

Tweseldown Infant School



Confidential Minute of the Full Governing Board

Date: Wednesday 22nd February 2023 at 7.00pm

Venue: Tweseldown Infant School and on Zoom.

Present:

Kim Tottem	Headteacher		
Deborah Stephenson	Co-opted Governor	Chair	
Mark Fricker	Co-opted Governor	Vice-Chair	arrived in item 6d online
Danica Bulgin	Co-opted Governor		
Mark Butcher	Co-opted Governor		
Alison Fairclough	Staff Governor		
Alex Harris-Hooton	Local Authority Governor		arrived in item 6e
Ian Humphrey	Co-opted Governor		
Stuart Meadows	Co-opted Governor		
Sarah Pengelly	Parent Governor		
Samantha Read	Co-opted Governor		
Ben White	Parent Governor		online

In Attendance

Louise Barnes	Deputy Headteacher	
Nicola Nolan	Admin & Finance Officer	left after item 11a
Rebecca Willows	Clerk	

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

The meeting commenced at 1902.

Item		Actions
1	Welcome and apologies for absence The Chair welcomed all to the meeting. There were no apologies but Mark Fricker and Alex Harris-Hooton would arrive late.	
2	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.	
3	Any urgent items to be added to the agenda. An urgent matter was to be added under item 11 Governor Matters.	
4	Approval of Minutes The minutes of the FGB meeting on 18 th January 2023 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.	
	Actions and matters arising from meeting of 18th January 2023 All actions had been completed except the following: <ul style="list-style-type: none">19: Update and add Accessibility (plan) Policy to next FGB Agenda. <i>This had been updated and would be circulated and added to next agenda.</i> ACTION 79: Upload Accessibility (Plan) Policy to Governor Hub37: Diarise Catering cost review in April 2023. <i>A new contract had been requested from the Pantry but had not yet been received.</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. Teachers were talking with parents at Parents Evening about this for individual children. There was approximately £400 still to be spent. An anonymised individual breakdown of costs for each child was requested by Governors.</i> ACTION 80: Produce anonymised individual breakdown of Post LAC spending once money had been spent.	HT Admin & Fin Off.

Signed by Chair **D. Stephenson**

Date 28.03.23

The Best/Worst case scenarios document was considered.

Q: How were the Best and Worst case scenarios arrived at.

A: It had been difficult to know what to include and leave out in each case as the situation in school changed regularly. In the worst case scenario, current staff had been used moving up the pay scale and the use of supply teachers had been increased, as supply teachers had been used more in the current academic year. The Home School Link Worker post had been kept, the marketing assistant had been included and some teachers had been put through the threshold in this scenario.

Q: Was all the potential income included in this document. There appeared to be no Additional Allocation next year in the worst case scenario, why?

A: This had not been included and so an additional income of £38,000 should have been included. Many grants, which were normally received but were uncertain and not guaranteed, had not been included in the worst case scenario.

Q: The high needs funding decreases, why was this the case?

A: The current level of high needs pupils had been used as the level of need for future pupils was unknown at this stage.

Q: Why was the number of FTE teachers shown as rising over the next few years, when the NOR were falling significantly? In the best case scenario, the number on roll was shown as falling but the staffing level was high.

A: This had been done in error as 2 members of staff were due to leave at the end of the year and 2 members of staff would return from maternity leave. Therefore too many staff were included in the best case scenario and this needed to be adjusted.

AHH arrived at 7.30pm

It was important to ensure that the best case scenario was as realistic as possible and this would be known as soon as possible so any cost saving steps could be worked out in good time.

The best case scenario would include a reduction in staffing costs in the region of £60,000. In addition, the Learning Support Classroom cost £100,000. The funds for the Learning Support Classroom for the current year had still not been received. Every effort needed to be made to ensure that the school received these funds. **[Clerk's note: See ACTION 81]**

Q: Was the school considering whether it was viable to go ahead with the MUGA as even the best case scenario appeared unsustainable.

A: The MUGA project was due to go ahead in the Easter holidays. The cost was in the region of £88,000. There was discussion about the pros and cons of the MUGA project. It would be of benefit to the pupils of the school and schools were encouraged not to carry over surpluses but to use funds for current pupils. Developing the MUGA could lead to an income stream for the school as Crookham Rovers had indicated they would want to hire the pitch weekly. On the other hand could such an expense be justified when the school was predicted to go into deficit in the following financial year. The funds had been specifically saved for the development of the MUGA. Discussions included consideration of postponing the project until the summer when the following year's budget had been set. However, the contractual position should be clarified and whether there would be any penalties for delay or cancellation. The Governors had approved the scheme at the 13th July 2022 FGB meeting and it was considered to be for the benefit of the children.

HT

	<p>ACTION 86: Confirm contractual position regarding MUGA project.</p> <p>Q: Did the scenarios include employing TAs in the afternoons. A: The use of TAs in the afternoon was due to end in August.</p> <p>Q: Why was the use of TAs being discontinued after this academic year. A: The Y1 data was stronger than the current Y2 and so there was not the need for employing TAs in the afternoons.</p> <p>After discussion it was agreed that a working party be set up to work with the Admin & Finance Officer to establish a realistic view of the school's financial position and to consider the best way forward. Areas to be considered could be the MUGA, staffing structure, revenue, promotion and ways of generating income. Recommendations would be made at the next FGB. The working party would consist of Stuart Meadows, Deborah Stephenson, Ian Humphrey and Mark Butcher.</p> <p>ACTION 87: Finance working party (FWP) and Admin & Finance Officer to establish realistic view of school's financial position and consider options for best way forward and to present recommendations to next FGB.</p> <p>Q: What did CR relate to in the Catering analysis 22-23. A: These were credits received from Pantry for the tender price.</p> <p>Q: Why did the PO value on the Catering analysis show £134000 whereas the Governor's report showed £134, 596? The accruals added to the April prediction do not equal the figures on the November spreadsheet. A: The PO Value on the Catering analysis document was an estimate of the number of children having school dinners but this had been exceeded as the uptake of school dinners had increased.</p> <p>Q: Why had the ICT learning resources costs not been previously known. A: These costs related to 4 months of HSPN2 costs which the school ceased to use in December. These costs had not been known. The Admin & Finance Officer would ensure that there were no further costs to be billed at the next meeting with the EFS Adviser.</p> <p>Q: Was only £1000 received from the PTFA in the last year. A: Further funds had been received recently. However, these payments were generally reimbursement of costs incurred by the school on behalf of the PTFA.</p> <p>Q: What percentage of income was spent on staffing and how did this compare with the sector average. A: 71% was spent on staffing by the school. The Admin & Finance Officer had benchmarked these costs and the schools staffing costs were at the lower end of similar schools' costs. The school had 3 ECTs which lowered costs. However, the main drivers were numbers of staff employed.</p> <p>Q: What benchmarking criteria were used. A: Schools with a similar PAN, levels of SEN pupils, size and staffing levels, and primary schools, and those with a good to outstanding Ofsted rating.</p> <p>f. <u>Discuss and agree priorities for next financial year - linked to SDP</u> This would be considered by the FWP.</p>	<p>FWP & Admin & Fin Off.</p>
7	<p>Benchmarking It was agreed to defer this to the next FGB.</p>	
8	<p>Headteacher's Report</p>	

As a result of the recent Ofsted inspection a number of matters which would need to be addressed had arisen, some of which had financial implications:

- Training on Early Years practice as required for all EYFS staff.
- The KS1 knowledge organisers would need to be revised as currently they were skills based and not knowledge based. However, the class Floor Books showed progress.

Q: What were knowledge organisers.

A: Knowledge organisers were an A4 sheet showing the knowledge was to be learned in a subject area and was compiled by the Subject Leader for each topic and each year group.

The School Council should be developed to manage a small budget. They should find out what the other children want and work out a development plan on how to spend the money and assess the impact of spending the money.

- Community Links should be developed especially in Assembly, including inviting in members of other faiths and local businesses.

Other matters not related to Ofsted which had financial implications were:

- The Headteacher proposed installing an electric barrier to the Staff Car Park. This was because it was increasingly used by parents which was causing obstruction to people validly using the car park including parents of pupil with additional needs. The cost of such a project was currently being established. However, capital funds could be used to finance the project. Capital funds could only be used for improving the school buildings with IT hardware or infrastructure. The school received £6,000 per annum of capital funds. This was currently being saved to put towards a potential building project. This would be reconsidered once costed.

Staffing

- The Senior Admin Officer was retiring at the end of the academic year. A plan to replace her would have to be developed, and there would be financial implications.
- Forest School was currently being led by a qualified teacher on a supply basis. Training up a TA to lead Forest School might be an option.
- The Learning Support Classroom was having a negative financial impact on the school. There were 8 applications for pupils with additional needs for September 2023 which was the same number as the current year. Staffing costs were high with 4 staff one of whom was a SENCO. Funds had yet to be received from the LA.
- The school was currently employing two additional class teachers to cover PPA in Y2 to ensure strong quality first teaching and interventions. This would cease in August as Y1 did not need the same level of support.
- The possibility of employing an additional Deputy Head Teacher for Fridays had previously been discussed and would be desirable. However, in light of the current financial constraints this was not affordable at the current time.
- Lunches The current contract was due to run until October 2024. Currently the school received £2.30 from the Government and paid £2.30 to the Pantry. Costs

	<p>would rise in future. Currently the Pantry was providing 300 meals a day. There were some issues with communication with the Pantry and some problems had arisen. However, after discussion, it was thought expedient to continue with the Pantry providing the school's meals for the time being especially in light of the increased costs of other school meals providers including HC3S.</p>	
<p>9</p>	<p>Questions and Challenge There were no further questions.</p>	
<p>10</p>	<p>Safeguarding update <u>Registration feedback</u> The Headteacher had discussed this in the staff meeting and spoken to individual staff and the registers were now being completed consistently across the school. <u>Single Central Record feedback</u> One of the safeguarding governors had revisited the school and determined that the SCR was up to date. Ofsted had commented that the SCR was as it should be.</p>	
<p>11</p>	<p>Attendance a) <u>FFT Aspire data</u> The Attendance Sept-Feb report had been circulated prior to the meeting. Q: Was there a reason why FSM Y1 showed the biggest gap compared to National data. A: This was due to some persistent absentees. The school was working with these families and Ofsted had been satisfied that the school was doing everything it could. There had been some negative feedback from YR parents concerning the weekly individual Attendance Certificates. After consultation with the Senior Leadership Team the school had changed its approach by issuing weekly class attendance certificates instead. After discussion, it was decided that the introduction of class attendance certificates would be a trial and their impact would be reviewed. This would be communicated to parents in a newsletter. ACTION 88: Include trial attendance certificates in newsletter to parents and review impact of new approach. <i>NN left the meeting</i> b) <u>HSLW Impact Report</u> The HSLW Impact Report was circulated at the meeting. On first impression it could be seen that the work of the HSLW did have an impact on attendance. Governors were invited to raise any further questions to the Headteacher. ACTION 89: Send any questions about HSLW to Headteacher.</p>	<p>HT</p> <p>All Govs</p>
<p>12</p>	<p>Ofsted The Ofsted report had been circulated to staff and parents today. The feedback from parents had been very positive. There were some points for actions and the Ofsted action plan would be considered at the next FGB. The Governors expressed their thanks to the staff for all their hard work and the Ofsted outcome.</p>	
<p>13</p>	<p>Policies and other statutory/ best practice documents to be reviewed/adopted (on GovernorHub): a. <u>Accessibility (Plan) Policy</u> It was agreed to carry this forward to the next FGB meeting. b. <u>Single Equality.</u> This was no longer required as it was covered under the Equality Policy which had already been approved earlier in the year.</p>	

<p>c. <u>Attendance Policy.</u> The Attendance Policy had been circulated prior to the meeting. Some typographical amendments had been suggested by governors and these had been incorporated by the Headteacher. There was discussion about the wording under 'Please Note' in the section 'What to do if my child is absent?' on page 4 of the policy. After discussion, it was agreed to add some additional wording to show that the school were taking steps to communicate with parents before 20 days of absence. Subject to the above amendment, the Attendance Policy was approved by the Governing Board.</p> <p>d. <u>Staff ICT Acceptable Use Model Policy</u> The Staff ICT Acceptable Use Model Policy had been circulated prior to the meeting. This had previously been circulated to staff. There were no further questions. The Staff ICT Acceptable Use Model Policy was approved by the Governing Board.</p> <p>e. <u>Induction Guidance for Mid-Year Admissions Policy</u> The Induction Guidance for Mid-Year Admissions Policy had been circulated prior to the meeting. A couple of amendments had been suggested by the removal of the word high before turbulence, and to ensure medical issues were completed on the first day or prior. Subject to the above amendments, the Induction Guidance for Mid-Year Admissions Policy was approved by the Governing Board.</p> <p>f. <u>Internal Control and School Financial Value Statement</u> The Internal Control and School Financial Value Statement had been circulated prior to the meeting. There were no further questions. The Internal Control and School Financial Value Statement was approved by the Governing Board.</p> <p>g. <u>Lone Working Policy</u> The Lone Working Policy had been circulated prior to the meeting. Amendments had been made to make the document gender neutral. The Lone Working Policy was approved by the Governing Board.</p> <p>h. <u>Internet Acceptable Use (Pupils) Policy</u> The Internet Acceptable Use (Pupils) Policy had been circulated prior to the meeting. Amendments to remove some references to dB Primary, which was no longer used, had been made. Subject to the above amendments, the Internet Acceptable Use (Pupils) Policy was approved by the Governing Board.</p> <p>i. <u>Online Safety Policy</u> The Online Safety Policy had been circulated prior to the meeting. A number of amendments needed to be made to the document and it was agreed to carry this forward to the next meeting. ACTION 90: Add Online Safety Policy to the agenda of the next FGB meeting.</p> <p>j. <u>Relationships and Health Education Policy</u> The Relationships and Health Education Policy had been circulated prior to the meeting. There were no questions arising The Relationships and Health Education Policy was approved by the Governing Board.</p>	Clerk
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------

14	<p>Governor Matters</p> <p><u>a. Governor Visits Plan</u> A Strategic view of future Governor visits based on the Ofsted Action Plan would be considered at the next FGB.</p> <p><u>b. Governor Visit Reports</u> <u>Forest School</u> I written report would be submitted in due course. However, it was reported that badgers had been spotted in the school grounds. A bridge been constructed and it was intended that a hide be constructed by the local Men's Shed. The possibility of installing cameras would also be investigated. 200 trees were to be delivered shortly and they would be planted by a team of volunteers.</p> <p>There were no further Governor visit reports to consider.</p> <p><u>c. Governor Training update</u> The Hampshire Training update had been circulated via GovernorHub. Governors were able to book for courses for the 2023-2024 academic year. There was an attendance briefing on 8 March, although 3 governors had already done this training. The Local Area Forum was on 27th February.</p> <p>A governor had attended Understanding the Primary Curriculum Training and would upload the slides onto GovernorHub. The Vice chair had done Safer Recruitment Training and GDPR Training and would upload their certificate on GovernorHub.</p> <p>The Chair was due to attend 360° Leadership Development training, Safeguarding essentials and Governing Virtual Meetings.</p> <p>For the future it would be strategic to assess the training required to cover the Statutory and Strategic aims of the school and to ask particular governors to undertake specific training.</p> <p><u>d. Update on HTPR Membership</u> After receiving advice, it had been agreed to keep the membership of the HTPR the same; Sarah Pengelly, Danica Bulgin and Debbie Stephenson. The Headteacher agreed with the composition of the HTPR. It was important that if the chair was on the panel that the Vice chair was not involved in the event of a complaint by the Headteacher.</p> <p><u>e. Panel for Governor Awards</u> The Governor Awards were due to take place on 30th March. Letters would need to go out on 6th March. Danica Bulgin would organise this will Alex Hooton Harris and Sarah Pengelly to be on the panel.</p> <p><u>f. Staffing structure</u> Discussion was recorded in a Confidential Minute.</p>	
15	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Approving Policies and plans for how to deliver the aims • Adopting a strategic approach to school financial performance by establishing a Finance Working Party • Planning for strategic review of staff structure, numbers on roll, funding and expenditure. • Ensuring funding was used to benefit pupils in school. • Planning for School Improvement following Ofsted inspection 	

Signed by Chair: *D. Stephenson*

Date: 28.03.23

Tweseldown Infant School
Minutes of the Full Governing Body
Wednesday 22nd February 2023 at 7.00pm

	<ul style="list-style-type: none"> Developing GB membership through training <p>Thanks were expressed to the Chair for their strong support during the recent Ofsted inspection.</p>	
16	Date of Next Meeting FGB – Tuesday 28th March 2023 at 7pm online	

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
16/11/2022	37: Diarise Catering cost review in April 2023.	Admin & Fin Off
16/11/2022	38: Share with Governors anonymised spreadsheets to show how Post LAC funding was spent for FGB.	Admin & Fin Off
18/01/2023	68: Prepare report on cost and impact of training on outcomes for next FGB	DHT
22/02/23	79: Upload Accessibility (Plan) Policy to Governor Hub	HT
22/02/23	80: Produce anonymised individual breakdown of Post LAC spending once money had been spent.	Admin & Fin Off
22/02/23	81: Continue to chase LA SEND team for response re SEND funding.	HT/Chair
22/02/23	82: Add DHT Review on Training – impact and value for money to next FGB meeting.	Clerk
22/02/23	83: Upload SFVS on GovernorHub for next FGB Meeting.	SM/Clerk
22/02/23	84: Invite LA to a meeting to discuss the PAN/NOR	HT/Chair
22/02/23	85: Forward emails concerning PAN/NOR to MB	HT
22/02/23	86: Confirm contractual position regarding MUGA project.	HT
22/02/23	87: Finance working party (FWP) and Admin & Finance Officer to establish realistic view of school's financial position and consider options for best way forward and to present recommendations to next FGB.	FWP/Admin&Fin Officer
22/02/23	88: Include trial attendance certificates in newsletter to parents and review impact of new approach.	HT
22/02/23	89: Send any questions about HSLW to Headteacher.	All Govs
22/02/23	90: Add Online Safety Policy to the agenda of the next FGB meeting.	Clerk
22/02/23	91: Contained in confidential minute	
22/02/23	92: Contained in confidential minute	

Signed by Chair: *D. Stephenson*

Date: 28.03.23