

SPRING TERM 2026

TURNFURLONG INFANT SCHOOL

MINUTES of the FGB-F meeting of the Governors of Turnfurlong Infant School held remotely via Zoom on 9th February 2026 at 4.30pm

PRESENT:

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

APOLOGIES:

Mrs C Austin
Ms Y Rabindranath

IN ATTENDANCE

Mrs R Weymouth (Clerk)

1 WELCOME AND APOLOGIES

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

2 NOTIFICATION OF ANY OTHER BUSINESS

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

3 DECLARATIONS OF INTEREST

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

4 APPROVAL OF MINUTES OF MEETING HELD ON 15TH OCTOBER 2025

Circulated prior to the meeting, Governor approved the minutes of the meeting held on 11th December 2025 and 7th January 2026.

There were no matters arising.

5 FINANCE MATTERS

5.1 2025/26 BUDGET UPDATE

The Bursar advised;

- Period 9 (December) v's actuals have been circulated including the Q2 financial plan which Governors will find useful to make comparisons.

ACTION

- The Chair has also produced financial reports showing variances in more detail.
- Funding Grant Information has also been provided with the report circulated.
- The school has also received £2,720 in Read, Write Inc (RWI) funding and £5,960 William Harding Grant Funding for the purchase of IT equipment. This can be seen in IO8 – Income from Facilities and Services.
- The DFCG allocation has been received. The school has received confirmation to begin the fence project in the car park area. This work will begin when the financial year closes and therefore the expenditure for this project will be added to the 2026/27 financial plan.
- The 2026/27 provisional financial plan is in progress and will be circulated for Governors to review prior to the submission deadline on 27th February 2026.
- In terms of the financial implications of staffing, teacher pay awards have been included in the new salary model as well as the proposed support staff pay awards. All staffing changes have been included since September 2025 and any proposed changes that are known have also been included.
- The support staff forecast for year end is less than anticipated at Q2. This is due to staffing changes in Autumn term. The school is using some supply staff that is paid for from another area of the budget.
- The financial implications of the SIP have been included in budget where known.
- There are no new lettings to date and there are no issues with existing hirers. The school continues to receive letting enquiries but is not able to accept any more at this stage.

5.2 DRAFT 2026/27 BUDGET

This item was discussed earlier in the meeting.

5.3 CONTRACTS AND LEASES TERMLY REVIEW

Circulated prior to the meeting, Governors noted the termly Contracts and Leases Review Report. The Bursar advised;

- The school has purchased The Key for Leaders at a cost of £887 per year.
- PHS provides washroom services and nappy collections. This is a rolling contract with 90 days notice. The school has no reason to change to another provider. It is a small contract with an annual cost of £289.
- School wellbeing insurance – Staff insurance was discussed at the last meeting. With some external suppliers' a staff wellbeing service is included with policies but is not included in the Buckinghamshire Council policy that the school purchases.

ACTION

Circulated prior to the meeting, Governors noted the termly Health and Safety Report generated via Medical Tracker. The Headteacher advised;

- Head injury is mostly head bumps that come under the same category in the tracker.
- Where children are having accidents, this is generally falling and tripping and takes place on the larger playground where the big wheel and push along resources are.
- The Reception outside area and nursery class are areas where children are most likely to have an accident.

Nursery is the third most frequent place for an accident to occur. Is this expected? Responding, the Headteacher advised that it is surprising that more accidents occur inside than outside where they are usually challenging themselves on equipment. In general, the younger the child the more likely they are to have bumps. This can however be raised at SLT to be more closely monitored.

HT

There have been almost 220 cases of slips/trips in the last 6 months. Are these happening at a specific location? Responding, the Headteacher advised that slips, trips and falls at same level are the most likely thing that children will do and is not surprising data. These happen mostly at the Reception outside area and in the afternoon when children are becoming tired. The winter has also been very wet, and some areas have been closed off as are not useable. As it is likely that wet winters and dry summers will continue the school is looking at grants for different types of ground surfaces and will approach HS2 and the William Harding Fund for financial assistance.

Governors discussed that as areas are closed this will make the playground busier and therefore accidents are more likely to occur.

How does this data compare against other similar schools? Responding, the Headteacher advised that she would ask infant Headteachers if they would be willing to share their termly data to make comparison for discussion at the next meeting.

HT/Agenda

Previously Governors noted that the introduction of OPAL has decreased the number of accidents. Responding, the Headteacher advised that the first year of OPAL was cold but much dryer so children were still able to access the resources. This year the mud has been challenging to manage, and resources have had to be closed.

7.2 HEALTH AND SAFETY WALK REPORT

The Health and Safety Governor would arrange a Health and Safety Walk of the school before the end of term.

H & S Governor

8 OTHER ITEMS

8.1 STAFFING UPDATE

The Headteacher provided the following staffing update;

- A 1-1 TA was appointed to work in Year 1, and they started before the end of the Autumn term but have since resigned.
- To cover the role a member of staff was moved from Nursery into Year 1, and supply staff is covering the gap in nursery until the end of the summer term. As the person is level 5 qualified, she can be included in ratio which is helpful.

9 POLICIES

Circulated prior to the meeting, Governors noted the Nursery Admissions Policy.

The Headteacher advised that the policy has been checked against other local school nurseries.

There is a section to signpost parents to check their eligibility for different types of funding. Would parents find this useful? Governors agreed this is useful information and should remain in the policy.

The nursery policy admission criteria are slightly different to the school admissions policy. Is there a reason behind this? Responding, the Headteacher advised that the school admission criteria must be in a particular order with CLA and children with an EHCP at the top. It would be rare for a child to start nursery with an EHCP unless they have profound needs. There isn't a need to put this at the top of the nursery admissions policy.

Governors agreed the policy.

10 DATES AND TIMES OF FUTURE MEETINGS

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

All meetings 4.30pm
 5th March 26 – FGB C
 26th March 26 – FGB
 14th May 26 – FGB F
 4th June 26 – FGB C
 6th July 26 – FGB

11 ANY OTHER BUSINESS

Circulated prior to the meeting Governors noted and agreed the Climate Action Plan.

12 IMPACT OF MEETING

All Governors

Governors discussed the following impact of the meeting;

- Reviewed budget
- Nursery Admission Policy agreed.
- Contracts agreed
- Plan for SFVS submission.

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 17.39pm.

Signed Date

CHAIR