

AUTUMN TERM 2023

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School on 5th October 2023 at 4.30pm.

PRESENT:

Mrs L Arnott

Mrs C Austin (Chair)

Mrs H Burnett

Mrs G Emmanuel

Mrs G Hudson

Mr R Lloyd

Mr M Mardawan

Mrs R Ochiltree (Headteacher)

IN ATTENDANCE:

Mrs R Weymouth (Clerk)

APOLOGIES:

Mrs K Henry

Mrs K Stewart

The Chair opened the meeting. Apologies were noted and accepted.

Circulated prior to the meeting, Governors noted the final Ofsted report. Governors agreed that the report was excellent and congratulated the school on the outcome. Governors thanked all staff for their continued contributions and commitment that have been recognised through the outcome.

The Headteacher advised that the final report has also been sent to parents some of which have congratulated the school on the outcome.

1. GOVERNOR APPOINTMENTS

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

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 2024.

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 2024.

1.3 COMMITTEE CHAIRS

The following Chairs were agreed for meetings in the forthcoming academic year;

ACTION

FGB - Curriculum – Mr R Lloyd
FGB - Finance – Mr M Mardawan

1.4 OTHER APPOINTMENTS

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

Development Governor	L Arnott
SEND Governor	H Burnett
GDPR Governor	M Mardawan
Pupil Premium Governor	R Lloyd
Safeguarding & RHE Governor	C Austin
Early Years Governor	K Stewart
Health and Safety Governor	G Hudson
Wellbeing Governor	R Lloyd

Subject specific Governors were agreed as per the Committee Grid.

1.5 GOVERNOR RECRUITMENT/VACANCIES

The Chair advised that there are 3 Governor vacancies;

2 x Co-opted
1 x Foundation.

The Chair advised that she had met with a candidate that would be suitable for the Co-opted vacancy. Sarah Hounsell is keen to join the board and has provided a personal statement which was circulated to Governors prior to the meeting.

The Chair proposed that Sarah Hounsell join the board as a Co-opted Governor.

Governors agreed.

The Chair advised that the advert for Governors is still live on the Inspiring Governance website.

Are there any open days at the school where Governors could attend to recruit new Governors? Responding, the Chair advised that Parents Evening is taking place in the next week, but the board already has a number of Governors that are parents. Candidates that have no current connection to the school would be more beneficial at this time.

Could the vacancies be added/advertised on LinkedIn? Responding, Governors agreed that this would be possible, but a Governing Board profile would need to be created for this.

2 NOTIFICATION OF ANY OTHER BUSINESS

	ACTION
<p><u>School Food Provider Contract</u></p> <p>The Headteacher advised that a Working Group is required to meet and review the current contract and shortlist other potential companies.</p> <p>It was agreed that the Working Group would meet on 10th October 2023 at 9am.</p> <p><u>20mph Zone outside of school</u></p> <p>Mr Lloyd asked;</p> <p>Do Governors support a 20pmh zone directly outside the school?</p> <p>Would road humps or a chicane be more effective? Responding, Mr Lloyd advised that these are more expensive for the council to maintain.</p> <p>Governors agreed.</p>	
<p>3 DECLARATIONS OF INTEREST</p> <p>Mrs Hudson advised that she is a Governor at Turnfurlong Junior School and also works at Pathways PRU.</p> <p>Mrs Burnett advised that she works at a local SCITT.</p> <p>Governors agreed to review and update their declarations of interest on GovernorHub.</p> <p>Governors noted the requirement for this information to be published on the school website.</p>	<p>All Governors</p> <p>Headteacher</p>
<p>4 MINUTES AND MATTERS ARISING</p>	
<p>4.1 MINUTES</p> <p>The Minutes of the meeting held on 15th June 2023, having been circulated, were confirmed as an accurate record.</p> <p>The Chair would mark the minutes as signed on GovernorHub.</p> <p>A signed copy of the Minutes would be made available in school.</p>	<p>Chair</p> <p>Headteacher</p>
<p>4.2 MATTERS ARISING</p> <p>There were no matters arising.</p>	
<p>5 ANNUAL REVIEWS</p>	

		ACTION
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 meetings. The Clerk would arrange for these to be published on GovernorHub	Clerk
5.6	MEMBERSHIP OF COMMITTEES	
	Governors agreed that all Governors will attend all meetings.	
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.	
6	ANNUAL SAFEGUARDING REPORT	

		ACTION
	<p>Circulated prior to the meeting, the Headteacher advised that the Annual Safeguarding Report had been submitted prior to the prescribed deadline.</p>	
7	KEEPING CHILDREN SAFE IN EDUCATION 2023	
	<p>Governors noted that Keeping Children Safe in Education had been revised and went live on 1 September 2023. Governors noted changes to the guidance.</p> <p>It was confirmed that all staff had read Part 1 of KCSIE 2023 (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.</p>	All Governors
8	STRATEGIC MANAGEMENT	
8.1	SELF-EVALUATION FORM (SEF)	
	<p>Circulated prior to the meeting governors noted the SEF.</p> <p>The Headteacher advised that the SEF would be updated following the recent Ofsted inspection and would be tabled at the next meeting. It is reassuring that the school's own evaluation of the school is accurate and has been validated by inspection.</p> <p>The school census had been completed and School Context would therefore be updated.</p>	Agenda
8.2	SCHOOL IMPROVEMENT PLAN (SIP)	
	<p>Circulated prior to the meeting, Governors noted the SIP.</p> <p>The Headteacher advised;</p> <ul style="list-style-type: none"> • The School Improvement Adviser had visited the school a week prior to Ofsted inspection and suggested that success criteria should be clearer in the document which has been actioned. • Whilst KS1 SATs are no longer statutory the school will continue to administer the tests until another method to assess children is agreed. • The timetable in Year 2 has been changed to place a stronger emphasis on phonics as 1/3 of the cohort did not pass when in Year 1 and 20% of the children in Year 2 are on the SEND register. • The current Year 1 cohort had the highest Good Level of Development (GLD) when in their Reception year with some very capable children. It is therefore important that that these children (and those in Year 2) are stretched and challenged to 	

push them to Greater Depth and make good progress on their starting points.

- Voice21 will continue to support oracy.
- Music will be developed further in Year 1 and 2.

Should the SIP include an action specifically about recall of information?

Responding, the Headteacher advised that this could be one of the actions for 2024/25 and requires only small changes to the current process. This will have been actioned before the next inspection. The way the curriculum is sequenced is good, this action is about teacher planning and the questions that teachers use to prompt recall.

- In terms of behaviour and attitudes Opal Play will be an exciting development for outdoor play and with more resources help to reduce minor accidents.

Do the school have a list of resources required for this? Responding, the Headteacher advised that this is being formed with TJS and will be circulated once available.

- Embedding of the Behaviour Policy is included on all staff Performance Management and is a shared SIP priority.

The Staff Governor advised that some staff are struggling with consequences of the Behaviour Policy and the move away from Grumpy Pegs, but it is understood that the school want to move away from visually shaming a child due to challenging behaviour.

- In terms of personal development, the school already do lots to help children understand other cultures and the school would now like to extend this to understanding neuro diverse children.

Mrs Burnett left the meeting at 5.55pm.

- Other actions for this year include use of TA's, wellbeing, and ALPs.

When schools have a lower ability cohort, such as Year 2, how is this reflected in an Ofsted report? Responding, the Headteacher advised that it is understood that this can happen. Year 2 are not typical of the data seen in other year groups and need a lot of emotional support.

Is this an impact of the pandemic? Responding, the Headteacher advised that these children missed some of their EYFS experience and this may have impacted them.

8.3 LEARNING WALK SCHEDULE

It was agreed that the Headteacher would provide Governors with

dates for Governor subject visits before the end of term.

8.4 PARENT SURVEY RESULTS

Circulated prior to the meeting, Governors noted the Parent Survey results which had been completed prior to the Ofsted Parent Survey during the inspection.

Governors discussed that both survey results were excellent and 100% of parents would recommend the school.

8.4 SPORTS PREMIUM GRANT

The Headteacher advised that the Sports Premium will be used this academic year for the Sports Coach, Opal Play and free places in clubs for disadvantaged children.

9 POLICIES

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

9.1 ADOPT HR BUCKINGHAMSHIRE COUNCIL POLICIES

Governors agreed to adopt all Buckinghamshire Council HR policies.

10 DATES AND TIMES OF FUTURE MEETINGS

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

Autumn Term

9th Nov 23 – FGB-F

23rd Nov 23 – FGB-C

7th Dec 23 - FGB

Spring Term:

1st Feb 24 – FGB-F

7th Mar 24 – FGB-C

21st Mar 24 – FGB

Summer Term:

16th May 24 – FGB-F

5th Jun 24 – FGB-C

27th Jun 24 – FGB

11 ANY OTHER BUSINESS

Headteacher Performance Management would take place on 19th

October 2023.

Could the board use a Governor from another school to assist?

Responding, Governors discussed that it is important for Governors on the Headteacher Performance Management panel to have a good knowledge of the school and the Headteacher and therefore only the school's Governors should be used.

12 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