

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the FGB Curriculum Focus meeting of Turnfurlong Infant School held via Zoom on 3rd March 2025 at 6.30pm.

PRESENT:

Mrs L Arnott

Mrs C Austin

Mrs H Burnett

Mr R Lloyd (Chair)

Mrs R Ochiltree (Headteacher)

Mrs S Hounsell

Mrs K Sargeant

APOLOGIES:

Mr M Mardawan

Mr A Puri

Mrs Y Rabindranath

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

The following items would be discussed under Any Other Business;

- Governor Recruitment

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 6th February 2025.

4.1 MATTERS ARISING

There were no matters arising.

5 CURRICULUM UPDATE

Student Data

Circulated prior to the meeting, Governors commented.

- Progress for Pupil Premium children as they move through the school is very positive.
- Reading is also excellent in lots of areas across the school.

Are there some challenges with Maths and Writing? Responding, the Headteacher advised that Reading has been a focus of the school this academic year and is an action on the School Improvement Plan (SIP). During the January 2025 INSET session staff had a session with the School Improvement Partner who is the English Lead at BC. The school have found the practicalities of reading with children twice a week a challenge this year. This is due to the pressure on the curriculum of foundation subjects which has become harder and means that the curriculum is overloaded. It is hoped that when the Government curriculum review is completed it will slim the curriculum to allow schools more time to focus on English, Reading and Maths. Currently teachers have release time to take groups of children to hear them read and there are also some parent volunteers doing this. Some 6th Form students from The Grange will also be working with targeted children.

The Headteacher advised;

- There are some common threads in the data in terms of attendance and progress including vulnerable and Free School Meal children.
- Reading at Greater Depth (GD) is positive.
- In Year 1 and Year 2 SEND children are almost all at expected, which is excellent.
- Pupil Premium children are all at the expected level.
- For any children just below and on the cusp of expected they are being supported and are predicted to achieve expected.
- Historically disadvantaged and vulnerable children achieve very well at the school.

Curriculum Updates

The Headteacher advised that SLT are starting to think about the curriculum for next academic year. There will be a refresh of Read, Write, Inc training with the consultant.

What is the cost of this? Responding, the Headteacher advised £3,000 the consultant comes into the school.

Educational Visits

Circulated prior to the meeting, Governors noted the list of educational trips and curriculum enhancement visits for the remaining academic year.

An author visit has taken place for Year 2 this term and another will take place for the whole school.

The Hindu temple outreach team will be visiting school to do a Holi assembly.

6 ATTENDANCE DATA

Circulated prior to the meeting, the Headteacher advised;

- The data presented is for all children that are statutory school age.
- The school uses the DfE tool which is available to all schools but includes those children that are not statutory school age.
- The most concerning group are FSM children. Of this group there are 6 that are Persistently Absent (PA) in Autumn 2 and 8 in Spring 1. The report details what the school has done to support these children/families to raise their attendance. Many of these children have had illnesses.

Mrs Sargeant joined the meeting at 18.53pm.

- For these families, the factors that may stop them coming into school are they don't have a car, so they must walk if they are unwell. They may be in overcrowded housing or housing that is of a poor standard. For children at this age there are wider social factors with having a low income.

Governors discussed it is positive that the school have analysed the data in this way and have identified the most vulnerable to provide support.

- In the group there are at least 2 children where the school cannot take further action with BC's Attendance Team as they are open to Family Support and other agencies are involved.

Do any of these children meet the threshold for Attendance Team Support? Responding, the Headteacher advised there is one. The challenge however is if they have a sibling at another school. Both schools have to be at the same stage of the Attendance Policy in order for BC to act.

7 PARENT/STUDENT AND STAFF SURVEY RESULTS

The Headteacher advised that the Staff Survey will be disseminated in the coming days. It may be possible to provide verbal feedback at the next meeting.

Agenda**8 GOVERNOR SUBJECT VISIT REPORTS**

There were no reports for discussion at the meeting.

9 EARLY YEARS HLTA

The Headteacher advised that this item will require further discussion at FGB.

Agenda

- There are 3 HLTAs in KS1. This means they can take a class on their own and plan lessons.
- The school uses them for PPA cover and covering occasional absence.
- There is no longer an HLTA status qualification. The closest equivalent is an NPQ apprenticeship. This is quite a high qualification almost, the same as being an unqualified teacher.
- EYFS is part of the school where not everyone wants to have a TA role, but the school can use an HLTA to cover classes. This is in the statutory framework for foundation stage and is very helpful from a financial viewpoint instead of getting supply.
- A TA with experience of running a nursery unit attached to a school has approached SLT. They don't want to do the qualification course but would like to have extra responsibility in terms of EYFS.
- The school lost a skilled member of EYFS staff to another school and having spoken with BC's EYFS Adviser they agreed this would be ok.
- The school has spoken to HR about whether a member of staff can have HLTA status without the qualification and they advised that this could be detailed in the Job Description.
- The Job Description would have to be very clear about the role and responsibilities and will need to be advertised internally to all staff members.
- There are 2 Nursery Nurses currently in the nursery and it would be a positive step to pay them at a higher level if the school can afford this in the budget. They do home visits, meet with parents and have a higher level of responsibility. One of them is interested in going on a pathway to teaching.
- This would be a strategic change, and a Job Description would be tabled at the next meeting.

Governors discussed that if this is affordable within the budget and the members of staff want the additional responsibility this seems like a

positive change and will aid retention. The school could consider using the Apprenticeship Levy and this will bring more continuity for children.

10 WELLBING

10.1 STUDENT

This item was discussed earlier in the meeting.

10.2 STAFF

The Headteacher advised that once results are analysed this information will be shared with Governors.

Have staff asked any following questions or had any concerns since the succession planning meeting? Responding, the Headteacher advised no. A date is required for Governors to come together again to review next steps. A TA did have a pension query.

10.2.1 TEACHER PAY AND FLEXIBLE WORKING DISCUSSION

Governors noted that BC's 2025 Pay Policy is still not available.

11 POLICIES

Admissions Policy

The Headteacher advised;

- The Admissions Policy has been circulated for reference.
- The Admissions Team at BC have queried the rules around point 6;

“Children of members of staff of any of the schools within the Aylesbury Learning Partnership, Turnfurlong Infant School, Turnfurlong Junior School and The Grange Secondary School, if they have been employed at the school for more than two years and are still serving at the school or if a member of staff is recruited to fill a demonstrable skills shortage.”

- Is this 2 years since the day the child started at the school or 2 years from when the parent submits the application.

Is it not based on employment dates? Responding, the Headteacher advised yes. If Governors want to make this clearer, it will need to be tabled at ALPS for all schools to agree.

Is it 2 years employment at the point of the application being submitted or is it 2 years from when they start the school? Responding, the FGB Chair advised that Turnfurlong Junior School (TJS) Admissions Policy states 2 years from the time the application is made. The school could align with this.

The Headteacher advised that this wording change would take effect from 2027/28 Admissions Policy.

Governors agreed to change the wording in line with TJS when the Admissions Policy is next reviewed in the Autumn Term 2025.

Alps Articles of Association

Circulated prior to the meeting, Governors noted the ALPS Articles of Association.

There are some areas of the articles that are not being adhered to such as a different committee and it is not clear who attends this. There are also aspects of the articles that don't seem relevant any longer.

It was agreed that the FGB Chair would review the articles prior to the next ALPS meeting.

FGB Chair

11 DATES AND TIMES OF FUTURE MEETINGS

Autumn Term:

Spring Term:

Thurs 3rd Apr 25 – FGB

Summer Term:

Thurs 15th May 25 – FGB F

Tues 3rd Jun 25 – FGB C

Tues 1st Jul 25 – FGB

12 ANY OTHER BUSINESS

Governor Recruitment

The FGB Chair advised she has contacted the potential Co-opted Governor following discussions at the last meeting and they have agreed to join the board with the possibility of adopting the SEND Governor role.

As the LA Governor role is currently vacant it is proposed he takes this position.

Governors agreed.

The Clerk would arrange the relevant forms to be completed and sent to the Local Authority.

It was agreed the next Succession Planning meeting would take place on 21st March 2025 at 4pm.

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 19.54pm.

Signed Date

CHAIR