

## SUMMER 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 15<sup>TH</sup> June 2023 at 4.30pm.

**PRESENT:**

Mrs L Arnott

Mrs C Austin

Mrs H Burnett

Mrs G Emmanuel

Mrs G Hudson

Mrs K Henry

Mr M Mardawan

Mrs R Ochiltree (Headteacher)

Mrs K Stewart

**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.

#### ACTION

**1 NOTIFICATION OF ANY OTHER BUSINESS**

The following items would be discussed under Any Other Business;

- Quotes for Nursery outdoor area and Reception climbing frame.
- Clerking for 2023/24

**2 DECLARATIONS OF INTEREST**

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

Mrs Burnett advised that she works at Ashmead School.

The Clerk declared an interest in Any Other Business – Clerking 2023/24.

### 3 APPROVAL OF MINUTES OF THE PREVIOUS MEETING HELD ON 8<sup>th</sup> MARCH 2023

The minutes of the meeting held on 24<sup>th</sup> May 2023, having been circulated, were confirmed.

There were no matters arising.

### 4 STRATEGIC MANAGEMENT

#### 4.1 REPORT OF THE HEADTEACHER

Circulated prior to the meeting the Headteacher presented the Headteacher Report to Governors. Governors had no questions.

#### 4.2 SELF EVALUATION FORM (SEF)

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

The Headteacher advised that a School Improvement Adviser – SIA (Lucy Kent) has been assigned to the school by Buckinghamshire Council (BC). A meeting will be arranged and the SEF along with other documents will be sent to the SIA prior to the meeting.

**Is this free?** Responding, the Headteacher advised that it is. It is positive that BC will be able to hear about the great things that are taking place in the school. The SIA will also be invited to attend the feedback meeting following Ofsted Inspection.

**This will also provide good practice for Ofsted inspection.** Responding, the Headteacher advised that it will, and this is very important preparation.

The Headteacher advised that she would ask the SIA if references to Covid should now be removed from future documents.

#### 4.3 SCHOOL IMPROVEMENT PLAN

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

- The document has been updated to include a summary of actions to the end of the academic year.
- Some actions will continue on next year's SIP including reading and comprehension.
- Voice 21 will continue as it needs to be fully introduced. Talk for Reading is also being considered as a strategy.
- As KS1 SATs will no longer take place a decision needs to be taken as to how the school will assess children at the end of this KS. It is possible that the school could match this with Turnfurlong Junior School assessment, but this requires further

discussion to ensure that children will not be subject to a formal exam situation. At KS1 it feels more pedagogically appropriate to use teacher assessment and assessment materials to support judgements.

- The DfE will still produce SATs materials and the school will discuss with the SIA the best way to gather exit data for Year 2 children. As schools will not have to publish KS1 data it will be more challenging to benchmark against other schools.

**Could the school network with other infant schools to share data?**

Responding, the Headteacher advised that this may be possible and some discussions with other infant schools have taken place.

- The school includes a shared SIP priority with TJS. This year TJS will be using the Sport Premium Grant (SPG) to improve the quality of play using Opal Play which is accredited. The school will therefore include a priority in the SIP to complement this.

**Will an objective linked to culture, community, and the percentage of ethnic groups across the school be added to the 2023/24 SIP?**

Responding, the Headteacher advised that this will be included in the SEF as it is already embedded in the school. It is important that this work continues and so it may be possible to add an objective to the SIP. The school have a log of when the school first opened, and it is evident to see how the community and cultural dynamic in Aylesbury is changing.

**In terms of the Staff Wellbeing survey were there any comments about training requirements?**

Responding, the Headteacher advised that a staff and parent survey would be conducted before the end of term. Some things raised in the previous staff survey have already been acted upon such as extending of contracts and the renovation of the library responds to wellbeing by providing more space for staff to work and run interventions. This year the school used the SPG to provide sports clubs and next year a group of TA's will run these after school and be paid overtime. There will be a Wellbeing Week before the end of term.

Mrs Burnett left the meeting at 17.04pm.

**Would you like Governors to complete Learning Walks with Subject Leaders?**

Responding, the Chair advised that this is a requirement and roles will be allocated in the Autumn term.

It was agreed that the Chair would arrange a meeting to review the School Strategy before the end of term.

		ACTION
5	<b>DELEGATED REPORTS - COMMITTEES</b>	
5.1	<b>HR RELATED PANELS, COMPLAINTS PANELS, AND PUPIL DISCIPLINE COMMITTEES</b>	
	<p>The Chair advised that Staff Disciplinary Panel had met and concluded.</p> <p>The Headteacher advised that recommendations following this had been met or partially met.</p> <p>Are the recommendations that have been partially met in progress? Responding, the Headteacher advised yes.</p>	
6	<b>DELEGATED REPORTS - GOVERNORS</b>	
6.1	<b>CHAIRS REPORT</b>	
	<p>The Chair advised she had completed the following actions;</p> <ul style="list-style-type: none"> <li>• Managed Staff Discipline Panel process</li> <li>• Completed Safer Recruitment Training.</li> </ul>	
6.2	<b>SAFEGUARDING GOVERNOR</b>	
	<p>The Safeguarding Governor advised that a visit to school including checking of the SCR would be completed before the end of term.</p> <p>Mrs Henry arrived at 17.13pm.</p> <p>The Safeguarding Governor confirmed that she had completed Safer Recruitment training.</p> <p>The Headteacher advised that the Annual Safeguarding Report was in progress and would be tabled at the next meeting.</p> <p>The Headteacher advised that she was researching safeguarding training options for new Governors and would advise as soon as possible.</p>	
6.3	<b>SEND GOVERNOR</b>	
	<p>The SEND Governor advised that she had met with the SENCO and would upload a report to Governors before the end of term for discussion at the next meeting.</p> <p>The SEND Governor advised that the SENCO participates in auditing SEND provision and is working with TJS and Bedgrove Infant School which she is finding helpful. Sensory Circuits take place in the morning with the SENCO for some children and the impact of this can be seen in their learning.</p>	

		ACTION
<b>6.4</b>	<b>DEVELOPMENT GOVERNOR</b>  This item had been discussed earlier in the meeting.	
<b>6.4.1</b>	<b>BEP CHAIRS STRATEGIC BRIEFING – 23<sup>RD</sup> JUNE 2023</b>  The Chair advised that she would ask the Vice Chair if he would be able to attend.	
<b>6.5</b>	<b>OTHER GOVERNOR REPORTS</b>  There were no further Governor reports.  The Chair advised that the board will have 2 vacancies from September and therefore recruitment as well as Learning Walks will be a focus.  It was agreed that a schedule for Learning Walks would be discussed at the next meeting.  Mrs Emmanuel left the meeting at 17.28pm.  Mrs Burnett returned to the meeting at 17.29pm.	Agenda
<b>7</b>	<b>ITEMS FOR ACTION</b>	
<b>7.1</b>	<b>HEADTEACHER PERFORMANCE MANAGEMENT ARRANGEMENTS</b>  Governors agreed that the Chair and Vice Chair would continue to complete Performance Management for the Headteacher.  Mrs Hudson advised that she had also completed training to do this and would join the meeting.  The Chair advised that an external adviser would need to be appointed for the process and would be arranged in due course.	Chair
<b>8</b>	<b>RECURRING ITEMS</b>	
<b>8.1</b>	<b>POLICIES</b>  Circulated prior to the meeting, Governors reviewed and agreed the following policies;  Data Protection Policy  Privacy Notice for Parents  Remote Learning Policy  Do the school have guidelines about conduct on screen when remote learning? Responding, the Headteacher advised yes.	

		<b>ACTION</b>
	<p><b>Should this be an appendix to the policy?</b> Responding, the Headteacher advised this could be added.</p> <p>RHE Policy</p> <p>The Headteacher advised that a Gift Policy for staff to log items given would be useful.</p> <p><b>Have the school considered a Menopause Policy?</b> It was agreed that the Clerk would share a draft policy.</p>	<p><b>Headteacher</b></p> <p><b>Clerk</b></p>
<b>8.2</b>	<b>WEBSITE</b>	
	<p>The Headteacher advised that the school website is up to date.</p> <p>It was agreed that the Governor webpages required updating. The Clerk would review these.</p>	<p><b>Headteacher</b></p> <p><b>Chair</b></p>
<b>9</b>	<b>DATES AND TIMES OF FUTURE MEETINGS</b>	
	<p>The following dates and times of future meetings had previously been agreed:</p> <p><b>Autumn Term:</b></p> <p>14th Sep 23 - FGB</p> <p>9th Nov 23 – FGB-F</p> <p>23rd Nov 23 – FGB-C</p> <p>7th Dec 23 - FGB</p> <p><b>Spring Term:</b></p> <p>1st Feb 24 – FGB-F</p> <p>7th Mar 24 – FGB-C</p> <p>21st Mar 24 – FGB</p> <p><b>Summer Term:</b></p> <p>16th May 24 – FGB-F</p> <p>5th Jun 24 – FGB-C</p> <p>27th Jun 24 - FGB</p>	
<b>10</b>	<b>ANY OTHER BUSINESS</b>	
	<b><u>GDPR</u> –</b>	

The Headteacher advised that there had been a GDPR breach on (26<sup>th</sup> May 2023). An email was sent to parents and the email address was wrong and was therefore sent to another person who emailed the school to advise.

The Headteacher contacted the schools Data Protection Officer who advised it was not necessary to report the breach to the ICO. The Data Protection Governor was advised throughout the process.

### Quotes

Governors reviewed quotes circulated at the meeting for the climbing frame in EYFS and upgrading of the outdoor nursery space.

The Headteacher advised that the funding for the project has either been fundraised or gifted to the school.

Governors discussed the advantages and disadvantages of each quote and agreed with the schools preferred supplier.

**When will the works take place?** Responding, the Headteacher advised hopefully in the summer holidays.

### Clerking 2023-24

The clerk left the meeting at 18.00pm.

Governors agreed that Mrs R Weymouth would continue as clerk to the board for the forthcoming academic year.

The Clerk returned to the meeting at 18.09pm.

### Working Group

The Chair advised that following the Staff Discipline Panel a working group was required to review Job Descriptions. A working Group would be meeting on 3<sup>rd</sup> July 2023. Governors were invited to join the meeting.

Mrs Henry and Mrs Arnott would attend.

## **11 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 18.18pm.

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

CHAIR