

**AUTUMN TERM 2025**

**TURNFURLONG INFANT SCHOOL**

**MINUTES** of the FGB-C meeting of the Governors of Turnfurlong Infant School held at the school and remotely via Zoom on 20th November 2025 at 4.30pm

**PRESENT:**

Mrs C Austin  
Mrs R Ochiltree (Headteacher)  
Mr M Mardawan  
Mr A Puri  
Mrs S Hounsell  
Mr I Hanif (Zoom)  
Mr C Skimming  
Mr R Lloyd (Zoom) (Chair)

**APOLOGIES:**

Mrs L Arnott  
Mrs K Sargeant

**IN ATTENDANCE**

Mrs R Weymouth (Clerk)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>ACTION</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p><b>1 WELCOME AND APOLOGIES</b></p> <p>The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |
| <p><b>2 NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>There were no items to be discussed under Any Other Business.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |
| <p><b>3 DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest in items on the agenda.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| <p><b>4 APPROVAL OF MINUTES OF MEETING HELD ON 15<sup>TH</sup> OCTOBER 2025</b></p> <p>Circulated prior to the meeting, Governor approved the minutes of the meeting held on 6<sup>th</sup> November 2025.</p> <p><b><u>Matters Arising</u></b></p> <p>The Clerk advised that the Financial Skills Audit would be circulated to Governors once released by Buckinghamshire Council (BC).</p> <p>The Clerk advised that the Governor pages of the website had been checked and updated information had been provided to the school.</p> <p>The Clerk advised that the Bursar had responded to the financial questions raised by Governors at the last meeting and these have been appended to the minutes.</p> |               |
| <p><b>5 CURRICULUM UPDATE</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |

**Read, Write, Inc (RWI) Update**

Circulated prior to the meeting, the Headteacher advised;

- Children are assessed every half term and the assessment system groups children according to the band they are in. The lessons they then receive reflect where they are at in terms of attainment.
- Once collated data is sent to the Literacy Hub with details of the additional support the school is providing to the 20% lowest attainers.
- The Literacy Hub consultant visited school and was very impressed with the progress children are making and gave feedback which has been shared with teachers and TAs.
- Whilst the support from the Literacy Hub is intense, the progress children are making is very positive with children in Year 1 and 2 moving up 1-2 color bands from their starting points.

The Headteacher presented the data to Governors.

- Whilst RWI is a positive step towards improving outcomes for children, this would not have been possible without funding from the Literacy Hub who has also provided £3,000 for Book Bag Books.
- In terms of the new Ofsted inspection framework, it would be useful for the board to have training to understand the changes. Inclusion is a big feature of the framework including SEN, PP, EHCP, CLA, PLAC, those children open to Social care and any child that has ever been open to social care.
- Having reviewed reading data for EHCP children (4 in Year 1 and 2 in Year 2) those in Year 2 are making expected progress and in Year 1, 1 child remains below expected progress. The support from the Literacy Hub has provided advice on how to access non-verbal children.
- In terms of EHCP attainment 1 Year 1 child is above expected and those significantly below are those that have more complex needs of different types.
- SENK children in Year 2 are not attaining well but are making progress. In Year 1 the level of need is higher.
- In Year 1 and 2 SEN attainment is below expected and in Reception some children are above expected.
- Pupil Premium children are making good progress and those in the bottom 20% are shared with the Literacy Hub for interventions and support. From January onwards they will be targeted for 1-1 tutoring. PP attainment continues to be monitored.
- For children with multiple vulnerabilities, attainment in Reception is strong.
- 5 children in the bottom 20% have multiple vulnerabilities.

**What is the Literacy Hub doing to help the bottom 20%?** Responding, the Headteacher advised they provide support to deliver 1-1 tutoring in

sessions. There is also a Development Day in December when the RWI consultant will visit to review these children.

**Who provides the Literacy Hub?** Responding, the Headteacher advised White Knights Primary School in Reading. The school will have been funded by the DfE for this work.

The Headteacher advised the school now uses SONAR tracker which is a replacement to the previous system. It may be possible to share headline performance data at the next meeting.

**Phonics is not as strong in all areas.** Responding, the Headteacher advised that there is a higher level of vulnerability in Year 2 and there has been some mobility. There is some concern in Maths for Year 2 and to assist children the school are looking at Apps such as 1 Minute Maths to support fluency and My Maths which is a programme schools use to reinforce and support Maths and could be used for KS1 homework.

**Does the school recommend BBC Bitesize?** Responding, the Headteacher advised yes. This provides broader information, and the Apps are more focused.

### **Educational Visits**

Governors noted the information circulated prior to the meeting.

**Did the school win an award for educational visits?** Responding, the Headteacher advised this was for the School Travel Plan.

## **6 ATTENDANCE DATA**

The Headteacher advised;

- Attendance is better than in the same period last year and is above 95%, which is the expectation.
- The school has a meeting with BC's Attendance Team on 1<sup>st</sup> December 2025 who will complete a report which will be circulated to Governors. The focus of the visit is those children that are statutory school age.

**Does the school have any Persistent Absentees?** Responding, the Headteacher advised there are some children where there is an issue with persistent absence and this is managed through the Attendance Policy and every case is reviewed individually. Any children that are severely absent tend to be those on reduced timetables. If a child has more than 15 days off the school must inform the LA. Many of the children with absence of 10-15% are nursery children or non-statutory school age. All parents will receive a letter at the end of term advising them of their child's attendance during the Autumn term.

**7 PARENT/STUDENT/STAFF SURVEY RESULTS**

The Headteacher advised that a Staff Survey will be disseminated at the start of the Spring term with responses being collated by the FGB Chair.

**8 GOVERNOR SUBJECT VISIT REPORTS**

Governors were reminded to arrange visits with the school pertinent to their roles.

The Pupil Premium Governor advised he would visit school before the end of term.

**9 WELLBEING****9.1 STAFF**

This item had been discussed earlier in the meeting.

**9.2 STUDENT**

This item had been discussed earlier in the meeting.

**10 POLICIES**

Circulated prior to the meeting, Governors reviewed and agreed the Pay Policy.

**11 DATES AND TIMES OF FUTURE MEETINGS**

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

All meetings 4.30pm  
12<sup>th</sup> February 26 – FGB F  
5<sup>th</sup> March 26 – FGB C  
26<sup>th</sup> March 26 – FGB  
14<sup>th</sup> May 26 – FGB F  
4<sup>th</sup> June 26 – FGB C  
6<sup>th</sup> July 26 – FGB

**12 ANY OTHER BUSINESS**

There was no further business for discussion at the meeting.

**13 IMPACT OF MEETING**

Governors discussed the following impact of the meeting;

- RWI Update

**All Governors**

- Attendance Update

**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 18.04pm.

Signed ..... Date .....  
CHAIR