

SUMMER TERM 2025

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School on 7th July 2025 at 4.30pm

PRESENT:

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

APOLOGIES:

Mrs H Burnett
Mrs L Arnott
Mr R Lloyd

IN ATTENDANCE

Mrs R Weymouth (Clerk)

The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.

1 NOTIFICATION OF ANY OTHER BUSINESS

There were no items to be discussed under Any Other Business.

2 DECLARATIONS OF INTEREST

There were no declarations of interest in items on the agenda.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meeting held on 3rd June 2025, having been circulated, were confirmed as a correct record.

The Chair would mark the Minutes as signed on GovernorHub. A signed copy of the Minutes would also be made available in school on request.

3.2 MATTERS ARISING

There were no matters arising.

4 STRATEGIC MANAGEMENT

4.1 HEADTEACHER REPORT

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

ACTION

**Chair /
Headteacher**

- Year 2 data has not yet been included and will be reported during the Autumn term.
- EYFS data is higher than last academic year. Whilst Year 1 Phonics data is lower than last academic year the cohort is more challenging.
- There have been two restraints this half term.

4.2 EARLY READING AUDIT – WHITEKNIGHTS ENGLISH HUB

The Headteacher advised that the audit took place before half term which will provide funding for Read, Write Inc. training for staff. The school were aware that staff required further training and the audit confirmed this. The school will work with the Reading Hub as an intervention school for 3 years and staff will be upskilled as the schools staffing profile changes.

Since the audit lots of work has already taken place and training is booked for September INSET day. An audit of resources has also taken place and new books purchased with funding received from the Reading Hub. The Headteacher has completed a Wave7 reading course and preparations have been started for September.

Within the academic year consultants will visit school, and this work will help to drive the SIP.

Mr Mardawan arrived at 16.35pm.

When will the learning from the audit be implemented? Responding, the Headteacher advised over the course of the school year. Each report has actions, and the short-term actions will be met before the next visit. An action plan is being written that will work alongside the audit. Following the next visit a Reading Plan will be shared with staff, and this will be part of the School Improvement Plan for next year and will dramatically change the teaching of reading across the school.

Are there scheduled visits from the Reading Hub? Responding, the Headteacher advised there are. Reports from the visits will be shared with Governors at the next available meeting.

4.3 SELF-EVALUATION FORM (SEF)

Circulated prior to the meeting, Governors noted the updated SEF. The Headteacher advised that next term the document will change to be in line with the new Ofsted framework.

Are EHCP delays still an issue? Responding, the Headteacher advised they are. The school have applied for Exceptional Funding for those children who are awaiting EHCP application outcome.

The school does not know what funding may be received from this. There are 2 children in school that require a specialist setting and whilst waiting the school need to consider what can be put in place within the mainstream setting to assist these children to access the curriculum.

4.4 SCHOOL IMPROVEMENT PLAN (SIP)

Circulated prior to the meeting, Governors noted the SIP. Governors asked;

When is the school strategy due to be updated? Responding, the Chair advised a session to review and update it will take place next academic year. The board/school have not completed contacting other infant schools in relation to succession planning and this will also be progressed further next academic year.

Is there a wider school strategy to link the school strategy to? Responding, the Headteacher advised no. Some infant schools in Buckinghamshire have their own strategic groups but beyond this, schools have representation on Schools Forum.

What interventions have targeted children in Year 1 had? Responding, the Headteacher advised this includes additional sessions with TAs and sessions with volunteers that listen to children read. With Read, Write Inc. the school will have access to an online portal that will provide better information about where children's gaps in learning are so that targeted interventions can be provided.

4.5 SCHOOL BUDGET 2025/26

Circulated prior to the meeting, Governors noted the budget update.

4.7 NURSERY PROPOSAL

The Headteacher advised that the school have been considering offering 30 hours funded places in the nursery for some time.

Circulated prior to the meeting is a proposal the school would like to implement for September 2026. The model would keep 5 x 2 year old places, 15 x full time 3-4 years olds, and 10 x part-time 3-4 year old places.

This would bring more security around financing of the nursery from September instead of January each year. Other local nurseries operate a similar model and the school would need to review admissions criteria this September (2025).

Parent Governor (KS) advised that having spoken to other parents many would like a 30-hour provision. It is a wonderful nursery and transition to Reception is seamless. There will be a large uptake.

Will this cost more in staffing? Responding, the Headteacher advised that the school can't charge parents for lunch during a full day. It may be possible to give an alternative model of an hour that parents opt in or out of.

Would funding from the Government cover the cost of staff? Responding, the Headteacher advised no. Staffing won't change. They currently have a 30-minute break, so their contract won't change. There may be a need for a Midday Supervisor to assist at lunch.

Will parents be able to split their 30 hours between provisions? Responding, the Headteacher advised yes.

Will this impact Free School Meals? Responding, the Headteacher advised that the school cannot claim funding for nursery children, and they would need to bring a packed lunch.

Could they be given an option for a school lunch? Responding, the Headteacher advised another member of staff would be required to assist at lunch time.

Governors agreed the proposal.

4.8 SUCCESSION PLANNING

This item was discussed earlier in the meeting.

4.9 HR RELATED PANELS / COMPLAINTS PANELS / PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

4.10 GOVERNOR RECRUITMENT

The Chair advised that Mrs Burnett had resigned as a Governor but had agreed to remain as an Associate Member and will attend FGB-C.

Governor agreed.

The Chair advised that a personal statement from Mr C Skimming has been circulated, and it is proposed that he be co-opted to the board.

Governors agreed.

Ms Rabindranath left the meeting at 18.13pm.

5 DELEGATED REPORTS - GOVERNORS

5.1 REPORT OF THE CHAIR

	ACTION
The Chair had not taken any action under emergency or delegated powers.	
5.2 REPORT OF THE SAFEGUARDING GOVERNOR	
Governors noted the Prevent Duty Monitoring Toolkit available from the NGA, and delegated completion to the Safeguarding Governor, to better understand the responsibilities and to evaluate current practice.	Safeguarding Governor
5.3 REPORT OF THE SEND GOVERNOR	
The SEND Governor advised he would arrange a visit to the school in the Autumn term.	
5.4 REPORT OF THE PUPIL PREMIUM GOVERNOR	
The Pupil Premium Governor had sent apologies to the meeting.	
Governors noted the DfE and Ministry of Defence’s Non-Statutory Guidance on Service Pupils in Schools, to better understand and address the needs of service pupils in Reception to Year 11.	
Governors also noted the Pupil Premium Funding rates for 2025/26.	
5.5 REPORT OF THE DEVELOPMENT GOVERNOR	
This item had been discussed earlier in the meeting.	
5.6 OTHER GOVERNOR REPORTS	
The GDPR Governor advised he would schedule a visit to school.	
6 OTHER MATTERS / NEW BUSINESS	
6.1 ITEMS FOR ACTION	
6.1.1 PERFORMANCE MANAGEMENT ARRANGEMENTS	
Governors noted that arrangements were in place for the Headteacher Performance Management.	
6.2 ITEMS TO NOTE	
6.2.1 NEONATAL CARE LEAVE & PAY	
Governors noted the guidance on SchoolsWeb from Buckinghamshire Council’s HR on employees right to take time off work.	
6.2.2 CURRICULUM & ASSESSMENT REVIEW	

An interim independent report, commissioned by the Government, on curriculum and assessment, had been published. Governors noted the 14 key findings.

6.2.3 WELLBEING

Governors noted the new resources made available by the DfE to improve workload and wellbeing for school staff, and the opportunity to sign-up to access free tools to provide a tailored wellbeing development plan by joining the Well Schools movement.

6.2.4 NATIONAL INSURANCE CONTRIBUTIONS

Governors noted the grant funding methodology for 2025/26 to compensate schools for the increased employer NI contributions payable.

6.2.5 THE BIG LISTEN

Circulated prior to the meeting, Governors noted The Big Listen – The Lived Experience of SEND.

7 RECURRING ITEMS

7.1 POLICIES

Circulated prior to the meeting, Governors reviewed and approved the following policies/documents;

- Complaints Policy

7.2 STATUTORY INFORMATION ON SCHOOL WEBSITES

It was confirmed that all statutory information was available and up to date on the school's website.

Governors discussed that the Governor webpages do not include the most recent Governor role descriptors or vision.

The Clerk advised she would review this.

Clerk

7.3 INSET DATES 2026/27

The Headteacher advised that it is not possible for the school to have the same INSET days in 2026/27 as Turnfurlong Junior School (TJS). Parents will need to be informed and advised why as previously the schools have been able to align.

The Chair advised she would contact the Headteacher at TJS and Chair of Governors to arrange a communication to parents.

Chair

ACTION

8 DATES AND TIMES OF FUTURE MEETINGS

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

All Governors

All meetings 4.30pm

- 11th September 25 – FGB
- 6th November 25 – FGB F
- 20th November 25 – FGB C
- 11th December 25 – FGB
- 12th February 26 – FGB F
- 5th March 26 – FGB C
- 26th March 26 – FGB
- 14th May 26 – FGB F
- 4th June 26 – FGB C
- 6th July 26 – FGB

9 ANY OTHER BUSINESS

There was no further business for discussion at the meeting.

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 18.42pm.

Signed Date

CHAIR

The meeting closed at 18.42pm.