

Tweseldown Infant School



Minutes of the Full Governing Board

Date: Tuesday 16th May 2023 at 7.00pm
 Venue: Tweseldown Infant School

Present:

Kim Tottem	Headteacher		
Deborah Stephenson	Co-opted Governor	Chair	
Mark Fricker	Co-opted Governor	Vice-Chair	<i>online arrived in item 6</i>
Danica Bulgin	Co-opted Governor		<i>online arrived in item 5</i>
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>online</i>

In Attendance

Nicola Nolan	Admin & Finance Officer	<i>left after item 4</i>
Louise Barnes	Deputy Headteacher	
Rebecca Willows	Clerk	

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

The meeting commenced at 1903.

Item		Actions
1	<p>Welcome and apologies for absence The Chair welcomed all to the meeting. There were no apologies for absence although Mark Fricker and Danica Bulgin had apologised as they would be joining the meeting late.</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. There were none.</p>	
4	<p>Budget Review and Approval</p> <p>a. <u>Review outturn 2022-2023 and understand any variances</u> The Outturn 2022-2023 had been circulated prior to the meeting.</p> <p>Q: It appeared that £50k more was spent in staffing costs than that shown revised budget discussed by the finance sub-committee in March. Could you please provide some background on why this had increased so much in the space of a few weeks? A: This was partly due to the fact that a member of teaching staff who was on M1 left suddenly and was replaced by a teacher on M6 on a fixed term contract. This teacher had previously been employed by the school on a supply basis. The March data had been mainly accurate with a discrepancy of £380 on expenditure and income £800.</p> <p>Q: I note that the actual year end spend was c. £78,000 less than budgeted, for but assume this was due to the MUGA not being in year, would it have been more if that had gone ahead? I note that income was up £32,000. A: The MUGA was now included in the 2023-2024 Budget which was influencing the in-year deficit. However, the carry forward funds were there to cover the cost of the MUGA which was £88,000.</p>	

Signed by Chair *D. Stephenson*

Date 14.06.23

b. Approval of Budget proposal for 2023-2024.

The Budget proposal for 2023-2024 and the three year plan had been circulated prior to the meeting.

Q: Overall it looked like the proposed income had increased but not at the same rate as the staffing costs etc. and it meant that the in-year deficit had increased from £9,635 to £54,337. More concerning was that the cumulative surplus for the end of 2023/2024, had gone from £334,896 (March budget figures) to £236,279, so a reduction of nearly £100k.

There were discrepancies in the budget presented to the working group in March and the budget being proposed now:

Q: There was a big increase in teaching staff - £82,000 – what was the reason for this?

A: The biggest changes were staffing costs. The Admin & Finance Officer and the headteacher had input all staffing changes known so far so the data was as accurate as possible for the known position. However, teachers had until 31st May and teaching assistants had until 31st July to hand in their notice.

Two members of staff were currently on maternity leave, one was due to return in September and the other at the end of January. However, until they had indicated whether they wanted to return on a full or part time basis, this could not be finalised. Staff on maternity leave had to give 4 weeks' notice of their intention to return to work. As a result of this, the school looked to be overstaffed for the next academic year. The £82,000 increase in staffing cost was largely due to this situation. However, once the situation was clarified, this would not be the case. It was likely that staffing costs would be reduced by c£60,000. However, the Budget reflected what was known currently.

Q: FTE teachers was 13.78 in March and was now 15.42 – what was the reason for the change?

A: From September 2023 15 FTE teachers were needed; one for each class (12) plus a teacher for Dragonfly class, the Headteacher and Deputy Headteacher. Currently there were 17 teachers for September, which included the two teachers on maternity cover as detailed above. These teachers were covered by insurance whilst on maternity cover and the cost of pay was included the school budget until they returned to work.

Q: If the school was overstaffed why had new teachers been employed for September.

A: They had been employed to cover vacancies, which were different than those supplying maternity cover.

Q: Teaching assistants costs were now up by £28,000 – what was the reason for this and is there corresponding income?

A: This included the expected increase in pay for teaching assistants, which would be awarded in November but which would be back dated to April 2023. It was suggested by Governors that a note in the Budget explaining this should be included in future. This was agreed by the Admin & Finance Officer.

Q: The amount for gas and electricity had decreased from the March budget – what was the reason for this?

The Energy Team had advised budgeting for a 4% increase in energy costs this year, although 6% had been allowed for in the Budget. This was less than previous figures as the cost of energy had decreased.

Q: What happened to ECT funding if ECTs left before completing their two year ECT period.

A: The school would receive 1 year of funding if ECTs left after 1 year. The funding was awarded to a school in arrears. There were new ECT teachers commencing in September 2023. The income for ECT funding was contained in line 6561 – ECT Mentor Grant.

Q: Many schools no longer using backing paper, which had a saving, was better for the environment and time. This could save costs, had this been considered?

A: The cost was being considered and alternatives looked into including hessian. However, it had to be balanced with creating a bright and inviting environment for the pupils.

Q: The cost of £2,600 for flowers, gifts etc. might be considered too much in the current financial climate, when support staff hours were being reduced?

A: This cost centre also included items that were needed for school e.g. hats and sunscreen for school trips. It had been agreed that afternoon hours for support staff would be stopped at the end of this academic year, and had been implemented to enable catch up after the pandemic. Most support staff did lunch cover too and they would finish their working hours after lunch. It might be worth reviewing the situation to see if there was any impact in the next academic year.

Q: What was the likely number on roll for September?

A: There were 343 currently on the roll for September. Admissions were showing that YR was full for September, although 5 pupils had not yet accepted and there were some pupils on the waiting list. The Local Authority were running behind in administering admissions.

Q: The FSM funding had gone down by £40k and was this still the result of getting money out of Hampshire.

A: The Local Authority had changed the way they collected data about Free School Meals this year. They had used an average of the October 2022 and January 2023 census for school lunches. The take up of school lunches in the January 2023 census had not been high which had caused a decrease in funding. The Admin & Finance Officer had now been made aware that the data for any day in census week could be used, and would be used for future reference.

Q: Was the proposed Budget conservative or the most likely scenario?

A: The proposed Budget had been drawn up on the basis agreed by the Finance sub-committee in March, to include new EHCPs, the High Needs top up income and a small income from the MUGA. This had been done as the hiring out of the MUGA would need to be built up over time. The budget showed the worst case scenario.

Q: It looked like Hampshire Budget share had increased and was there some background to this please?

A: The Budget Share had increased; this included additional funding which had been previously been given to schools separately but was now included in the main Budget Share.

Q: Did the capital budget spreadsheet include the 23-24 allocation of £7,938?

A: The capital budget spreadsheet which had been circulated prior to the meeting had only included 2022-2023, as the information for 2023 -2024 was not yet available. However, there would be £86,000 available in the capital budget.

Governors expressed concern about the degree to which the budget changed within a short space of time as it is then difficult for governors to be confident of the figures given. It would be helpful going forward to have a commentary from the Admin and Finance Officer about what Governors could realistically expect. Having an update monthly showing what the predicted Budget was and what had been spent so far, so that it could be tracked monthly, where there was any flexibility, and where spending was going off target would be ideal. For the short term, the Admin & Finance Officer agreed to upload a monthly update on GovernorHub.

ACTION 110: Upload monthly budget update on GovernorHub.

The Governing Board approved the Budget proposal for 2023-2024 and the 3 Year Plan as set out below.

Budget	2023 – 24	
Total Expenditure	1,999,717	One million nine hundred and ninety-nine thousand seven hundred and seventeen pounds
Total Income	1,945,160	One million nine hundred and forty-five thousand and one hundred sixty pounds
In Year Surplus/(Deficit)	(54,333)	Fifty-four thousand three hundred and thirty-three pounds
Surplus/(Deficit) Brought Forward	290,616	Two hundred and ninety thousand and six hundred and sixteen pounds
Cumulative Surplus/(Deficit) carried forward	236,279	Two hundred and thirty-six thousand two hundred and seventy-nine pounds

The 3- year plan	2023 – 24	2024 – 25	2025 – 26
Total Expenditure	1,999,717	1,869,678	1,824,927
Total Income	1,945,160	1,920,181	1,816,190
In Year Surplus/(Deficit)	(54,333)	50,503	(8,737)
Surplus/(Deficit) Brought Forward	290,616	236,279	286,278
Cumulative Surplus/(Deficit) Carried Forward	236,279	286,278	278,045

c. MUGA approval

The MUGA estimate and supporting documents had been circulated prior to the meeting and discussed at the last FGB meeting. However, the project needed to be approved by the Board.

The Governing Board approved the estimate dated 25th March 2023 from Playtime at Fawns for £88,700.68.

d. Essential tree work

After a survey of trees in the school grounds had been conducted by a tree surgeon, some urgent removal of some branches had been required. Quotes had been received and the work had been carried out at a cost of c£2,000. The Chair had consulted with the Health and Safety Governor and a member of the Finance sub-

Admin & Fin Off

	committee and they had all approved and given permission for the work to be carried out as it was an urgent Health and Safety matter.	
5	<p>Approval of Minutes The minutes of the FGB meeting on 28th March 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. The confidential minute of the FGB meeting on 28th March 2023 had been circulated to those present at that meeting. The minutes were accepted as a true and accurate record and approved and were signed by the Chair.</p> <p style="text-align: right;"><i>DB joined the meeting online</i></p>	
6	<p>Actions and matters arising from meeting of 28th March 2023 <i>A matter arising was dealt with in a confidential minute.</i> All actions had been completed except the following: <u>94: Liaise with Headteacher on school visit concerning how post LAC funding has been spent for each pupil. This was ongoing</u></p> <p><u>ACTION 95: Chair and Headteacher to request meeting with LA SEND Department representative to go through each pupil with an EHCP to clarify the funding position. A meeting had been held with Pippa Damant from the HCC SEND team on 18th April. She had promised to sort out the funding situation and was surprised that funding had not been received by the school. Payment of £42,100 had been promised to be paid by manual payment immediately, and the rest of the funding would be sent through Capita. No funding had yet been received. The Headteacher had emailed Pippa again informing her that payment had still not been received. A parent of a pupil had also approached HCC about funding situation. The Local Authority wanted the school to retain Dragonfly Class, but it was essential that they provided the funding for it.</u></p> <p><u>ACTION 96: SEND Governor to meet with Chair and Headteacher to discuss the SEND funding situation. This was ongoing, the Chair would liaise with the SEND Governor.</u></p> <p><u>ACTION 97: Chair to obtain details of FTE Teaching assistants for Governors. This was to enable accurate benchmarking to be carried out and was ongoing.</u></p> <p style="text-align: right;"><i>MF joined the meeting online</i></p> <p><u>ACTION 98: Upload revised Ofsted Action Plan on GovernorHub</u> <i>Ongoing</i></p> <p><u>ACTION 99: Look at potential costs involved in Ofsted Action Plan</u> <i>Ongoing</i></p> <p><u>ACTION 108: All Governors to check their own training list on GovernorHub and make sure the Training grid was up to date.</u> <i>All Governors were reminded to ensure this was done.</i></p> <p><u>ACTION 109: Make further investigations about hall rates regarding dance class.</u> <i>This was ongoing and a governor agreed to investigate further.</i></p>	SR
7	<p>Headteacher's Report The Headteacher's Report had been circulated prior to the meeting.</p> <p>Q: Was the school roughly in line with other local schools with the amount of children persistently absent? I believe that 95% is above average?</p>	

Signed by Chair **D. Stephenson**

Date 14.06.23

A: The Headteacher had contacted some local schools to find out about their persistent absences rates and they were similar. The school did know the families very well and were continuing to support them. They were having further meeting with them during the current week. The Attendance Champion had referred one pupil to the Attendance Legal Panel as their attendance had deteriorated despite all the support put in place. The school had been able to evidence all the actions put in place regarding attendance to Ofsted. Some families were not engaging with the school and this would be reviewed and further referrals made as appropriate.

Q: Were the Safeguarding areas of development the outcomes from the HT meeting? Some looked like a quick fix and I know some have already been put into action which is great. How will the rest be put into place?

A: The Headteacher had been on three safeguarding courses. Some of the actions had been put in place immediately. There were some changes in KCSIE 2023 and all the changes would be included in that. The SLT had discussed implementing the changes.

Q: CPOMS - please explain what events constituted the brown 'Safeguarding' segment as this seemed to be the fourth largest?

A: The brown segment mean low level concerns and Early Help hub referrals.

Q: What was the difference between the blue and pink segments of CIN?

A: Blue referred to Children in Need and Pink to child protection.

Q: Adult observations and chat with parents segments - how were these differentiated from a low level concern?

A: Adult observations included a sense that something was not quite right. Chats with parents included phone calls or discussions with parents.

Q: Shared parental leave - did the school envisage this happening? Were teachers able to take annual leave in the summer holidays?

A: The chair had spoken to EPS and it was possible that teachers could come back to work in the holidays and then take leave during term time. Teachers could not be directed to work in the holidays. Teachers would come back on the pay roll when they returned to work and would be paid by the insurance when they took parental leave. The leave policy could not be changed.

Q: When would we see the changes from whole class phonics?

A: The phonics screening was due to take place in the week commencing 12th June. The tests had been received and had immediately been placed in a lock cupboard.

Q: Learning walk – there were some great key strengths here with clear next steps. What were the overall thoughts on Floor books? When was it aimed for the next steps to be completed?

A: The current thinking was that Floor books would continue in YR but not in Y1. However, the Head teacher had heard of a local school who used Floor books and Ofsted had been enthusiastic about them. The Head teacher would read their report to find out further information.

Q: It was great news on the 'Give a little love' from Waitrose - was the £790 on top of the £7500 from last FGB?

A: The £790 was given instead of the £7500 mentioned in the last FGB.

Q: When would the results of the SATs tests be available? Were there any concerns about them?

A: SATs finished the previous Friday. There were a few pupils absent who would catch up during the course of this week. So far 80% of pupils had reached the

	<p>benchmark, which was a little lower than expected. The results would be covered in more details in the next FGB meeting. A significant proportion of pupils had been disapplied, there had been a number of new pupils starting from out of catchment and from abroad who were working below key stage.</p> <p>Q: Did the LAC pupils have an EPAC (Education Plan for Adopted Children) A: The EPAC was written only at points of transition for example at the end of KS1. There was one for the pupil who had joined the school. It showed the strengths of the pupil and the next steps when they joined a setting. It related mostly to emotional needs and differed from the Education Health and Care Plan (EHCP).</p> <p>Q: Were EAL pupils referred to EMTAS. A: EMTAS were consulted if EAL pupils were not making progress to find out if it was a language issue or a learning need. One EAL pupil had joined Dragonfly class to enrich their language and give them more language support and this had had a positive impact on this pupil. The Speech and Language groups included some EAL pupils where required.</p> <p>Q: Had the school kept a record of requesting medication from parents where it was out of date in the First Aid backpacks. A: Details of the requests were kept by the office.</p> <p>Q: Was it concerning that ECTs were leaving the school before the end of their ECT period. A: The ECTs were leaving for different reasons. However, the Chair was going to carry out another staff wellbeing visit this term.</p> <p>Q: Had the child who had the accident on the castle recovered. What steps had been taken to ensure safety of pupils on the equipment. A: The pupil had now recovered. They had slipped on the castle and suffered damage from the rope on the castle. The equipment was checked annually. The castle was new. The Health and Safety Governor believed that it had been included in the annual check, however, this needed to be confirmed. The castle would be included in the next Health and Safety meeting between the Governor and site manager. ACTION 111: Check castle had been included in annual safety checks. ACTION 112: Include castle in next Health and Safety meeting with site manager.</p> <p>Q: What documentation had been completed regarding the accident. A: A RIDDOR form and been completed and sent to the Local Authority. The school had not received a response from this.</p> <p>Q: How did going to ten pupils in Dragonfly impact spend/budget for this room and when will the two pupils identified go into mainstream? A: Ten pupils in Dragonfly would be maximum capacity. The two pupils transferring to mainstream were currently building up their time in mainstream. Pupils in Dragonfly Class had EHCPS or these were being applied for and full funding had been promised by the Local Authority SEND team as previously discussed. The Governors commended the school on the success achieved by Dragonfly class and that two pupils were transitioning to a mainstream classroom.</p>	<p>HT AHH</p>
8	<p>Questions and Challenge There were no further questions.</p>	
9	<p>Safeguarding update This had been dealt with in the Headteacher's Report.</p>	
10	<p>Health and Safety</p>	

Signed by Chair *D. Stephenson*

Date 14.06.23

	<p>The accident had been included in the Headteacher's report.</p> <p>There had been another intrusion on the roof of the school. This had been one incident. Access had been obtained by a different route than previously and the site manager had blocked the access point. The school CCTV was due to be repaired and redirected to ensure the best point of sight.</p> <p>Both Health and Safety Governors would visit the school together and AHH would check the Risk Assessments at the same time. It was thought advantageous if more than one person did the visit.</p> <p>ACTION 113: Contact DHT with proposed Health and Safety visit dates.</p>	IH/AHH
11	<p>Policies and other statutory best practice documents to be reviewed/adopted.</p> <p><u>Best Value</u></p> <p>The Best Value Policy had been circulated prior to the meeting. The Governors discussed the necessity of this as a separate policy and whether it should be completely reviewed. It was agreed to include a review next year. It was suggested that the document be amended to include mention of the Schools Financial Value Statement.</p> <p>The Governing Board approved the Best Value Policy subject to the amendment including reference to the SFVS.</p> <p><u>Conditions and Charges of Hire</u></p> <p>The Conditions and Charges of Hire document had been circulated prior to the meeting. It was agreed that the wording should be amended so that 'him' was changed to 'their' throughout the document. In addition, wording such as 'normally' and 'in general' should be deleted to remove room for doubt. In Section 7, 'prior permission' should be inserted instead of 'permission'.</p> <p>The Governing Board approved the Conditions and Charges of Hire subject to the amendments set out above.</p> <p><u>First Aid</u></p> <p>The First Aid Policy had been circulated prior to the meeting.</p> <p>Q: It was noted that all support staff were trained in paediatric first aid but only one member of staff was trained for adults, should more be trained.</p> <p>A: The guidance indicated that only one First Aider needed to be trained for the number of adults employed at the school. However, if there was a member of staff who was interested in training, this could be arranged.</p> <p>Q: Was it correct that parents or other contacts on the child's contact form were notified of an accident to a child by email.</p> <p>A: Parents and other contacts were notified by email but would also be telephoned.</p> <p>Q: Were first aid backpacks accessible to other children in the hall for PE, for example.</p> <p>A: This was correct, although the pupils had been trained not to go into another child's back pack. The medication in the back packs were mainly inhalers and epipens. There had not been any incidents of children going into the first aid backpacks.</p> <p>The Governing Board approved the First Aid Policy.</p> <p><u>Governor Allowances</u></p> <p>The Best Value Policy had been circulated prior to the meeting.</p> <p>The document should refer to HMRC rather than 'Secretary of State for the Environment, Transport and the Regions', and the Policy would be amended to reflect that.</p>	

	<p>The Governing Board approved the Governor Allowances Policy subject to the amendment set out above.</p> <p><u>Privacy Notice</u> The Privacy Notice had been circulated prior to the meeting. This document needed to be updated to reflect GDPR and so it was agreed that it would be redrafted and deferred to the next FGB meeting.</p> <p><u>Privacy Notice – Pupils</u> The Privacy Notice - Pupils had been circulated prior to the meeting. This document needed to be updated to reflect GDPR and so it was agreed that it would be redrafted and deferred to the next FGB meeting.</p> <p><u>Privacy Notice – School Staff</u> The Privacy Notice – School Staff had been circulated prior to the meeting. This document needed to be updated to reflect GDPR and so it was agreed that it would be redrafted and deferred to the next FGB meeting.</p> <p>ACTION 114: Redraft Privacy Notice, Privacy Notice – Pupils and Privacy Notice – School Staff to include GDPR details.</p> <p>ACTION 115: Include Privacy Notice, Privacy Notice – Pupils and Privacy Notice – School Staff for approval on agenda for FGB in June.</p>	<p>HT Clerk</p>
<p>12</p>	<p>Governor Matters</p> <p><u>a. Governor Visits Plan</u> The planning document 'Visits needed Summer term 2023' had been circulated prior to the meeting.</p> <p>The SEN Governor would arrange an SEN visit.</p> <p>A safeguarding visit observing a Safeguarding Assembly and an SCR check had already been carried out.</p> <p>A Health and Safety Visit including checking Risk Assessments was planned as was a visit to monitor Equality, Diversity and Inclusion.</p> <p>AHH also agreed to visit to monitor a Foundation Subject. SM agreed a visit to monitor Mathematical understanding.</p> <p>SR would arrange a visit to monitor LAC funding after school.</p> <p>IH agreed to monitor behaviour and attitudes at playtime and lunchtime when visiting the school.</p> <p>The Chair would monitor staff wellbeing and would also monitor behaviour and the Thrive programme and liaise with ELSAs.</p> <p>MB agreed to monitor ICT and Technology.</p> <p>Governors were asked to monitor the impact of actions implemented this term. All governors were to arrange their visits through the DHT and were asked to email her before half term, so that visits could be planned.</p>	<p>Govs</p>

Signed by Chair *D. Stephenson*

Date 14.06.23

	<p>ACTION 116: Relevant Governors to email DHT before half term to arrange monitoring visits for the second half of Summer Term.</p> <p><u>b. Governor Visit Reports</u> The Safeguarding assembly visit report carried out on 03/05/23 had been circulated prior to the meeting. The visiting Governor was impressed with the content of the assembly 'Clever Never Goes' and how the children were engaged and knew how to react and behave in situations addressed by the assembly.</p> <p><u>c. Governor Training update</u> Governor Services wanted Governing Boards to book their Whole Governing Board Training as soon as possible. There were a number of different topics which could be covered. The Governors agreed that it would be best to decide on this once the Governor Action Plan and areas for action had been considered.</p> <p>ACTION 117: Upload Governor Services Training Programme 2023-2024 onto GovernorHub.</p> <p><u>d. Governor awards and Governor cakes</u> The Governor Awards assembly would take place on Thursday 13th July at 9am. IH, SR and DB would be on the Awards panel. Governor cakes would take place on the same date.</p> <p>Sue Allen's leaving event was due to take place on 20th June. Invitations had been distributed and replies were encouraged.</p>	Clerk
13	<p>Governor Planning</p> <p>a. Succession Planning The Governor Action plan had been circulated prior to the meeting.</p> <p>The Governing Board needed to decide how to cover and consider the action plan. It had been compiled by the Chair using the results of the Governor Health check, the WGB Training, Evaluation given in the 360 Charing training and the Ofsted Action Plan.</p> <p>Succession planning, and the long term aims of the Governing Board including how the Chair and Vice chair worked together, individual Governor reviews, the induction procedure and how to set up the Governing Board for effective governance for the next academic year needed to be considered.</p> <p>After discussion it was thought best to have a separate face to face meeting on 21st June at 7pm at a local barracks, if possible, otherwise it may be possible to conduct it online.</p> <p>ACTION 118: Book conference room at local Barracks at 7pm on 21st June and notify Governors on Governors WhatsApp group.</p> <p>ACTION 119: Send questionnaire to be completed and returned by all Governors prior to the meeting on 21st June.</p> <p>ACTION 120: All Governors consider Governor Action Plan, what role they would like, how they consider the Governors would govern most effectively e.g. committee structure or working parties, what planned visits should be completed.</p> <p>b. Governor Vacancy</p>	<p>AHH</p> <p>Chair</p> <p>All Govs</p>

Signed by Chair *D. Stephenson*

Date 14.06.23

	<p>Ian Humphrey had indicated his intention to resign from his Governor role at the end of the summer term. This meant that a cooped Governor vacancy would arise. Co-opted governors were appointed by the Governing Board. There was an application form to complete. One of the governors knew of someone who was interested in becoming a governor.</p> <p>ACTION 121: Send advice on co-opted Governor appointment process to Chair.</p> <p>ACTION 122: Email Governor application form the MB.</p> <p>c. Set up for next academic year This would be addressed at the additional meeting on 21st June above.</p> <p>ACTION 123: Circulate proposed date for next year's Governor meetings.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
14	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Ensuring a money was being well spent by interrogating and approving the Budget and 3 year plan. • Ensuring funding was used to benefit pupils in school regarding MUGA. • Monitoring the use of Safeguarding practice and procedures to protect pupils • Holding Leaders to account for health and safety • Holding Leaders to account by challenging and questioning Headteacher • Ensuring the school is compliant with current regulation • Approving Polices and plans for how to deliver the aims 	
15	<p>Date of Next Meeting FGB – Wednesday 14th June 2023 at 7pm online</p>	

There being no other business the Chair closed the meeting at 9.02pm.

Summary of Outstanding Actions

Date set	Action	Who
28.03.23	94: Liaise with Headteacher on school visit concerning how post LAC funding has been spent for each pupil.	SR
28.03.23	96: SEND Governor to meet with Chair and Headteacher to discuss the SEND funding situation.	Chair/HT/ SEND Gov
28.03.23	97: Obtain details of FTE Teaching assistants for Governors.	Chair
28.03.23	98: Upload revised Ofsted Action Plan on GovernorHub	HT
28.03.23	99: Look at potential costs involved in Ofsted Action Plan	HT
28.03.23	103: Health and Safety Governor to review Risk Assessments for School Trips on next school visit.	H & S Gov
28.03.23	108: All Governors to check their own training list on GovernorHub and make sure the Training grid was up to date.	All Govs
28.03.23	109: Make further investigations about hall rates regarding dance class.	DB
16.05.23	110: Upload monthly budget update on GovernorHub.	Ad & Fin Off
16.05.23	111: Check castle had been included in annual safety checks.	HT
16.05.23	112: Include castle in next Health and Safety meeting with site manager.	AHH
16.05.23	113: Contact DHT with proposed Health and Safety visit dates.	IH/AHH
16.05.23	114: Redraft Privacy Notice, Privacy Notice – Pupils and Privacy Notice – School Staff to include GDPR details.	HT
16.05.23	115: Include Privacy Notice, Privacy Notice – Pupils and Privacy Notice – School Staff for approval on agenda for FGB in June.	Clerk

Signed by Chair *D. Stephenson*

Date 14.06.23

Tweseldown Infant School
Minutes of the Full Governing Body
Tuesday 16th May 2023 at 7.00pm

16.05.23	116: Relevant Governors to email DHT before half term to arrange monitoring visits for the second half of Summer Term.	Govs
16.05.23	117: Upload Governor Services Training Programme 2023-2024 onto GovernorHub.	Clerk
16.05.23	118: Book conference room at local Barracks at 7pm on 21st June and notify Governors on Governors WhatsApp group.	AHH
16.05.23	119: Send questionnaire to be completed and returned by all Governors prior to the meeting on 21st June	Chair
16.05.23	120: All Governors consider Governor Action Plan, what role they would like, how they consider the Governors would govern most effectively e.g. committee structure or working parties, what planned visits should be completed.	All Govs
16.05.23	121: Send advice on co-opted Governor appointment process to Chair.	Clerk
16.05.23	122: Email Governor application form the MB.	Clerk
16.05.23	123: Circulate proposed date for next year's Governor meetings.	Clerk

Signed by Chair *D. Stephenson*

Date 14.06.23