

AUTUMN TERM 2025

MINUTES of the meeting of the Governors of Turnfurlong Infant School held at the School on 15th October 2025 at 4.30pm.

PRESENT:

C Austin (Chair)
R Ochiltree (Headteacher)
I Hanif
C Skimming
R Lloyd
S Hounsell
M Mardawan
L Arnott
K Sargeant
A Puri

IN ATTENDANCE:

R Weymouth (Clerk)

ACTION

The Chair opened the meeting and thanked Governors for attending. There were no apologies.

Governors were reminded that the meeting is confidential.

Governors were reminded to attend meetings in person wherever possible.

1 GOVERNOR APPOINTMENTS

Governors **AGREED** that the process for electing the Chair would remain as contained within their Standing Orders.

1.1 ELECTION OF THE CHAIR

In line with the procedures agreed by the Governing Board, C Austin was *ELECTED* as Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2026.

C Austin in the Chair

1.2 ELECTION OF VICE- CHAIR

In line with the procedures agreed by the Governing Board, R Lloyd was *ELECTED* as Vice Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2026.

1.3 FGB-F AND FGB-C CHAIR

It was agreed that M Mardawan would continue as FGB-F Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2026.

ACTION

It was agreed that R Lloyd and K Sargeant would Co-Chair FGB-C for a period of office of one year ending, at the latest, on the last day of the Autumn term 2026.

1.3 OTHER APPOINTMENTS

It was **AGREED** that Governors would be appointed to the following statutory roles for the forthcoming year:

Safeguarding Governor
SEND Governor

Other roles were appointed as follows:

Development Governor
Pupil Premium Governor
Equalities Governor
PSHE / RSE Governor
Early Years Governor
Data Protection Governor
Health and Safety Governor
Wellbeing Governor

Subject Link Governors roles were assigned as per the list circulated.

2 NOTIFICATION OF ANY OTHER URGENT BUSINESS

No items were tabled for discussion under Any Other Urgent Business

3 DECLARATIONS OF INTEREST / LOYALTY IN RELATION TO ITEMS ON THIS AGENDA

There were no declarations of interest in items covered at this meeting.

Governors **AGREED** to review and update their declarations of interest on GovernorHub within the next seven days.

All Gov

Governors noted the requirement for this information to be published on the school website.

HT

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 7th July 2025 and 11th September 2025, having been circulated, were confirmed as an accurate record.

The Chair would mark the minutes as signed on GovernorHub.

Chair

Headteacher

A signed copy of the minutes would be made available in school on request.

4.2 MATTERS ARISING

Minute 5.2 – The Safeguarding Governor advised she would review the PREVENT Toolkit discussed at the last meeting.

Minute 7.2 – The Clerk advised she would review the Governor webpages of the school website and advise the school office of any updates required.

Should the board have an Environment Governor? Responding, the Headteacher advised that the school has a Sustainability and Environment Plan that can be shared at the next meeting.

In the summer, every parent had their car running in the car park when collecting children and it would be good if this could be addressed? Responding, the Headteacher advised that this would also complement the School Travel Plan.

Minute 7.3 - The Chair advised that she wrote to TJS regarding proposed INSET days which have been approved.

5 ANNUAL REVIEWS

5.1 STANDING ORDERS

Governors reviewed and **ADOPTED** their Standing Orders. The Clerk would arrange for these to be published on GovernorHub.

Clerk

5.1.1 GOVERNORS' ALLOWANCES SCHEME

Governors reviewed their Allowances Scheme and **AGREED** them as per the copy appended to the Standing Orders.

5.1.2 DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIR

Governors reviewed the functions to be delegated to the Headteacher and Chair, and these were **AGREED** as outlined in the Standing Orders.

5.1.3 REVIEW OF COLLABORATION AGREEMENT(S)

Governors **NOTED** that it was recommended that reciprocal collaborative arrangements should be set up with other schools, to share best practice, expertise, resources, and whole Governing Board Training amongst other things. Collaboration is also useful in providing a greater pool of governors on which to draw should the Employee Grievance, Staff Dismissal or Staff Dismissal Appeals Panels be required to meet.

		ACTION
	<p>Governors noted that they already had a collaboration agreement in place with The Aylesbury Learning Partnership and with John Hampden Infant School Governing Board and <i>AGREED</i> that they wished to continue with this arrangement for the forthcoming year.</p>	
5.1.4	ARRANGEMENTS FOR VIRTUAL ATTENDANCE AT MEETINGS	
	<p>Governors reviewed and <i>APPROVED</i> the Virtual Attendance at Meetings Policy. This would be published on GovernorHub.</p>	Clerk
5.2	COMMITTEE TERMS OF REFERENCE	
	<p>Governors reviewed and <i>ADOPTED</i> Terms of Reference for their Committees. The Clerk would arrange for these to be published on GovernorHub.</p>	Clerk
5.3	GOVERNING BOARD CODE OF CONDUCT	
	<p>Governors noted that the NGA had a model Code of Conduct for Governors.</p> <p>The Governing Board <i>AGREED</i></p> <ul style="list-style-type: none"> • to adopt the Code of Conduct, • that all governors would confirm their agreement to the Code of Conduct on GovernorHub within the next seven days. <p>The Code of Conduct would be reviewed annually.</p>	All Governors
6	ANNUAL SAFEGUARDING REPORT	
	<p>The Headteacher advised that the Annual Safeguarding Report had been completed and submitted to ESAS by the proposed deadline.</p>	
7	KEEPING CHILDREN SAFE IN EDUCATION 2025	
	<p>Governors <i>NOTED</i> that Keeping Children Safe in Education had been revised and went live on 1 September 2025. Governors noted the changes to the guidance.</p> <p>It was confirmed that all staff had read Part 1 of KCSIE 2024 (as a minimum) and the Senior Leadership team and Governing Board would read the whole document. Governors would confirm this within their declarations on GovernorHub within the next seven days.</p>	All Governors
8	STRATEGIC MANAGEMENT	
8.1	SEF	
	<p>The Headteacher advised;</p>	

- The SIP and SEF had been written in August but will require updating to the new framework and tabled at the next FGB in the Spring term.
- In terms of the number of children in the nursery, it is full in the AM session but not the PM session. The school is consulting about offering 30 hours currently and this is expected to have a positive impact on numbers.

Is another Strategy Working Group meeting required to ensure the School Strategy is in line the SEF, SIP and Ofsted framework? Responding, the Headteacher advised this would be helpful.

It was agreed that the Chair would circulate dates for a meeting in the Spring term.

- Attendance is graded as secure. The school has a meeting in December with the LA Attendance Officer as the school has been highlighted as a school of concern even though weekly checks are tracking above 95%.

Is this because they count 4 year olds in the data? Responding, the Headteacher advised that on the DfE data the children of concern are nursery or Reception children. The school is trying to target children regarding attendance but usually there is a very logical reason for absence. Going forward the school will be stricter around asking for evidence of holidays or medical appointments whilst encouraging parents to be honest about what they are doing if their child is going to be absent.

8.2 SCHOOL IMPROVEMENT PLAN (SIP)

Circulated prior to the meeting, the Headteacher advised;

- The main priority this year is phonics, early reading and the Read, Write Inc (RWI) programme. This is also underpinning the performance management for teachers this year. Progress against these targets has been rapid but also intense for staff.
- The report from White Knights Reading Hub has been circulated and they are complementary about how quickly the school have worked.
- The school has also worked hard to engage parents and sessions for all year groups have taken place. The next challenge will be what children progress to as they progress away from RWI.
- In terms of the curriculum, work will take place to ensure medium term planning is revised and the DHT will be writing assessment tasks for foundation subjects at the end of each half term.
- Pupil Asset has been disbanded and replaced with Sonar tracker. Whilst this is new to staff it is more user friendly, and

this will be presented at FGB-C. Reading will be recorded on the RWI Portal.

- Sparks Yard Music is now used and is recommended by Bucks Music Hub.
- In terms of Behaviour and Attitudes Step On training will take place on the next INSET day.
- In Personal Development the focus is on the RHE curriculum and statutory changes which need to be in place by September 2026. The school will consult with parents in January 2026. Turnfurlong Junior School will run a separate consultation.

Would you like Governor presence at the consultation meetings?

Responding, the Headteacher advised this will be helpful. It is anticipated that concerns from parents will be similar to the last consultation which were based around the teaching of different types of families including same sex relationships. Parent will also be shown the resources that will be used in teaching.

The school had considered holding an event for Pride however the LA advice was not to go ahead as no other primary schools have done this in BC. In secondary schools, students organise this themselves. The school would also need to ensure this is not a one-off event and that it is fully integrated into the curriculum. The LA's advice was to hold a Family Day that celebrates all families and families that are LGBTQ+ can feel included. The school will plan an event in the summer about families and how these can be different. There are also looked after children and post looked after children who are aware that families are different and can be transient. This will form part of the RHE curriculum.

- There is an active consultation from the LA about taking a percentage of school's budget share to fund SEN across BC. Headteachers have discussed this and have concerns about the equity of the proposal as those schools with the highest deprivation factors appear to have to pay more. It is not clear how SEN funding will be distributed fairly or what schools will get for the money it has provided. The consultation closes on 29th October 2025, and each school can submit 1 response.
- The school is currently awaiting 4 EHCPs for children and waiting times are currently 72 weeks and should be the statutory 20 weeks. To support these children the school is adapting the curriculum model significantly.
- The SEND Governor has visited school and met with the SENCO, and this will continue on a termly basis. SEND will be a major focus on the SIP next year.

Was any additional funding required for SONAR? Responding, the Headteacher advised no.

Governors agreed the SIP.

		ACTION
9	OTHER MATTERS	
9.1	NEW BUSINESS	
9.1.1	DFE RELATIONSHIPS AND SEX EDUCATION (RSE) AND HEALTH EDUCATION GUIDANCE	
	<p>Governors NOTED the updated guidance published by the DfE in July 2025, and the need to adapt the curriculum to reflect the updated requirements. There was a statutory duty for governors to ensure that the RSHE provision was suitable for the needs of the school, pupils, and the wider community before September 2026. This was delegated to the PSHE Governor to monitor and report back to the full Board.</p>	PSHE Governor
9.1.2	DFE EARLY YEARS FOUNDATION STAGE	
	<p>Governors NOTED the updated guidance on the Early Years Foundation Stage (EYFS) statutory framework with additional expectations from September 2025. This was delegated to the Early Years Governor to monitor that the school was meeting the updated requirements.</p>	EY Governor
9.2	ITEMS TO NOTE	
9.2.1	MAINTAINED SCHOOLS GOVERNANCE GUIDE JUNE 2025	
	<p>Governors NOTED the changes and updates made to the guidance in June 2025.</p>	
9.2.2	PROCUREMENT ADVICE FOR GOVERNING BOARDS (NEW GUIDANCE)	
	<p>Governors NOTED the new guidance from DfE with information for governors to check if their school is carrying out procurement compliantly and achieving value for money from non-pay spend.</p> <p>This matter was delegated to the Resources Committee to support procurement compliance.</p>	
9.2.3	DFE BRIEFING: GIVING EVERY CHILD THE BEST START IN LIFE – JULY 2025	
	<p>Governors NOTED the government's new £1.5bn strategy to support all children particularly those from disadvantaged backgrounds or with additional needs for improving child development and meeting the ambition that 75% of 5-year-olds in England have a good level of development by 2028.</p> <p>It included more support for families and “more accessible early education and childcare”.</p>	
9.2.4	MARTYN’S LAW / THE PROTECT DUTY	

Governors **NOTED** the duties to be placed on schools in preparation for acts of deliberate violence. The Terrorism (Protection of Premises) Act 2025, popularly known as Martyn's Law, places duties on schools to be prepared in case of acts of deliberate violence. Although final statutory guidance has yet to be published, there was plenty that schools could do to get ahead.

The monitoring of practical steps towards readiness was delegated to the Health & Safety Governor.

The Headteacher advised that the Emergency Plan requires review.

Are staff trained in how to respond to counter terrorism? Responding, the Headteacher advised that staff have PREVENT training. The school also have a lockdown procedure, and it would be useful to practice this at different times of day. The school site is as secure as it could be.

Does the school have an emergency button to contact emergency services? Responding, the Headteacher advised no and the phones in class do not have an outside line, but these are available in the office. Staff also have mobile phones with them and TIS and TJS have joint alarms.

9.2.5 HOW OFSTED WILL INSPECT SCHOOLS' USE OF AI

Governors **NOTED** the guidance on what Ofsted might be looking at, as part of inspection, on how schools' use of AI tools impact outcomes for pupils.

The monitoring of how the school was remaining compliant, was delegated to the Headteacher.

Headteacher

10 ADMISSIONS POLICY

What is the timeframe for altering the Admissions Policy? Responding, the Headteacher advised that the policy would be tabled at the next meeting. Any changes would be for 2027/28 admissions and would require a 6-week consultation period. Even if the board decide to make no changes a consultation should take place as it is good practice to do this every 7 years.

Agenda

11 DATES AND TIMES OF FUTURE MEETINGS

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

6th November 25 – FGB F
20th November 25 – FGB C
11th December 25 – FGB

All Governors

ACTION

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

All Governors

12 ANY OTHER URGENT BUSINESS

There was no other business.

Governors discussed the following Impact of the meeting;

- ALPS Consultation discussion
- Read Write Inc update
- SIP/SEF agreed
- Annual Business completed

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 18.24pm.

Signed Date
CHAIR