

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School on 19th September 2019 at 4.30pm.

PRESENT:

Mrs C Austin Mrs K Henry
Mr D Burry Mrs R Ochiltrie (Headteacher)
Mr R Cooper Mr L Taylor (Chair)
Mr M Elshimi Ms L Warriner
Mr R Lloyd

IN ATTENDANCE:

Rebecca Weymouth (Clerk)

The items discussed at the meeting were discussed in the order of these minutes and not the order proposed on the agenda.

The Chair opened the meeting and thanked Governors for attending. Mr D Burry was welcomed to his first Governor meeting as a prospective Co-opted Governor.

ACTION

1 GOVERNOR APPOINTMENTS

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

1.1 ELECTION OF CHAIR

In line with the procedures agreed by the Governing Board, Mr L Taylor was elected as Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2020.

Mr L Taylor 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 2020.

1.3 COMMITTEE CHAIRS

In line with the procedures agreed by the Governing Board, Mr R Lloyd was elected Chair of Personnel and Curriculum Committee and Mr R Cooper as Chair of Finance and Premises Committee for a period of office of one year ending, at the latest, on the last day of the Autumn term 2020.

1.4 GOVERNOR APPOINTMENTS

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

Development Governor:	Mrs R Ochiltree
SEND Governor:	Mr L Taylor
Health and Safety Governor:	Mr M Elshimi
Pupil Premium Governor:	Mr R Cooper
Safeguarding Governor:	Mr L Taylor
Equalities, Diversity and Community Governor:	Ms L Warriner
PSHE Governor:	Mr R Cooper
Early Years Governor:	Mrs C Austin
Data Protection Governor:	Mr R Lloyd
Breakfast Club Committee Governor Rep:	Mrs K Henry

1.5 GOVERNOR RECRUITMENT

The Chair proposed 2 new Co-opted Governors;

Mr D Burry

Mr T Ajithiran

Governors agreed both proposals subject to DBS and Section 128 checks, which the school would carry out.

1.6 CLERKING ARRANGEMENTS

The Chair confirmed that as agreed in the Summer Term, Clerking to the FGB and its committees would be provided by RW Clerking Services.

		ACTION
2	<p>NOTIFICATION OF ANY OTHER BUSINESS</p> <p>No items were tabled for discussion under Any Other Business.</p>	
3	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest in items covered at this meeting.</p> <p>Governors completed and signed the Business and Pecuniary Interest declaration form and passed it to the Headteacher for retention in the School Office.</p> <p>Governors who had been unable to attend the meeting would be reminded of the need to complete a Business and Pecuniary Interest form.</p> <p>Governors noted the requirement for this information to be published on the school website.</p>	Headteacher
4	<p>MINUTES AND MATTERS ARISING</p>	
4.1	<p>MINUTES</p> <p>The Minutes of the meeting held on 19th June 2019, having been circulated, were confirmed and signed by the Chair as a correct record.</p> <p>An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.</p>	Headteacher
4.2	<p>MATTERS ARISING</p> <p><u>Headteacher Actions</u></p> <p>Minute No 3.2 (4.2) – The Headteacher advised that she had contacted BCC, who had advised that they did not have a record of when the school has last conducted an admissions consultation. The Headteacher advised that this must have been completed in 2017 when the school opened the nursery. In any case a consultation would need to take place for 2021/2022 admissions.</p> <p>Minutes No 4.1 – The Headteacher confirmed that slides of the presentation at Parent Engagement morning had been added to the school website.</p> <p>Minute 4.1 – The Headteacher advised that she would check whether Turnfurlong Junior School offered bilingual sessions to parents.</p> <p>Minute 4.1 – The Headteacher advised that whilst an official report had not been received about the condition of the library, the Head of BCC Property Services had visited site to check the building. Samples of the</p>	Headteacher

ACTION

external walls were taken and whilst the building is safe for use the Headteacher would contact BCC again for an update prior to Finance and Premises Committee.

Minute 6.2.2 – The Headteacher advised that the Assistant Headteacher Recruitment pack had been provided to HR for the vacancy to go live on Monday 23rd September 2019 with a closing date of 7th October 2019.

Mrs Warriner and Mr Elshimi Actions

Minute 3.2 (8.7) – Mr Elshimi and Ms Warriner would observe a Singapore Maths lessons during the Autumn Term.

**Ms Warriner /
Mr Elshimi**

Mr Lloyd Action

Minute 7.7 – Mr Lloyd completed a Data Protection Monitoring Visit to school for which he would circulate a report to Governors. Mr Lloyd advised that he had no concerns.

Mr Lloyd

Mr Elshimi Actions

Minute 6.2.1 – Mr Elshimi completed a Health and Safety report which had been circulated to Governors.

Chair Actions

Minute 4.4 – The Chair confirmed that he had included the school's strategy in the Summer Term Governor's newsletter.

Clerk Actions

Minute 4.6 – The Clerk confirmed that she had circulated the GovernorHub Health Check to Governors.

Minute 7.2 – The Clerk confirmed that the BEP training schedule was available on GovernorHub.

5 ANNUAL REVIEWS

5.1 STANDING ORDERS

Governors reviewed and adopted their Standing Orders. The Clerk would arrange for these to be published on GovernorHub.

Clerk

5.1.1 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.

	ACTION
<p>5.1.2 REVIEW OF COLLABORATION ARRANGEMENTS</p> <p>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, Staff Dismissal Appeals, Complaints or Pupil Discipline Committees be required to meet.</p> <p>Governors agreed that the Clerk should approach the Clerk of John Hampden Infant School FGB to enquire whether the Governing Board would be interested in entering into such a collaborative arrangement.</p>	<p>Clerk</p>
<p>5.2 COMMITTEE TERMS OF REFERENCE</p> <p>Governors noted the annual need to review the Terms of Reference for their Committees and Working Groups. It was agreed that the relevant Committees and Working Groups would review their respective Terms of Reference and any recommendations for change would be presented for approval at the next Full Governing Board meeting.</p>	<p>All Committees Agenda</p>
<p>5.3 CODE OF CONDUCT</p> <p>Governors noted and agreed the model Code of Conduct for Governors.</p> <p>The Governing Board agreed</p> <ul style="list-style-type: none"> • to adopt the revised Code of Conduct, • that all governors should sign and date the agreed Code of Conduct thereby gaining explicit agreement that all governors would abide by the Code. • to pass signed copies to the Headteacher for retention in school. • to review the agreed Code of Conduct annually. 	
<p>5.4 OTHER GOVERNANCE DOCUMENTS</p> <p>Circulated prior to the meeting Governors agreed the following documents;</p> <p>FGB Delegation Planner</p> <p>FGB Terms of Reference</p> <p>FGB Role Descriptions</p>	

ACTION

FGB Annual Schedule

It was agreed that Ms Warriner would arrange a time to complete an Equalities Monitoring Visit to review the schools Equalities Objectives.

Ms Warriner

6 STRATEGIC MANAGEMENT

6.1 SCHOOL STRATEGY

Discussed in previous meetings, Governors asked;

Had the development of the School Strategy assisted in developing the SIP? Responding, the Headteacher advised that it had been useful to clarify the school's values, which were now a stronger focus for children.

Governors agreed that the meeting that had taken place during the Summer Term to plan the School Strategy had been a productive and useful session.

Governors agreed that a mid-year review of the strategy would take place on 30th April 2020.

Governors formally agreed the vision and strategy for the year.

Mr Cooper arrived to the meeting at 17.09pm.

6.2 2019/20 SCHOOL IMPROVEMENT PLAN

Circulated prior to the meeting, Governors reviewed and noted the 2019/20 SIP.

Thanks were passed to the Headteacher and all staff involved for producing the plan.

The Headteacher advised that the SIP now reflected the new Ofsted Framework headings and pages 2 and 3 of the document would be added to the school website for all stakeholders to view the plans for the coming academic year.

Governors agreed adding these pages to the school website would make the document as accessible as possible.

The Headteacher advised that positive feedback had been received from Turnfurlong Junior School on the new website. Governors asked;

Can we get any analytics on the website? Responding, the Headteacher advised that she would check with the provider.

Headteacher

Governors approved the SIP.

6.3 2019/20 SCHOOL EVALUATION FORM (SEF)

Circulated prior to the meeting, Governors noted the 2019/20 SEF.

The Headteacher advised that the document captured the positives of the previous academic year and progress made since the last Ofsted inspection. The SEF was a working document and would be updated throughout the academic year.

Governors noted that for the first time in 3 years EYFS now matched national figures, which was a great positive step. Confirmed BCC data would be available in November and would be reported to Personnel and Curriculum Committee. During an inspection, inspectors would have access to this published data. Governors asked;

Should the SEF include anything about resources that the school has but does not use and could make use of? Responding, the Headteacher advised that the SEF is a document to capture the strengths and development areas of the school and would not be the right document to capture this information. However the new Schools Financial Value Standard does have a greater focus on financial management and could be included here.

What is happening with the outdoor courtyard space? Responding, the Headteacher advised that once the situation with the library building was clearer a decision could be made.

Governors agreed the SEF.

6.4 STAFFING UPDATE

The Headteacher provided Governors with a staffing update. Governors noted;

- 4 teachers had been appointed in the summer term.
 - MAT cover in the nursery
 - 3 members of staff for Year 1 team
 - Mrs Spellman had been recruited for 2 days a week to work with Jo McLean and provide PPA cover.
- Interviews would take place on Thursday 26th September for a morning Nursery Assistant.
- As discussed earlier in the meeting the job advert for the Assistant Headteacher role would go live on 23rd September 2019 the focus for the role will be the SENCO and Inclusion Lead, bringing together SEN and inclusion which had been a focus since the last Ofsted. The school had a diverse community with 43% black/Asian/ethnic minority, LAC and Forces children

ACTION

all of whom had access to different funding, and in many cases more than 1 type of funding. The new Assistant Headteacher would have an overview of all these groups, working 3 days a week as a teacher and the other 2 days on the SEN and inclusion part of the role. The advert had been placed locally and whilst the job description was challenging the Headteacher was hopeful to attract a EYFS/KS1 practitioner looking to work towards a headship to start in January 2020. If not, the advert would be placed again nationally to recruit a candidate ready to start after the Easter break.

Governors discussed that whilst the management structure was currently manageable they were keen to monitor the extra workload that the vacant Assistant Headteacher post may bring. Responding, the Headteacher and Staff Governor advised that the school has had a positive start to term with staff feeling motivated and prepared to get involved. When Governors visit the school for monitoring visits they were invited to view the classroom environment and see the welcoming book corners and dynamic working walls.

It was confirmed that the Chair and Headteacher had completed Safer Recruitment Training.

Mr Cooper, Ms Warriner and the Chair would form a Recruitment Panel with the Headteacher. Shortlisting would take place on Monday 7th October 2019, with interviews taking place on 18th October 2019.

**Mr Cooper/Ms
Warriner/Chair/
Headteacher**

6.5 GOVERNOR MONITORING VISITS

Governors discussed the need to come into school more and be seen by Teaching Staff, Support Staff and pupils, ensuring visits have better reference to the SIP, ideally visiting at least once a term. Reports of visits should also be provided after each visit to share knowledge of how the school is performing and delivering against the SIP.

The Headteacher added that Ofsted will want to see the Intent, Implementation and Impact of the curriculum, which Subject Co-ordinators will need to be able to talk about and describe. This is a shift in mind-set where in previous years staff have been used to data being a focus.

Governors discussed that the Monitoring Visit Form should reflect the language of Ofsted – Intent, Implementation and Impact. It was agreed that the Clerk would review the form and circulate suggested changes to Governors.

Clerk

7 MEMBERSHIP OF COMMITTEES

Governors reviewed and agreed the membership of their Committees. The Committee structure would be available on GovernorHub.

This information would form part of the statutory information to be included on school websites.

Governors advised that this academic year they were keen to have a focus on staff and student wellbeing, which could be a standing agenda item for Personnel and Curriculum Committee. This could include wellbeing surveys and strategies to reduce workload.

Governors discussed that mental health is an important issue that needs to be treated in the same way as physical health, creating a culture where people are able to say and express how they feel.

Governors discussed possible ways to assist staff such as;

- Staff to staff buddy system
- Dedicated report writing days
- Using an outside agency to raise mental health awareness
- Social events that are inclusive of the diverse range of staff

Governors asked;

Is the staff room a friendly environment? Responding, the Headteacher and Staff Governor advised that it is better than it was. The layout of the room does force people to sit in groups, but new staff have been welcomed.

Do we need to consider children worrying about things? Responding, the Headteacher advised that the school do have a large number of referrals to CAMHS for very young children and some children who have extreme anxiety. To respond to this attachment training had taken place for staff and mental health formed a strand in PSHE, along with developing resilience.

Does the school have an open policy for children to talk to anyone?

Responding, the Headteacher advised that it would be a useful time to re-affirm this.

It was agreed that student and staff wellbeing would be a standing item on the Personnel and Curriculum agenda.

Governors discussed that the curriculum is a strong driver for Ofsted and Personnel and Curriculum Committee should ensure that all subjects are covered in meetings not just the core subjects.

Headteacher

P & C

P & C

		ACTION
8	<p>GOVERNOR CATEGORIES</p> <p>The Chair advised that Mr R Cooper and Mr R Lloyd terms as Parent Governors would end on 7th March 2020.</p> <p>It was agreed that if both Governors wished to remain on the board they could be Co-opted to the 2 vacant positions remaining or self-nominate for a further Parent Governor Term</p> <p>The Chair would write to the parent community regarding Parent Governor Elections.</p>	Chair
9	<p>PAY REVIEW COMMITTEE</p> <p>Mr R Cooper advised that he had met with the Headteacher and the Chair on 12th September 2019, minutes of which would be circulated to Governors.</p>	Mr R Cooper
10	<p>OTHER MATTERS</p>	
10.1	<p>ANNUAL SAFEGUARDING REPORT</p> <p>The Headteacher confirmed that the Annual Safeguarding Report to Governors have been completed. After oversight from the Safeguarding Governor the report had been forwarded to ESAS on 19th July 2019 ahead of the prescribed deadline of 6 September 2019.</p>	
10.2	<p>GOVERNING BOARD HEALTHCHECK</p> <p>Circulated prior to the meeting Governors noted the Health checks that had been completed.</p> <p>Governors who had not completed the Health check were asked to do so as soon as possible and would be discussed at the next meeting.</p>	Agenda
10.3	<p>KEEPING CHILDREN SAFE IN EDUCATION GUIDANCE 2019</p> <p>Governors noted that Keeping Children Safe in Education guidance has been revised and went live on 2 September 2019.</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>In light of the new guidance Governors reviewed the school's Child Protection Policy.</p> <p>It was confirmed that all staff had read Part 1 (as a minimum) and the Senior Leadership team and Governing Board had read the whole document.</p>	

11 POLICIES

11.1 RE-ADOPT HR COUNTY POLICIES

Governors re-adopted the following HR County Policies;

Anti-Harassment & Anti-bullying policy

Bucks Pay Employment Conditions

- Introduction
- Section 1: Appointments
- Section 2: Remuneration
- Section 3: Hours of Work
- Section 4: Leave Entitlement
- Section 5: Training and Development
- Section 6: Sickiness Scheme
- Section 7: Allowances and Expenses
- Section 8: Conduct and Performance
- Section 9: Accident Cover
- Section 10: Leaving the School

Capability policy

Capability policy for Teachers

Code of Conduct

Conduct and Discipline policy

- Appendix 1A
- Appendix 1B
- Appendix 1C

Grievance policy

Health and Attendance policy

Maternity & Adoption Guide for Bucks Pay Employees

Maternity & Adoption Guide for Teachers

Model Leave of Absence policy

Model Pay policy for Schools

Redundancy policy

Term Time Working policy

Whistleblowing policy

11.2 CHILD PROTECTION POLICY

Circulated prior to the meeting, Governors reviewed and agreed the Child Protection Policy.

12 GOVERNOR HANDBOOK 2019

Governors discussed ways in which to engage with parents including;

- Governors annual report
- Governors website page
- Newsletters to parents

Governors asked;

Could Governors arrange a parent drop in session? Responding, Governors discussed that Governors could have a table at Parents Evening in October.

The Chair reminded Governors that the new Governors Handbook is available on line and The Key.

All Governors

13 DATES AND TIMES OF FUTURE MEETINGS

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

FGB – 4.30PM

Wednesday 4th December 2019

Wednesday 25th March 2020

Thursday 18th June 2020

PERSONNEL AND CURRICULUM COMMITTEE – 9AM

Tuesday 12th November 2019

Tuesday 10th March 2020

Thursday 21st May 2020

FINANCE AND PREMISES COMMITTEE – 4.30PM

Wednesday 6th November 2019

Wednesday 5th February 2020

Tuesday 12th May 2020

STRATEGY EVENING

30th April 2020

14 ANY OTHER BUSINESS

Papers for meetings

ACTION

Governors asked if a hard copy of prior reading papers could be made available to Governors prior to meetings as it could be difficult to read some data reports without access to supporting IT.

Governors agreed that a hard copy would be available at request from the school office and should be returned after the meeting.

Headteacher Report

The Chair advised that after discussion with the Headteacher and the drive to reduce of staff workload a product had been brought to their attention by another local school where a commercial company is used to produce data for the report.

It was agreed that this should be further investigated as well as a possible finance report.

FOTIS Christmas BBQ

Mr Cooper advised Governors that the annual BBQ was planned for 15th November if Governors are able to assist.

**Chair /
Headteacher**

All Governors

15 IMPACT OF MEETING

Governors discussed the following impact of the meeting on children in the school;

- Discussion about mental health and wellbeing
- Agreed SIP and SEF
- Targeting of curriculum subjects for visits
- Agreed higher frequency of Governor visit

16 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 7.00pm.

Signed Date

CHAIR

Meeting Actions:

Headteacher:

Minute 4.2 (4.1) – Contact TJS to see if they offer bilingual sessions to parents.

Minute 6.2 – check if it is possible to retrieve analytics from the school website

Minute 6.4 – Shortlist and interview AHT candidates

Minute 7 – Re-affirm “open talk” policy to children

Minute 14 – Investigate with the Chair using a commercial company to produce Headteacher Report Data and Financial Data.

Mr Warriner:

Minute 4.2 – Complete Singapore Maths lesson observation

Minute 5.4 – Complete Equalities visit to school to review equalities objectives

Minute 6.4 – Shortlist and interview AHT candidates

Mr Elshimi:

Minute 4.2 – Complete Singapore Maths lesson observation

Mr Lloyd:

Minute 4.2 (7.7) – Complete Data Protection visit report

Mr Cooper:

Minute 6.4 – Shortlist and interview AHT candidates

Minute 9 – Circulate Pay Review minutes to Governors

Chair:

Minute 6.4 – Shortlist and interview AHT candidates

Minute 8 – Write to parent community re: future Parent Governor vacancies.

Minute 14 – Investigate with the Headteacher using a commercial company to produce Headteacher Report Data and Financial Data.

Clerk:

Minute 5.1 – Publish Standing Orders

Minute 5.1.2 – Check collaboration with John Hampden Infants

Minute 6.5 – Review Governor Monitoring Visit Form and incorporate 3 I's

P & C Agenda:

TORS

Staff and Student Wellbeing

Curriculum - Subject Focus

F & P Agenda:

TORS

Agenda:

Committee TORS

Governing Board Health Check