

Tweseldown Infant School



Minutes of the Full Governing Board

Date: Tuesday 20th September 2023 at 7.00pm
 Venue: at Tweseldown Infant School

Present:

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

Apologies:

Alex Harris-Hooton	Local Authority Governor
Samantha Read	Co-opted Governor

In Attendance:

Louise Barnes	Deputy Headteacher
Rebecca Willows	Clerk

The meeting was Quorate (8/10 Governors 80%)

The meeting commenced at 1905.

Item		Actions
1	<p>Welcome and apologies for absence The Chair welcomed all to the meeting. Apologies for absence had been received and were accepted from Alex Hooton-Harris and Samantha Read.</p>	
2	<p>Election of Officers a) Chair Deborah Stephenson was willing to stand as Chair of the Governing Body. <i>DS left the meeting</i></p> <p>DS unanimously elected as Chair Of the Governing Body for the academic year 2023-2024. <i>DS rejoined the meeting</i></p> <p>b) Vice-Chair – Sarah Pengelly was willing to stand as Vice-Chair. <i>SP left the meeting</i></p> <p>SP was unanimously elected as Vice-Chair for the academic year 2023-2024. <i>SP rejoined the meeting</i></p>	
3.	<p>Any urgent items to be added to the agenda. a. Albany Park Catchment consultation. The consultation was open until 29th September. There were concerns as to why Albany Park had two Church of England schools as their catchments schools and no maintained Community Schools, particularly as Tweseldown had received funding with the expectation that it would be the catchment school. Church Crookham Junior School (CCJS) Governors had sent a collective response over their concerns regarding the proposed catchment and after discussion it was agreed that a collective response be sent from the FGB.</p>	Chair

Signed by Chair: D.Stephenson

Date 21.11.23

	<p>Governors were of the view that a strategy needed to be developed as to how to deal with the situation. Different approaches to the cost to the school were discussed. One approach was to determine how much the school had to spend and to do as much as possible within that budget as opposed to spending more and diverting funds away from resources for other pupils. It was suggested that second hand uniform could be offered, particularly as the pupils were likely to move to schools in Aldershot as soon as places became available.</p> <p>Q: When would funding be available for Pupil Premium for these pupils. A: This would be calculated on the Census day on 5th October. If the pupils were on roll on this date the school would receive the funds.</p> <p>Q: What was the cost likely to be to the school A: This was not yet known but would have calculated. However, resources were being diverted, such as a TA supporting one of the pupils 1-1. The consequences of not giving the support were discussed. The school wanted to do the best for all its pupils. A strategic approach was needed, which might mean that a budget would be set for supporting these pupils and it would be important not to exceed this amount.</p> <p>Q: Had the school been in touch the SEN Department at the Local Authority to discuss the EHCP applications and the situation. A: The Headteacher had emailed the SEN contact twice but had not yet received a response. The headteacher had also emailed the Strategic Development Officer regarding the school's concerns on the impact of having the pupils.</p> <p>Q: Was this a short term situation, or were the pupils likely to be at the school long term. A: This was not known for certain, although it was thought to be short term as there was the possibility that an Aldershot school would be opening another form of intake. However, this had not been confirmed by the Local Authority.</p> <p>There was also discussion about how to communicate with parents about the situation as some comments had been raised. The situation would have to be clarified before any communication to parents.</p>	
4.	<p>Declaration of pecuniary and any other conflicts of interest in items on this agenda and update Register of Interests. The clerk reported that most Governors had updated the Register of Interest. An email reminder would be sent to any Governors who had not updated the Register. There were no declarations of interest made that were not already recorded. ACTION 5: Email reminder to update Register of Interests on GovernorHub to those who had not done so.</p>	Clerk
5.	<p>Approval of Minutes The minutes of the FGB meeting on 12th July 2023 had been circulated prior to the meeting. The minutes were accepted as a true and accurate record and approved and were signed by the Chair.</p>	
6.	<p>Actions and matters arising from meeting of 12th July 2023 All actions had been completed or were on the agenda except the following: <u>124: Liaise with Geography Lead about possible grant for compasses</u> <i>This was still to be actioned.</i></p>	

130: Governors to consider if they have Computing as a particular interest and would be able to monitor Computing before the next FGB meeting.

This was an important role especially with Monitoring and Filtering being added to KCSIE. Mark Butcher agreed to take be appointed as Computing Governor.

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.

This would be added as a target for the new Admin Assistant as part of their performance management. However, a potential hirer was due to visit the school on Friday to look at the MUGA. Governors raised that a number of matters needed to be considered and put in place before the MUGA was hired out:

Depreciation of the MUGA would need to be included in the Budget.

The DHT and Admin and Finance Officer had found details of a school which was advertising its MUGA for hiring with prices.

Q: How long was the turf guaranteed for.

A: This was not known but it was thought to be in the region of 5 years. However, it was important that care of the surface was noted. People using the MUGA should wear correct footwear, the surface needed to be maintained and inspected regularly. Risk assessments should be put in place. A list of instructions and conditions of use needed to be put in place before it was hired out. It was important that the site manager be aware of the what was required to care for the surface and to put in place a monthly inspection with prompt action to be taken in the case of defects. The MUGA had not yet been signed off or approved by the contractors.

ACTION 137: Identify Risk Owners and finalise Risk Register

This would be undertaken following establishment of the Committee structure.

ACTION 139: Liaise with Admin Office to circulate advert for Coopted Governor position.

The Advert had been written, the next step was to liaise with the Admin Office to circulate the advert and to work out the best avenues for advertising.

Matters arising

Q: Had there been any intruders on the roof over the summer.

A: There had been no intruders on school premises over the summer, so the measures previously taken seemed to have been effective.

Q: What had happened regarding the safety netting being installed on the castle.

A: The netting had been installed that day.

A Governor had undertaken a Health and Safety Walk with the site manager and a number of items requiring action had been noted including removal of broken bench in the hall, piles of pallets around the school with no particular purpose and with exposed nails. There was discussion needed about the checks needed and who was responsible for carrying out checks for the castle and MUGA for example.

Q: Were there Risk Assessments in place for each area

A: Risk Assessments were in place for each area and the net had been installed as a result in the case of the castle.

Governing Body Structure and Succession Planning

a. Governor vacancies:

It was proposed that Sarah Pengelly be appointed as a Co-opted Governor. She had been serving as a Parent Governor. Sarah Pengelly resigned as a Parent Governor.

SP left the meeting

It was agreed unanimously that Sarah Pengelly be appointed as a Co-opted Governor.

SP re-joined the meeting

Mark Fricker's term of office was due to end on 14th October. He had indicated his willingness to serve another term of office.

MF left the meeting

It was agreed unanimously that Mark Fricker be appointed as a Co-opted Governor.

MF re-joined the meeting

Both Co-opted Governors had completed Personal Declaration forms which had been given to the clerk.

b. Associate member appointment

It was proposed that as the Governing Body had changed its structure to Committees Louise Barnes, Deputy Headteacher be appointed as an Associate Member attached to the Curriculum and Standards Committee.

LB left the meeting

It was agreed unanimously that Louise Barnes be appointed as an Associate Member to the Governing Body attached to the Curriculum and Standards Committee for one year.

LB re-joined the meeting

c. Future planning - governor vacancies update

There were two vacancies on the Board, one Parent Governor and one Co-opted Governor position. The Parent Governor elections were under way and parents had been emailed. The Co-opted Governor Roles would now be advertised.

d. Approval of Terms of Reference (TOR)

The TOR for the Curriculum and Standards Committee (C&S), the Finance and Personnel Committee (F&P), the FGB, the Pay Committee and the Appeals Panel had been circulated prior to the meeting. Comments were invited. It was pointed out that the TOR were clear.

(i) C&S

There were no queries on the TOR.

The TOR for the C&S were unanimously approved by the FGB.

(ii) F&P

No questions were raised.

The TOR for the F&P were unanimously approved by the FGB.

(iii) FGB

Q: I wondered whether that we needed to mention in section #3 (Meetings of the Governing Body) that when minutes are approved they are also made public as they are published on the school website?

A: Although this was done in practice, after discussion it was agreed not to make the amendment.

The TOR for the FGB were unanimously approved by the FGB.

	<p>(iv) Pay Committee No questions were raised. The TOR for the Pay Committee were unanimously approved by the FGB.</p> <p>(v) Appeals Panel - No questions were raised. The TOR for the Appeals Panel were unanimously approved by the FGB.</p> <p>e. <u>Allocation of Governors to committees</u> <u>C&S</u> – SR, SP, MF, AF, LB, DS <u>F&P</u> – SM, BW, AHH, DS, MB <u>Pay</u> – AM, AHH, BW <u>HTPM</u> – SP, DS, MB</p> <p>f. <u>Confirm FGB meeting times and dates for 2023/24</u> The meeting dates were agreed as follows: <u>Autumn Term</u> <u>HTPM</u> – Friday 13th October 2023 10am - 12noon. The new LLPR, Alison Rhodes would meet with the Headteacher first at 9am. <u>C&S</u> - 18/10/23 at 7pm <u>F&P</u> - 3/11/23 at 9.30am <u>Pay</u> - 3/11/23 at 9.30am <u>FGB</u> - 21/11/23 at 7pm <u>Spring Term</u> <u>FGB</u> - 17/01/24 at 7pm <u>C&S</u> - 21/02/24 at 7pm <u>F&P</u> - 6/3/24 tbc <u>FGB</u> - 20/03/24 at 7pm <u>Summer Term</u> <u>F&GP</u> - tbc <u>FGB</u> - 15/05/24 at 7pm <u>C&S</u> - 12/06/24 at 7pm <u>FGB</u> - 03/07/24 at 7pm</p> <p>g. <u>Confirmation of Governor Roles and Responsibilities 2023/24</u> Governors agreed to take up on continue in roles as follows:</p> <ul style="list-style-type: none"> • Development and Training Governor – Ben White • Safeguarding – Sarah Pengelly an additional Governor would be sought to support this area once the vacancies had been filled. • SEND – Mark Fricker • Health and Safety- Alex Harris-Hooton and Ben White • Computing – Mark Butcher • EYFS – Sarah Pengelly • Equality and Diversity – Alex Harris-Hooton 	
6	Headteacher's Report (written)	

The Headteacher's Report, the Ofsted Action Plan (OAP), the School Self-Evaluation Form (SEF), the School Development Plan 2022 -2025 (SDP) had been circulated prior to the meeting.

a. Update on SEN provision

The Headteacher, Chair and Finance and Admin Officer had been working together to get a greater understanding of the position regarding the SEN Finances. They had established that the majority of SEN funding had been received, although two pupils had not received any funding and the funding for another pupils was incorrect. The funding received had been for the Autumn and Spring terms but not for the Summer Term. The Finance and Admin Officer had established that no schools had received the Summer term payment, which was due in June. It had been difficult to establish what had been received.

Q: Had the school spent more than had the funding awarded to the school.

A: It was not possible to know this until the June payment was received.

The payment was made up of a notional amount which was topped up depending on the level of need. 32 hours of support was considered exceptional. There were some pupils who were awarded 35 hours and 37.5 hours. It was not clear whether that additional funding had been received. This would be made clear once the June payment was received.

It was recognized that a tighter system for monitoring the funding was needed. A system should be put in place between the SENDCO and the Admin Office to determine the funds which were due. Tracking of the funds received by the Admin Office and then reporting the position to the F&P Committee would be implemented. It was also important that the Governing Body understood the SEN funding so this could be monitored.

Q: Was the school following the correct Hampshire processes in communicating with the SEN Department about the funding?

A: Further information was needed about how the funds were chased from the Admin point of view.

Without any additional financial support from the Local Authority, the school could not afford to keep the learning support class after the current year. A deep dive would be conducted into the finances of the learning support classroom analysing the cost and the funding received. The F&P Committee would have oversight of this.

In the event that the decision was taken not to continue the learning support classroom after the current year, it would be necessary to inform Parents that that it would close and that all pupils would be placed in mainstream classes. The Local Authority would also need to be informed of the position. The school had been able to support the learning support classroom so far as it had had a surplus but this was unlikely to be sustainable in the future.

- b. Back to school report – Years 1 and 2 had settled in well. There were some spaces in YR and Y1. Y2 was one pupil over PAN but this was covered by the Forces Covenant which allowed the school to go over PAN due to mobility of forces families as long as the PAN was back to 120 by the end of the year. The Admin staff were aware of the situation.

c. Outcomes 22/23

The results from the previous year had been circulated in the Headteacher's report. The results had been strong and staff were to be congratulated and thanked for their work in enabling these results.

	attendance champion were due to meet with a parent regarding a pupil who had not returned after the summer holiday. The pupil was now unwell. The school had confirmed that they had come back from holiday.	
9	<p>Review and Agree School Development Plan (SDP)</p> <ul style="list-style-type: none"> a. Review Vision and Values b. Review of last year's SDP/RAG rating for completion This had been reviewed as a staff at the end of July. c. Agree SDP 23/24 This had been discussed under item 8 above. 	
10	<p>Finance</p> <ul style="list-style-type: none"> d. <u>Current budget position</u> The Budget vs Forecast for Period 31st August 2023 had been circulated prior to the meeting. Q: Can you please comment on what has driven the high 'Non-Pay Expenditure' this year as per the Aug IBC - it appears that we have spent or committed 93% of the allocated budget for this with over half the year to go? What are the main drivers of this and do we now expect to run over budget across this area? A: Details of the expenditure were not know and it was not known if there were any warning flags. It was agreed that this would be looked into in greater detail in F&P committee. ACTION 9: Add query concerning high 'Non-Pay Expenditure' to F&P Committee Agenda Q: Can you please clarify the comment in your HT report about the Pantry wanting to raise the meal prices. I believe there is still another year to run of the 3-yr fixed price that was part of their tender when they took the contract. They should not yet be able to raise the price. A: The Pantry had given notice that the prices of the school meals would rise in September. This was incorrect as 90 days' notice was required for an adjustment in the tariff price. <p>There was discussion about the contract position. The contract was a 3 year fixed price contract with another year to run and the Pantry could not put up the price. The school had given an initial response to the Pantry, but had not received a response yet. The view was expressed that to agree to the increase would not be good financial management with public money. It was pointed out that the school was receiving £2.53 for each meal. After discussion it was decided that the best approach would be to have meeting with the Pantry representatives to discuss the situation. The Headteacher and one of the governors would attend the meeting. Some meal providers had gone out of business and the Local Authority were picking up those schools. It was acknowledged that when the contract came to an end the cost of the school meals would increase as would the Budget.</p>	Clerk

	<p>e. <u>Set date of Pay Committee</u> – this would take place on 3rd November after the F&P Committee.</p> <p>f. <u>HTPM date</u> - See item 7g.</p> <p>g. <u>Approval of clerking hours.</u> As a result of the change of structure, the clerking hours were slightly less than previously planned. No further approval was required.</p>	
11	<p>Governor Matters</p> <p>a. Governor Visit Planning for 2023/24 – these would be agreed once the SDP had been finalised.</p> <p>b. Governor Training – the Whole Governing Body Training on Governor Visits was due to take place on 8th November at 7pm.</p> <p>c. Governor Visits Report – It was agreed that these would be scheduled on the appropriate committee agendas</p> <p>d. Review of Stakeholder Engagement and Stakeholder opinions. This would be dealt with by the C&S Committee. ACTION 10: Add Stakeholder Engagement and Stakeholder opinions as agenda item at C&S Committee.</p> <p>e. Governor Self Evaluation/ Governor Development Plan. The Chair would draft a Governor Development Plan ACTION 11: Draft Governor Development Plan</p> <p>f. Governor Confirmations – KCSIE 2023 and Governing Body Code of Conduct. The Governing Body Code of Conduct had been circulated prior to the meeting, there was one change from the previous year which covered online meetings. The Governors agreed to adopt the Governing Body Code of Conduct 2023. Most Governors had confirmed that they had read and understood KCSIE and there was facility to confirm the Code of Conduct. ACTION 12: Email reminder to Governors who have not completed confirmations re KCSIE and Code of Conduct.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Chair</p> <p style="text-align: center;">Clerk</p>
12	<p>Safeguarding <u>Safeguarding audit</u> A meeting between the Headteacher (DSL) and the Safeguarding Governor had been scheduled for 29th September. The Audit would be reviewed at the next FGB in November.</p> <p><u>SCR</u> The Safeguarding Governor had visited to carry out a Single Central Record check and it had been incomplete. However, on a returning the following day it was complete. Some comments and actions for improvement had been made and the Safeguarding Governor would check these had been done. The systems and processes were being worked on.</p>	
13	<p>Policies and other statutory/ best practice documents to be reviewed/adopted (on GovernorHub):</p> <p>a. Child Protection Policy</p>	

	<p>The Child Protection Policy had been circulated prior to the meeting. A query had been raised as the school specific information on page policy circulated had not been localized. This had now been done. Subject to the amendments above Child Protection Policy was unanimously approved by the FGB</p> <p>b. Safeguarding Policy The Child Protection Policy had been circulated prior to the meeting. A query had been raised as the school specific information on page policy circulated had not been localized. This had now been done. Subject to the amendments above the Safeguarding Policy was unanimously approved by the FGB</p> <p>c. Restrictive Physical Intervention Policy The Restrictive Physical Intervention Policy had been circulated prior to the meeting. There were no questions raised. The Restrictive Physical Intervention Policy was unanimously approved by the FGB</p> <p>d. Mental Health Policy The Mental Health Policy had been circulated prior to the meeting. There were no questions raised. The Mental Health Policy was unanimously approved by the FGB</p> <p>e. Home School Agreement The Home School Agreement had not been changed since last year and was available on GovernorHub. The Home School Agreement was unanimously approved by the FGB</p> <p>f. Governor Induction Policy The Governor Induction Policy had been circulated prior to the meeting. The Chair and BW had reviewed and updated the Policy. There were no questions raised but the policy needed to have the school logo inserted. Subject to the insertion of the school logo, the Governor Induction Policy was unanimously approved by the FGB</p> <p>g. Whistleblowing – Protected Disclosures Policy The Protected Disclosures Policy had previously been called Whistleblowing Policy and had been circulated prior to the meeting. It was a model policy and had not been updated since previously approved. The Protected Disclosures Policy was unanimously approved by the FGB</p> <p>h. Privacy Notice This Privacy Notice which involved parental data was needed and would be included in the agenda for the next FGB.</p> <p>i. Privacy Notice – Pupils The Privacy Notice – Pupils had been circulated prior to the meeting. It was pointed out that the Privacy Notice for Pupils needs the word 'workforce' removing from its title. Subject to the amendments above the Privacy Notice – Pupils was unanimously approved by the FGB</p> <p>j. Privacy Notice – School Staff The Privacy Notice – School Staff had been circulated prior to the meeting.</p>	
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	<p>The Privacy Notice – School Staff was unanimously approved by the FGB</p> <p>k. MOPP Policies l. The Model Policies</p> <p>The following policies were contained in the MOPP were unanimously approved by the FGB</p> <ul style="list-style-type: none"> • Capability Procedure • Disciplinary Procedure • Resolving Workplace issues (formerly Grievance Procedure) • Performance Management • Recruitment Policy • Procedure for Requests for Flexible Working • Absence Management • Acceptable use of ICT • Social Media • Governor Committee hearings • Governor Appeal Committee hearings • Code of Conduct • Low Level Concerns • Procedure for Restructures and Reductions • Procedure for ending fixed term/temporary contracts • Overseas Criminal Records Policy • Casual Workers Policy • Policy Statement on the employment of ex-offenders • Equalities Policy • Secondment Policy • Fitness and Suitability for Work Policy • Guidance on dealing with requests for time off <p>The Procedure for Requests for Time Off to Train would be reviewed and carried forward to the next FGB.</p> <p>ACTION 11: Review the Procedure for Requests for Time Off to Train and add to agenda for next FGB Meeting.</p> <p>m. Adopt HCC Governors Good Practice Guide The HCC Governors Good Practice Guide had not been changed since last year and was available on GovernorHub. The HCC Governors Good Practice Guide was unanimously approved by the FGB</p>	HT/Clerk
13	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Ensuring staff and pupils were safe and well by monitoring Single Central Record • Discussing the strategic priorities and aims for the school in the School and how they are included in SDP. • Agreeing strategic aims for the school relating to the PAN • Agreeing response to catchment consultation and Farnborough Airport expansion. • Ensuring funding was used to benefit pupils in school regarding tightening procedures for SEN budget. 	

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	<ul style="list-style-type: none"> • Ensuring funding was used to benefit pupils in school by planning for response to Pantry. • Approving Policies and plans for how to deliver the aims • Monitoring that pupils are kept safe through planned filtering and monitoring visit. • Maintaining an effective Governing Body through election of Chair, Vice chair and agreeing committee members and Governor Roles. • Maintaining an effective Governing Body through planning for advertising governor vacancy. • Approving Terms of Reference 	
14	<p>Date of Next Meetings C&S Committee – 18th October 7.00pm</p> <p>Pay Committee – 3rd November 11.30am</p> <p>F & P Committee – 3rd November 9.30am</p> <p>Whole Governing Body Training – 8th November 7.00pm</p> <p>FGB - 21st November 7.00pm</p> <p>All at Tweseldown Infant School</p>	

There being no other business the Chair closed the meeting at 8.55pm.

Summary of Outstanding Actions

Date set	Action	Who
16.05.23	114: Redraft Privacy Notice to include GDPR details.	HT
16.05.23	115: Include Privacy Notice on agenda for next FGB	Clerk
14.06.23	124: Liaise with Geography Lead about possible grant for compasses	BW
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	137: Identify Risk Owners and finalise Risk Register	Chair and BW
12.07.23	139: Liaise with Admin Office to circulate advert for Coopted Governor position.	SP
20.09.23	1: Send response from FGB expressing concerns regarding Albany Park Catchment proposals.	Chair
20.09.23	2: Send response from FGB expressing concerns regarding Farnborough Airport expansion proposals.	Chair
20.09.23	3: Governors to inform Chair if available to support on 17th or 19th October for Parents Evenings.	All Govs
20.09.23	4: Compile Parental Questionnaire for Parents Evening.	Chair
20.09.23	5: Email reminder to update Register of Interests on GovernorHub to those who had not done so.	Clerk
20.09.23	6: Add Agenda item to the C&S committee Improvements addressed in the Ofsted Action Plan – what measures were in place and the impact or progress that had been made.	Clerk
20.09.23	7: Include paragraph setting out Strategic Priorities in the SDP and bring back to FGB.	HT
20.09.23	8: Add approval of SDP onto Agenda of next FGB.	Clerk
20.09.23	7: Add query concerning high 'Non-Pay Expenditure' to F&P Committee Agenda	Clerk
20.09.23	8: Add Stakeholder Engagement and Stakeholder opinions as agenda item at C&S Committee.	Clerk
20.09.23	9: Draft Governor Development Plan	Chair

Signed by Chair: D.Stephenson

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20.09.23	10: Email reminder to Governors who have not completed confirmations re KCSIE and Code of Conduct	Clerk
20.09.23	11: Review the Procedure for Requests for Time Off to Train and add to agenda for next FGB Meeting.	HT/ Clerk