

SUMMER TERM 2026

TURNFURLONG INFANT SCHOOL

MINUTES of the FGB-F meeting of the Governors of Turnfurlong Infant School held at the school and via Zoom on 14th May 2026 at 4.30pm

PRESENT:

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

APOLOGIES:

Mrs C Austin
Mrs S Hounsell
Mrs L Arnott
Mr R Lloyd

IN ATTENDANCE

Mrs R Weymouth (Clerk)

		ACTION
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 The Headteacher advised that a Strategy Review meeting is required to review the strategy before writing the SIP. The Headteacher would discuss this with the FGB Chair.	Headteacher
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 19 th March 2026. There were no matters arising.	
5	FINANCE MATTERS	
5.1	2025/26 BUDGET UPDATE Circulated prior to the meeting, the Bursar advised; The 2025/26 financial year has now closed and final figures and reports have been produced. Overall, the position is stronger than originally forecast at budget-setting stage.	

- Income was £66,757 higher than the original budget, reflecting improved in-year funding adjustments and successful SEN applications. Expenditure was £58,676 lower than anticipated, largely due to tighter cost control and some planned spending not occurring.
- The resulting carry forward is £18,067, which is just over £8,000 higher than projected when the budget was set.

The Chair highlighted the year-on-year expenditure trend, noting that reserves and the opening balance continue to reduce gradually. On current trajectory, the balance is expected to reach zero or fall into deficit within the next two years.

Although income and expenditure remain broadly balanced in percentage terms, net expenditure continues to rise. This is primarily driven by staffing costs, where pay awards and incremental increases are not matched by uplifts in school funding.

The Bursar advised that in previous years schools received additional funding to support pay awards, but this has not been the case recently. Schools are now expected to absorb pay awards within existing budgets, and there is no indication of additional support.

The Headteacher advised that teacher pay awards are typically announced in July and may occasionally be accompanied by some funding, but there is no equivalent support for support staff. There remains significant national variation in support staff pay structures, and there is currently a Government consultation regarding this.

The school is receiving the new Inclusion Maintenance Fund (IMF) grant of £12,800, does this offset the additional expectations placed on schools, and is there a risk that notional funding may reduce as a result?

Responding, the Headteacher advised that it is currently unknown if this will impact notional funding. This funding will not fund much if the school must implement practices to be complaint and inclusive. The strategy of how the IMF will be used has to be published by December 2027. It is anticipated that training will need to be delivered via this funding.

The Bursar advised;

- The school received increased SEN funding during the year following several successful applications. This was achieved through sustained work by the SENCO, although the funding is received retrospectively.
- The main increase in expenditure in 2025/26 relates to supply agency costs for TAs. This was necessary to cover staff leaving and provide additional 1:1 support. The increased use of agency staff is reflected in the relevant cost centre.

In relation to RWI resources, does the budget include provision to deliver all elements identified in the audit? Responding, the Headteacher advised it does.

The income reduces in the following year 27/28 why is this? Responding, the Bursar advised that future funding levels are not yet known. Assumptions are based on current pupil numbers, SEN profiles and known funding streams. The local authority advises schools to use known figures and adjust the budget in-year as updated information becomes available. Expenditure increases reflect the modeller's built-in 2.5% uplift.

The budget share increases again in 2028/29? Responding, the Bursar advised that some one-year grants may be recorded in a different area of the budget. The IMF grant has been allocated under 'other contributions'. Schools have been advised to apply a 3.5% increase to the budget share each year.

The Headteacher advised that several of the children with the highest levels of need will be moving into Year 2 in September. Due to delays in securing EHCPs, some children will join the school in Reception without an EHCP in place, and the school will need to identify and assess emerging needs as early as possible.

Is the current budget allocation for gas and electricity sufficient? Responding, the Bursar advised that the school liaises with TJS on costings, and both schools have used the same figures for this year. Adjustments will be made in-year as required. Last year's actual costs were £16,000 compared with a planned £21,000.

What was the reason for the variance? Responding, the Bursar advised that it may be linked to the installation of the new boiler last year, alongside ongoing invoicing issues at Buckinghamshire Council.

Are there 2 separate meters? Responding, the Bursar advised there is only one meter for the site, and it cannot be split. The current arrangement is a 50/50 split.

Would it be worthwhile asking BC for clarity on usage levels or a steady usage estimate? Responding, the Headteacher confirmed that a thermostat is now fitted to the boiler, and the heating system is triggered based on external temperature. The school does have access to the meter, and the Site Manager takes regular readings.

The Bursar advised;

- The DFCG carry forward is £7,859. The new fencing in the car park has now been installed. Although this work was originally budgeted for last year, the delay meant the invoice has been paid from this year's allocation. Assuming this year's allocation

is £7,278, the remaining balance after deducting the fencing costs will be £9,887. It is expected that new laptops will be required during the year.

- For 2026/27, the projected carry forward is £8,715, which is broadly in line with last year. This figure is likely to change as the year progresses.
- The main area of uncertainty is nursery funding, particularly with the move to 30 hours from September. The budget currently includes the indicative nursery funding provided, which is adjusted termly. More accurate information will be available at Q2.

Could any funding increase? Responding, the Bursar advised this is dependent on confirmed allocations.

- UIFSM is currently budgeted at £102,055 based on last year's allocation. This will be confirmed in the autumn and revised accordingly.
- The Sports Premium Grant will also be confirmed in the autumn; £17,830 has been included in the budget.
- The IMF allocation is £12,800. A further EYFS amount is expected, but details have not yet been released.

The Headteacher advised that there is concern that unless the Government increases the UIFSM hourly rate, catering companies will continue to pass additional costs back to schools. This is problematic for infant schools as they cannot offset these costs through KS2 meals.

Agenda

- The school has purchased the same traded services as last year and will continue to use the private Educational Psychology provider, as well as the Safeguarding and SEN packages.
- Lettings income is expected to increase slightly as Little Rascals are now running additional clubs.

Agenda

It was agreed that the Lettings Policy would be reviewed at the next meeting.

It was agreed that Governor Support Packages would be reviewed at the next meeting.

Governors approved the 2026/27 **Budget approved.**

5.2 **FINAL 2026/27 BUDGET**

This item was discussed earlier in the meeting.

5.3 **CONTRACTS AND LEASES TERMLY REVIEW**

The Bursar advised that the school would continue with the following subscriptions and services: Espresso, Provision Map software, intruder alarm servicing, school website software and support, Governor online

support service, the RWI Phonics subscription, Ruth Miskin Literacy phonics training, Sparkyard, and Twinkl (with a reduced number of users).

Window cleaning will take place in the summer term, which the Premises Manager is satisfied with. This includes all windows and all canopies.

5.4 SCHOOL FUND UPDATE

The Bursar advised that a transfer from the School Fund will be required to support the library refurbishment.

The School Fund for last year has been completed, audited, and published on the Charity Commission website.

6 PREMISES UPDATE

6.1 PREMISES ACTIVITY / ISSUES

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

Is there sufficient use of the premises or is there scope for additional lettings? Responding, the Bursar advised that Mondays remain unlet and could be explored as a possible opportunity. Some lettings have taken place on Fridays.

The Headteacher advised that weekend lettings would require the Premises Manager to lock and unlock the site as this falls outside his contracted hours. This would have implications for works that need to take place in holidays and additional cleaning requirements would also need to be considered.

Regarding school holidays, Little Rascals already operate during these periods and regular lettings continue throughout. The Premises Manager can take leave at any time. The summer holiday is a key period for him to complete internal jobs and oversee contractor works. If he is not available, responsibility for locking and unlocking would fall to the Headteacher and Deputy Headteacher.

Does insurance require a member of staff to act as key holder? Responding, the Headteacher advised that the school must be cautious about who is authorised to hold keys.

The crack in the office window has been present for some time. Responding, the Headteacher advised it is hoped this will be addressed over the summer. Clear priorities will be set for the Premises Manager for the summer holiday period. Most actions identified in the Health & Safety Audit Report have now been completed.

Are there any alternative options for lettings that could be explored, including an outline of potential costs, risks and operational

implications? Responding, the Headteacher advised that one possibility may be the use of a casual contract for unlocking and locking duties, but this would need to be considered carefully. There is scope for increased lettings if planned and resourced appropriately.

6.2 LETTINGS UPDATE

This item had been discussed earlier in the meeting.

7 HEALTH AND SAFETY

7.1 TERMLY ACCIDENT REPORT

The Headteacher advised that Benchmarking data from other schools has been requested; however, not yet received.

The report circulated is presented in a slightly different format.

What is the category “self-inflicted” and “hit by falling object”? Responding, the Headteacher advised that this category can include incidents such as being struck by a ball and is considered a contextually appropriate classification.

What is “fall from above floor level”? Responding, the Headteacher advised this may refer to falls from equipment such as a climbing frame or tree house.

Could this wording be reviewed as it sounds more serious than the incident warrants? Responding, the Headteacher advised this could be reviewed.

What injuries are a “collision with a structure”? Responding, the Headteacher advised this may include running into a door or gate. These incidents are often minor, with outcomes such as requiring a wet paper towel.

7.2 HEALTH AND SAFETY WALK REPORT

The Health and Safety Audit report had been circulated.

The Headteacher advised it was very positive, and the documentation reviewed by the auditor was described as *excellent* and there were no concerns raised. OPAL was discussed as part of the audit and no issues were identified.

The only action arising was the requirement to display the official infection-control poster outlining childhood illnesses and the recommended exclusion periods. The school has the poster in a folder, but it was not on display. This has been rectified.

ACTION

Sections 2.10 and 6.6, have not been completed on the audit form?

Responding, the Headteacher advised that the Health and Safety Governor was present for the entire morning and would have been able to answer these points.

Ms Rabindranath

For the item relating to petrol storage, was this referring to adding a spill kit or improving shed security?

It was agreed that Ms Rabindranath would contact the school office for the Deputy Headteacher to confirm.

8 OTHER ITEMS

8.1 STAFFING UPDATE

The Headteacher provided the following staffing update;

- Midday Supervisors - No changes to report.
- Cleaners - One cleaner left last week. Interviews have been held and an appointment has been made.
- Support Staff - No additional appointments have been made at this stage. Two TAs will be reducing their working pattern from five to four days from September, and this reduction will need to be backfilled.
- Office Staff - The school is exploring appointing someone on a regular one-day-a-week contract from September. Job descriptions are being reviewed and shaped around operational needs.
- Teachers - An ECT has been recruited for September. Two teachers currently working 0.8FTE will be reducing to 0.6FTE. As a result, staffing has been reorganised and a part-time ECT has been appointed for KS1 next year.

The school is grateful that staff requesting changes to working patterns have communicated this early.

Is recruitment of part-time teachers difficult? Responding, the Headteacher advised no. Many teachers prefer part-time roles and supplement their income with supply work or additional days through the school. Some trainees also request part-time arrangements due to parenting commitments, though this extends the ECT period. Both new ECTs trained with the school previously, and the timing of the advertisement was fortunate. There will be no trainee teacher next year; however, having trainees is beneficial as strong candidates can be retained.

Can any of the TA roles be voluntary? Responding, the Headteacher advised no due to the nature of the posts, particularly SEN TA positions.

8.2 ATTENDANCE

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

- The analysis presented covers attendance up to Easter. A further update will be completed at half term for the next meeting. Current attendance remains ahead of target.

Are there any patterns to attendance during the summer term?

Responding, the Headteacher advised that some families do take term-time holidays, although the current global situation has contributed to improved attendance overall.

Does attendance drop in the final days of term due to secondary schools finishing earlier? Responding, the Headteacher advised not usually.

Agenda

- At the next meeting INSET days for 2027/28 will need to be agreed. Having only one INSET day this year was challenging; however, starting the year with two INSET days would result in pupils beginning on a Friday. The preferred approach is to take three INSET days at the start of the year and begin teaching on the Monday. Parents can find it difficult when primary and junior schools have different term dates, and the school is sympathetic to this.
- Nursery attendance remains a focus. Attendance is logged on CPOMS following any meetings with parents. Incoming Reception parents have been advised about the expectations and the importance of establishing good attendance habits early.

Mr Hanif left the meeting at 17:41pm.

- During the holiday period, the school experienced suspected and confirmed cases of scarlet fever and when combined with recent cases of chickenpox, this can present increased risk. There were also confirmed cases of scarlet fever among staff. The Health Authority was contacted, and the Local Authority was informed. A ParentMail update was issued, and no further action was required.

Is there a pattern of non-attendance? Responding, the Headteacher advised that the data presented is taken from the DfE attendance tool and authorised and unauthorised absences are included in the Headteacher's report each term. All parents receive a printout of their child's attendance termly and even where absences are authorised, the school meets with parents to ensure there are no underlying issues and to offer support, including referrals to other agencies where appropriate. Evidence of appointments or travel may be requested for absence. A key message shared periodically with parents is guidance on when children

should be kept off school and when they can attend, recognising that parental anxiety can influence decisions.

Are religious observance absences included in the data? Responding, the Headteacher advised that these account for a very small proportion of the year. Pupils are entitled to one day for religious observance. Where a significant celebration is anticipated, reminders are included in the newsletter.

8.3 FOOD STANDARDS

The Headteacher advised that she has responded to the Government consultation on school food standards, reviewed the current standards and contacted Little Rascals to ensure they are compliant. Little Rascals have confirmed that they follow the required food standards and have completed an audit, evidence of which is held by the school.

9 POLICIES

There were no policies for review at the meeting.

10 DATES AND TIMES OF FUTURE MEETINGS

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

4th June 26 – FGB C

6th July 26 – FGB

11 ANY OTHER BUSINESS

There was no further business for discussion at the meeting.

12 IMPACT OF MEETING

Governors discussed the following impact of the meeting;

- Budget reviewed
- Contracts and Leases reviewed
- Excellent H & S Audit outcome

13 CONDUCT OF MEETING

All Governors

ACTION

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 18.03pm.

Signed Date

CHAIR