

SUMMER TERM 2025

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the FGB Curriculum Focus meeting of Turnfurlong Infant School held at the school and via Zoom on 3rd June 2025 at 4.30pm.

PRESENT:

Mrs L Arnott

Mrs C Austin

Mr R Lloyd (Chair)

Mr M Mardawan

Mrs R Ochiltree (Headteacher)

Mrs S Hounsell

Mrs K Sargeant (remote)

Mr I Hanif

APOLOGIES:

Mrs H Burnett

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 at the meeting.

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 15th May 2025.

4.1 MATTERS ARISING

There were no matters arising.

5 CURRICULUM UPDATE

Student Data

The Headteacher advised;

- Year 2 SATS (non-statutory) have been completed.
- In the next week phonics screening and EYFS Profiling (EYFSP) will be completed.
- In KS1 SATS the number of children who were Working Towards who then got Working At was more than expected. This is an able cohort, and the school expects more children to reach Greater Depth (GD).
- Phonics results are expected to be broadly in line with last year and national data and slightly lower than Buckinghamshire.
- EYFSP is also expected to be broadly in line with last year's data.
- Once KS1 data has been received from BC it will be further analysed.

Curriculum Updates

The Reading Hub has completed an Early Reading Audit. The hub works across 3 Local Authorities and identifies gaps in provision, providing targeted support. The School Improvement Partner suggested the school invite them to complete the audit, as their work also comes with funding that would help to fund Read, Write Inc (RWI) training next academic year.

The feedback from the audit was as expected and recommended that staff complete RWI training as the school are not currently teaching it in its purest form. Focused work with the Reading Hub will be a SIP focus for next academic year.

The school expects to receive £5,000 towards the project as well as INSET day training in September and November and development days for RWI. The Headteacher will complete RWI training for Headteachers and the Phonics Lead will attend Wave 7 interventions training with the Reading Hub.

The school will also apply to the Thomas Hickman Trust as the audit noted that the school's early reading books are a mix of schemes and as a RWI school, RWI books are the only reading books that should be in use. The School Fund may also be required to support this.

This will change the way the school are teaching reading and phonics completely which will be very impactful to all children and especially those, who for different reasons, don't get support at home with their reading.

Can the audit report be shared? Responding, the Headteacher advised this would be tabled at FGB.

Is there is a budget impact for the purchase of new reading books?

Responding, the Headteacher advised that £5,000 has already been allocated in the budget for training and anything else needed will come from the Reading Hub and potential grant from William Harding Trust.

How will Governors be able to measure impact of the project?

Responding, the Headteacher advised through phonics outcomes. With RWI one of the issues the school currently has is that all tracking of progress is paper based. The school will now have access to a portal, and this will help the school assess children at the start of the year and place them into phonics groups. Phonics will be taught as a whole school and reading and comprehension is taught as part of the 45-minute session. Staff will see progress within the portal, and this will make teacher assessment tighter and ensure SLT have a good understanding of what is happening across the school. The project is also a coaching model, and the Reading Hub will work alongside teachers, modelling and coaching them in class.

When will this start? Responding, the Headteacher advised, the new academic year and children will be screened in September. Reception classes will have phonics in class for the Autumn term. The Reading Hub will visit school fortnightly.

Will the school need to purchase the new books for September?

Responding, the Headteacher advised yes, and old books will need to be removed.

What will you do with the old books? Responding, the Headteacher advised the school could sell them through Vinted through FOTIS or a Little Wandle school may want them.

There might be a tax implication on Vinted? Responding, the Headteacher advised she would review this.

Does the school have a budget for new books? Responding, the Headteacher advised £10,000. Any FOTIS fundraising this year will focus on reading.

Would Aylesbury library buy the books from the school? Responding, the Headteacher advised this is unlikely.

Educational Visits

Governors noted the information circulated prior to the meeting.

Would the school like Governors to attend open evening? Responding, the Headteacher advised this is always helpful. It is on 23rd June 2025.

6 ATTENDANCE DATA

Circulated prior to the meeting the Headteacher advised;

- Attendance has been a focus this year which will continue into next academic year.
- For some children where there have been more intense meetings with parents regarding attendance or parents have not engaged in the process, 2 have moved out of the local area and 1 has withdrawn their child and is homeschooling.

Is this a safeguarding concern? Responding, the Headteacher advised the school has no safeguarding concerns about these families. If a family are known to Social Care they cannot home school due to safeguarding.

- Next academic year the focus will be on non-statutory attendance. Reception children's attendance declines as the year progresses and the data the DfE captures includes non-statutory.
- The school will start meeting with non-statutory parents including the Nursery next academic year to set the culture of high expectations around attendance.
- There have been less term time holidays this year anecdotally and fewer children taking pilgrimages as secondary schools are issuing more fines which impacts those with siblings.

What is the process of tackling attendance with families? Responding, the Headteacher advised that currently all parents get a termly break down of attendance. Monitoring letters are sent in the first instance, and the Headteacher meets with parents after this and there is a process to follow. The Attendance Team at BC consists of 3 people and they don't have the capacity to support schools in the way they used to. Schools will be responsible for parent contracts and BC has set up training for Headteachers and Attendance Leads. The school will also attend the DfE webinar about improving attendance. The most challenging scenarios are where a family has a child in another school. If the school want to issue a fine or set up a parent contract all the schools have to be at the same point in the Attendance Policy in order to proceed.

If a child is absent due to ill health and all other siblings are attending well, how is this dealt with? Responding, the Headteacher advised the school would look into the safeguarding aspect of this. Usually in these scenarios one parent is at home and not working and will keep one child at home, or there can be a more serious safeguarding issue, or a genuine health need that is not addressed. This would all be tracked on CPOMS.

Are there any proactive measures the school can take to educate parents on the importance of attendance? Responding, the Headteacher advised

that the school make it clear at new parents meetings and this year will produce a leaflet for all nursery parents about attendance and the process if not attending. Parents will also receive a letter and for children a certificate sent home if they get 95% + attendance.

Is there any correlation between distance and attendance? Responding, the Headteacher advised that this tends to impact punctuality rather than attendance. Some families could walk to school but choose to drive. The key action is to build a positive culture in nursery regarding attendance, and this will filter through to Reception. There is less concern in Year 1 and 2.

7 PARENT/STUDENT AND STAFF SURVEY RESULTS

Circulated prior to the meeting, Governors noted pupil and parent survey results.

How many staff responded? Responding, the Headteacher advised there was a 50% response rate.

Going forward it would be useful for Governors to analyse the results. The FGB Chair advised she would be happy to do this.

Are the school happy with the questions asked in the survey? Responding, the Headteacher advised these come from the DfE survey.

The staff survey is overwhelmingly positive; staff are supportive and there is a team mentality.

The Headteacher advised that the majority of staff that filled it in were TAs and support staff. The issues that staff find dissatisfying are things like time, breaks and work life balance and these are not unique to TIS.

Are there issues in your control that could be improved? Responding, the Headteacher advised that the comment regarding no dedicated workspace has been resolved. The comment around breaks is more of an issue for Reception staff where ratios need to be considered. There are schools that offer free flow provision in Year 1 and Reception, and this would then make breaks equal for everyone however limited breaks are part of the role.

The Headteacher advised that the parent survey will be circulated for completion after Parent Reports have been sent out.

8 GOVERNOR SUBJECT VISIT REPORTS

There were no reports for discussion at the meeting.

10 WELLBEING

Chair

10.1 STUDENT

This item was discussed earlier in the meeting.

10.2 STAFF

This item was discussed earlier in the meeting.

11 GOVERNOR TRAINING PACKAGES

Governors discussed and agreed to purchase the following Governor Support Package;

BEP Advice and Resources

BEEST Gold package.

12 POLICIES

Complaints Policy

It was agreed that this would be tabled at the next meeting.

CCTV is deleted after 7 days. Is this due to GDPR? Responding, the Headteacher advised it is. Where the school know a situation has occurred that could lead to further action it is preserved.

11 DATES AND TIMES OF FUTURE MEETINGS

Tues 7th July 25 – FGB

12 ANY OTHER BUSINESS

There was no further business for discussion at the meeting.

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 18.33pm.

Signed Date

CHAIR