

# Tweseldown Infant School



## Minutes of the Full Governing Board

Date: Tuesday 12th July 2023 at 7.00pm  
 Venue: at Tweseldown Infant School

### Present:

Kim Tottem	Headteacher	
Deborah Stephenson	Co-opted Governor	Chair
Mark Fricker	Co-opted Governor	Vice-Chair
Alison Fairclough	Staff Governor	
Ian Humphrey	Co-opted Governor	
Stuart Meadows	Co-opted Governor	
Sarah Pengelly	Parent Governor	

*arrived in item 6 at 7.40pm*

### Apologies:

Danica Bulgin	Co-opted Governor
Mark Butcher	Co-opted Governor
Alex Harris-Hooton	Local Authority Governor
Samantha Read	Co-opted Governor
Ben White	Parent Governor

### In Attendance:

Louise Barnes	Deputy Headteacher
Rebecca Willows	Clerk

**The meeting was Quorate ( 6/12 Governors 50% at the start of the meeting)**

The meeting commenced at 1906.

Item		Actions
1	<b>Welcome and apologies for absence</b> The Chair welcomed all to the meeting. Apologies for absence had been received and were accepted from Danica Bulgin, Mark Butcher, Alex Hooton-Harris, Samantha Read and Ben White.	
2	<b>Declaration of pecuniary and any other conflicts of interest in items on this agenda.</b> There were no declarations of interest made that were not already recorded.	
3	<b>Any urgent items to be added to the agenda.</b> There were none.	
4	<b>Approval of Minutes</b> The minutes of the FGB meeting on 14th June 2023 had been circulated prior to the meeting. The minutes were accepted as a true and accurate record and approved and would be signed online by the Chair.	
5	<b>Actions and matters arising from meeting of 14th June 2023</b> All actions had been completed except the following:  <u>96: SEND Governor to meet with Chair and Headteacher to discuss the SEND funding situation. This was ongoing, the Headteacher had been in touch with the SEND department and the school was still waiting for funding. A new SEN Advisor had been appointed and they had been made aware of the situation. There was a discussion as to the best way to proceed and whether the matter should be escalated to someone higher up in the local authority. After discussion, it was decided to see if the funds were forthcoming in August as had been promised, and to review the situation in September.</u> <b>ACTION 133: Review SEN funding situation in September and report back to FGB.</b>  <u>97: Chair to obtain details of FTE Teaching assistants for Governors.</u>	HT/ Chair

Signed by Chair D. Stephenson

Date 20.09.23

*This information had not yet been forthcoming but would be made clear that when the Budget was prepared, the FTE for teaching assistants was needed for comparison and benchmarking. It was suggested that this information was available in the appendix to the Pay Policy.*

103: Health and Safety Governor to review Risk Assessments for School Trips on next school visit. *The Health and Safety Governor had visited the school and looked at some of the Risk Assessments in place. However, another visit was planned where they would go into further detail in the year ahead.*

**Q: Was all playground equipment included in the Risk Assessments.**

A: The playground equipment was included in the Risk Assessments including the castle. BW had visited the school and spoken to the site manager about the castle and risk assessments also.

108: All Governors to check their own training list on GovernorHub and make sure the Training grid was up to date.

*Some Governors had done this. However, not a lot of Governors had undertaken training. Some Governors had asked what training they should do. Governors would be in a better place to decide once the structure of the Governing Body and areas of responsibility were decided.*

109: Make further investigations about hall rates regarding dance class.

*This was no longer needed.*

**Q: Were the school's facilities being rented out regularly.**

A; The situation could be improved as rentals were not being maximised. It was hoped that once the MUGA was constructed, this would improve. There was discussion about strategies for advertising the facilities which could be rented out including setting targets for rental as a percentage of the available time. It was important to know what the barriers were. Metrics should be set for success so that Governors could measure whether installing the MUGA was worthwhile. The cost and income could be tracked on the budget documentation. However, it was considered worthwhile to have information alongside that which would show how much the facilities were being hired out and for targets to be set. If facilities hire was not maximised there would be a negative impact on the school's budget. The school hall had a sprung floor which was sought after by dance schools. The facilities should be advertised. Marketing would be under the remit of the new Admin Assistant role and could be incorporated into targets for the role. It was agreed that more publicity and a strategy for increasing hire of the school facilities was needed. The Admin and Finance Officer and new Admin Assistant would be asked to come up with a strategy the plan for publicity.

**ACTION 134: Ask Admin and Finance Officer and new Admin Assistant to come up with a strategy the plan for publicity for hiring out school facilities including hall and MUGA.**

HT

114: Redraft Privacy Notice, Privacy Notice – Pupils, and Privacy Notice – School staff to include GDPR details

*A draft Privacy Notice had been sent to the Chair and clerk. However, further work was needed on these. The Chair had visited the admin office to clarify the position including the Data Protection Officer. Retraining was due to take place. The Privacy Notices would be redrafted for the next FGB meeting.*

115: Include Privacy Notice, Privacy Notice – Pupils and Privacy Notice – School Staff for approval on agenda for FGB in June. *This would now be carried forward to the next meeting.*

<p><u>124: Liaise with Geography Lead about possible grant for compasses</u> <i>This was ongoing</i></p> <p><u>125: Ask Admin &amp; Finance Officer to upload monthly budget in the week following month end.</u> <i>This had been requested. For the next academic year a Finance Folder for 2023-2024 would be set up on GovernorHub and the Admin and Finance Officer requested to upload the monthly budget each month in the week after the end of the month.</i> <b>ACTION 135: Set up Folder on Governor Hub for monthly Budget Reports</b> <b>ACTION 136: Ask Admin &amp; Finance Officer to upload monthly Budget Reports into Folder monthly in the week after the month end.</b></p> <p><u>126: Health and Safety Governors to look at roof situation when conducting next visit on 26th June.</u> <i>The Governors had visited and looked at the roof situation. Following this visit there had been another incident one evening where the Headteacher, Deputy Headteacher and site manager had been made aware of people breaking into the school site from the Year R side of the property. There had been a discussion with the perpetrators and they had left. It was established that the people were adults and not teenagers. They had left the premises and details had been passed onto the local PCSO. One of the governors was taking the matter up with the local police as there were concerns raised now that the identity of the trespassers was known. The tiles on the roof were due to be replaced over the summer. There was some concern that the trespassers may have stored things on the roof.</i></p> <p><u>127: Inform the Headteacher by email if you are able to attend the SDP/OAP review meeting on 12th July at 3.30pm.</u> <i>The Chair had attended the meeting. It had been valuable; the staff had a clear idea of the next steps and for an Action Plan. They were able to identify strengths and areas for development.</i></p> <p><u>128: Ask Admin Officer to remove PSHE and SMSC from the policy database.</u> <i>This had been done.</i></p> <p><u>129: Arrange for Staff to sign Appendix 2 of Social Media Policy in September.</u> <i>Due in September</i></p> <p><u>130: Governors to consider if they have Computing as a particular interest and would be able to monitor Computing before the next FGB meeting.</u> <i>No one had yet come forward, but this would be reviewed when roles were allocated.</i></p> <p><u>131: Headteacher to go through the Risk Register and identify the Risk Owners where possible.</u></p> <p><u>132: Meet with Chair to discuss Risk Owners following identification and feedback to Governors at the next FGB.</u> <i>A meeting had been scheduled but had to be cancelled. The Chair would now identify Risk Owners and meet with BW over the summer to finalise the Risk Register.</i> <b>ACTION 137: Identify Risk Owners and finalise Risk Register</b></p> <p><u>Matters arising</u> <i>Following the last meeting, the chair and clerk had discussed making adaptations to meeting papers for any Governors who needed them ahead of meetings. The clerk would email Governors to enquire whether any adaptations were required. It was</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Chair/BW</p>
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	<p>important that any papers were sent to the clerk at least one week before a meeting, so that any changes could be made before circulation.</p> <p><b>ACTION 138: Email Governors to enquire in confidence if any adaptations to documentation required.</b></p>	<b>Clerk</b>
6	<p><b>Headteacher’s Report including attendance, current position, curriculum data, SDP update, staffing and behaviour – verbal report.</b></p> <p><u>Health and Safety</u> There had been 4 accidents since the last meeting. One had taken place on the trim trail, one in Forest School where a pupil had been taught how to use a knife, but had nicked their finger.</p> <p>There had been two accidents on the castle, where pupils had fallen through the single rope bridge. A previous accident had also occurred in the same spot. The school had contacted Creative Play, which had provided the equipment to report the incidents. The company had proposed a new design for the bridge involving rope netting rather than a single rope. Discussions were taking place about who was to bear the cost for the modifications.</p> <p>The site manager had requested information from the company of other schools who had the same design as was currently installed in the school, and this was awaited. Risk assessments had been updated so that an adult stood next to the bridge at all times when children were playing on it, and pupils were reminded regularly how to use the equipment. This would be monitored and re-evaluated in due course.</p> <p>The company had queried why the school had only recently reported the issue. However, the incidents had been reported once they had occurred. It was thought that this was because the equipment was not used as much in the winter and pupils had become more confident and adventurous in their play.</p> <p><u>Strike action</u> There had been two strike days. There had not been as many staff on strike on 5<sup>th</sup> July. On 7<sup>th</sup> July, moving up activities had been taking place and all staff members had decided not to strike on that day. This was appreciated by the Senior Leadership Team and the Governing Body. Further strikes were planned for the Autumn Term. There was a discussion how strike action had affected attitudes of parents towards the school and staff. This had been reflected in the response to parent surveys and discussions with parents. The headteacher had received some complaints from parents but nothing which needed reporting to Governors.</p> <p><u>Staffing</u> Two teaching assistants had resigned, one was pursuing full time employment and another was moving abroad. One position had been filled already. The other post was currently being advertised. The role of the Cluster Parental Support Advisor was also being advertised.</p> <p><u>Sports Day</u> The format for Sports Day had been changed, and the feedback received so far had been very positive.</p> <p><u>District Sports</u> The school had taken part in District Sports and had come first in the infant category. Sports coaches had been taking pupils out at lunch times for training for the event.</p> <p><u>Fleet Carnival</u> The School had taken part in Fleet Carnival and been awarded Second Place.</p>	

**Q: Had these successes been publicised including the school website.**

A: They had been shared in the school newsletter and on social media. However, they had not been shared on the school website.

Building works over the summer holidays

The MUGA was being installed starting on 24<sup>th</sup> July.

A bell tent had been purchased for Forest School. Bases for the Forest School sheds and the bell tent would be installed over the summer as well as a 7 foot security fence around the bell tent.

The sliding door near the Admin Office would be replaced by a hinged door with a high visibility panel. This would have fobbed security installed. The cost of the door without the security was £3850. Corrigenda were due to visit the school the following day to provide a quote for the fob access security.

Numbers on Roll for September.

Numbers in Year R had fallen slightly. The updated numbers were as follows:

Year R – 114

Year 1 – 110

Year 2 – 120

This was a total of 344 pupils. The current total was 351 pupils. However, 110 pupils in Year R had been included in the Budget.

*SM arrived at the meeting at 7.40pm*

Attendance

Attendance figures had been dropping. This was due to families taking holidays whilst they were cheaper and paying the fines. All families had been fined. The current attendance figure was 93% which was the lowest rate for the year. The headteacher was receiving approximately 10 absence request forms daily. There was a discussion about what could be done to counteract this, however, it was known to be a national issue. It was agreed that fines were necessary. The absence rate at the school was currently 7.2 compared to 6.3 nationally.

Data

	% passed including Dragonfly	% passed without Dragonfly	Number	National %	Hampshire %
Phonics Screening	86.3	89	103/116	79.2	80.4
<b>End KS1</b>					
Reading EXS+	85			68.4	72
Reading GDS	35			18.8	23.8
Writing EXS+	79.2			60.3	64.5
Writing GDS	16.7			8.2	9.8
Maths EXS+	82.5			70.6	73.3
Maths GDS	23.3			16.4	18.8
Combined Score EXS	75			56.2	60.8

	<p><b>The Governing Body congratulated the Headteacher and staff for all their hard work in helping to achieve these results. The Headteacher commended the amazing staff team at the school.</b></p> <p><b>Q: How did these results compare to previous years.</b> A: Overall they were better than last year's results except in Maths. However, they had not yet returned to the levels of 2019.</p> <p><b>Q: What were the results of EYFS pupils for Good Level of Development (GLD)</b> A: 80% of pupils received GLD including Dragonfly class; or 83% of pupils excluding Dragonfly pupils.</p> <p>There was discussion as to how this could be publicised as the good results were a selling point for the school. It might be valuable to publicise it to the local community especially as parents would shortly be looking for school places. It was pointed out that school choice was not just based on results and it would be wise to hold fire before evaluating results from other local schools.</p> <p><u>KCSIE</u> The new KCSIE was now out and Governors would have to sign that they had read it in September.</p> <p><u>Behaviour</u> There had been no suspensions or exclusions since the beginning of the Autumn term.</p> <p><u>Staffing</u> There was one vacancy for a teaching assistant. All teacher places were filled and the school was not over staffed.</p> <p><u>School Development Plan (SDP) Update</u> The staff and Chair had met that afternoon to look at the SDP, to close out actions and to work on areas in the SDP and Ofsted Action Plan which could be amalgamated. Each group had been given an area of the SDP to consider with questions and sub questions to aid discussion. This would feed into next year's SDP and Self Evaluation Form. There had been good dialogue and professional conversations taking place which had allowed staff to identify areas for development. It had also allowed identification of areas which were not performing as effectively as they could.</p> <p><b>Thanks were expressed to Sophie Conliffe for her organisation of Sports Day and Chloe Bailey for her involvement of organising the school's involvement in Fleet Carnival.</b></p>	
7	<p><b>Questions and Challenge</b> No further questions were raised.</p>	
8	<p><b>Safeguarding update</b> One pupil was under Child Protection ; there were four Children in Need; and six Early Help Hub pupils. There was one post-LAC pupil in each of Year R, Year 1 and Year 2.</p> <p>In September, there would be one post-LAC pupil joining in Year R, one pupil on a Child Protection Plan and a pupil with diabetes.</p> <p>Four additional pupils would be joining Dragonfly Class in September as Year R pupils. Two pupils were leaving, one had a place at a special school and one would be going into mainstream. Another pupil had declined the provision offered to them but they were being advised and supported to navigate the situation by the school and the Local Authority SEN advisor. There would be eight pupils in Dragonfly Class from September.</p>	

	<p><b>Q: Were there any new Safeguarding initiatives or topics which should be discussed by Governors.</b></p> <p>A: The new KCSIE did not have a specific focus but was focussed on ensuring schools consolidated what they did already.</p>	
9	<p><b>Finance</b></p> <p>The Budget v Forecast for June 2023 had been circulated prior to the meeting. There were no questions raised on this.</p> <p>There was discussion about the expectations of what Budget information Governors wanted to be provided with in the future and how these expectations should be made clear.</p>	
10	<p><b>Buildings and Health and Safety</b></p> <p>This had been dealt with under item 6 above.</p> <p>The fence around the bell tent and the replacement door would be funded out of the capital budget. The fence had not been approved by Governor but was thought to be less than £1000 so did not need Governor approval.</p>	
11	<p><b>Policies and other statutory best practice documents to be reviewed/adopted.</b></p> <p>a. <u>Privacy Notice</u> – this would be carried forward to the next FGB meeting</p> <p>b. <u>Privacy Notice – Pupils</u>– this would be carried forward to the next FGB meeting.</p> <p>c. <u>Privacy Notice – School Staff</u>– this would be carried forward to the next FGB meeting.</p> <p>d. <u>The Albany Park catchment area consultation</u> This had been delayed until September. The school had been informed that a comment had been raised by one of the key stakeholders. The issue was not known. However, it had been noted that the catchment boundaries in the Hampshire document were incorrect. The school had alerted the council to the anomaly.</p>	
12	<p><b>Governor Matters</b></p> <p>a. <u>Risk Register update</u></p> <p>This had been dealt with in item 5 above.</p> <p>b. <u>Governor Visit Reports</u></p> <p>There had been some Governor Visits over the last half term, but the reports had not yet been completed. These would be considered at the next FGB meeting. The Deputy Headteacher had sent a report about Pupil Voice to SP. Thanks were expressed to the DHT and the matter would be considered further.</p> <p>c. <u>Governor Training update</u></p> <p>The Whole Governing Body Training had been booked for 8<sup>th</sup> November and was on Governor Visits following consultation and discussion with Governors. It was hoped that monitoring would be enhanced following this training.</p> <p>d. <u>Governor vacancies</u></p> <p>Ian Humphrey and Danica Bulgin had resigned and their terms of office would come to an end on 21<sup>st</sup> July 2023. Sarah Pengelly, currently a Parent Governor, would be appointed a coopted Governor at the FGB in September. An election for Parent Governor would be held in September with the closing date on 18<sup>th</sup> September.</p> <p>There would be another vacancy for a Coopted Governor. One of the Governors had indicated that they had a candidate in mind, but no update had been received on this. There was discussion about advertising the position more widely and what should be included in the advert. One view was that it should be specific based on the skills audit. However, another opinion was that this might narrow the pool of available people. The best way of wording an advert should be considered. It was important to</p>	

<p>include what the Governing Body were looking for, include attitudes and skills but to make it attractive and how Governors were helping support the local community. Suggestions were made about approaching businesses and encourage diversity to reflect the local community. The admin office would be best placed to circulate this information and, after discussion, a governor agreed to liaise with the office to organise this.</p> <p><b>ACTION 139: Liaise with Admin Office to circulate advert for Coopted Governor position.</b></p> <p>e. <u>Report back on Meeting of 21<sup>st</sup> June 2023</u></p> <p>A copy of the Minutes Governing Body Review meeting on 21<sup>st</sup> June had been circulated prior to the meeting. The clerk had circulated an article 'Governing board committee structures - pick the right one for you' prior to the meeting. The Governing Body Review meeting had been to consider the best way forward to make sure that the Governing Body was efficient and effective. The questions considered were as follows:</p> <p><u>Question 1: Flat or committee structure</u></p> <p>The general consensus at the June meeting was that there was a change back to a committee structure with occasional working groups. The local authority advised that if this was the case there should be two committees; Finance and General Purpose and Curriculum and Standards. Each committee would have terms of reference which would cover delegation of tasks, and the committees would report back to the FGB meetings. There would need to be a level of trust that the committees would deal with the areas delegated to them. Meetings would need to be quorate and Governors needed to ensure that they attended committee meetings to ensure this was the case. There would be a benefit in that associate members could be appointed and linked to a committee. Governors would not be excluded from meetings of the other committee.</p> <p>The dates of the FGB meeting and potential committee meetings were discussed. These needed to tie into key dates when approvals were needed such as the Revised Budget, School Financial Values Standard, Budget. However, it would be possible to have an extraordinary FGB to approve these documents if necessary. The hours of the clerk would need to be considered as they were currently employed for 10 FGB meetings and the Pay Committee meetings each year.</p> <p>It was thought that Governors would be able to consider matters at a deeper level in committee meetings e.g. areas of the curriculum and would be able to ask more searching questions as there would be the time and space to do that.</p> <p>There was discussion about who would be allocated to which committee. This would have to be done in detail at the next FGB meeting as a number of Governors were absent. It might be wise to review roles and responsibilities as two Governors were leaving. A new Development and Training Governor was needed. The induction programme should also be reviewed as there would be two new governors joining the Governing Board. It would be expedient to do this with the most recently appointed governor</p> <p><b>ACTION 140: Review Governor Induction Process with BW.</b></p> <p><b>Governors agreed by majority to adopt a Committee Structure with two committees, Finance and General Purpose and Curriculum and Standards, from September 2023.</b></p> <p><u>Question 2: In person/remote or hybrid FGB meetings</u></p>	<p>SP</p> <p>Chair</p>
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	<p>Face to face meetings were preferable especially for the FGB meetings. If there were online or hybrid meetings a protocol would have to be drawn up. There was discussion about the pros and cons of each type of meeting including interruptions in online meetings, wellbeing, technology failing, the ease of following what was going on and who was present at face to face rather than online meetings. After discussion, <b>it was agreed</b> to have face to face meetings for the first term and then to review the situation.</p> <p><u>Question 3: Meeting times</u> FGB meetings would continue at 7.00pm on Wednesday evenings. However, the timings of committee meetings be more flexible depending on the committee members involved.</p> <p><u>Question 4: Clarity of roles and responsibilities</u> This would be looked at further in the Autumn term. The clerk advised that it was good practice to have Link Governors appointed to monitor areas identified in the SDP which could be considered for the Autumn Term. It was noted that Health and Safety Governor, DTG and Safeguarding Governors would be still be required if this approach was taken. A governor suggested that Greater Depth was an area which should be monitored in the next academic year.</p> <p><u>Question 5: Succession Planning</u> It would be preferable for the vice chair to undertake training for Chairs of Governors to enable them to take over in the event that the chair was not available. Effective communication between the two roles was also important.</p> <p>f. <u>Agree on meetings structure and FGB dates for 2023/24</u> g. <u>Proposed Governor Roles and Responsibilities 2023/24</u> h. <u>Governor terms of office - Update and Succession Planning</u> These had all been dealt with under 12 e. above.</p> <p><b>Thanks were expressed to Ian Humphrey who was leaving his Governor role after 5 years of service including some as Chair of Governors.</b></p>	
13	<p><b>Impact of the Meeting</b></p> <ul style="list-style-type: none"> <li>• Ensuring staff and pupils were safe and well</li> <li>• Ensuring the school is compliant with current regulation</li> <li>• Reviewing Succession Planning for the GB</li> <li>• Monitoring pupil progress to ensure targets are met</li> <li>• Maintaining an effective Governing Body through review and approval of Governance Structure</li> <li>• Maintaining an effective Governing Body through planning for advertising governor vacancy.</li> <li>• Monitoring school improvement through the SDP</li> </ul>	
14	<p><b>Date of Next Meeting</b> FGB – Wednesday 20th September 2023 at Tweseldown Infant School</p>	

There being no other business the Chair closed the meeting at 8.50pm.

### Summary of Outstanding Actions

Date set	Action	Who
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 next FGB	Clerk
14.06.23	124: Liaise with Geography Lead about possible grant for compasses	BW

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14.06.23	129: Arrange for Staff to sign Appendix 2 of Social Media Policy in September.	HT
14.06.23	130: Governors to consider if they have Computing as a particular interest and would be able to monitor Computing before the next FGB meeting.	All Govs
12.07.23	133: Review SEN funding situation in September and report back to FGB.	HT/Chair
12.07.23	134: Ask Admin and Finance Officer and new Admin Assistant to come up with a strategy the plan for publicity for hiring out school facilities including hall and MUGA.	HT
12.07.23	135: Set up Folder on Governor Hub for monthly Budget Reports	Clerk
12.07.23	136: Ask Admin & Finance Officer to upload monthly Budget Reports into Folder on GovernorHub monthly in the week after the month end.	Clerk
12.07.23	137: Identify Risk Owners and finalise Risk Register	Chair and BW
12.07.23	138: Email Governors to enquire in confidence if any adaptations to documentation required.	Clerk
12.07.23	139: Liaise with Admin Office to circulate advert for Coopted Governor position.	SP
12.07.23	140: Review Governor Induction Process with BW.	Chair