

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Wednesday 21st September 2022 at 7.00pm
 Venue: Tweseldown Infant School

Present:

Kim Tottem	Headteacher	
Deborah Stephenson	Co-opted Governor	Chair
Mark Fricker	Co-opted Governor	Vice-Chair
Ian Humphrey	Co-opted Governor	
Alex Harris-Hooton	Local Authority Governor	
Stuart Meadows	Parent Governor	
Sarah Pengelly	Parent Governor	
Alison Fairclough	Staff Governor	
Samantha Read	Co-opted Governor	

In Attendance

Louise Barnes	Deputy Headteacher	
Nicola Nolan	Admin & Finance Officer	arrived at 7.09pm item 5
Rebecca Willows	Clerk	

Apologies:

Danica Bulgin	Co-opted Governor
Mark Butcher	Co-opted Governor

The meeting was Quorate (9/11 Governors in attendance 82%).

The meeting commenced at 1900.

Item		Actions
1	<p>Welcome and apologies for absence The Chair welcomed all to the meeting. Apologies were received and accepted from Danica Bulgin and Mark Butcher.</p>	
2	<p>Election of Officers <u>Chair</u> Deborah Stephenson indicated she was willing to stand. There were no other nominations. <i>Deborah Stephenson left the meeting</i> Deborah Stephenson was unanimously elected as Chair <i>Deborah Stephenson returned to the meeting</i> <u>Vice-Chair</u> Mark Fricker indicated he was willing to stand. There were no other nominations. <i>Mark Fricker left the meeting</i> Mark Fricker was unanimously elected as Vice-Chair <i>Mark Fricker returned to the meeting</i></p>	
3	<p>Declaration of pecuniary and any other conflicts of interest in items on this agenda and re-sign Pecuniary Interest Register There were no declarations of interest made that were not already recorded. Most Governors had re-signed the Register. ACTION 1: Email individual governors to remind to re-sign register</p>	Clerk
4	<p>Minutes of the previous meeting</p>	

Signed by Chair

Date

	<p>19. SLT to explore the cost and possibility of working in partnership with other schools to employ an EP or an assistant EP. It would be Headteachers who would meet to discuss this but this had not taken place yet.</p> <p>Matters arising:</p> <p>The road markings outside the school had been painted. Thanks were expressed to the Chair for persisting with this. The Chair gave credit to Councillor Steven Parker who had assisted.</p>	
<p>6</p>	<p>Governing Body Structure and Succession Planning</p> <p>a. <u>FGB meeting times and dates for 2022/23</u> Most of these had been confirmed at the meeting in July. The date of the next meeting would be 20th October at 7.30pm. The meetings on 29.3.23 and 17.5.23 would be subject to confirmation. ACTION 4: Upload list of dates on GovernorHub and enter dates into GovernorHub Calendar.</p> <p>b. <u>Election of new Co-opted Governor</u> Stuart Meadows had offered his resignation as a Parent Governor which was accepted. Stuart Meadows ceased to be a Parent Governor. Stuart Meadows was recommended as a Co-opted Governor. <i>Stuart Meadows left the meeting</i> It was unanimously agreed that Stuart Meadows be appointed as a Co-opted Governor <i>Stuart Meadows returned to the meeting</i></p> <p>c. <u>Future planning</u> There was now a Parent Governor vacancy. It was agreed the elections would be started next week. ACTION 5: Commence Parent Governor Elections the week starting 26.9.22 The Governors had received an application from another potential Governor who would be encouraged to apply for the Parent Governor Elections. Another Governor had indicated they intended to resign which would leave a vacancy of a Co-opted Governor. ACTION 6: Write to potential Governor to inform of situation and with view to applying for Parent Governor Election</p> <p>d. <u>Confirmation of Governor Roles and Responsibilities 2022/23</u> Danica Bulgin – Pupil Premium, Safeguarding Mark Fricker – Vice-chair, Attendance, SEND Alex Harris-Hooton – Curriculum, Equality Diversity & Inclusion, Health & Safety Ian Humphrey – Development & Training, Finance & Personnel, Health & Safety Stuart Meadows – Finance and Personnel Sarah Pengelly – EYFS, Safeguarding Samantha Read – Curriculum, Safeguarding Deborah Stephenson – Chair Pay Committee - Alex Harris-Hooton, Ian Humphrey, Stuart Meadows.</p> <p>e. <u>GB Code of Conduct/delegated powers</u> The Code of Conduct for the Governing Board 2022 had been circulated prior to the meeting. The Governors agreed to adopt the Code of Conduct.</p>	<p>Clerk</p> <p>HT</p> <p>Chair</p>

Signed by Chair: D. Stephenson

Date: 20.10.22

	<p>The governors discussed the need to review the delegated powers to ensure they were relevant. This would be considered at the next meeting. ACTION 7: Contribute information and prepare suggested delegated powers for consideration at next FGB</p> <p>f. <u>Hants CC Governors Good Practice Guide</u> The Governors Good Practice Guide had been circulated prior to the meeting. The Governors agreed to adopt the Governors Good Practice Guide</p>	<p>HT, IH, SR, Chair</p>
<p>7</p>	<p>Headteacher Report <u>Back to school report</u> The pupils had all come back to school well.</p> <p><u>Staffing</u> The school is not fully staffed; a TA resigned over the summer holidays. The post has been advertised and interviews were to be conducted the following day.</p> <p>Q: How is this role being covered? A: There are currently 2 teachers in the class, an ECT and a teacher on return from maternity leave. The parents have now been informed of the staff changes. The school is also advertising for a Maternity Cover teacher for after Christmas to allow some handover time and would be beneficial for pupils and both teachers.</p> <p>4 class teachers had left at the end of the last academic year, 2 had left teaching, one had taken a promotion and the other had decided not to return after maternity leave. The new class teachers had made a good start. The school now had 3 first year ECTs.</p> <p><u>SEND provision</u> 6 new pupils had started at the school with EHCPs and complex needs. The Headteacher had made several attempts to contact the Local Authority to discuss the situation. However, no response had been forthcoming. The school had decided to create separate Learning Support Class (Dragonfly Class) for them in the school. This would also include another pupil already at the school with 1-1 support. Dragonfly Class would be run by the SENDCo with the support of 2 SNAs. An additional member of staff had been recruited. The school had also decided to split the SENDCo role between 2 experienced members of staff one for KS1 and the other for EYFS.</p> <p>After further reminders from the school, the Local Authority subsequently convened an online meeting with the school to discuss the situation. The school reiterated it had 10 pupils with EHCPs in school with 4 more being applied for. After discussion, the Local Authority indicated that the banding of the 6 pupils in Dragonfly Class would be raised to the highest level, which would lead to an increase of £15,000. The Local Authority were also considering an increase in banding to a 2-1 for one of the pupils. The situation had arisen as there had been a delay in opening further provision at Henry Tyndale School. It was noted that all of the pupils concerned live within the school's catchment area.</p> <p>Q: What was the impact on the Budget of Dragonfly Class? Does the school have sufficient resources? A: It would have a cost implication of £50,000. However, this may be ameliorated if the double funding were approved for one of the pupils. This was being reviewed. There are insufficient Special School Places in the area and some pupils with complex needs are having to be placed in mainstream schools. The pupils have settled in as well as they can. Some of the children were being integrated with</p>	

- There was to be whole staff training on 28th September on 'What GD look like.'

The Governors commended the Headteacher on her proactive approach, asking questions and making changes to improve.

Q: The Challenges states a % of children did not achieve a GLD and 45% of pupils are below ARE in writing – how is this being addressed?

At the end of YR the percentage of pupils reading Good Level of Development (GLD) had decreased from 80% in 2019 to 68%. However, the school had carried out their own baseline assessment and 45% were on track on entry, giving 23% Value Added.

Q: Were the YR pupils historically below what is expected or is this a result of COVID?

A: YR pupils had entered below previous levels since the pandemic, often due to lack of preschool/nursery experience.

Q: What next for pupils not reaching GLD? What tools were used to address secure learning and progress?

A: Children would be supported through small groups.

Writing was the main area where GLD had not been reached. This was a focus in the new School Development Plan.

All pupils who had not reached GLD were offered a place at the summer school which took place for 2 weeks over the summer holidays.

Q: Was the summer school a success in bridging any gaps in EYFS to KS1 transitions? How was this success measured?

There was a 50% take up. All children who took part could write a sentence independently by the end of the summer school and were now in line with their peers. 2 adults led the summer school which was run like a YR class but there was a writing focus each day, where adults modelled writing, wrote with the children and the children had the opportunity to write.

The Summer School had been funded out of the School led tutoring grant.

Pupil Premium funding.

The draft Pupil premium strategy statement had been circulated prior to the meeting.

Q: Spending on the Learning Support classroom appeared to have been included. Did that not relate to SEND rather than the PP children?

A: Many of the pupils needing learning support were also entitled to Pupil Premium (PP). PP funding was not being used to fund the Learning Support class.

Q: What were the barriers hindering the children's attainment?

A: The barriers were parental and family circumstances, COVID, lack of financial or material resources, lack of enriching experiences.

Q: How was the Pupil Premium funding allocated?

A: The majority of the money funded the Home Link Worker, Nurture Groups and the ELSAs. The school also bought uniform for some pupils, funded trips and other items pupils or families needed. Teachers were asked if there was anything specific required for PP pupils.

Q: How was PP funding analysed and the success of measures evaluated? A lot was done but it didn't appear to impact on outcomes from the evidence. The review of outcomes focused on what was provided rather than the

	<p>progress those children made? What were the Pupil premium results for 21/22? A: Many were soft outcomes and ensuring children had basic needs so they were ready for learning. After discussion it was decided that a report should be produced to show the impact of the PP spending including case studies. ACTION 11: HT to produce Impact Report for PP to be presented at the FGB in November.</p> <p><u>LLP Visit.</u> This was to take place on 12th October at 2pm. Governors were invited to attend either in person or online. Apologies and reasons were to be given in the event of absence. ACTION 12: HT to send out Zoom/Teams invitation to LLP visit.</p> <p><u>Ofsted</u> The School was expecting Ofsted this year as it was last inspected in 2009. Schools last inspected in September 2008 were currently being inspected.</p>	<p style="text-align: center;">HT</p> <p style="text-align: center;">HT</p>
<p style="text-align: center;">8</p>	<p>Review and Agree School Development Plan (SDP)</p> <p>The Values had been redrafted at the INSET on 1st September. They were still to be finalized. It was agreed to review the Vision and Values at the next FGB. ACTION 13: Add Vision and Values to Agenda of next FGB</p> <p>Last year's SDP/RAG rating had been circulated prior to the meeting. It was noted that many areas were marked green on last year's SDP.</p> <p>The new SDP 2022 – 2023 had been circulated. It was noted that it was in a new more focused format of 5 pillars.</p> <p>Q: When was the new EYFS YR leader going to be inducted and trained? Key Priority (KP) 4 – YR leader had been inducted and whole EYFS team had been trained on EYFS principles, assessment and curriculum.</p> <p>Q: Could you give examples of interventions that were going to be used in EYFS? Interventions for EYFS would focus on numbers to 20. Phonics had started and those not retaining sounds would take part in catch up groups. Fine motor and other activities to get pupils ready for writing would also be implemented.</p> <p>Q: On KP4 how would teachers be demonstrating what 'effective difference' looks like? A: Teachers would know each pupil's starting point and be challenging each individual pupil from where they were.</p> <p>Q: The new SDP has been reduced from 29 pages to 2 pages, would this be increased? Would the new SDP be RAG rated, dated as complete and have budgets attached? A: This format was intended to be the whole document. It had been produced after thorough research; many schools had SDPs as simple as this and the LLP had suggested this approach.</p> <p>There was discussion as to how the Governing Body hold the Leadership Team accountable with this format and how progress could be measured. It would be done by RAG rating. It was agreed that a slightly expanded rationale section would be produced linking it to the budget and including dates due. ACTION 14: Produce expanded SDP including links to budget and dates due.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">HT</p>

	<p>It was noted that the Vision and Values would be included in a separate document and that the 3 year strategic plan had not been developed yet.</p>	
<p>9</p>	<p>Finance and personnel</p> <p>a. Responses to questions posed 13th July 2022 The questions and responses had been circulated prior to the meeting. The Admin & Finance Officer made the following further comments concerning the responses: The Budget v. Forecast report was set and could not be amended to include other information. Utility charges – the Admin & Finance Officer had been advised of a percentage increase but had gone beyond that to give an extra buffer. They would be kept under review. Details of the Government announcement would be examined.</p> <p>b. Current budget position The Governor end of month report for end August 2022 had been circulated prior to the meeting. Q: Have there been any obvious large items of expenditure since the start of term. A: Photocopying costs have been higher than usual. However, all the displays in YR classrooms had been redone and resources had been required for the Dragonfly Class. The Admin & Finance Officer would keep an eye on it and review it in the next quarter. Q: £30,000 had been allowed for Buildings and Maintenance, how much had been spent so far? A: £2,000 had been spent so far. The site manager did most repairs to electrical goods, but a new oven would soon be needed. It was noted that Dragonfly class was not included in the Budget. Staff costs would change in the Budget as staff for Dragonfly would have to be included. There had also been a change in staff, the staff who had left were at a higher pay grade and ECTs had been appointed which were on a lower pay grade. The budget would have to be reviewed. The Governors reiterated their support of the Headteacher and staff.</p> <p>c. The Governors adopted the Hampshire Manual of Personnel Practice and reviewed and agreed to adopt the following Policies: Capability Procedure Disciplinary Procedure Grievance Procedure Pay Policy Performance Management Model Lesson Observation Protocol Model Recruitment Policy Dignity at Work Absence Management Model Acceptable Use of IT Protected Disclosures Governor Committee hearings Governors Appeal Committee hearings Model Code of Conduct Low level concerns policy Model Equalities Policy</p>	

	<p>Procedure for Restructures and Reductions (including procedure for ending fixed-term contracts on grounds of redundancy) Procedure for ending fixed-term/temporary contracts (not redundancy related) Procedure for Requests for Flexible Working Model Fitness and Suitability for Work Policy Guidance on dealing with requests for time off Procedure for Requests for Time Off to Train Social Media Policy</p> <p>The following policies would be considered by the Headteacher to assess if they were appropriate to be adopted: Overseas Criminal Records Policy Casual Workers Policy Policy statement on the employment of ex-offenders Secondment Policy</p> <p>ACTION 15: Assess whether remaining Policies in MOPP needed.</p> <p>d. Set date of pay committee. It was agreed to hold the Pay Committee on 18th October 2022 at 4pm.</p> <p>e. HTPR date. This had been set for 14th October 2022.</p>	HT
10	<p>Governor Matters</p> <p>a. Governor Visit Planning 2022/23 – The OneDrive Training School Visit plan had been updated to include 2022-2023. Governors were encouraged to plan their visits or training and to update the plan. Statutory School Visits should be linked to the SDP.</p> <p>ACTION 16: Governors to update School Visit Plan</p> <p>b. Whole Governor Training – Developing Outstanding Governance – was taking place on 12th October 7.00pm -9.30pm.</p> <p>c. Governor Visits Report. A Governor Visits Form for Pupil Wellbeing had been circulated prior to the meeting which had focussed on ‘Beyond the Gates’ and the role of the Home School Link Worker. No further questions were raised.</p> <p>d. Review of Stakeholder Engagement and Stakeholder opinions. This would be carried forward to the next meeting. The results of a Staff Survey and Pupils voice should be considered. Governors were encouraged to attend Parents Evenings 18th October 3.45 – 6.00pm and 20th October 5.00- 7.30pm (before FGB at 7.30pm).</p> <p>ACTION 17: Governors to let HT know who can attend Parents Eves.</p>	All Govs Govs
11	<p>Safeguarding</p> <p>The Annual Safeguarding Audit Report and the supporting documentation had been circulated prior to the meeting. The Report had been completed with the Safeguarding Governors. There were 2 points for development:</p> <p>-The DBS check requirement has changed nationally so that a new check is needed if there is a 3 month break in service.</p> <p>-CPOMS records should have any action taken attached even if it was at a low level.</p> <p>The Safeguarding Audit was approved for submission.</p>	

	<p>The Single Central Record Monitoring Form had been circulated prior to the meeting. No further questions were raised.</p> <p>The Annual Safeguarding Report to Governors would be shared with Governors later in the Autumn Term.</p>	
12	<p><u>Child Protection Policy</u> The Policy had been circulated prior to the meeting. The Child Protection Policy was approved.</p> <p><u>Safeguarding Policy</u> The Policy had been circulated prior to the meeting. A question had been raised about the date of this Policy. The convention was to change the date after it had been approved by Governors. The Safeguarding Policy was approved.</p> <p><u>Restrictive Physical Intervention Policy</u> The Policy had been circulated prior to the meeting. The draft policy circulated had included highlighted additions, but these were not to be included in the policy to be approved. The Restrictive Physical Intervention Policy was approved</p> <p><u>Mental Health and Wellbeing Policy</u> The Policy had been circulated prior to the meeting. Q:The policy did not include much for teaching or support staff. A: The policy was for everyone in school. However, HCC employee support line details were to be added to page 2 of the policy. Q:The policy referred to a ‘light touch day’ what did this refer to? A: This was during Mental Wellbeing week when there was no marking or staff meetings to aid staff workload.</p> <p>It was noted that the Mental Health and Wellbeing Policy should be added to the school’s website. The Mental Health and Wellbeing Policy was approved with the above amendments. ACTION 18: Add Mental Health and Wellbeing Policy to school website.</p> <p><u>Accessibility (Plan) Policy</u> This would be carried forward to the next FGB and be considered with the Accessibility Plan. ACTION 19: Add Accessibility (Plan) Policy to next FGB Agenda</p> <p><u>Home School Agreement</u> This would be circulated the next day and approval be sought online before sending out to parents. ACTION 20: Circulate Home School Agreement.</p> <p><u>Governor Induction Policy</u> The Policy had been circulated prior to the meeting. This was a revised policy with a new governor checklist. After discussion it was agreed that the new checklist should be used. The Governor Induction Policy was approved.</p> <p><u>Pay Committee Terms of Reference</u> The Terms of Reference had been circulated prior to the meeting. The Pay Committee Terms of Reference were approved.</p>	<p>HT</p> <p>HT/Clerk</p> <p>Clerk</p>
14	<p>AOB All Governors were requested to complete a Childcare Disqualification Declaration Form.</p>	

Signed by Chair: D. Stephenson

Date: 20.10.22

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15	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Maintaining effective Governing Body through election of Chair & Vice-chair • Maintaining a skilled and knowledgeable governing body with appointment of Co-opted Governor • Maintaining effective Governing Body through allocation of roles. • Challenging the HT on the delivery of the SDP • Ensuring HT aims to secure adequate funding for SEN needs. • Evaluating how school was using Pupil Premium, SEN , Catch Up Funding to benefit Teaching & Learning • Interrogating HT on pupil attainment and strategy in place. • Ensuring funding was used to benefit pupils in school. • Approving Policies and plans for how to deliver aims • Monitoring the use of Safeguarding practice and procedures to protect pupils 	
16	<p>Date of Next Meeting FGB – Thursday 20th October 2022 at 1930.</p>	

There being no other business the Chair closed the meeting at 9.20pm.

Summary of Outstanding Actions

Date set	Action	Who
14/06/2022	Recording DBS for 1 Governor on GovHub	IH
14/06/2022	Contact Facebook to remove old TIS unofficial page	MB
13/07/2022	To examine catch-up funding data in School visit in Autumn Term	IH
13/07/2022	Review and support school in staffing changes in Governor visits in 2022/23.	All Govs
13/07/2022	Review of Stakeholder Engagement and Stakeholder opinions to be added to FGB Agenda	Clerk
13/07/2022	Arrange and conduct Individual Governor Reviews with all Governors	Chair
13/07/2022	SLT to explore the cost and possibility of working in partnership with other schools to employ an EP or an assistant EP.	HT/DHT
21/09/2022	1: Email individual governors to remind to re-sign register	Clerk
21/09/2022	2: Make amendments and send to Headteacher for distribution to parents.	Chair
21/09/2022	3: Add key dates to GovernorHub Calendar.	Clerk
21/09/2022	4: Upload list of dates on GovernorHub and enter dates into GovernorHub Calendar.	Clerk
21/09/2022	5: Commence Parent Governor Elections the week starting 26.9.22	HT
21/09/2022	6: Write to potential Governor to inform of situation and with view to applying for Parent Governor Election	Chair
21/09/2022	7: Contribute information and prepare suggested delegated powers for consideration at next FGB	HT, IH, SR, Chair
21/09/2022	8: Write to the Local Authority asking about the level of funding reiterating number of EHCP children at the school and encouraging a positive outcome for the level of funding decision.	HT/Chair
21/09/2022	9: Check COSSH assessments are up to date at the next FGB.	Govs/HT
21/09/2022	10: Ensure Site manager completes COSSH training.	HT
21/09/2022	11: Produce Impact Report for PP to be presented at the FGB in November.	HT
21/09/2022	12: HT to send out Zoom/Teams invitation to LLP visit.	HT
21/09/2022	13: Add Vision and Values to Agenda of next FGB	Clerk
21/09/2022	14: Produce expanded SDP including links to budget & dates due.	HT

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21/09/2022	15: Assess whether remaining Policies in MOPP needed.	HT
21/09/2022	16: Governors to update School Visit Plan	All Govs
21/09/2022	17: Governors to let HT know who can attend Parents Eves.	All Govs
21/09/2022	18: Add Mental Health and Wellbeing Policy to school website.	HT
21/09/2022	19: Add Accessibility (Plan) Policy to next FGB Agenda	HT/Clerk
21/09/2022	20: Circulate Home School Agreement.	Clerk

Signed by Chair: D. Stephenson

Date: 20.10.22