

## SUMMER TERM 2024

### TURNFURLONG INFANT SCHOOL

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**MINUTES** of the meeting of the FGB meeting of Turnfurlong Infant School held at Turnfurlong Infant School on 2<sup>nd</sup> July 2024 at 4.30pm.

#### **PRESENT:**

Mrs L Arnott

Mrs C Austin (Chair)

Mrs H Burnett

Mrs G Hudson

Mr M Mardawan

Mrs R Ochiltree (Headteacher)

Mrs K Sargeant

#### **APOLOGIES:**

Mrs K Henry

Mr R Lloyd

#### **IN ATTENDANCE**

Mrs R Weymouth (Clerk)

#### **ACTION**

The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.

#### **1 NOTIFICATION OF ANY OTHER BUSINESS**

The following items would be discussed under Any Other Business;

- Governor purchases for next academic year

#### **2 DECLARATIONS OF INTEREST**

Mrs G Hudson advised she is Vice Chair at Turnfurlong Junior School (TJS), is an employee at the PRU and sits on the Management Committee at the PRU.

Mrs Burnett advised she is the Programme Lead at Ashmead ITT and train trainee teachers for Aylesbury and the surrounding area.

Mrs K Sargeant advised she works at Maltman's Green Preparatory School.

#### **3 MINUTES AND MATTERS ARISING**

Circulated prior to the meeting, Governors reviewed and agreed the minutes of the previous meeting held on 4<sup>th</sup> June 2024.

	<b>ACTION</b>
Mr Lloyd would sign the minutes electronically on GovernorHub.	<b>Mr Lloyd</b>
<b>3.1 MATTERS ARISING</b>	
Minute 4.1 – The Safeguarding Governor had circulated a report of the most recent safeguarding visit. The SCR had been checked with no outstanding items on 1 <sup>st</sup> July 2024.	
Minute 4.1 – The Chair advised she had circulated PREVENT and FGM training links to Governors.	
Minute 6 – The GDPR Governors advised he would complete a GDPR Visit before the end of term.	<b>GDPR Gov.</b>
Minute 6 – The Chair advised she would be completing a Science Visit on 11 <sup>th</sup> July 2024.	<b>Chair</b>
Minute 6 – Mrs Burnett advised she would circulate a report of a recent Humanities visit.	<b>Mrs Burnett</b>
Minute 7.1 – The Headteacher advised that a students and parent survey would be circulated before the end of term.	<b>Headteacher</b>
<b>4 STRATEGIC MANAGEMENT</b>	
<b>4.1 HEADTEACHER REPORT</b>	
Circulated prior to the meeting, Governors noted the Headteacher report.	
<ul style="list-style-type: none"> <li>• The Headteacher advised the number of children on roll in the nursery has increased.</li> <li>• Under safeguarding Governors will note that the number of restraints and exclusions has not increased due to the skills and support provided to a child.</li> </ul>	
<b>4.2 SELF EVALUATION FORM (SEF)</b>	
Circulated prior to the meeting, the Headteacher advised that some minor adjustments have been made to the SEF. A full review will be completed before the Autumn term and include the most recent data.	
<b>4.3 SCHOOL IMPROVEMENT PLAN (SIP)</b>	
Circulated prior to the meeting, Governors noted the SIP. The Headteacher advised;	
<ul style="list-style-type: none"> <li>• Opal Play has been the best success of the year as well as EYFS and the successful Ofsted inspection at the start of the academic year.</li> <li>• The SIP for the next academic year is being drafted and will focus on 2-3 actions under each Ofsted category with the most</li> </ul>	

actions being in Leadership and Management and Quality of Education to embed sticky knowledge.

#### 4.4 OPAL PUPIL VOICE

The Headteacher advised that whilst pupil voice for Opal has not been collected children have written about Opal in their school reports and how they have made use of the resources.

#### 5 DELEGATED REPORTS - COMMITTEES

##### 5.1 HR RELATED PANELS/COMPLAINTS PANELS/PUPIL DISCIPLINE COMMITTEE

This committees had not been required to meet.

#### 6 DELEGATED REPORTS – GOVERNORS

##### 6.1 CHAIR

The Chair advised that she had responded to a Stage 2 Parent Complaint.

##### 6.2 SAFEGUARDING GOVERNOR

This item had been discussed earlier in the meeting.

The Headteacher advised that the Annual Safeguarding Report would be submitted to ESAS on 1<sup>st</sup> September 2024 to include any data from the summer holidays.

**If a case conference is required in the summer who will do this?**

Responding, the Headteacher advised that the school have to advise the LA who the dedicated person for safeguarding is if a case goes to MASH or there is a strategy meeting. The schools out of office email will advise that all safeguarding contacts are held by ESAS and there are 2 contacts provided.

##### 6.3 SEND GOVERNOR

The SEND Governor advised that a visit will be arranged for the Autumn Term.

The Headteacher advised that since September the school have been successful in supporting 5 children into specialist provision.

**Are there any further children on roll waiting for specialist provision?**

Responding, the Headteacher advised at least one child, however finding the right provision will be challenging. There are also 2-3

**SEND Gov.**

children in Reception where another local SEND provision might be the best placement.

#### **6.4 DEVELOPMENT GOVERNOR**

The Development Governor advised that annual safeguarding training would be arranged for the Autumn term.

**Dev Gov.**

#### **6.5 OTHER GOVERNOR REPORTS**

There were no further reports to be tabled at the meeting.

### **7 OTHER ITEMS / NEW BUSINESS**

#### **7.1 ITEMS FOR ACTION**

##### **7.1.1 DFE GUIDANCE – MOBILE PHONES IN SCHOOLS**

Governors noted the DfE guidance published to support schools with their approach to developing a mobile phone / device policy.

The Headteacher advised that guidelines for the use of mobile phones for staff is included in the Staff Code of Conduct and can only be used in the staff room and where children are not present.

**What about parents and visitors?** Responding, the Headteacher advised that parents and visitors are reminded not to use mobile phones when on site.

##### **7.1.2 DFE WRAPAROUND CHILDCARE GUIDANCE FOR SCHOOLS**

Governors noted the DfE guidance published to support schools with current and future wraparound care provision and plans to meet requirements.

It was agreed that Mr Mardawan would send the guidelines to the schools wrap around care provider.

**Mr Mardawan**

##### **7.1.3 DFE GUIDANCE: ENHANCING PHYSICAL EDUCATION PROVISION AND IMPROVING ACCESS TO SPORT AND PHYSICAL ACTIVITY IN SCHOOL**

Governors noted the new published DfE guidance.

##### **7.1.4 DFE UPDATED GUIDANCE: MEETING DIGITAL AND TECHNOLOGY STANDARDS IN SCHOOLS AND COLLEGES**

Governors noted the revised DfE guidance and new digital accessibility standards.

The Headteacher advised that the Deputy Headteacher and schools IT provider were working through the guidance.

**7.1.5 PERFORMANCE MANAGEMENT ARRANGEMENTS**

The Chair advised that a new External Adviser to the Headteacher Performance Management Panel was being researched.

The Headteacher Performance Management Panel would be agreed in the Autumn term.

**7.2 ITEMS TO NOTE**

**7.2.1 DFE MAINTAINED SCHOOLS GOVERNANCE GUIDE**

Governors NOTED the new guide, replacing the DfE Governance Handbook.

**7.2.2 NEW FRAMEWORK TO SUPPORT TRAINEE AND EARLY CAREER TEACHERS**

Governors NOTED the revised framework to support trainee and early career teachers (ECTs) which would take effect from September 2025.

The Headteacher advised that the schools ECT has now qualified and is a Qualified Teacher.

It was agreed that the Chair would write to the member of staff congratulating them.

**7.2.3 UPDATED GUIDANCE: CONVERT TO AN ACADEMY – GUIDE FOR SCHOOLS**

Governors NOTED the DfE’s updated guidance for schools wanting to convert to an Academy, and the changes in eligibility for academising schools of three or more to be able to access the conversion grant.

**8 RECURRING ITEMS**

**8.1 POLICIES**

There were no policies for review at the meeting.

The Headteacher advised that the Complaints Policy would be reviewed and tabled at FGB in the Autumn term.

**9 DATES AND TIMES OF FUTURE MEETINGS**

The following dates and times of future meetings were agreed.

All meetings 4.30pm.

**Autumn Term:**

**ACTION**

**Agenda**

**Chair**

**Agenda**

Thurs 12<sup>th</sup> Sep 24 - FGB

Thurs 7<sup>th</sup> Nov 24 – FGB F

Thurs 21<sup>st</sup> Nov 24– FGB C

Thurs 12<sup>th</sup> Dec 24 – FGB

**Spring Term:**

Wed 5<sup>th</sup> Feb 25 – FGB F

Wed 5<sup>th</sup> Mar 25 – FGB C

Thurs 3<sup>rd</sup> Apr 25 – FGB

**Summer Term:**

Thurs 15<sup>th</sup> May 25 – FGB F

Thurs 5<sup>th</sup> Jun 25 – FGB C

Thurs 3<sup>rd</sup> Jul 25 - FGB

**10 ANY OTHER BUSINESS**

**Governor Purchases for next academic year**

Governors agreed to purchase the Bronze package through BEEST and Advice and Resources and The Knowledge through BEP.

**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 17.43pm.

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

CHAIR