

AUTUMN TERM 2024

TURNFURLONG INFANT SCHOOL

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

PRESENT:

Mrs C Austin

Mr R Lloyd (Chair)

Mrs R Ochiltree (Headteacher)

Mrs S Hounsell

Mrs K Sargeant

APOLOGIES:

Mrs L Arnott

Mrs H Burnett

Mr M Mardawan

IN ATTENDANCE

Mrs R Weymouth (Clerk)

ACTION

1 WELCOME AND APOLOGIES FOR ABSENCE

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

2 NOTIFICATION OF ANY OTHER BUSINESS

There was no further business for discussion.

3 DECLARATIONS OF INTEREST

There were no declaration of interest declared.

4 MINUTES AND MATTERS ARISING

Circulated prior to the meeting, Governors reviewed and agreed the minutes of the previous meeting held on 12th November 2024.

4.1 MATTERS ARISING

There were no matters arising.

5 GOVERNING BOARD CHANGES

The Chair proposed that a candidate interested in becoming an Associate Member attend the next FGB-F.

Governors agreed.

6 STRATEGIC MANAGEMENT

6.1 HEADTEACHER REPORT

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

- On the SEF Quality of Early Years has been changed from a 1 to a 2. The school has received some additional support and has put a 6 week action plan in place to maintain expectations. Everything has been actioned, and there are new actions for next term. It is hoped this area will move back to a 1 next term.

Unauthorised absence has increased year on year? Responding, the Headteacher advised that overall absence is similar to previous years and 96% is what the school would expect at the end of the year.

The challenge with unauthorised absence (the data presented is 2023/24 data) is that it usually happens in the Spring term when families travel for Eid celebrations and have quite long term absence during this time. The DfE statutory guidance now has emphasis on a certain number of days absence before a fine is issued and this will discourage some families. The school are monitoring attendance more closely using the DfE tool. The summer term is also a term when typically, families take their children on holiday a week early before the end of term.

How are the school managing Support Staff vacancies? Responding, the Headteacher advised there has been some movement of supply staff since the start of term to support need in Reception and there have been some resignations. A child receiving 1-1 support will be leaving the school in January 2025 and therefore the adult support will move into a vacant position. When recruitment took place before half term, strategically 2 staff were recruited to ensure a back-up if someone left. During that recruitment cycle there was also a 3rd candidate who would have been employed if the school had a vacancy at the time and they have been contacted to bring into post.

The school cannot afford to have supply support staff and will have to re-advertise again in January if necessary. These are SEN TA's and in terms of funding the school have no Higher Needs Block Funding. The school have 4 children who are awaiting their final EHCP approval and until this is agreed the school will not get any funding to support these children.

Headteachers were consulted this week on the pay increase for Support Staff. All Headteachers want support staff to have a pay rise, but the reality is that schools cannot afford this from within their own budgets and the funding schools receive for an EHCP does not cover the costs.

When you receive the funding will it be backdated? Responding, the Headteacher advised no.

The number of SEN children in Reception is half that of Year 1 but there is the same number in the cohort. Responding, the Headteacher advised that sometimes needs emerge over time. In Reception there are a higher number of EHCPs and will be 5, possibly 6 by the end of the year. There are lots with high level ASD. Some families want a special setting, and others are still thinking about this option.

Are nursery numbers going up for January? Responding, the Headteacher advised that any spaces available will be in the afternoon going forward.

6.2 SCHOOL SELF EVALUATION FORM

Circulated prior to the meeting, the Headteacher advised that the SEF has been updated with feedback from LA reports, about disadvantaged children and it is pleasing that with the exception of Year 1 phonics, which was partly due to the success of the year before, children are doing better than other schools in Buckinghamshire and Aylesbury Town schools.

6.3 SCHOOL IMPROVEMENT PLAN

Circulated prior to the meeting, the Headteacher advised that the SIP has been updated with termly progress.

This half term has been challenging with a staff absence in Year 2 which is anticipated to be long term. Continuity for the class affected has been the priority. To manage this the DHT has been teaching alongside supply staff and the school also now have an ECT 4 days a week.

Through the progress of the SIP Governors can note the reduction in capacity and the things that have not been possible to do such as observations, and peer to peer observations. SLT time has not taken place and as a consequence the DHT is doing more than she should and the Headteacher is working 60+ hours a week.

With the plan in place will next term be better? Responding, the Headteacher advised it will provide SLT time.

6.4 RECEPTION DATA UPDATE

Circulated prior to the meeting, the Headteacher advised;

- The nursery curriculum focuses on the prime learning areas.

- The school's GLD average point has always been higher than Buckinghamshire Council (BC) and this is a sign of a broad curriculum.
- Where children do not achieve GLD this tends to be in writing. There is also a disparity in starting points for children.

The Headteacher presented the data to Governors.

6.6 PAY REVIEW VERBAL UPDATE

The Chair advised that Pay Review Committee had taken place and the Headteacher's recommendations were agreed.

Staff were thanked for their work and for some specific projects from the board.

6.8 INSURANCE QUOTES

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

The Headteacher advised there are pros and cons to the different quotes. Whilst BC is the most expensive it includes stress related absence and all long term absence has been related to this. BC also pay at the start of the absence which is better for the budget.

The school recommend the BC quote.

Does this include shared parental leave? Responding, the Headteacher advised yes.

Governors agreed.

The Headteacher advised that the school have also compared BC's Building and Premises Insurance offer with the DfE offer. If the school agreed the DfE policy this would mean that many of the school's other BC policies would be void.

The school have a good relationship with the BC's Property Team, and they are replacing wheelchair ramps and running electricity cables for catering without charging the school.

Governors agreed to remain with BC's Building and Premises insurance.

7 GOVERNOR REPORTS

7.1 CHAIR

The Chair had not taken any action under delegated powers.

		ACTION
7.2	SAFEGUARDING GOVERNOR The Safeguarding Governor advised they would complete a check of the SCR before the end of term.	SG Gov.
7.3	SEND GOVERNOR The Chair advised that a SEND Governor visit would be arranged.	SEND Gov
7.4	PUPIL PREMIUM GOVERNOR Circulated prior to the meeting, the Headteacher presented the Pupil Premium Strategy to Governors. Governors agreed the strategy which would be added to the school website before the end of term.	HT
7.5	DEVELOPMENT GOVERNOR The Development Governor advised that training events continue to be sent to Governors. Mrs Sargeant would complete safeguarding training in February 2025	Mrs Sargeant
7.6	OTHER GOVERNOR REPORTS There were no other reports for discussion at the meeting.	
8	POLICIES Circulated prior to the meeting, Governors noted the Admissions Policy. The Headteacher advised that it was agreed at ALPs that ALPS criteria would remain in place. Should the policy mirror TJS? Responding, Governors discussed that the policy should remain as it is. It works for the school, catchment area, cohort and community. Governors agreed the policy. Circulated prior to the meeting, Governors agreed the Equality Policy.	
9	OTHER MATTERS	
9.1	WEBSITE The Headteacher advised that the website is up to date with statutory documents.	
10	DATES AND TIMES OF FUTURE MEETINGS Spring Term:	

Wed 6th Feb 25 – FGB F

Wed 3rd 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

11 ANY OTHER BUSINESS

There was no further business for discussion.

12 IMPACT OF MEETING

Governors discussed the following impact of the meeting;

- Insurance quotes agreed
- Pupil Premium Strategy agreed
- Monitoring of data, SEF, and SIP
- Succession Planning next actions agreed

13 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 18.25pm.

Signed Date

CHAIR