

SPRING TERM 2025

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the school on 3rd April 2025 at 4.30pm.

PRESENT:

Mrs C Austin (Chair)
Mr R Lloyd
Mr M Mardawan
Mrs R Ochiltree (Headteacher)
Mrs K Sargeant
Mr A Puri

APOLOGIES:

Mrs H Burnett
Mrs L Arnott
Mrs S Hounsell

IN ATTENDANCE

Mrs R Weymouth (Clerk)
Mr I Hanif (observer)

	ACTION
<p>The Chair opened the meeting and thanked Governors for attending. Apologies were note and accepted.</p>	
<p>1 NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>It was agreed that the following items would be discussed under Any Other Urgent Business;</p> <ul style="list-style-type: none">• Governor biographies for website	
<p>2 DECLARATIONS OF INTEREST</p> <p>The Chair advised that her husband works at Aylesbury Grammar School.</p>	
<p>3 MINUTES AND MATTERS ARISING</p> <p>3.1 MINUTES</p> <p>The Minutes of the meeting held on 3rd March 2025, having been circulated, were confirmed as an accurate record.</p> <p>The Chair would mark the minutes as signed on GovernorHub.</p> <p>A signed copy of the minutes would be made available in school by request.</p>	<p>Chair</p> <p>Headteacher</p>
<p>3.2 MATTERS ARISING</p> <p>There were no matters arising.</p>	
<p>4 STRATEGIC MANAGEMENT</p> <p>4.1 HEADTEACHER REPORT</p>	

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

- The number of Multi-Agency Referrals (MARF) the school has completed for safeguarding has increased, although it is more and more challenging to get referrals processed and see action. A recent Section 47 case would have been processed as a Child Protection case 5-10 years ago but now does not reach Family Support.
- Having attended a safeguarding briefing for DSLs there is some further training for staff to complete on PREVENT.

How many referrals have been made per case? Responding, the Headteacher advised that no pupils have received more than one referral this year.

Has the threshold changed or are there not enough staff? Responding, the Headteacher advised that the threshold has not changed but there is limited capacity on the system at Buckinghamshire Council (BC).

Does the school have any avenues to raise concerns? Responding, the Headteacher advised that when the school have concerns about specific cases DSLs are relentless in following these through and ensuring there are actions.

4.2 SELF-EVALUATION FORM

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

- The annual visit from the School Improvement Partner has taken place.
- Actions in the Nursery are progressing well, and staff have worked hard to move practice forwards which is positive.
- Actions to improve attendance continue, however the percentage remains the same as the last academic year.

The number of Pupil Premium (PP) children has increased in EYFS but reduced in Year 1. Why is this? Responding, the Headteacher advised that a letter is sent out to parents annually asking if their circumstances have changed and this is the latest information.

- The SEF includes 6 children with an EHCP, which at the same time last year was 10, however there are 4 in application. The school is supporting these 4 children without funding which is a huge challenge for the school budget. The school has not been consulted this year about children coming into

Reception in September 2025 and whether the school can meet their needs. This will impact some children.

What period of time is the SEF reflecting? There are some references to 2019/2020, is this needed? Responding, the Headteacher advised that the SEF is a live, rolling document but will be edited to remove older references.

4.3 SCHOOL IMPROVEMENT PLAN (SIP)

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

- The SIP has been adjusted following the School Improvement Partner visit which was very successful. Phonics was highlighted by the School Improvement Partner and whilst remodeling has taken place in Reception a refresh of the programme is needed.
- The school has contacted the Literacy Hub, and an Early Reading Audit will take place in May 2025. It is hoped that working with the Literacy Hub will also generate funding for staff training.
- Phonics and Early Reading will be a focus for the next academic year. Observations of phonics teaching have taken place with the EYFS Lead and Phonics Lead and Read, Write Inc. will be introduced to Nursery in the summer term.
- In terms of enhancing reading skills an author attended World Book Day. Parent volunteers and a group of 6th Form students from The Grange School have also supported reading in KS1.
- Behaviour and Attitudes – All parents have received letters about their child's attendance since September. The school continues to take advice from BC's Attendance Team and the school discusses cases with other schools where siblings are in attendance.

Is this something to consider for the future and contact other schools earlier? Responding, the Headteacher advised that the school are proactive, and The Grange School are very good at liaising with TIS. It's important that schools have an awareness of where children's siblings are and take a joint approach which has been raised at Headteacher meetings.

Not all siblings have the same attendance record. Responding, the Headteacher advised this is correct and individual cases are considered. Sometimes there is always one child off school in a large family and often there can be some mental health issues with parents that are working with external agencies. The school try to

recognise the issues and barriers to support families to mitigate these. BC's Attendance Team cannot however provide support for non-statutory school age children and this is challenging.

- Curriculum, Leadership and Management – There is more focused use of Learning Walls during lessons. There is also evidence of transfer of skills and children applying knowledge.
- In EYFS, Drawing Club has been introduced to raise attainment in writing and is having a very positive impact.
- Writing attainment is currently higher than reading and there is more in children's books in terms of recording writing.
- The school continues to get positive reports from BC's EYFS Advisers and interactions are strong.

Is capacity of the Deputy Headteacher (DHT) challenging given the teacher cover she has needed to provide? Responding, the Headteacher advised this has been challenging. The school have had a long-term absence in Year 2 who is anticipated to return to work on a phased return in the summer term. From January to very recently an ECT has provided cover for this absence to ensure continuity for the class. The ECT has now moved to another role, so the class is being covered by 2 teachers one of which is the DHT. The children have continued to make progress and there have been no comments from parents. The school communicate regularly what is happening in terms of staffing the class.

4.4 ATTENDANCE UPDATE

Circulated prior to the meeting, Governors noted the updated Attendance Report.

Have the school received any requests for holidays in the summer term? Responding, the Headteacher advised that 1 has been received so far.

The Headteacher advised that a more challenging issue is children that have adhoc days off. The major concern is in Reception where a number of children are not statutory school age, but their attendance is not as good as the school would want it to be.

Is this because their parents know they are not statutory school age and take advantage of this? Responding, the Headteacher advised this is the case for one family and some that come to Reception having attended the nursery. This is therefore an area of focus for the school. Children in receipt of Free School Meals (FSM) have lower attendance than their peers. Some are working with external

agencies and have been provided with Breakfast Club spaces to support the families to increase attendance.

Is attendance at nursery lower because they are only in for a few hours? Responding, the Headteacher advised that attendance at the afternoon sessions tends to be lower, and more vulnerable families attend this session. The school will review the 30 hours provision option again.

Is there an action plan in terms of increasing attendance for Reception classes? Responding, the Headteacher advised that the school review attendance data regularly and are proactive in meeting with parents to provide support and advice and this has seen some positive impact.

4.5 BUDGET UPDATE

The Headteacher advised that the provisional 2025/26 budget has been submitted to BC. The final budget will be approved by Governors at the next meeting.

Agenda

4.6 STRATEGIC PLAN

The Chair advised that so far, the board have completed a SWOT analysis on a hard federation with Turnfurlong Junior School and this term will focus on a SWOT analysis of academisation.

Staff have completed a survey and their response to academisation was different and not as positive as federation. These views need to be considered by Governors when completing the academisation SWOT analysis.

The Headteacher advised that another area to research and consider is an informal federation with other infant schools.

It was agreed that a further meeting would take place on 8th May 2025 at 4.30pm.

4.7 SUCCESSION PLANNING

This item had been discussed earlier in the meeting.

4.7.1 ALPS UPDATE

The Chair advised;

The ALPS Articles of Association (Co-operative Trust) have been reviewed by ALPS members, and it has been agreed that they are not working effectively and require updating.

The Chair of ALPS has asked for Governors from each school to be part of a working group to look at the Articles of Association and consider whether a co-operative trust model is the most effective and should continue or whether an alternative model would be more efficient and effective.

What is the composition of the working group? Responding, the Headteacher advised Governors from the 3 schools in ALPS, the Chair of ALPS, and the ALPS clerk. This requires some strategic thinking from Governors and if there is a favoured option this will be brought back to Governing Boards at each school.

Do the school have to do this by law, or could the school choose to leave ALPS? Responding, the Headteacher advised that the articles are not being actioned currently, and this leaves all the schools in a vulnerable position. The school likes that ALPS provides the opportunity for children to work across all year groups, but this could happen without a co-operative trust. If the school were to leave, there would be land issues to manage and a fee to pay.

How do other schools in ALPS feel? Responding, the Headteacher advised that all schools have been asked to identify a Governor.

It was agreed that the Chair would contact the Chair of ALPS and ask for further details of the working group in terms of time commitment expectations, objectives and intent of the group and report back to Governors.

Chair

4.8 HLTA JOB DESCRIPTION

Circulated prior to the meeting, Governors noted the proposed HLTA Job Description (JD). the Headteacher advised;

- Covering teacher absence in Reception is expensive as the school has had to use supply cover as SLT have been covering Year 2.
- A TA in the Reception Team with a Level 3 qualification and experience of running a local nursery is willing to be a HLTA to provide cover in Reception when required.
- Previously there was a HLTA qualification which 4 TAs in KS1 have but none of them have any interest in working in EYFS and the qualification has now been disbanded.
- HR have been contacted. As there is no longer an HLTA qualification there is only a graduate level equivalent qualification. The interested member of staff does not want to do this. HR have advised that the school can have a Job Description (JD) for a HLTA without stipulating a

qualification. The JD should make it clear that if a HLTA or EYFS HLTA, the member of staff should have management experience or a qualification that enables them to do that job.

Is a HLTA a protected title? Responding, the Headteacher advised yes. The JD has been shown to the HLTAs, and they are satisfied with it.

Governors agreed the job description.

5 DELEGATED REPORTS - COMMITTEES

5.1 HR RELATED PANELS/COMPLAINTS PANELS/PUPIL DISCIPLINE PANELS

The Chair advised that following a Staff Discipline Panel a member of staff has been dismissed.

Thanks were passed to the Governors involved in the panel and the investigation.

The Chair advised that a Stage 3 parental complaint is currently ongoing.

6 DELEGATED REPORTS - GOVERNORS

6.1 CHAIR

The Chair provided the following update;

- Responding to a Stage 2 Parent Complaint.
- Completed Bucks School Award nominations.

The Headteacher advised she is attending Schools Forum as a substitute for the Infant School candidate which has been useful and provides context and local information.

6.2 SAFEGUARDING GOVERNOR

The Safeguarding Governor advised the SCR has been checked this term and is up to date.

6.3 SEND GOVERNOR

An update would be provided at the next meeting.

6.4 PUPIL PREMIUM (PP) / SPORTS PREMIUM GOVERNOR

The PP Governor advised he would arrange a visit to school in the

PP Gov.

	ACTION
summer term.	
6.5 DEVELOPMENT GOVERNOR	
Mr Puri advised he would be attended safeguarding training in May.	
The Development Governor would advise Mr Hanif of training to complete.	Dev Gov.
6.5.1 BEP GOVERNOR CONFERENCE	
Governors noted the date of the conference and could consider attendance.	
6.6 OTHER GOVERNOR REPORTS	
Circulated prior to the meeting, Governors noted the Health and Safety Governor report.	
The Health and Safety Governor advised she was very impressed with the DHT and her knowledge and organisation or health and safety and thanked the DHT for her time.	
The Headteacher advised that in the next week ramps will be installed in the nursery so that a wheelchair user is able to access the outside area.	
A larger changing area is also required. BC will reconfigure the nursery space to accommodate this and the current changing area will be used for storage.	
7 REOCCURRING ITEMS	
7.1 SCHOOL WEBSITE	
The Headteacher advised that the website has been checked for compliance and accessibility and is up to date.	
The School Improvement Partner also completed a compliance check with no outstanding actions.	
7.2 POLICIES	
<u>Pay Policy</u>	
Governors noted Pay Policy 2024/25 was not yet available from BC.	
<u>Complaints Policy</u>	

ACTION

Agenda

The Chair advised that the Complaints Policy has been reviewed and re-written and will be circulated to Governors for comment and discussion at the next meeting.

The Headteacher advised that the school took advice from unions who recommended the school use the NAHT Model Policy which makes it clear what is a concern, what is a complaint, what the expectations are of all parties and will be supportive to all.

8 DATES AND TIMES OF FUTURE MEETINGS

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

- Thurs 15th May 25 – FGB F
- Tues 3rd Jun 25 – FGB C
- Mon 7th Jul 25 – FGB

9 ANY OTHER URGENT BUSINESS

Governors were reminded to complete biographies for the website and send this to the Chair with a profile picture, if possible, by 15th May 2025.

All Gov.

10 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 18.28PM

Signed Date
CHAIR