

AUTUMN TERM 2023

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School on 7th December 2023 at 4.30pm.

PRESENT:

Mrs C Austin (Chair)
Mrs K Henry
Mrs G Hudson
Mr R Lloyd
Mr M Mardawan
Mrs R Ochiltree (Headteacher)

IN ATTENDANCE:

Mrs R Weymouth (Clerk)

APOLOGIES:

Mrs L Arnott
Mrs H Burnett
Mrs G Emmanuel
Mrs K Stewart

1. WELCOME AND APOLOGIES

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

2 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that Mrs Hudson would become Health and Safety Governor.

It was agreed that Mrs Hounsell would be Opal Play Governor.

Admissions Policy

Governors discussed that a separate meeting would be required to discuss this in more detail.

The Chair would arrange an EFGB to be held remotely in the Spring term.

Staff Insurance Policy

Circulated prior to the meeting, Governors noted quotes for staff insurance.

The Headteacher advised that the school have always purchased insurance through Buckinghamshire Council (BC) but in the interest of financial probity it would be prudent to look at other like for like quotes.

The current BC contract requires a terms notice.

What is the context for this discussion? Responding, the Chair advised that at a recent ALPS meeting another school advised that they sourced

ACTION

Chair

<p>a more cost-effective provider than BC and therefore the Chair and Headteacher feel that this should be reviewed to ensure best value for money.</p> <p>The Headteacher advised that the annual policy is cheaper but changing to another policy may also mean that pre-existing conditions are not included. This could be an issue for the school as the demographic of staff is mostly age 50+.</p> <p>How much money would we save? Responding, the Headteacher advised that pre-existing cover and maternity cover would need to be included.</p> <p>Governors discussed that they need to understand what the school currently pay and what is included before a decision can be made.</p> <p>It was agreed that the Chair would review the information for discussion at the next meeting, including a strategy to review of all BC services purchased by the school.</p>	<p>ACTION</p>
<p>3 DECLARATIONS OF INTEREST</p>	<p>Chair</p>
<p>Mrs Hudson advised that she is a Governor at Turnfurlong Junior School and also works at Pathways PRU.</p>	
<p>4 MINUTES AND MATTERS ARISING</p>	
<p>4.1 MINUTES</p>	
<p>The Minutes of the meeting held on 23rd November 2023, having been circulated, were confirmed as an accurate record.</p>	
<p>The Chair would mark the minutes as signed on GovernorHub.</p>	<p>Chair</p>
<p>A signed copy of the Minutes would be made available in school.</p>	<p>Headteacher</p>
<p>4.2 MATTERS ARISING</p>	
<p>There were no matters arising.</p>	
<p>5 STRATEGIC MANAGEMENT</p>	
<p>5.1 HEADTEACHER REPORT</p>	
<p>Circulated prior to the meeting, Governors noted the Headteacher Report. The Headteacher advised;</p>	
<ul style="list-style-type: none"> The grading on the document has been updated as per the recent Ofsted inspection. 	

How many levels are there? Responding, the Headteacher advised 4. Outstanding (1), Good (2), Requires Improvement (3), Inadequate (4).

- The number of children on the SEN Register not including children with an EHCP is 11.9% which is above national average.
- The number of children attending school from black and minority backgrounds is also above average.

Are there any other children waiting for an EHCP? Responding, the Headteacher advised there is a child in Year 2 that is in application. There are 2 or 3 children in Reception that will also require an EHCP. 1 child is moving to a special school placement in the Spring term and another in the nursery moved to the same special school at half term. There are a number of children with high level needs, and it is anticipated that 3 children may move to specialist provision.

In terms of attendance the school are below target. Is there a national average? Responding, the Headteacher advised that the schools attendance data is within national average but would like to raise the percentage. When compared to Aylesbury Town Liaison Group schools' attendance is in line with these. One issue for the school is families taking extended time to visit family abroad.

5.2 SCHOOL EVALUATION FORM (SEF)

Circulated prior to the meeting, Governors noted the SEF.

The Headteacher advised that grading on the document has been updated to reflect Ofsted inspection. Progress since the last inspection will be written and added to the document at the end of the academic year.

The Chair advised that 3 Governors have Safer Recruitment Training rather than 2 as stated in the report.

5.3 SCHOOL IMPROVEMENT PLAN (SIP)

Circulated prior to the meeting, Governors noted the SIP.

The Headteacher advised that all actions have been achieved this term and some longer-term actions will continue into the Spring term.

In EYFS, Elise Craig went from working in Reception to Nursery. She had managed this well and quality of the provision has been sustained. This brings consistency and quality of practice.

Governor approved the SIP.

5.4 HEALTH AND SAFETY WALK

					ACTION H & S Gov.
		The Health and Safety Governor would make arrangements to visit school and complete a Health and Safety Walk of the site.			
6	DELEGATED REPORTS - COMMITTEES				
6.1	HR RELATED	PANELS/COMPLAINTS	PANELS/PUPIL	DISCIPLINE	COMMITTEE
	Mr Lloyd advised that with Mr Mardawan he had formed a panel to hear a Stage 2 parent complaint.				
	The complaint was not upheld; however, some recommendations have been made to the school.				
	Mr Lloyd left the meeting at 17.46pm.				
7	DELEGATED REPORTS - GOVERNORS				
7.1	CHAIR				
	The Chair had not taken any actions under delegated powers.				
7.2	SAFEGUARDING GOVERNOR				
	The Safeguarding Governor advised that the Single Central Record had been checked at the start of the Autumn term on 12 th September 2023.				
7.3	SEND GOVERNOR				
	The SEND Governor had been unable to attend and would provide an update at the next available meeting.				
7.4	PUPIL PREMIUM (PP) GOVERNOR				
	The PP Governor had left the meeting and would provide an update at the next available meeting.				
7.5	DEVELOPMENT GOVERNOR				
	The Development Governor advised that available training is provided to Governors via email.				
	The Development Governor would arrange Safeguarding training for Mrs Hounsell.				
8	ITEMS TO NOTE				
8.1	REVISED SCHOOL INSPECTION HANDBOOK				
	Circulated prior to the meeting, Governors noted the revised School				

	Inspection Handbook.	ACTION
8.2	ADDITIONAL FUNDING FOR SCHOOLS IN SERIOUS FINANCIAL DIFFICULTY	
	Circulated prior to the meeting, Governors noted the information.	
8.3	NATIONAL FUNDING FORMULA AND HIGHER NEEDS FUNDING 2024/25	
	Circulated prior to the meeting, Governors noted the information.	
9	SCHOOL WEBSITE	
	The Headteacher advised she would check that the most recent performance data had been added to the website.	Headteacher
	Governors were reminded to complete Governor Biographies for the website and pass these to the Chair as soon as possible.	All Gov.
10	POLICIES	
	This item had been discussed earlier in the meeting.	
11	DATES AND TIMES OF FUTURE MEETINGS	
	The following dates and times of future meetings had previously been agreed:	
	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	
12	ANY OTHER BUSINESS	
	There was no further business for discussion at the meeting.	
13	IMPACT OF MEETING	
	Governors discussed impact following the outcomes of the meeting;	
	<ul style="list-style-type: none"> • Approved SIP • Opal Governor arranged. • Plan to review Admissions Policy, Insurance and BC Services 	

ACTION

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 18.05pm.

Signed Date

CHAIR