the school continue with other JSL services.

Governors discussed that children should have what is required and

staff are also frustrated when broadband is not sufficient in the classroom.

Governors agreed the contract.

Nursery nappy collection – The Bursar advised that the contract is running smoothly and recommend that the school remain with the same provider. Governors agreed.

Some of the contract renewal dates on the document circulated are in the past. Responding, the Bursar advised that contracts such as the photocopier contract is currently a rolling contract, and the school are finding getting in contract with the contract manager challenging to arrange a new contract.

Where rolling contracts are in place it would be useful to know what the company can offer as there may be savings if the contract is extended for another couple of years. It was agreed that the Bursar would format the renewal column differently for Governors to see this more clearly.

Mrs Henry arrived at 17.27pm.

How does the other quote received for the photocopier compare to the current provider? Responding, the Bursar advised that it is more expensive, and a different type of photocopier so is not a like for like quote.

The gas and electric contract started in October 2022. When does this expire? Responding, the Bursar advised that BC have committed to pricing for 12 months, but the contract is 3-4 years.

**5.4 CAPITAL EXPENDITURE UPDATE**

The Bursar advised that the school are planning to use the DFCG allocation and carry forward for library refurbishment and electric in the hall to support school lunches.

The Headteacher advised that the school are also in the process of getting quotes for sun shelters for the playground and this will be discussed further at FGB.

The school have also received additional funding for energy efficiency buildings and facilities and have a list of projects this can be used for such as roofing, insulation, and LED lighting.

**5.5 3 YEAR BUDGET PLAN**

This item would be available for Governors to view with the provisional 2023/24 budget.

		<b>ACTION</b>
	<p><b>Do Governors need to approve the budget?</b> Responding, the Bursar advised that the final submission in May will require Governor approval.</p>	
<b>5.6</b>	<p><b>SCHOOLS FINANCIAL VALUE STANDARD</b></p> <p>Governors were reminded to provide their completed Financial Skills Audit to the Bursar to support the SFVS submission.</p> <p>The Chair and FGB Chair would meet with the Bursar and Headteacher to review the document.</p>	<p><b>All Governors</b></p> <p><b>Chair/FGB Chair/Headteacher</b></p>
<b>5.7</b>	<p><b>REVIEW OF FINANCIAL PROCEDURES MANUAL</b></p> <p>Circulated prior to the meeting, Governors asked;</p> <p><b>Who are signatories to the School Fund?</b> Responding, the Bursar advised that she would check and advise Governors at the next meeting.</p> <p>Governors agreed the Financial Procedures Manual.</p>	<p><b>Bursar</b></p>
<b>5.8</b>	<p><b>FINANCIAL BENCHMARKING</b></p> <p>Circulated prior to the meeting, Governor asked;</p> <p><b>Why have the school chosen these comparator schools to benchmark against?</b> Responding, the Bursar advised that the gov.uk website picks these schools as similar based on the number of PP, SEN children, children on roll and deprivation factors.</p> <p><b>Are there any concerns or anything that requires review?</b> Responding, the Headteacher advised that results are as expected. The grant funding total is an indicator of the number of PP and SEN children at the school and those schools that score highly on self-generation income are those that are running their own wrap around care provision. The school score highly for school work force and this is an indicator of the number of TA's and Midday Supervisors the school employ.</p> <p><b>Is this exercise useful?</b> Responding, the Headteacher advised that it is. When the library and outdoor areas are refurbished, this will bring premises spend in line with other similar schools. Some schools are in disrepair, but the school have a solid building and also benefit from premises issues that BC repair and fund such as roofing and boilers.</p>	
<b>6</b>	<p><b>PREMISES UPDATE TO INCLUDE</b></p>	
<b>6.1</b>	<p><b>PREMISES ACTIVITY/ISSUES</b></p>	

This item would be discussed at FGB.

**6.2 LETTINGS UPDATE**

The Bursar advised that there was no update or changes since the Autumn term meeting.

**Will the electrical work to the hall provide more letting opportunities?**

Responding, the Headteacher advised that these requirements will be included in the tender document for school food providers.

**7 HEALTH AND SAFETY TO INCLUDE;**

**7.1 TERMLY ACCIDENT REPORT**

Circulated prior to the meeting, Governors noted the termly accident report.

**7.2 HEALTH AND SAFETY WALK REPORT**

The Health and Safety Governor advised there were no changes from the Autumn term report. A Spring term visit would be arranged.

**H & S Governor**

**8 OTHER ITEMS**

**8.1 STAFFING UPDATE**

The Headteacher advised;

- A Nursery Assistant that was going to leave as she needed more working hours has been retained and her contract extended.
- A TA in Reception retired last term. This has been covered using a TA that was employed to cover Nursery and Reception.
- A TA in Reception has resigned as she has found a job more local to home which due to the cost of living and fuel prices is more cost effective for her. An advert for a replacement has been placed.
- The school requires an additional support worker in the nursery to work with a child with high level needs. The SEN team and EYFS team have supported this with funding and the school will hopefully shortlist soon.

**8.2 BEP CHAIRS STRATEGIC BRIEFING – SPRING TERM 17<sup>TH</sup> MARCH 2023**

It was agreed that Mrs Austin would attend.

**Mrs Austin**

**8.3 ADMISSIONS ARRANGEMENTS -SEPTEMBER 2024**

Governors noted the requirements of them as outlined in Appendix 1 to the agenda and the recommended actions.

Governors noted that the LA were not proposing any changes to the co-ordinated admissions scheme, primary or secondary admissions rules or catchment areas for September 2024.

Governors had no comments to make.

#### 8.4 ENERGY EFFICIENCY

This item had been discussed earlier in the meeting. Governors noted the DfE guidance published to support schools with energy planning.

The Bursar advised that the school have received £13,000-£14,000. The Headteacher advised that this could be used to replace classroom doors or to replace the heaters in Reception classrooms.

#### 9 POLICIES

##### Attendance Policy

The Headteacher advised that the changes to the policy include how attendance and punctuality is monitored. Whilst the school have always held meetings with parents where there is concern, this must be conducted carefully and consistently. Analysis of attendance by pupil groups will be tabled at FGB-Curriculum and FGB.

Fining is also in the policy to align with other ALPs schools.

Mrs H Burnett left the meeting at 18.17pm.

Governors agreed the policy.

#### 10 DATES AND TIMES OF FUTURE MEETINGS

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

##### **Spring Term:**

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

#### 11 ANY OTHER BUSINESS

**ACTION**  
**Mrs Hudson**

It was agreed that Mrs Hudson would co-ordinate a joint Ofsted training session with Turnfurlong Infant School.

**12 IMPACT OF THE MEETING**

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

- Contracts reviewed and ensured value for money.
- Use for DFCG discussed.

**13 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 18.31pm.

Signed ..... Date .....  
CHAIR