

AUTUMN TERM 2024

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the school on 12th September 2024 at 4.30pm.

PRESENT:

Mrs L Arnott
Mrs C Austin (Chair)
Mrs K Henry
Mr R Lloyd
Mr M Mardawan
Mrs R Ochiltrie (Headteacher)
Mrs K Sargeant

APOLOGIES:

Mrs H Burnett

IN ATTENDANCE

Mrs R Weymouth (Clerk)

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, Mr 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 2025.

Mrs Austin in the Chair

1.2 ELECTION OF VICE- CHAIR

In line with the procedures agreed by the Governing Board, Mr 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 2025.

1.3 OTHER APPOINTMENTS

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

Safeguarding Governor – Mrs Austin
SEND Governor – The Chair would check if Mrs Burnett wished to continue this role.

Other roles were appointed as follows:

FGB – F Chair – Mr Mardawan
FGB – C Chair – Mr Lloyd
Development Governor – Mrs Ochiltrie
Pupil Premium Governor – Mr Lloyd

ACTION

Chair

Equalities & Diversity Governor – Mrs Burnett
PSHE / RHE Governor – Mrs L Arnott
Early Years Governor – Mrs Austin
Data Protection Governor – Mr Mardawan
Health and Safety Governor – Mrs Sargeant
Wellbeing Governor – Mr Lloyd
Other Governor roles were allocated as per the
Committee Grid.

1.4 GOVERNOR RECRUITMENT AND VACANCIES

The Chair advised the board has the current vacancies;

- 1 x Foundation
- 2 x Co-opted
- 1 x LA Governor

The Chair proposed that Mr Mardawan be changed to the Foundation Governor vacancy creating a Parent Governor vacancy.

Governors agreed.

The Chair would make arrangements for a Parent Governor election.

Chair

2 NOTIFICATION OF ANY OTHER URGENT BUSINESS

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

- MIS System

3 DECLARATIONS OF INTEREST

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

The Chair advised that her husband works at Aylesbury Grammar School.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 2nd July 2024, having been circulated, were confirmed as an accurate record.

The Chair would mark the minutes as signed on GovernorHub.

Chair

A signed copy of the minutes would be made available in school by request.

Headteacher

		ACTION
4.2	MATTERS ARISING	
	Minute 3.1 – The GDPR Governor advised he had completed a GDPR visit and would circulate a report.	GDPR Gov.
	Minute – Mrs Sargeant advised she would complete a Science visit.	Mrs Sargeant
	Minute 3.1 – Mrs Burnett would circulate the Humanities visit report.	Mrs Burnett
	Minute 3.1 – The Headteacher advised that results of the student and parent survey would be tabled at FGB - C.	FGB C Agenda
	Minute 6.3 – The SEND Governor would arrange a SEND visit.	SEND Gov.
	Minute 6.4 – Governors were reminded to check when they had completed safeguarding training and advise the Development Governor.	All Gov.
	Minute 7.1.2 – Mr Mardawan confirmed he had sent the DfE Wraparound Care Guidance for Schools to the school’s wraparound care provider.	
	Mr Lloyd arrived at 17.00pm.	
	It was agreed that Mrs Sargeant would complete Headteacher Performance Management training.	Mrs Sargeant
	The Chair advised that a new External Adviser is required. The Clerk would provide details of a potential candidate.	Clerk
5	ANNUAL REVIEWS	
5.1	STANDING ORDERS	
	Governors reviewed and adopted their Standing Orders. The Governance Professional would arrange for these to be published on GovernorHub.	Governance Professional
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.	
5.4	REVIEW OF COLLABORATION AGREEMENT(S)	

		ACTION
	<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 or Staff Dismissal Appeals Panels be required to meet.</p> <p>Governors noted that they already had a collaboration agreement in place with ALPS School Governing Board's and agreed that they wished to continue with this arrangement for the forthcoming year.</p>	
5.5	ARRANGEMENTS FOR VIRTUAL ATTENDANCE AT MEETINGS	
	Governors reviewed and approved the Virtual Attendance at Meetings Policy. This would be published on GovernorHub.	Governance Professional
5.6	TERMS OF REFERENCE	
	Governors reviewed and adopted Terms of Reference for their Committees. The Governance Professional would arrange for these to be published on GovernorHub.	Governance Professional
5.7	DECLARATIONS OF INTERESTS / LOYALTY	
	Governors agreed to review and update their declarations of interest on GovernorHub within the next 7 days	All Governors
	Governors noted the requirement for this information to be published on the school website.	Headteacher
5.8	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
	The Code of Conduct of would be reviewed annually.	
6	SAFEGUARDING ANNUAL REPORT	
	Circulated prior to the meeting, the Headteacher advised that the Annual Safeguarding Report had been submitted to Buckinghamshire Council (BC) by the prescribed deadline.	
7	KEEPING CHILDREN SAFE IN EDUCATION 2024	

ACTION

Governors noted that Keeping Children Safe in Education had been revised and went live on 1 September 2024. Governors noted the changes to the guidance.

It was confirmed that all staff had read Part 1 of KCSIE 2024 (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.

All Governors

8 STRATEGIC MANAGEMENT

8.1 SELF-EVALUATION FORM (SEF)

Circulated prior to the meeting, Governors noted the SEF.

The Headteacher advised that pupil data has been added to the SEF and this will be updated further as the LA provide more analysis which will be presented at the next FGB meeting.

Agenda

Whilst the 2023/24 Year 2 achieved lower than LA and national GLD in Reception and had lower phonics outcomes when in Year 1 their reading data was as expected and writing, and maths was positive given the additional SEN in the group.

Whilst there is no longer national data for KS1 the group of schools submitting their data to BC is large enough for the data and analysis to be robust which is useful.

The key elements of the SEF and in terms of informing the 2024/25 SIP is some aspects of literacy. Although Reception GLD is in line with the national average the areas they are not achieving is in word reading and writing which will impact Phonics data in Year 1. Therefore, raising outcomes for Phonics is a focus for the year as well as Reading in Year 2 and pushing more children to Greater Depth (GD).

Whilst the impact of Year 2 children attending the school's nursery could not be seen in phonics data or GLD data they continue to be more likely to reach expected in Reading by 10%. This group had a disrupted early years education due to the pandemic but the interventions and contact they had had made a positive impact on their outcomes.

Pupil Premium data is awaited.

In Reception the most vulnerable children achieved better again which is positive.

In terms of the Year 2 data was this an impact for the school or a larger issue of the covid impact? Responding, the Headteacher advised that the biggest difference in children was their personal, social and

emotional skills. They didn't form as a cohort easily like children usually would in their Reception year as they were unable to free flow due to the pandemic restrictions.

Governors discussed it will be interesting to review the current Year 2 data against 23/24.

Looking back, is there anything you would have done differently over the last year? Responding, the Headteacher advised no.

The Staff Governor advised that the Headteacher and SLT did all possible to lead staff to help all children to succeed.

The Headteacher advised that Year 2 were always 6-9 months behind where they should be. Some of them just required more time in Reception had this been possible.

8.2 SCHOOL IMPROVEMENT PLAN (SIP)

Circulated prior to the meeting, Governors noted the SIP 2024/25.

The Headteacher advised that targets include;

- Literacy and Raising Attainment
- Building on Sticky Knowledge in some foundation subjects. Medium term planning will change so that teachers are aware of what has been taught before and start with an activity to revisit this before moving on to something new. Staff have been discussing strategies to embed this such as visuals and singing.
- Giving staff time to do this links to Leadership and Management and the October INSET day will be used to look at planning for the next term. The school will ensure staff have time to do this, which supports their wellbeing.
- Other objectives include attendance, personal development, Governance, and succession planning.

Governors agreed the SIP.

8.3 LEARNING WALK SCHEDULE

The Chair thanked Governors for completing Subject Visits and circulating reports.

Has there been any feedback from staff on completing this year's Subject Visits in one week? Responding, the Headteacher advised that releasing staff is the biggest challenge. Some visits could be virtual, and staff and Governors could discuss action plans and subjects. The best time this term would be the first 1-2 weeks after half term. The first meeting could be introductory to build relationships with staff.

It was agreed that the Clerk would post the Governor visits template on GovernorHub.

8.4 SUCCESSION PLANNING UPDATE

The Chair advised that prior to the summer break staff were informed of the boards intention to research possible succession options.

The Staff Governor advised that the Chair and Headteacher managed the situation very well.

Staff were advised that the board need to consider succession planning for the school which could lead to federation but more research of all the options is required first to understand all the positives and negatives of each.

The Staff Governor and Associate Member have agreed to lead staff in completing their SWOT analysis and it is important that any decisions made going forward are collective and consider staff voice. Once this is completed the board will complete a SWOT analysis.

The Associate Member advised that staff would have lots of questions but the session with the Chair and Headteacher was received well.

The Headteacher advised that full research of all of the available options will be a full year's work which requires an action plan with timeframes to keep the board and school accountable.

Governors discussed that possible options could be;

- Federate with Turnfurlong Junior School.
- Investigate federating with other schools such as a group of infant schools.
- Consider the positives and negatives of academisation.
- Remain as the school is now.

Governors discussed that the board need to evidence that all options have been thoroughly considered as well as look at the difference between a foundation and maintained schools and the Governance of each.

What are the drivers to be considering any of these options? Governors discussed these could be finance, Headteacher succession, staff retention and continuing to champion EYFS education.

Do the school pay to be in ALPS? Responding, the Headteacher advised yes.

The following actions were agreed;

		ACTION
	<ul style="list-style-type: none"> • Headteacher and Chair to attend Bucks Academy Roadshow and report back to Governors. • Governors would meet to complete a SWOT analysis of each of the above options per term. • The first meeting will take place on 4th December 2024 at 4pm. Prior to this staff would complete their SWOT analysis on 15th November 2024. 	<p>Headteacher/ Chair</p> <p>All Gov.</p>
9.	POLICIES	
9.1	RE-ADOPT BC HR POLICIES	
	Governors agreed to re-adopt all Buckinghamshire Council HR policies.	
9.2	STATUTORY POLICIES	
	Circulated prior to the meeting, Governors reviewed and agreed the following policies;	
	<ul style="list-style-type: none"> Anti-Bullying Attendance Behaviour Complaints Child Protection Data Protection E-Safety Educational Visits Emergency Closures Health and Safety Intimate Care Privacy Notice for Parents Remote Learning RHE SEND Supporting Pupils with Medical Conditions Teaching and Learning TIS Charging Policy 	
	The Headteacher advised that attendance data would be tabled at FGB-C.	FGB-C
10	OTHER MATTERS	
10.1	APPENDIX 1 ADMISSION ARRANGEMENTS – SEPTEMBER 2026	
	Governors noted the need to consider how the admission schemes have operated to date and whether they wished the LA to vary any part of them in its new arrangements for 2026. Governors were reminded that all requests needed to be compliant with the revised Admissions Code	

and received by the Admissions Team by **Monday 30 September 2024**.

Governors noted the need to consider and agree the school's own proposed admission arrangements for the 2026 admission year. Schools proposing to change their admission arrangements are requested to forward a copy of their consultation document to the Admissions and Transport Team by **Friday 30 November 2024**.

The Headteacher advised that the schools Admissions Policy would also be added to the next ALPS meeting agenda to ensure that the school's Admissions Policy is compliant with the co-operative trust.

Headteacher

Does the policy for nursery admissions require review? Responding, the Headteacher advised no, as the school manages its own nursery admissions.

10.2 PRIVACY NOTICES

Governors noted the revised privacy notice model documents that the DfE had published on 14 August 2024.

The Headteacher advised that the school's privacy notices had been checked by the schools Data Protection Officer and are in line with the guidance.

10.3 MUSIC DEVELOPMENT PLAN

Governors noted the requirement for schools to publish a summary of their music development plan for the academic year 2024/25 on their website.

The Headteacher reported that the school's summary of its music development plan was available to view on the school's website.

10.4 OFSTED INSPECTION FRAMEWORK

Governors noted the press release from the DfE on 2 September 2024 which reported that single headline judgements from Ofsted would be scrapped with immediate effect, and some further changes were to be consulted upon this academic year.

10.5 DFE STATUTORY GUIDANCE – WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE

Governors noted that the revised statutory guidance came into effect on 19 August 2024 and the key changes.

10.6 BEP TERMLY GOVERNANCE PRIORITIES BRIEFING – WEDNESDAY 25 SEPTEMBER 2024

		ACTION
	Governors noted that a new Termly Priorities briefing would take place on Wednesday 25 September 2024 from 9.30 – 10.30am.	
10.7	BEP CHAIRS STRATEGIC BRIEFING FRIDAY 15 NOVEMBER 2024	
	Governors noted that the Autumn term briefing would take place on Friday 15 November 2022 from 9.30 – 11.30am.	
10.8	CYBER SECURITY TRAINING FOR GOVERNORS	
	It was agreed that Mr Mardawan would attend.	Mr Mardawan
	Mr Lloyd would provide details of the training.	Mr Lloyd
11	DATES AND TIMES OF FUTURE MEETINGS	
	The following dates and times of future meetings had previously been agreed:	
	Autumn Term: Thurs 5th Nov 24 – FGB F Thurs 21st Nov 24– FGB C Thurs 12th Dec 24 – FGB	
	Spring Term: Wed 5th Feb 25 – FGB F Wed 5th Mar 25 – FGB C Thurs 3rd Apr 25 – FGB	
	Summer Term: Thurs 15th May 25 – FGB F Thurs 5th Jun 25 – FGB C Thurs 3rd Jul 25 – FGB	
12	ANY OTHER URGENT BUSINESS	
	The Headteacher advised that BC have the contract for schools MIS systems – SIMS which is due to expire at the end of this financial year.	
	There are 3 MIS systems that BC will support and the Headteacher and office team have watched presentations on each. The preference is to remain with SIMS, but the school have not yet received any quotes.	
	Will BC subsidise the cost? Responding, the Headteacher advised no. the school have to select a system that is supported by BC.	
	When quotes are received, they will be presented to Governors.	Headteacher
13	IMPACT OF MEETING	

Governors discussed the following impact as a result of the meeting;

- Plan agreed for succession planning.
- SIP agreed
- Policies agreed
- Annual business completed and Governor roles assigned.

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 19.02PM

Signed Date

CHAIR