

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Tuesday 21st November 2023 at 7.00pm
 Venue: At Tweseldown Infant School and via Zoom

Present:

Kim Tottem	Headteacher		
Deborah Stephenson	Co-opted Governor	Chair	
Sarah Pengelly	Co-opted Governor	Vice-Chair	
Mark Butcher	Co-opted Governor		online
Mark Fricker	Co-opted Governor		
Alex Harris-Hooton	Local Authority Governor		online
Phil Sanday	Parent Governor		
Ben White	Parent Governor		

In Attendance

Louise Barnes	Deputy Headteacher/ Associate Member
Rebecca Willows	Clerk

Apologies:

Alison Fairclough	Staff Governor
Stuart Meadows	Co-opted Governor

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

The meeting commenced at 1900.

Item		Actions
1	<p>Welcome and apologies for absence The Chair welcomed all to the meeting Apologies were received and accepted from Alison Fairclough and Stuart Meadows. The chair informed the governing board that Samantha Read had resigned from the governing body with immediate effect. Thanks were expressed to her for all her hard work and dedication to the board. There were now two co-opted governor vacancies on the board.</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 matters to be added to the agenda It was agreed to discuss these matters at this stage of the meeting. <u>Airport Expansion</u> The school has been advised by a contact that funds may be available as part of the community outreach in relation to the expansion of Farnborough Airport if they had equipment at the school to monitor pollution. There was discussion as to whether this might be seen to indicate that the board was supportive of the expansion. The consultation had mainly been focussing on communicating with schools in Farnborough as they were closer to the airport, but schools in the Fleet are would also be affected. After discussion it was agreed that the chair would agree to an initial meeting with the consultation team to assess options. ACTION 12: Attend initial meeting with Airport consultation and report back to FGB. <u>Fireworks and Fair</u> The PTFA was organising a Fireworks and Fair event at the school on 8th December. They wanted governors' approval to obtain an alcohol licence. Originally, it was anticipated that 500 tickets would be sold but it was now proposed to increase the number. The licence would have strict conditions attached to it. There was discussion about the capacity of the site following construction of the MUGA and advice would be sought from the site manager. After discussion it was agreed</p>	Chair

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	<p>to approve application of the alcohol licence for an increased number of attendees as long as the requirements stipulated by the licence were followed.</p> <p><u>Pantry</u> The school was not satisfied with the service that the Pantry were providing and had served a notice to improve; they had not responded to the questions raised by the school in September. The Pantry had until 15th December to respond.</p> <p><u>Car park gate</u> The gate had been rammed by a vehicle at the weekend and had been damaged. The school was looking through the CCTV footage to find details of the car and then would pass it onto the police.</p> <p>Q: Was the gate unsafe and posing a Health and Safety issue? A: The gate was damaged but it was not considered to be a Health and Safety issue at this stage. However, it would either have to be mended or replaced.</p>	
4	<p>Minutes of the previous meeting The minutes of the previous FGB meeting held on 20th September 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>	
5	<p>Actions and matters arising from meeting of 20th September 2023 All actions had been completed except the following: 124: Liaise with Geography Lead about possible grant for compasses <i>These had been ordered and included a large teaching compass.</i></p> <p>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. <i>This would be discussed as part of Marketing below.</i></p> <p>137: Identify Risk Owners and finalise Risk Register <i>This was ongoing and would be done now the committees had been established.</i></p> <p>139: Liaise with Admin Office to circulate advert for Coopted Governor position. <i>This had been circulated.</i></p> <p>9: Draft Governor Development Plan <i>This was under development and it was hoped to consider this at the next FGB meeting.</i></p> <p>ACTION 13: Add Governor Development Plan to next FGB meeting Agenda.</p>	Clerk
6	<p>Any questions arising from the Reports from Committees a) <u>Finance and Personnel including approval of Budget Revision</u> The minutes of the Finance and Personnel meeting and the Revised Budget had been circulated prior to the meeting. At the Finance and Personnel Committee there had been some queries about the increase in the predicted staffing costs. There had been a variation in the predicted expenditure due to changes in staffing. The chair of the Finance and Personnel Committee had met with the Admin and Finance officer and most of the variation had been identified. Many of the changes had not been integrated in the budget as they had happened nor had they been annotated to show the changes. More accurate recording the alterations to staffing was required in the future. The Chair of the Finance and Personnel committee had recommended that the Revised budget be approved by the governing body.</p>	

The Revised Budget for 2023-2024 set out below was approved by the Governing Board and was signed by the headteacher and chair of the governing body :

Revised Budget	2023 – 24	
Total Expenditure	2,158,026	Two million and one hundred and fifty eight thousand and twenty six pounds
Total Income	2,006,919	Two million and six thousand nine hundred and nineteen pounds
In Year Surplus/(Deficit)	(151,107)	One hundred and fifty-one thousand one hundred and seven pounds
Surplus/(Deficit) Brought Forward	290,616	Two hundred and ninety thousand six hundred and sixteen pounds
Cumulative Surplus/(Deficit) carried forward	139,509	One hundred and thirty-nine thousand five hundred and nine pounds

The governing body is aware of the future year deficit as in the Revised Budget, and will take action to address it.

b) Curriculum and Standards

The minutes of the Curriculum and Standards meeting had been circulated prior to the meeting. The SEND Information Report had been considered at the meeting but needed approval at Governing Body level. Some amendments to the SEND Information Report had been included but some more were needed. In Section 3 Specialist services paragraph 6, visual impairment should be added as well as hearing impairment.

Subject to the above changes, the Governing Body approved the SEND Information Report.

c) Pay

The Pay Committee had met on 3rd November and approved all the headteacher's recommendations.

7 Agree School Development Plan (SDP)

The Strategic Priorities document (SP) and the SDP had been circulated prior to the meeting. There was discussion about the relationship between the two documents, what was each for and whether the objectives were deliverable. Some areas of the SP fed directly into the SDP priorities. The chair explained that the governing body was looking to be more strategic and the SP had been developed with that in mind. There were some areas which were important such as Budget, Number on the roll, Health and Safety and staffing, but which were not areas to be included in the SDP. The SDP focussed on areas of improvement in the curriculum and teaching and learning and was more operational.

The Senior Leadership Team intended to discuss and develop the SP further. It was planned to show the impact made by the strategic governor actions at the end of the academic year. Governors wondered if other stakeholders, including parents, would be able to make sense of the SP. The SP covered aspects of Governors' core functions and to ensuring the school was doing what should be done. Financial stability was a key area of focus.

There was discussion about whether the documents should be combined or kept separate and whether the SP should include outcomes and measurable criteria to

	<p>know how they had been achieved. After discussion, it was decided that they should be kept as separate documents for the current year, however, this should be reviewed in the summer term when it came to evaluating the SDP. Governors should have input in this process. The aim would be to have a coherent document including the SP, SDP and school's values in one place. It was also suggested that costs could also be included in the document.</p> <p>The SP would be worked on over the year. Governors were satisfied with the focus, one area which had not been included under financial stability was consideration of multi academy trusts.</p> <p>The School Development Plan and Strategic Priorities were approved by the governing body.</p>	
<p>8</p>	<p>Headteacher's Report</p> <p>The Headteacher's report had been circulated prior to the meeting. Points to note were as follows:</p> <p>The Safeguarding audit had been carried out and the action points were:</p> <ul style="list-style-type: none"> • The Single Central Record should be updated as much as possible in July in preparation for September. • The Headteacher and Deputy headteacher needed to go on Designated Safeguarding Lead refresher training. • Volunteer induction needed to include a specific Keeping Children Safe in Education focus. • The audit should be completed earlier in future so that it could be considered at the September FGB meeting. <p>An extra value had been added so there were 12 values to represent 12 classes. The pictures of dragonflies in the values document represented Dragonfly class.</p>	
<p>9</p>	<p>Questions and challenge</p> <p>Q: Were results down from the previous year. A: There would be a data drop due that week which would provide a clearer picture or whether this was the case.</p> <p>Q: Were the actions implemented in the SDP having an impact? A: It was too early to tell until more data was available, however, it would be monitored.</p> <p>Q: What was the position regarding the transport issue affecting 13 pupils from Aldershot? A: Funding was not available from the Local Authority to transport pupils to school out of catchment until the term after they had turned 5. This was affecting 13 pupils who had been given a place in YR and meant that they could not attend school regularly. The school had looked into providing transport using a minibus and driver from a local independent school However, the cost of the mileage and driver would be prohibitive. There was discussion about the best way to proceed bearing in mind that Children's services had a duty of care, and that there were safeguarding concerns as it involved vulnerable families. If the matter were to be escalated with the LA, the right process would have to be followed but the governors agreed that the inclusion team should be contacted for further support. There was due to be a meeting between the headteacher, the Vice chair and the LA Head of School Placed Planning on 4th December to discuss the matter. It was noted that the school still had ten more places on the roll.</p>	

10	<p>LLPR Visit Report</p> <p>The LLPR Visit Report had been circulated prior to the meeting. The appointment of a Pupil Premium (PP) Governor had been recommended by the LLPR. All governors were asked to consider whether they would take on the role.</p> <p>ACTION 14: Consider whether to take on role of Pupil Premium Governor</p> <p>Another recommendation from the report was to have a specific Learning Support Assistant to work with PP pupils once a week to identify successful pieces of work. This would be funded through PP. Those working at expected would aim for greater depth.</p> <p>The school was doing all it could to meet the needs of PP pupils and although there was still an attainment gap, this was closing.</p> <p>The INSET training on 2nd January would focus on Good Practice relating to Pupil Premium Pupils and would be led by a trainer from the LA. One of the governors was planning to attend.</p>	All Govs
11	<p>Pupil Premium Statement approval</p> <p>The PP Statement had been circulated prior to the meeting. These funds were ring fenced.</p> <p>Q: Was the PP Statement modified or rewritten each year. A: The Headteacher received training on how to write the statement especially focussing on the terminology used. As a result different language had been used this year.</p> <p>The National Tutoring programmed in the summer had focussed on PP children. Mental health and supporting hard to reach families had been key foci. Thrive training had previously linked to a specific child, but it was now a whole school approach. One of the SENDCOs was on the Thrive training course, and would meeting with the headteacher to discuss the strategy going forward in January once two thirds of the course had been undertaken. Actions and steps to be taken to address well being needs would be added to policies.</p> <p>Q: The table on page 5 should be reviewed to ensure all the challenges arising were addressed.</p> <p>ACTION 15: Review Table on PP Statement and insert additional challenges as needed.</p> <p>SEND Information Report approval This had been dealt with under item 6b above.</p>	HT
12	<p>Health and Safety Update</p> <p>The meeting with the estate management company had been rescheduled to the following day at 12.30pm to discuss the wall next to YR playground.</p> <p>The headteacher would ask the site manager to remove the pallets next to the YR entrance as they posed a trip hazard.</p> <p>ACTION 16: Ask site manager to remove pallets next to YR entrance.</p>	HT
13	<p>Safeguarding update</p> <p>The Safeguarding governor's report on the Safeguarding Audit had been circulated prior to the meeting. Most of the update was included in the headteacher's report and there were no further questions.</p>	

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	<p>ACTION 20: Add Fit to be at School Policy to agenda of next FGB meeting.</p> <p>f. <u>Freedom of Information Publication Scheme</u> The Freedom of Information Publication Scheme had been circulated prior to the meeting. The Governors approved the Freedom of Information Publication Scheme</p> <p>g. <u>Governors Visits Policy</u> The Governors Visits Policy had been circulated prior to the meeting. The policy indicated that Governors should avoid visits at key times for example during Ofsted inspections and in the first and last weeks of term. There was discussion about this as there were times when informal visits would be welcomed at these times. Following the Whole Governing Body Training, it was suggested that the policy could be supplemented with some of the information included in the training pack, including the visits form being annexed to the policy. There was also some wording which needed clarification e.g. operational and operating.</p> <p>ACTION 21: Update Governors Visits Policy with information from the WGBT pack and Visits form and email to chair. ACTION 22: Add Governors Visits Policy to agenda of next FGB meeting.</p> <p>h. <u>Low Level Concerns Policy</u> It was agreed that this would be deferred to a subsequent meeting. The clerk would clarify whether this could be approved at committee or governing body level. ACTION 23: Check approval level required for Low Level Concerns Policy and add Policy to agenda of next relevant meeting. [Clerk’s note: this needs approval at FGB level]</p> <p>i. <u>Performance Management Policy</u> The Performance Management Policy had been circulated prior to the meeting. The Governors approved the Performance Management Policy.</p>	<p>Clerk</p> <p>BW</p> <p>Clerk</p> <p>Clerk</p>
15	<p>Governor Matters</p> <p>a) <u>Governor Development Plan</u> This was in process of being drafted.</p> <p>b) <u>Governor Vacancies</u> There were two Co-opted Governor vacancies. Two governors indicated that they may have contacts who would be interested in the post. The post had been advertised locally and on Governors for Schools website via GovernorHub.</p> <p>c) <u>The Delegated Responsibility Planner</u> (DRP) 23-24 had been circulated prior to the meeting. The NGA template had been used and was more detailed than the previous planner and covered all areas. Governors agreed to adopt the DRP 23-24.</p> <p>d) <u>Governor Visits Planning.</u> The chair had developed a Governor Visits Action Plan which had been circulated prior to the meeting. The Action Plan had been developed following the WGBT and was extensive. A new area suggested for governor visits were staff CPD training. A governor would attend the training on 2nd</p>	

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January and write a report. Recruitment and Retention was suggested as a new area: following the process from start to finish, considering whether the advert attracted the right calibre of candidate, the questions asked, interview process until appointment was finalised.

There was discussion on the process of governor visits, how governors decided what they wanted to find out, their understanding of the areas, how they asked questions of teachers, staff, children and sometime parents and other stakeholders. Formal and informal visits were valid and a report would be written up in each case.

The opportunity to shadow more experienced governors or staff on a governor visit was thought to be valuable. Governors were encouraged to ask questions and that staff would be happy to answer questions.

All governors would review the Governor Visits Action Plan in time for the next FGB meeting in January and formal visits would be planned for the Spring and Summer Term.

The Action Plan covered the Strategic Priorities and all areas of the SDP in detail including communication and parental engagement.

Specific Link Governor visits were detailed also. The Computer governor would arrange a visit.

ACTION 24: All Governors review Governor Visits Action Plan with a view to providing feedback at next FGB meeting.

ACTION 25: Add Governor Visits Action Plan to agenda of next FGB meeting.

All Govs
Clerk

e) Governor Visit Reports

The Safeguarding Governor Report had been circulated prior to the meeting and recorded completion of the Safeguarding audit. The action points had been covered in the headteacher's report. However, it was important to note that all volunteers were KCSIE compliant. Through policies and procedures, safeguarding was embedded in the curriculum, the SCR should be prepared before September and then re-checked at the start of the academic year.

f) Governor Training including WGBT feedback.

The training had been useful and would help governors create an action plan. There had been some interesting and wide ranging discussions, which would enable governors to move forward and enable visits to be more planned and documented. It would enable the responsibility of monitoring to be shared. Feedback had been given about the course to Governor Services.

g) Governor Awards Panel

Most classes would have two nominations for an award, except Dragonfly class who would nominate one pupil as there were only 9 pupils in the class. The initial letter to staff had already been sent. Nominations were due to be received on 1st December and the panel would meet on 8th December to

	decide the outcomes. The office would be informed so they could contact parents, and the awards were on 14 th December. BW, AHH, SP and DS agreed to be on the panel which would meet on Friday 8th December at 2pm in a meeting room at the school. ACTION 26: Meet to discuss Governor Awards 8th December 2pm	BW, SP, AHH, DS
16	Marketing strategy and committee The possibility of establishing a Marketing Strategy working group had been proposed at the Finance and Personnel meeting on 3 rd November. PS, BW, DS agreed to form a working group and would meet in January at a date to be decided. Matters for discussion would include: PTFA WhatsApp groups Corporatising the school and income generation Website update including facilities for hire Using social media more effectively in particular School's Facebook page. Advertising facilities and school in Round and About and other local free magazines Ensure rental rates are aligned to other schools in the area. Purchase of floodlights Communicate with admins of Facebook and Class reps responsible for Class WhatsApp groups.	
	Impact of the Meeting <ul style="list-style-type: none">• Agreeing the strategic priorities, curriculum and aims for the school.• Planning to monitor SDP progress to support T&L through planned visits• Evaluating how school is using Pupil Premium Funding to benefit T&L• Ensuring effective financial management by analysing and approving Revised Budget• Ensuring a balanced budget• Approving Policies and plans for how to deliver the aims.• Developing GB membership through training and mentoring• Monitoring compliance with Policies and plans through planned visits ACTION 27: Clerk to ensure Actions are circulated to governing body as soon as draft Minutes agreed.	Clerk
	Date of Next Meeting FGB – Wednesday 17th January 2024 at 7pm at Tweseldown Infant School.	

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

Summary of Outstanding Actions

Date set	Action	Who
12/07/23	137: Identify Risk Owners and finalise Risk Register	Chair & BW
20/09/23	9: Draft Governor Development Plan	Chair
16/11/23	12: Attend initial meeting with Airport consultation and report back to FGB.	Chair
16/11/23	13: Add Governor Development Plan to next FGB meeting Agenda.	Clerk
16/11/23	14: Consider whether to take on role of Pupil Premium Governor	All Govs
16/11/23	15: Review Table on PP Statement and insert additional challenges as needed.	HT
16/11/23	16: Ask site manager to remove pallets next to YR entrance.	HT
16/11/23	17: Specify to Admin Office that the Privacy Notice required for review related to Parents.	HT

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Date 17.01.24

Tweseldown Infant School
Minutes of the Full Governing Body
Wednesday 16th November 2022 at 7.00pm

16/11/23	18: Add approval of Privacy Notice for Parents to next FGB meeting.	Clerk
16/11/23	19: Update notifiable diseases list and include slap cheek on Fit to be at School Policy.	HT
16/11/23	20: Add Fit to be at School Policy to agenda of next FGB meeting.	Clerk
16/11/23	21: Update Governors Visits Policy with information from the WGBT pack and Visits form and email to chair.	BW
16/11/23	22: Add Governors Visits Policy to agenda of next FGB meeting.	Clerk
16/11/23	23: Check approval level required for Low Level Concerns Policy and add Policy to agenda of next relevant meeting	Clerk
16/11/23	24: All Governors review Governor Visits Action Plan with a view to providing feedback at next FGB meeting.	All Govs
16/11/23	25: Add Governor Visits Action Plan to agenda of next FGB meeting.	Clerk
16/11/23	26: Meet to discuss Governor Awards 8th December 2pm	BW, SP, AHH, DS
16/11/23	27: Clerk to ensure Actions are circulated to governing body as soon as draft Minutes agreed	Clerk

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