

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Wednesday 18th January 2023 at 7.00pm

Venue: on Zoom

Present:

Kim Tottem	Headteacher		
Deborah Stephenson	Co-opted Governor	Chair	
Mark Fricker	Co-opted Governor	Vice-Chair	<i>arrived in item 3</i>
Danica Bulgin	Co-opted Governor		
Mark Butcher	Co-opted Governor		
Alison Fairclough	Staff Governor		
Alex Harris-Hooton	Local Authority Governor		
Ian Humphrey	Co-opted Governor		
Stuart Meadows	Co-opted Governor		
Sarah Pengelly	Parent Governor		
Samantha Read	Co-opted Governor		
Ben White	Parent Governor		<i>arrived in item 6 and left in item 7</i>

In Attendance

Louise Barnes	Deputy Headteacher
Rebecca Willows	Clerk

The meeting was Quorate (12/12 Governors in attendance 100%).

The meeting commenced at 1900.

Item		Actions
1	<p>Welcome and apologies for absence The Chair welcomed all to the meeting. There were no apologies.</p>	
2	<p>Declaration of pecuniary and any other conflicts of interest in items on this agenda. There were no declarations of interest made that were not already recorded.</p>	
3	<p>Any urgent items to be added to the agenda. <u>Single Central Record Feedback</u> – This would be dealt with in item 9.</p> <p><u>Parents Evenings</u> - Governors were asked to attend Parents Evenings on 21st and 22nd February. There was a discussion as to whether attendance should be a focus for governors to engage with parents at Parents Evenings. <i>MF joined the meeting</i></p> <p>This would be part of stakeholder engagement. It would also demonstrate that the Governors were working with the Senior Leadership Team to drive forward attendance. Excellent outcomes for all was one of the school's strategic aims and attendance influenced that. Governors would be supporting the school to get the best outcomes for their children.</p> <p>A display giving information about attendance could be available on Parents Evenings with an opportunity for parents to ask for further information. There was discussion about what information should be available.</p> <p>ACTION 65: Chair, HT and HSLW to meet to organise information about attendance for Parents Evenings ACTION 66: Governors to send message to chair via Governors WhatsApp Group to confirm their attendance at Parents Evenings.</p> <p><u>Strategic Aims</u> A draft document had been circulated prior to the meeting. This was a starting point following on from Whole Governing Body Training. The School Development Plan</p>	<p>Chair, HT,HSLW</p> <p>Govs</p>

Signed by Chair D Stephenson

Date 22/02/23

	<p>aimed to ensure the Strategic Aims were met. There was discussion about the aims in the documents and measures of success or failure, which could be linked to the Risk Register. It was agreed that this would be discussed in a remote meeting at 4pm on 31st January 2023 and reported back to the next FGB.</p> <p>ACTION 67: Report back about Strategic Aims and Risk Register at next FGB.</p>	<p>Chair, HT,BW, SM</p>
<p>4</p>	<p>Approval of Minutes The minutes of the FGB meeting on 14th December had been circulated prior to the meeting. The minutes were accepted as a true and accurate record and approved and were to be signed online by the chair.</p>	
	<p>Actions and matters arising from meeting of 14th December 2022 All actions had been completed except the following:</p> <ul style="list-style-type: none"> • 24: Check COSSH assessments completed in visit in December. <i>The visit had been postponed to Saturday 21st January. The next visit would be scheduled during school hours.</i> • 37: Diarise Catering cost review in April 2023. <i>To be reviewed in April 2023.</i> • 38: Share with Governors anonymised spreadsheets to show how Post LAC funding was spent for FGB. <i>This would be done once funds spent.</i> • 47: Add Planned Visits to the Governor Training/Schools Visit Planner on GovernorHub. <i>This would be discussed at meeting on 31st January.</i> • 63: Check H&S Training log up to date. <i>To be done on Saturday 21st January.</i> 	
<p>6</p>	<p>Finance</p> <p>a. <u>Working party to look at Risk Register</u> A meeting had been scheduled on 31st January at 4pm at Tweseldown Infant School.</p> <p>b. <u>Review subscription to Hampshire Governor Services SLA and Clerking Service</u> Details of the Advice, Support and Guidance SLA 23-24 information had been circulated prior to the meeting. There were no questions. The Governors agreed unanimously to approve subscription to the Governor Services Advice, Support and Guidance SLA.</p> <p>The Clerking Service SLA had been circulate prior to the meeting. It was noted that additional hours were £22. The previous year the clerk's hours had been: 10 FGB meetings (10 hours), 6 hours admin time. 7 hours for Pay Committee, plus an additional 13 hours for extra work carried out by the clerk.</p> <p>Q: How many hours were used last year. A: The 10 FGB meeting were conducted and the 7 hours for the Pay Committee. Last years hours had been a reduction from previously which had included a contingency in the event of complaints, but none had been received for over 2 years. The Governors agreed unanimously to approve subscription to the Clerking Service 113 core hours and 13 additional hours.</p> <p>c. <u>Review DHT on training - impact and value for money</u> This related to the impact training delivered to staff was having on outcomes, the cost and the impact. This was deferred to the next FGB meeting. ACTION 68: Prepare report on cost and impact of training on outcomes for next FGB</p> <p>d. <u>Agreed date for SFVS audit</u></p>	<p>DHT</p>

<p>Following discussion about the data available and what Ofsted would be looking for, the Headteacher would obtain data for attendance from FFT Aspire and this would be considered at next FGB.</p> <p>ACTION 71: Obtain attendance data from FFT Aspire and add to Agenda of next FGB.</p> <p>Q: Was there evidence of the impact of the Home School Link Worker; how many families they have worked with and how many families have improved as a result of working with them.</p> <p>A: This could be produced. It would also make a good subject for a Governor visit.</p>	HT/Clerk
<p>ACTION 72: Produce report on impact of HSLW, including number of families worked with and number of families with improved attendance.</p> <p>Q: What was a zone of Regulation and why did it cost £540?</p> <p>A: The cost was for external trainers for training in schools. The school had changed its Behaviour Policy and was replacing it with Zones of Regulation, which focused on how children were feeling and giving them a colour code relating to that. It taught regulation and self-control. It had proved beneficial for children with ASD, ADD, ADHD.</p>	HSLW
<p style="text-align: right;"><i>BW joined the meeting</i></p> <p>Q: How many applications had there been for September's Year R and what were the implications for the budget.</p> <p>A: The school had received 100 applications and there were 4 additional children to be added. The PAN was 120. Each pupil was work £3, 253, so this would have an impact on the Budget. After discussion, it was agreed that the next FGB should have a Finance focus. 4 pupils with EHCPs and 3 pupils with highly complex needs with EHCPs were joining in September. They were all in the catchments area. Further discussion with the Local Authority SEN Department needed to be conducted as the school was still waiting for payment of funds from the current year.</p>	
<p>ACTION 73: Add Number on Roll as agenda item at next FGB</p> <p>Q: The update on SDP stated what would happen but it would be useful to have evidence for training undertaken by staff including Deputy Headteacher.</p> <p>A: This would be added to the next agenda.</p> <p>Q: Were percentages of children in other vulnerable groups e.g. forces, EAL available?</p> <p>A: Attendance figures for those pupils were: Free School Meals(FSM)/Pupil Premium(PP) - 85%, EAL – 91.5%, Service Pupil Premium – 92.9%, SEND – 90%, EHCP – 88.3%, SEND support - 90.5%, Medical – 91.3%. Persistent Absentees – the highest percentage were FSM pupils, then pupils with difficult family circumstances.</p> <p>Q: Was this a national trend, or in the local area.</p> <p>A: It was a national issue which is why additional funding was given for FSM pupils. The school funded the Home School Link Worker and Parent Support Adviser to work to improve the situation.</p> <p>Q: Was the FSM/PP figure an improvement on the previous situation.</p> <p>A: The situation had got worse, largely due the Covid which had changed attitudes to sending pupils to school when they showed any symptoms of illness, even mild. The school reiterated to parents that the school would contact them if their children were poorly. The HT and HSLW met with families of pupils with low attendance to support them. There was a discussion about suggestions for other measures which could be considered e.g. buying Covid tests for low income families and the question below.</p>	Clerk

Q: Had any more thought been given to administering non prescription medicines e.g. infant paracetamol to pupils.

A: This would involve having standing orders for certain medicines. The office staff were already busy administering medication to quite a few pupils and this would be an added burden, so it was not thought practicable.

The Governors noted it was an issue nationally. The Governors were satisfied that the school had put measures in place and continued to stay in contact with parents to encourage a change of attitudes. Without these measures, the attendance data might be lower. However, it would be kept under review.

Q: Did the school check that staff had insurance to drive for business?

A: The staff travel policy had been updated recently and all staff had been requested to ensure they were covered for driving for business on their car insurance. This was a local authority requirement for home visits, attending courses and other travel.

Q: What was the situation regarding the two class teachers carrying out interventions.

A: Two class teachers were currently being employed to carry out interventions. One teacher was carrying out interventions pending maternity leave. The other was employed one day a week to provide quality first teaching and extra support for those pupils who needed catch up or were borderline.

Q: Had the school liaised with external agencies on support/advice on those children suffering from anxiety?

A: The Parental Support Advisor attended breakfast club on Thursdays, and she monitored and worked with families. The school informed the Early Help Hub and the Legal Intervention Team were asked for advice and support. There were currently 24% of pupils who were persistent absentees.

Q: Was School led tutoring and recovery grants ring-fenced for specific purposes at all?

A: The funds were used for all interventions and class teacher cover in year two.

Q: How much was the Sports Premium grant? (proposed spend £11,866.25, HT report says £10,698)

A: The school had received £10,698 to date but had been informed that it would receive £11, 866. 25 in total under the budget.

Q: Which funds were included in Catch-up funding (did is include the Discretionary fund)?

A: The Discretionary Fund, the Recovery grant, the School led tutoring grant and the Connect for communities.

Q: Would the overspend on Forest School teachers be counteracted by the underspend on classroom assistants and supply agency staff?

A: Class teachers had cost less than forecast, but there had been an overspend on agency staff of £10,000 which was due to two additional class teachers. In addition, there was an overspend on Lunchtime Supervisors, as one of them had been working 1-1 in class as a short term measure.

Q:Had the double funding SEN money been received yet for pupils in Dragonfly Class?

A: The funding had not been received.

ACTION 74: Contact the LA SEND team to find establish when the funds would be received.

Q: What did CIN mean.

HT/Chair

	<p>A: In Safeguarding this referred to child in need. There were 3 categories starting with the lowest, Early Help, Child in Need(CIN) then Child Protection.</p> <p>Q: In school performance and standards, were the year group AREs in line with national average?</p> <p>A: This would not be known until results the end of the academic year. Information about local schools might be available once local headteachers had met later in the week.</p> <p>Q: What measures had been put in place to deter local teenagers accessing the school grounds and roof.</p> <p>A: The police had been contacted and had indicated they would make patrols in the area of Crookham Park Estate on Saturday evenings. Some barbed wire had been installed in a gap in the fence with appropriate warning signs. Some of the school CCTV cameras needed repairs.</p> <p>Q: Had there been an improvement in attendance since pre-Christmas.</p> <p>A: There had been an improvement. 2 classes had 100% attendance the previous week. Attendance had levelled out.</p> <p>Q: Had there been an increase in persistent absentees.</p> <p>A: The position had improved slightly, although it was too early to tell in the term.</p> <p>Q: Adjustments on staffing budget section - were these adjustments mainly to support the Learning Support Classroom?</p> <p>A: This was the case, in the sum of £28, 322.</p> <p>Q: Did this include the grant from the Government energy relief scheme or did that not come into play yet?</p> <p>A: The school's tariff was still fixed until April 2023, so the school was not entitled to Energy Relief. Once the contract had come to an end this would be reviewed.</p> <p>Q: When will pupil premium increase from £1385 to £1445?</p> <p>A: This information was not available yet.</p> <p>Q: Under what circumstances would a Register be incomplete.</p> <p>A: A register may be incomplete if a reason for an absence hadn't yet been given and would be followed up with parents. If the IT systems were down, paper registers would have to be completed, so the registers would not be complete on the register until that information had been entered on the system. Occasionally, teachers needed reminding to complete afternoon registers. A reminder of the importance of completing registers in a timely fashion was to be included in the weekly staff briefing as it was a legal document. The headteacher was managing the situation. The Governors would be provided with an update at the next FGB.</p> <p>ACTION 75: Update on completing of registers at next FGB</p> <p>Q: Have the creative thinking ideas for encouraging pupils into school been working well.</p> <p>A: These have been working well. One pupil now brought food for the rabbit, which they feed every morning. For another pupil, there incentive would be to visit the school's Pets As Therapy dog on a Thursday afternoon if they came to school positively for 4 days in a row.</p> <p style="text-align: right;"><i>BW left the meeting</i></p>	HT
8	<p>Stakeholders</p> <p>a) <u>Stakeholders feedback – staff, parents, children</u> The Chair had analysed the Staff Wellbeing Survey and the Wellbeing Survey Analysis 2022-23 had been circulated prior to the meeting. Overall the wellbeing</p>	

survey analysis was positive. The results did not show anything unexpected, and most staff were managing their workload.

Q: Was 62% of staff who felt unable to cope common in schools?

A: Staff could feel overloaded at certain times of the year, although most staff had coping strategies, although a few did not. Recommendations were given at the end of the report, including strategies used before to support the staff, such as the tripod system which hadn't yet been implemented this year.

No direct comparison could be made with previous surveys as the questions were different. Comparison with other schools would be unlikely. The overall picture was positive with 97% of staff who took part feeling optimistic about the future and most felt able to manage dealing with problems. Areas of stress included accountability, inspections and work life balance. An exercise could be done to focus on workload.

Q: Did the majority of staff find a way to cope with their work life.

A: All staff had different strategies. There was an open door policy with the SLT. Most staff would come forward or had someone to talk to and any issues would be passed on. There was a network within the school which was supportive.

On a Governor visit to the school, the chair had talked to the ECTs, who had been happy with the support given to them. Another visit would be planned for the summer term.

Q: A small minority of staff (7%) report this impacting on their mood and ability to handle problems. Was there anything planned in the pipeline which might help with this?

A: The Mental Health and Wellbeing Week before half term, originally planned for pupils would now include staff. There would be some fun and engaging activities planned to help improve health and wellbeing.

The Mental Health and Wellbeing Policy had already been circulated to staff and the Employee Welfare Service contact details had also been shared with staff and families to access.

Thanks were expressed to the Chair for compiling the report. It had led to valuable discussions at SLT meetings.

Q: Should there be a review of SLT capacity and whether the school should seek to appoint another Assistant Head.

A: It was best to look at this from a Staffing Structure point of view with the new budget.

b) Complaints

There had been none.

c) Review feedback from Equality and Diversity meeting with parents

Eight parents had attended the meeting. However, discussions were positive. The headteacher was going to do some work on how parents see diversity and equality and how the school could seek to change views. The presentation from the meeting would be circulated to parents online so a wider viewpoint could be assessed.

The headteacher was to send out a survey about the best timing for meetings.

	<p>ACTION 76: Circulate questions from Equality and Diversity meeting and send out survey about timing of meetings to parents.</p> <p>Q: Was it thought that all parents understood the purpose of the meeting and why they should attend. A: There was discussion about this. The meeting had been called Everybody Matters. The school wanted to make sure the school was inclusive for everyone.</p> <p>One parent had suggested having Parent champions for Equality and Diversity and other areas in the school which was considered a good idea and could be included in the survey.</p>	HT
9	<p>Safeguarding update The Safeguarding Governors had visited to check the Single Central Record. There were some items outstanding. SLT had been informed and a follow up visit had been arranged.</p>	
10	<p>Policies and other statutory/ best practice documents to be reviewed/adopted (on GovernorHub):</p> <p>a. <u>Accessibility (Plan) Policy</u> It was agreed to carry this forward to the next FGB meeting.</p> <p>b. <u>Single Equality.</u> Some amendments were needed to make it specific for the school. It was agreed to defer this policy to the next FGB meeting.</p> <p>c. <u>Medical Policy including children who are unable to attend.</u> The Medical Policy including children who are unable to attend had been circulated prior to the meeting. An amendment was agreed on page 3, the word 'coordinator' was to be changed to 'team'. Subject to the above amendment, the Medical Policy including children who are unable to attend was unanimously approved by the Governing Board.</p> <p>d. <u>Managing Allegations of Abuse Policy & Procedure</u> The Managing Allegations of Abuse Policy & Procedure and the Managing Allegations Statement had been circulated prior to the meeting. The Managing Allegations of Abuse Policy & Procedure and the Managing Allegations Statement were approved by the Governing Board.</p> <p>e. <u>Attendance Policy</u> It was agreed to defer this policy to the next FGB meeting</p> <p>f. <u>Behaviour and Anti-Bullying Policy</u> The Behaviour and Anti-Bullying Policy had been circulated prior to the meeting. There were some minor typographical amendments agreed. The Behaviour and Anti-Bullying Policy was approved by the Governing Board subject to the agreed minor amendments.</p> <p>g. <u>Behaviour Principles</u> The Behaviour Principles had been circulated prior to the meeting. The Behaviour Principles were approved by the Governing Board.</p> <p>h. <u>Charging and Remissions Policy</u> The Charging and Remission Policy had been circulated prior to the meeting. Q: Given the cost of living crisis, could the school accept a second hand replacement instead of a brand-new book in the event of library books not being returned. A: This had been included under bullet point 3.</p> <p>Q: Could the review date be pushed back</p>	

A: This was a statutory policy which should be reserved annually. However, it could be delegated to the Head teacher. **It was agreed that approval would be undertaken by the Headteacher unless there were any changes in which case the Governing Body would need to approve the policy.**

Subject to the above amendment, the Charging and Remission Policy was unanimously approved by the Governing Board.

i. Collective Worship Policy

The Collective Worship Policy had been circulated prior to the meeting. There were no questions. It was agreed that under section 2 the words 'under current guidelines or legislation' would replace 'School Standards and Framework Act 1998'.

Subject to the above amendment, Collective Worship Policy was approved by the Governing Board.

j. Educational Visits Policy

The Educational Visits Policy had been circulated prior to the meeting.

Q: The HT was the EVC and could this be a role that is delegated or shared?

A: This was in error, the DHT was the EVC and the policy had been amended.

Q: Regarding cost of living, was there an option for parents to round up or pay something in addition to assist with parents who were struggling to pay?

A: In the school trip letter there was always a statement informing parents that they could talk to the SLT if they were unable to afford a school trip.

Q: Could an EVOLVE form from a recent school trip be shared with Governors?

A: After discussion, it was decided that this would be best shared in a Governor visit, perhaps on a Health and Safety Visit. A visit would be booked for March.

Some amendments had been made to the policy:

The EVC had been changed to the DHT.

Page 1: the words 'into school linked to any curriculum subject' had replaced listing the individual subjects.

Page 2: the reference to spending money had been deleted.

Subject to the above amendments, the Educational Visits Policy was approved by the Governing Board.

k. Exclusion Policy

The Exclusion Policy had been circulated prior to the meeting. The policy had been changed to reflect the new vocabulary including suspension and permanent exclusion.

Page 2: paragraph 2 had been changed from 'plans' to 'actions or plan' to reflect school practice.

Subject to the amendments above, the Exclusion Policy was unanimously approved by the Governing Board.

l. Staff ICT Acceptable Use Model Policy

The Staff ICT Acceptable Use Model Policy had been circulated prior to the meeting. This had been circulated to staff and it was agreed to be deferred to the next meeting.

ACTION 77: Add Staff ICT Acceptable Use Model Policy to agenda of next FGB meeting.

m. Leavers Procedure

	<p>The Leavers Procedure had been circulated prior to the meeting. This related to staff and should be called Staff Leavers Procedure.</p> <p>Q: Who was responsible for deleting a staff's email account and access cards?</p> <p>A: It was the Admin Officer. It was agreed that this should be included in the policy with a suitable time frame.</p> <p>Subject to the amendments above, the Staff Leavers Policy was unanimously approved by the Governing Board.</p> <p>n. <u>Supporting Children with Medical Conditions</u> The Supporting Children with Medical Conditions Policy had been circulated prior to the meeting.</p> <p>Q: Section 3: Roles and responsibilities - Were Governors responsible for ensuring training for staff?</p> <p>A: Governors could check on this on a governor visit. Governors were responsible that mandatory training was done.</p> <p>Subject to the amendments above, the Supporting Children with Medical Conditions Policy was unanimously approved by the Governing Board.</p>	
11	<p>Governor Matters</p> <p>a. <u>Governors to agree new Governor's role</u> The new Governor would be asked to be involved with the Risk Register. It was agreed he could also share roles in Health and Safety and Technology. His particular interest was Strategy and Finance.</p> <p>b. <u>HTPR – discuss membership and review dates</u> The review meeting was on 23rd March. The panel were currently the chair, SP and DS.</p> <p>ACTION 78: Chair to discuss HTPR membership with SM.</p> <p>c. <u>Governor Health Check update – Feedback from WGBT</u> This had been dealt with at the WGBT training.</p> <p>d. <u>Governor Visit Planning for 2022/23</u> Governor Visits linked to the Strategic Aims would be discussed at the meeting on 31st January.</p> <p>e. <u>Governor Visit Reports</u> Reports on visits focussing on SEND and Staff development and wellbeing had been circulated prior to the meeting. No questions were raised on the reports.</p> <p>f. <u>Governor Training – update</u> A Governor was due to do training on Understanding Data. Another Governor was to attend the Governor Role in bullying. The Chair was to attend a Chairs' workshop on structures and compliance.</p>	Chair
11	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Approving Policies and plans for how to deliver the aims • Monitoring Teaching & Learning through SEN class presentation • Monitoring school improvement through the SDP update and visits • Ensuring funding was used effectively through approval of SLAs. • Monitoring the use of Safeguarding practice and procedures to protect pupils • Monitoring compliance with Policies and plans through planned visits • Developing GB membership through training and mentoring 	
12	<p>Date of Next Meeting FGB – Wednesday 22nd February 2023 at 7pm at Tweseldown Infant School.</p>	

Tweseldown Infant School
Minutes of the Full Governing Body
Wednesday 18th January 2023 at 7.00pm

There being no other business the Chair closed the meeting at 9.05pm.

Summary of Outstanding Actions

Date set	Action	Who
21/09/2022	19: Update and add Accessibility (Plan) Policy to next FGB Agenda	HT/Clerk
20/10/2022	24: Check COSSH assessments completed in visit in December.	AHH
20/10/2022	26: Chair to include a discussion with the Home School Link worker about attendance in a school visit.	Chair
16/11/2022	37: Diarise Catering cost review in April 2023.	Ad & Fin Off
16/11/2022	38: Share with Governors anonymised spreadsheets to show how Post LAC funding was spent for FGB.	Admin & Fin Off
16/11/2022	52: Add Single Equality Policy to be added to next agenda.	Clerk
14/12/2022	63: Check H&S Training log up to date.	AHH
18/01/2023	65: Chair, HT and HSLW to meet to organise information about attendance for Parents Evenings	Chair/ HT/HSLW
18/01/2023	66: Governors to send message to chair via Governors WhatsApp Group to confirm their attendance at Parents Evenings.	All Govs
18/01/2023	67: Report back about Strategic Aims and Risk Register at next FGB.	Chair/HT
18/01/2023	68: Prepare report on cost and impact of training on outcomes for next FGB	DHT
18/01/2023	69: Arrange meeting with Admin & Finance Office to complete SFVS.	SM
18/01/2023	Admin & Finance Officer to provide further information or commentary to clarify which funding is included in which part of the Budget Spreadsheet at the next meeting.	Admin & Fin Off
18/01/2023	71: Obtain attendance data from FFT Aspire and add to Agenda of next FGB.	HT/Clerk
18/01/2023	72: Produce report on impact of HSLW, including number of families worked with and number of families with improved attendance.	HSLW
18/01/2023	73: Add Number on Roll as agenda item at next FGB	Clerk
18/01/2023	74: Contact the LA SEND team to find establish when the funds would be received.	HT/Chair
18/01/2023	75: Update on completing of registers at next FGB	HT
18/01/2023	76: Circulate questions from Equality and Diversity meeting and send out survey about timing of meetings to parents.	HT
18/01/2023	77: Add Staff ICT Acceptable Use Model Policy to agenda of next FGB meeting.	Clerk
18/01/2023	78: Chair to discuss HTPR membership with SM.	Chair/SM