

**AUTUMN TERM 2025**

**TURNFURLONG INFANT SCHOOL**

**MINUTES** of the FGB-F meeting of the Governors of Turnfurlong Infant School held at the school and remotely via Zoom on 6th November 2025 at 4.30pm

**PRESENT:**

Mrs C Austin (Zoom)  
Mrs R Ochiltree (Headteacher)  
Mr M Mardawan (Chair)  
Mrs K Sargeant  
Mr A Puri (Zoom)  
Mrs S Hounsell  
Mr I Hanif (Zoom)  
Mr C Skimming  
Ms Y Rabindranath (Zoom)

**APOLOGIES:**

Mrs L Arnott  
Mr R Lloyd  
Mrs S Hounsell

**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 15<sup>th</sup> October 2025.</p> <p><b><u>Matters Arising</u></b></p> <p>Strategy Working Group – The FGB Chair advised she would discuss this with the Headteacher and propose dates to Governors.</p> <p>Website Governor Pages – The Clerk would check the Governor pages of the school website and provide updated information to the school office.</p>	<p><b>FGB Chair/HT</b></p> <p><b>Clerk</b></p>
<p><b>5 FINANCE MATTERS</b></p> <p><b>5.1 2025/26 BUDGET UPDATE</b></p>	

It was noted that Ms Rabindranath has sent the Bursar questions in relation to the budget. The Bursar would review these and provide responses to be appended to the minutes (Appendix 1).

Circulated prior to the meeting, Governors noted the Q2 budget forecast and Report from the Bursar. The Bursar advised;

- The budget projections have resulted in a revised estimated surplus carry forward to 2025-26 of £14,782, reducing the original in-year deficit forecast by £4,795. This is mainly due to increased funding received or due this year which was notified this month.

The Chair advised that when reviewing the budget year on year the school's opening balance is reducing. If this continues, after a couple of years the school will have no carry forward. Currently expenditure is approximately 2% higher than income.

**What action can the board/school take?** Responding, the Headteacher advised that the school's biggest expense is staffing. Both the Headteacher and Deputy Headteacher are at the top of the leadership scale and many teaching staff are experienced and therefore on the Upper Pay Range. It is anticipated that some teachers will retire in the coming years at which point the school would recruit a teacher on the Main Pay Scale. Similarly, if the Headteacher or Deputy Headteacher were to leave the board may decide to recruit someone on a lower scale.

If the school were in a deficit position it would be advised to reduce support staff, but this is not an area the school save money on any further whilst ensuring the school environment is safe and children's needs are met. There is already not a TA in every Year 2 class. There must be a TA in every Reception class due to ratios and those in nursery require specific qualifications. SEN will continue to increase with the focus on inclusion in mainstream education and as there are few special school places.

- SEN Funding of £37004 has been received to date. The latest schedule (October) received shows the pupils who now have EHCPs (Education and Health Care Plans). There will be further adjustments throughout the year.

**How many EHCP applications are in process?** Responding, the Headteacher advised that a further 2 have been approved which is an additional £8,000. The bigger issue is that the Emergency Funding the LA put in place to support children with emerging SEN has failed and applications to the fund have received no response. This is another reason why the school cannot reduce support staff further. This situation is replicated in schools across BC. The school is 100% highly inclusive but cannot operate a system of full inclusion with inadequate funding.

- Pupil Premium (PP) funding due is £58,950. To date the school has received £24,563. Additionally, the school received £7,637

Early Years Pupil Premium Funding and funding from the Virtual School. The PP remaining funding will be received during the Autumn and Spring terms.

- The total grant for PE & Sports Grant is £17,810 and is received throughout the year.
- £102,055 has been received for UIFSM. With the new catering service, the school averages 215 meals a day but receives funding for 195.5 meals a day, costing the school approximately £4,000. The meal provider is proposing an increase in price from £2.65 to £2.75 per meal this year due to increasing cost pressures in the food service sector. This has been delayed due to the issues at the start of the academic year with the implementation of the new service.

Governors discussed it is important to keep track of this going forward to ensure it aligns with funding received.

- Nursery/Early Years Funding of £163,815 has been received and is based on last year's allocation and a Summer Term adjustment. Adjustments will be made throughout the year after each pupil census.
- The school has received a National Insurance Contributions (NIC) Grant of £26,558 and Schools Budget Support Grant (SBSG) of £12,851 will be paid this year to help with increased staff costs.

**Where are these shown in the budget?** Responding, the Bursar advised I18 – Additional Grants for Schools.

- The DFCG funding allocation of £7,278 has been received. This gives a total of £7,858 which includes the carry forward from last year. This will potentially be used to replace the car park gates, and the Premises Manager is obtaining quotes and reviewing various options.

The Headteacher advised that the school have been invited for a meeting with Turnfurlong Junior School (TJS). They have decided to install electric gates on the car park and maybe others and would like to discuss the school's pedestrian gate. Access to the front of the school for refuge and deliveries will need to be considered. It may be that instead of a gate on the carpark the school consider a gate on the front of the school to align with the TJS project. The Headteacher would update Governors once further information is received.

- The 4% teacher pay award has been updated in the salary modeler and staff changes included in the Q2 forecast.
- The Support Staff forecast is more than anticipated due to additional 1-1 Support Staff and overtime costs for Read, Write, Inc training on INSET day.
- The supply teacher budget has been decreased, and supply agency has increased as the school has used agency support staff to cover staff leaving and additional needs.

**ACTION**

- School Improvement Plan projects are included in the budget where costs are known.
- In terms of lettings there are no new lettings and no issues with existing hirers.

**The cleaning budget supplies and caretaking has increased.** Responding, the Headteacher advised that there have been some changes this year with the wrap around care provider expanding and the new food service which has used more resources. The wrap around care provider do use their own resources.

Governors discussed that this is an area of the budget to continue to monitor.

- £8,200 has been spent on RWI resources. A £3,000 grant has been received for these costs, and the school can apply for a further £3,000 this year.

**Are any further resources required?** Responding, the Headteacher advised that reading books are retained in school and paper copies are sent home.

**Could parents be asked to print a copy?** Responding, the Bursar advised this is not possible due to copyright.

The SFVS would be discussed at the next FGB.

It was agreed that the Bursar would circulate the Financial Skills Matrix in readiness.

**5.2 CONTRACTS AND LEASES TERMLY REVIEW**

Circulated prior to the meeting, Governors reviewed the list of Contracts and Leases.

**ICT Support**

The Bursar advised that this contract is due for review and the school are obtaining quotes which includes the incumbent. The current provider knows the school well and this is one of the ties to them, but the school wants to ensure value for money.

The Headteacher advised that the same company also provide GDPR support. They assisted the school recently and it became obvious that when not dealing with one specific individual at the company it made the process challenging and more stressful and this was concerning.

It was agreed that the Bursar would also make enquires to other GDPR service providers.

It was agreed that the IT and GDPR contract would be discussed further at FGB.

**Water Boiler and Cooler maintenance**

**FGB Agenda  
Bursar**

**Bursar**

**Agenda – FGB**

Governors agreed to continue with the current provider.

#### **Parent Communication Service**

Governors agreed to continue with the current provider.

#### **CPOMS**

Governors agreed to continue with the current provider.

#### **Medical Tracker**

Governors agreed to continue with the current provider.

Governors discussed and agreed to continue with the following BC contracts;

- ICT SIMS support packages and finance operations.
- Property and Building Maintenance.
- HR Packages

For staff insurances (teachers) the school will obtain some quotes to be tabled at the next FGB meeting.

FGB-F

Governors discussed it would be interesting to look at the past 2-3 years of staff absence and what percentage is are support staff and teachers.

### **5.3 SCHOOL FUND UPDATE**

The Bursar advised that to date, the current account balance is £27,377 and the savings account balance is £63,673 making a total of £91,050. Funds will be transferred from the school fund to the budget before the year end for coach hire for trips, RWI and other resources funded by FoTIS.

### **5.4 APPROVAL OF FINANCIAL PROCEDURES MANUAL**

Circulated prior to the meeting, Governors noted the updated Financial Procedures Manual. Governors asked;

7.1 states that the board is responsible for maintaining school assets securely? Responding, the Headteacher advised that as a Foundation School all decisions come back to the board. The Premises Manager termly report provides this information.

It may be beneficial to make this clearer in the document.

In terms of the order process, the manual mentions that a computer system keeps a record of orders placed that are not invoiced. What happens with these? Responding, the Bursar advised that at the end of the financial year all orders on the system are cleared as part of the year end process.

Section 5.6 talks about receipt of goods but not receipt of services such as training. There is nothing in the process that explains that what was agreed is delivered? Should there be a process of checking that whatever was agreed was delivered before paying the invoice? Responding, the Bursar advised that when invoices are paid, they are stamped to state that the goods or services have been received and the date the invoice was paid and processed.

The Headteacher advised that with training such as CPD only providers that are accredited are used. For tailored training the remit would be agreed beforehand.

The document doesn't mention Governance. Responding, the Clerk advised that the Financial Procedures Manual is an operational document rather than strategic. The FGB-F terms of reference set out the Governance responsibilities.

Governors agreed the Financial Procedures Manual.

The FGB Chair would visit school to sign the document.

**FGB Chair**

**6 PREMISES UPDATE**

**6.1 PREMISES ACTIVITY / ISSUES**

Circulated prior to the meeting, Governors noted the Premises Manager Report.

Mrs Sargeant advised she would cross reference this with the last Health and Safety Walk Report and send details to the Health and Safety Governor.

**K Sargeant**

**6.2 LETTINGS UPDATE**

This item had been discussed earlier in the meeting.

**7 HEALTH AND SAFETY**

**7.1 TERMLY ACCIDENT REPORT**

Governors noted the termly accident report. The Headteacher advised;

- The most common location for accidents is the big playground which is where climbing frames and wheeled toys are located. Following this is the Reception outside area and field.
- In terms of the type of injury bumps to the head are the highest.
- In the last term the school has made 3 referrals to Assess Net. 1 was checked out and 2 had their head glued. They were in the nature area; one banged their head and another child on a

<p>swing banged their head on the fence. Action has been taken to prevent this happening again.</p> <ul style="list-style-type: none"> <li>• The number of children injured per month has reduced slightly.</li> <li>• Of the top 10 children that have the most accidents some of these children are LAC and are therefore seeking nurture.</li> </ul>	<p><b>ACTION</b></p>
<p><b>7.2 HEALTH AND SAFETY WALK REPORT</b></p> <p>The Health and Safety Governor would arrange a Health and Safety Walk of the school before the end of term.</p>	<p><b>H &amp; S Governor</b></p>
<p><b>8 OTHER ITEMS</b></p>	
<p><b>8.1 STAFFING UPDATE</b></p> <p>The Headteacher advised;</p> <ul style="list-style-type: none"> <li>• Mrs Craig will be leaving at the end of the term. This will be covered internally.</li> <li>• A TA who was working with a 1-1 child has left. The school has recruited, and agency supply is in place until they can start.</li> </ul>	
<p><b>9 POLICIES</b></p> <p>Circulated prior to the meeting, Governors agreed the 2027-28 Admissions Policy. The Headteacher would arrange consultation.</p> <p>Pay Policy – This item would be discussed at FGB-C</p>	<p><b>FGB-C</b></p>
<p><b>10 DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>The following dates and times of future meetings had previously been agreed:</p> <p>All meetings 4.30pm  20<sup>th</sup> November 2025 – FGB-C  11<sup>th</sup> December 25 – FGB  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</p>	<p><b>All Governors</b></p>
<p><b>11 ANY OTHER BUSINESS</b></p> <p>There was no further business for discussion at the meeting.</p>	
<p><b>12 IMPACT OF MEETING</b></p> <p>Governors discussed the following impact of the meeting;</p>	

- Finances reviewed
- Excellent Bursar Report
- Excellent Premises Manager Report
- Contracts and Leases reviewed.
- Termly accident report received.

Governors passed their thanks for the Chair for the work in producing additional budget information which provides a very clear picture of the budget for Governors.

**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 18.19pm.

Signed ..... Date .....

CHAIR