

SPRING TERM 2024

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School on 21st March 2024 at 4.30pm.

PRESENT:

Mrs L Arnott
Mrs C Austin (Chair)
Mrs G Emmanuel
Mrs K Henry (Year 1 Leader)
Mrs G Hudson
Mr M Mardawan
Mrs R Ochiltree (Headteacher)

APOLOGIES:

Mrs H Burnett
Mr R Lloyd

IN ATTENDANCE

Mrs R Weymouth (Clerk)

1 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed under Any Other Business:

- Admissions Policy
- Bucks School Awards
- EYFS Governor
- Update on Governor Vacancies
- Strategy Meeting

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.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meeting held on 7th March 2024, having been circulated, were confirmed, and would be signed by the Chair as a correct record on GovernorHub.

3.2 MATTERS ARISING

There were no matters arising from the minutes.

4 STRATEGIC MANAGEMENT

4.1 REPORT OF THE HEADTEACHER AND GOVERNORS' QUESTIONS

ACTION

Circulated prior to the meeting, Governors noted the Headteacher report. Governor asked;

In terms of the Year 1 phonics data was this expected? Responding, the Headteacher advised that the data in the report is from last academic year. This year's phonics test will be completed in June. The school expect data to be in line with expected and there are already a group of children in this year group doing Year 2 SPAG. Any children that require additional support are having daily interventions.

In terms of staff that have left and previous conversations with regards to the Admissions Policy is there a theme or trend to staff leaving? Responding, the Headteacher advised that one person left for promotion and those that have joined are temporary contacts for children that require 1-1 support.

How is CPOMS used? Responding, the Headteacher advised that it is used to note any concerns. There are 155 entries. These could be for an incident in the playground, a friendship issue or something more serious.

Are incidents logged under different severities? Responding, the Headteacher advised yes.

The Safeguarding Governor advised she had reviewed the system during a visit to school and it is excellent.

4.2 SELF-EVALUATION FORM (SEF)

Circulated prior to the meeting, Governors noted the SEF.

The Headteacher advised that Buckinghamshire Council have advised the context is very clear. When writing the SEF, it is always written with impact in mind.

4.3 SCHOOL IMPROVEMENT PLAN (SIP)

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

- Actions are progressing well.
- Opal, after being in place for only one term, has already had a huge impact and external visitors have visited to see how the school implemented this.

The Year 1 Leader advised that the Deputy Headteacher has trained a large group of Year 2 children who assist with setting up the equipment which gives them additional responsibility and is working well.

The Opal Play Governor advised that she had visited school after break and all equipment was very tidy.

When will the school receive the report from the EYFS Adviser that has visited school recently? Responding, the Headteacher advised she was unsure when this would be received. The adviser provided some great verbal feedback, and the visit was very positive.

- This term the Headteacher is supporting another school to develop Middle Leaders to support curriculum design. This is through BC Side by Side Support which not only brings additional funding to Turnfurlong Infant School (TIS) but has also helped to identify small areas of change to TIS's curriculum following Ofsted inspection including teaching, learning, and planning to ensure stronger recall of facts and assisting children to develop "sticky knowledge" and ensure curriculum sequencing is as tight as possible.
- Staff Meeting time next term is allocated to discuss Voice 21 and where this sits in the curriculum and whether it is embedded. This will be a focus of the SIP next year.

4.4 GOVERNOR CODE OF CONDUCT

The Chair advised that at FGB-F it was discussed that the Code of Conduct should be reviewed to include a minimum level of attendance at meetings across the academic year.

Governors discussed and agreed that of the 3 meetings each term Governors should attend 2 as a minimum.

Governors discussed that this is important for Governors to complete their statutory roles. It is however expected that emergencies may occur and where it is not possible to attend meetings notice should be given as soon as possible as it may be possible to change the date.

Governors agreed that minimum meeting attendance should be added to the Code of Conduct.

The Clerk would update the document and circulate this on GovernorHub.

Clerk

5 COMMITTEE MINUTES

5.1 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

		ACTION
6	REPORTS	
6.1	REPORT OF THE CHAIR	
	<p>The Chair advised she had attended the most recent ALPS meeting on behalf of the board and completed an application for the Headteacher’s Side by Side Champion work discussed earlier.</p> <p>The Headteacher advised that she is a Side by Side Pupil Champion and the work with other schools is also assisting TIS’s school improvement journey.</p> <p>The school currently have a challenging Year 2 cohort. If the new Reception intake is stable, some other staff may also be able to be released for similar work.</p>	
6.2	REPORT OF THE SAFEGUARDING GOVERNOR	
	<p>The Safeguarding Governor advised that she visited school on 22nd February 2024 and would provide a report to Governors.</p> <p>Safeguarding remains robust and there are no concerns. CPD Logs, certificates, and induction packs were all reviewed during the visit.</p> <p>The SCR was also checked and is up to date.</p>	SG Governor
6.3	REPORT OF THE SEND GOVERNOR	
	<p>The SEND Governor had sent apologies to the meeting. This item would be discussed at the next meeting.</p>	Agenda
6.4	REPORT OF THE DEVELOPMENT GOVERNOR	
	<p>The Development Governor advised that training opportunities continue to be circulated to Governors.</p> <p>New Governors have completed Safeguarding training.</p> <p>During completion of the SFVS finance training was identified for the board. The Development Governor would research possible training options for this.</p> <p>The Headteacher advised that the school budget will be very challenging next financial year. The school have received an email communication from BC that a final decision on Support Staff salaries has not yet been made.</p> <p>Governors discussed that this will also impact union action. Other local authorities have paid Support Staff more for considerably longer.</p>	Dev Gov

		ACTION
6.4.1	BEP CHAIRS STRATEGIC BRIEFING – FRIDAY 8 MARCH 2024 9.30AM	
	Governors noted the date and time of the briefing and would consider attendance.	
6.5	EQUALITIES GOVERNOR	
	The Equalities Governor had sent apologies. This item would be discussed at the next meeting.	Agenda
6.6	REPORT OF THE PUPIL PREMIUM GOVERNOR	
	The Pupil Premium Governor had sent apologies. This item would be discussed at the next meeting.	Agenda
6.7	HEALTH AND SAFETY GOVERNOR	
	The Health and Safety Governor advised she had completed an introductory visit to the school and another visit would be completed before the end of the academic year.	H & S Gov
6.8	WELLBEING GOVERNOR	
	The Wellbeing Governor had sent apologies. This item would be discussed at the next meeting.	Agenda
6.9	OTHER GOVERNOR REPORTS	
	There were no further report for discussion at the meeting.	
7	OTHER MATTERS / NEW BUSINESS	
7.1	WORKING TOGETHER TO SAFEGUARD CHILDREN	
	Governors noted the changes to the statutory guidance and would ensure that their safeguarding practices were updated if necessary. School policies and procedures would be updated if appropriate in the light of this guidance.	
7.2	PREVENT DUTY GUIDANCE	
	Governors noted that revised Prevent Duty Guidance was published in September 2023 and came into force on 31 December 2023.	
	Governors were reminded to check they have completed PREVENT training and add this to their GovernorHub training log. The Chair would re-circulate the link for PREVENT training.	All Gov Chair

The Headteacher advised that in addition to PREVENT staff also complete forced marriage and county lines training.

7.3 GENDER QUESTIONING CHILDREN

Governors noted the DfE draft non-statutory guidance to support schools in making considered and lawful decisions in relation to children who are questioning their gender, and the wider school community.

7.4 EYFS AND EARLY EDUCATION AND CHILDCARE

Governors noted changes to the following DfE documents:

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/early-years-foundation-stage-statutory-framework)

[Early education and childcare \(applies from 1 April 2024\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/early-education-and-childcare-applies-from-1-april-2024)

They agreed to update practices in line with the revised documents.

8 RECURRING ITEMS

8.1 STATUTORY INFORMATION ON SCHOOL WEBSITES

The Headteacher advised that the school website is up to date and compliant.

8.2 POLICIES

There were no policies for review at the meeting.

9 DATES AND TIMES OF FUTURE MEETINGS

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

Summer Term:

16th May 24 – FGB-F

5th Jun 24 – FGB-C

2ND Jul 24 – FGB

10 ANY OTHER BUSINESS

Bucks School Awards

The Chair advised that she was completing a nomination form to nominate the EYFS Team in the category Excellence in Early Years.

EYFS Governor

Governors discussed and agreed that Mrs Austin would assume the vacant role of Early Years Governor.

Governor Vacancies

The Chair advised that the board have a Parent Governor vacancy. The role has been advertised with a deadline of 28th March 2024.

The board still have 2 Co-opted Governor vacancies and 1 Foundation Governor vacancy. Both are listed on Inspiring Governance; however this service will close at the end of September 2024.

Could the vacancies be posted on the school Facebook page?

Responding, the Chair advised yes.

School Strategy

The Chair advised that historically Governors have met once a year to review the School Strategy including mission statement, values, and ethos.

The Headteacher advised that this is critical for driving the journey of the school going forward and also assists with the writing of the SIP. The current document is robust and reflects the school and community but should be revisited to ensure it is fit for purpose.

Governors agreed to meet on Tuesday 23rd April 2024 at 4.30pm.

Admissions Policy

The Chair advised that Turnfurlong Junior School has amended their Admissions Policy to give students of staff a greater priority.

A decision is required as to whether the school should amend its Admissions Policy in line with this.

How high have they put this in the policy? Responding, the Chair advised Priority 4, above those in catchment.

Mrs Hudson advised that this was done for collaborative working relationships across ALPS schools and also to recruit and retain staff.

The Chair advised that the schools current Admissions Policy criteria is;

1. LAC and PLAC
2. EHCP
3. Catchment
4. Siblings

- 5. Children attending TIS nursery
- 6. Children of staff of any ALPS school

The Headteacher advised that for TIS it is critical that the nursery retains its current priority.

Why it is so low down? Responding, the Headteacher advised that there is never an issue with children from the nursery being admitted to the school as they are admitted through Priority 3 – catchment.

The Headteacher advised that the policy is working. There has only been one appeal in six years and the school are full every year. There are families that are admitted under Priority 6 as parents are teachers who work at The Grange.

In terms of attracting potential candidates for teacher and TA roles, this may assist especially when people are considering the costs of childcare. Responding, the Headteacher advised that this would not support with childcare as the school do not currently offer 30 hours in the nursery. The staff that are parents at TIS or TJS has grown organically. If someone is recruited their child could be admitted under Priority 6.

If a decision is taken in the future to change nursery hours the policy could be reviewed again.

Governors agreed.

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 18.03pm.

Signed Date
Chair