

Tweseldown Infant School



Minutes of the Full Governing Board

Date: Wednesday 17th January 2024 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
Alison Fairclough	Staff Governor	
Mark Fricker	Co-opted Governor	<i>online arrived in item 7 at 7.29pm</i>
Alex Harris-Hooton	Local Authority Governor	<i>arrived in item 5 at 7.07pm</i>
Stuart Meadows	Co-opted Governor	
Phil Sanday	Parent Governor	
Ben White	Parent Governor	

In Attendance

Louise Barnes	Deputy Headteacher/ Associate Member
Rebecca Willows	Clerk

Absent:

Mark Butcher	Co-opted Governor
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The meeting was Quorate (9/10 Governors in attendance 90%).

The meeting commenced at 1905.

Item		Actions
1	Welcome and apologies for absence The Chair welcomed all to the meeting. There were no apologies. It was noted that Mark Butcher was absent.	
2	Declaration of pecuniary and any other conflicts of interest in items on this agenda. There were no declarations of interest made that were not already recorded.	
3	Any urgent matters to be added to the agenda: The following items were added to the agenda and would be included at appropriate points in the meeting: 1. Parents' Evenings 2. Set date for Pay Committee meeting 3. Hampshire Support Services. The clerk informed the meeting that HCC were moving away from GovernorHub and were to introduce its own Governor platform. The migration should be completed by the end of March. All governors should have received an email about it in December. There was training over the next couple of weeks for clerks and governors. ACTION 28: Forward information re Hampshire Support Services to all governors.	Clerk
4	Minutes of the previous meeting The minutes of the EGM held on 18 th October 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. The minutes of the FGB meeting held on 21 st November 2023 had been circulated prior to the meeting. There was one amendment to add Mark Fricker to those present as he had not been included. Subject to this amendment, minutes were accepted as a true and accurate record and approved and were signed by the chair.	
5	Actions and matters arising from meeting of 21st November 2023 All actions had been completed except the following:	

Signed by Chair D. Stephenson

Date 20.03.24

	<p>137: Identify Risk Owners and finalise Risk Register <i>This was on the agenda.</i></p> <p>9 and 13: Draft Governor Development Plan <i>This was on the Agenda</i></p> <p style="text-align: right;"><i>AHH joined the meeting.</i></p> <p>12: Attend initial meeting with Airport consultation and report back to FGB. <i>The Chair had received a reply from the Airport consultation team indicating that they were happy to meet with one or two representative from the Governing body. BW and the Chair were agreeable to attending a meeting if a convenient time could be found.</i></p> <p>ACTION 29: Arrange and attend meeting with Airport consultation team about Farnborough airport expansion</p> <p>14: Consider whether to take on role of Pupil Premium Governor <i>The Vice chair was willing to take on the role of Pupil Premium Governor on the proviso that she relinquished the EYFS Governor role. Phil Sanday was willing to take on the EYFS Governor role.</i></p> <p>The Governors agreed to the appointment of Sarah Pengelly as Pupil Premium Governor and to Phil Sanday as EYFS Governor.</p>	Chair/BW
6	<p>Headteacher's Report The Headteacher's Report, Feedback from YR survey, and YR Maths workshop , and Positives of Learning Support Classroom document had been circulated prior to the meeting.</p> <p>There was one alteration to the report in that the school had now received 96 first choice applications for September 2024, which is what the Admin and Finance Officer had budgeted for. This would mean that the school would continue to have 4 classes. It was the same number of first choices as 2023. However, numbers had increased over the year. There were now 120 pupils in YR. Census day was due to take place on 18th January 2024.</p>	
7	<p>Questions and challenge</p> <p>Q: Number on Roll (NOR): Do you have any indication of the potential impact on transition numbers, NOR of the new Y1 class in Aldershot - both in terms of existing Y1 and for potential Y R to Y1 numbers in September? A: Hampshire County Council (HCC) had contacted families the previous day about the Y1 class opening in Aldershot. None of the families at the school had mentioned it. Currently, there were ten pupils in Y1 from Aldershot; six pupils caught the bus, two were transported by taxi and two came in cars with their parents.</p> <p>Q: If pupils were offered at place at Talavera and they turned the place down, would HCC pay for transport? A: In these circumstances HCC would not pay for transport.</p> <p>Q: Were YR pupils who caught the bus but were not yet five years old covered by insurance? A: This was not known. However, they had been issued with bus passes by HCC and the driver was allowing them to travel. In YR, there were ten pupils from Aldershot, seven were travelling by bus, one in a taxi and two by car. In Y2 the pupils were travelling by car.</p> <p>Q: Were any of the pupils not attending school now?</p>	

A: There was one pupil. Parents had been informed that the pupil would have to travel by bus or the absence would be marked as unauthorised.

Talavera were also in the process of recruiting a teacher for YR teacher, and these additional classes would also be in place in the following academic year.

Q: Were the number of first choices for September 2024 comprised of local children?

A: The first choice pupils were local children within the catchment area.

The Headteacher and Vice chair were due to have a meeting with Mark Saunders and Nick Sadler from HCC about the situation on 26th January.

Q: Did this mean there would be no PAN reduction for next year? Was the intention still to seek a PAN reduction for the following year?

A: This was the case, with current numbers there would be 23 pupils in each class. It was still the intention to see a PAN reduction for 20205-2026, however, as the school was almost full, this may not be forthcoming from HCC. Currently there was one space in Y1 and three spaces in Y2.

Q: Had there been any pupils coming from Albany Park?

A: There had been no more pupils, but more houses had been sold and the supermarket on the estate was opening soon.

The school had encouraged parents from Aldershot to get on the waiting list for Talavera Infant School. As numbers had increased, the school would get some more money for pupils who had arrived since September following Census day on 18th January.

Q: Looking forward, if twenty pupils move to schools in Aldershot, at what point would it impact the school.

A: It had already impacted the school in the Autumn Term as the Aldershot pupils had not been present for Census Day in the Autumn Term. However, the funding situation would improve following the January Census.

All local schools had low numbers, the only school which was likely to be full was Tavistock Infant School, which had reduced its PAN and was now a two form entry. Tweseldown was likely to get some pupils which had put Tavistock as its first choice.

Q: I believe that we don't currently pay into the HCC Buildings and Maintenance SLA, although £24,000 is recorded in the budget for this. How much of the additional costs are covered by the £24,000 budgeted and how much will the extra be?

A: When the school had left the HCC Buildings and Maintenance SLA four years previously, the annual cost had been £36,000. Initially, this amount had been set aside to cover buildings and maintenance costs. However, this had not been required and so the annual figure set aside had been reduced. This year £24,000 had been set aside, but as the building was now ten years old, there was more maintenance to do. The amount spent so far had included £4,000 of repairs or replacements in the kitchen. There were some repairs which had not been expected and the budget for Buildings and Maintenance would have to be increased for 2024-2025 financial year. There was discussion about whether it would be worth finding out what the current cost of the HCC SLA would be. It was thought that the position should be monitored over the next three to four years before such a decision was made.

Q: How much can be spent out of capital expenditure?

A: The Headteacher circulated the Devolved Formula Capital (DFC) Expenditure Guidance to the meeting. The funding was closely defined. The school had applied for funding for new car park entrance gate, and the new path into the playground, as well as the replacement cracked windows but had been informed that these would not be covered by capital expenditure.

MF joined the meeting online

Governors considered that the replacement car park gate which was proposed would be a structural improvement as new electronic gates had been advised. In addition, the path to the MUGA was a new path which would also be a structural improvement as a path didn't exist there already. Governors wondered what wording had been used in the applications, the relevant department should be asked for justification as to why capital expenditure would not be available as they were not routine repairs, but improvements.

ACTION 30: Seek justification as to why capital expenditure was not available for the new path and the new car park gates from the relevant department.

Governors also wanted to see three quotes for each of the buildings projects over the sum of £1,000 for consideration at the next F&P meeting as this was required by the scheme of delegation.

Q: How do the end of year predictions compare with last year's results?

A:

	2023 Exp	GDS	Predictions 2024 Exp	GDS 2024
Year R - EYFS	80%	n/a	79%	n/a
Year 1 Phonics	86.3%	n/a	80%	n/a
Year 2 Reading	85%	35%	78%	22%
Year 2 Writing	79.2%	16.7%	76%	9%
Year 2 Maths	82.5%	23.3%	82%	12%

Some of the results may improve, however, the predictions were made before the arrival of the pupils from Aldershot, none of whom are predicted to pass their Phonics screening. There would be a mock phonics screening taking place at the end of January. However, staff were doing all they can to bring pupils on.

Q: What was the reason for the predicted drop in results?

A: This was entirely due to the cohort which was weaker. They had been affected by Covid especially in relation to Communication and Language as many of them had not been to nursery during the pandemic. Maths was stronger, but Reading and writing was not strong. They may do better than predicted. All pupils have made massive progress from their starting points, even if they did not meet the expected standard at the end of the year.

HT/
Admin &
Fin Offcr

The end of Y2 SATs were no longer taking place.

Q: What was the school doing for assessment now?

A: Teachers would carry on with teacher assessment which was proved through evidence including work in books, pupil voice and assessment for learning. A group of local Headteachers were discussing a commonality of approach, this may include using the terminology of EYFS e.g. working beyond rather than greater depth. No results would be published going forward and infant schools did not have to report to DfE. Junior schools just wanted to know if pupils had reached the expected standard or not, but they reassessed pupils at the beginning of KS2 in any event. Infant schools were planning to pair up to moderate together to ensure the standard was kept up. In future only baseline assessment, Phonics screening in Y1 and Y6 SATs needed to be reported to DfE. The school will still carry out assessments and report back to parents.

Q: SDP - what progress has been made in improving communication? I note that there are a number of comments relating to this in the Year R survey?

A: The comments related to transition and visits to school. On reflection, it may not have been explained well enough. The Headteacher was focussing on working with the office to ensure that communications from the school were improved this year and governors who were parents confirmed that so far communication in the current year had improved.

Q: Attendance statistics - will any children be identifiable by this data? This may be an issue with GDPR.

A: Individual pupils could not be identified as they were included in a group of pupils and could not be singled out from the data.

Q: Why do you think the response rate was poor for the wellbeing survey? Do you think the response would be better if it came from governors?

A: This was not known but after discussion, it was agreed that reminders should be sent out asking people to respond, and this would be done in future. A Y1 survey was due to be distributed and a reminder would be used in this case.

Q: Fit to be at school Policy - although this has been updated and includes the infection and exclusion period columns from the Gov.UK Exclusion Table it doesn't include the Comments section. This is where it says 'Pregnant Staff contacts should consult with their GP or midwife' for Chickenpox, Measles, Rubella and Slapped Cheek. If the parent does not inform the school their child has it the staff may be put at risk. Could we asterisk them and ask parents to do so?

A: This had been added to the Policy.

Suspension and Permanent exclusion policy - is this an HCC model policy?

A: This was an HCC model policy.

The Headteacher reported that there had been a half day suspension for one pupil since her Headteacher's report had been written. It related to the same pupil as previously.

Q: Were any more children expected to join the school from Aldershot?

A; There may be some additional pupils depending on how many additional classes were opened in Aldershot. Currently there were four pupils waiting to join the school from Aldershot subject to confirmation.

Q: Do we know how many Aldershot children from Tweseldown are on the Talevera waiting list?

A: This was not known but parents had been advised to join the waiting list.

Q: Thank you for completing the Risk Assessment. Has the Hampshire transport minibus been uneventful so far?

A: One pupil which the school were concerned about was now being transported by taxi, and they were well behaved in the taxi. The rear doors were locked during the journey. The taxi driver had complained that some parents were not getting their children ready in time for pick up.

Q: Looking at the writing data between the two tables, there is a large percentage of children who have been predicted as moving from WTS to EXP (37% & 29% in Y1 and Y2 respectively) - are some of these children already cuspy? What tools will you use to obtain these results?

A: Some of the reasons were coverage, either the pupils had not been taught the curriculum or it wasn't embedded learning. Good quality teaching was important, as well as interventions, making learning irresistible, ensuring that children wanted to learn, that teachers knew what the next steps were for each pupil, that writing was celebrated, booster sessions and working with parents were all tools which were being used. Standardisation in all year groups would be ensured, making sure that the teachers were following the planning. Year group leaders and the headteacher and deputy headteacher would carry out learning walks to ensure that teachers were implementing all the strategies especially for 'cuspy' pupils.

In the Attendance Policy, the following queries were raised:

Q:Page two - HSLW referred to as 'This person' and also 'she'. 'She' should be changed to 'they' or something similar.

A: This had been changed.

Q:Page three/Staff will - When do we contact Police - after how many home visits?

A: The police were contacted straight away and this would be made clear.

Q: When would support not be appropriate?

A: If families were working with the school.

Q:Are the fine prices still correct?

A: These were the up to date fine prices.

Maths Mastery feedback:

Q:Valuable feedback on the safeguarding aspect of the creche in the school hall. Could the parents have a password on the next set of sessions?

A: Using a password would be a possibility, although all the staff had known all the parents and the children left in the creche. There was a discussion about the expectation of parents to have a password for a creche. The school could use a password system or decide not to offer a creche facility. A risk assessment had been done for pre-school children.

Q: Was the school insured for caring for pupils under 4 years old?

A: This would have to be investigated. However, during discussion governors were of the view that parents could complete a form containing a disclaimer for the creche. This would have to be reviewed for the future.

Q: I agree that it would be good for the teachers to ask the parents to sign in when they have reached the classroom and encourage all parents to travel

through the school reception instead of multiple points of entry. Would this be possible?

A: There would be too many parents involved to come in the front door, but during discussion it was acknowledge that parents should sign in when coming into the classroom and this had been done in some classes. It was important in the event of an evacuation of the school for Health and Safety. This would be implemented in future.

Q: In the Health & Safety Policy Accident/Incident Reporting and Investigation (Page 6) - it's not very clear in this section how Near Misses are meant to be reported. How is this done and can it be clarified in the policy?

A: This was a model policy, but the procedure followed in the case of near misses would be included.

Q: In the section Emergency Procedures (Page 9) - this section refers to 'non-fire emergency procedures and evacuation plans'. Do we have a non-fire evacuation plan and where is it held?

A: This was thought to be included in the Emergency Management Plan but this would need to be clarified by the Headteacher. The Emergency Management Plan was kept in the office in clipboards and by the Headteacher. A run through of the Emergency Management procedures was being done in March with Ben White.

Q: Violent Incidents (Page 16) - this section mentions 'Violent & Aggression Risk Assessment' - can you please confirm that we hold one?

A: There was a Risk Assessment for each potentially violent pupil as each pupil had different triggers.

Q: What were the plans for Dragonfly class in September 2024?

A: There were eight known pupils who could be placed in Dragonfly class in September. The cost of including these pupils in Dragonfly class had been compare with including them within mainstream classes, and the cost of Dragonfly class would be cheaper i.e. one Class teacher and two learning support assistants would cost £110, 248, whereas employing six one-to-one LSAs would cost £127,374. This would be discussed at the next F&P Meeting and a decision made. It was good to have the costs well in advance to be able to consider the matter. The approach of having Learning Support Classes was thought to be the direction HCC were taking as part of the Transforming SEND strategy.

Clerk

ACTION 31: Add discussion of Dragonfly class for September 2024 to agenda of next F&P meeting.

A member of staff had put a proposal forward for them to remain out of class for the next academic year in view of their leadership responsibilities. Governors agreed to discuss this as the next F&P meeting as part of a wider discussion regarding the work forced and cost saving options.

Clerk

ACTION 32: Add consideration of staffing for September 2024 to agenda of next F&P meeting.

Q: Was it known whether the needs of any of the pupils who were considered eligible for Dragonfly class in September were beyond the support possible at the school?

A: There were a couple of pupils currently in Dragonfly class whose needs could not be met by the school, but the school was doing the best it could for those pupils. Another pupil due to start in September had a similar level of need. In addition, there was a pupil who was currently in a SEND nursery who had high needs. There was discussion about the approach to take with the local authority concerning these pupils including safeguarding considerations.

8	<p>Health and Safety update.</p> <p>The repairs to the wall next to the YR playground were complete. However, this had raised issues of procurement and the issue would be discussed at the next F&P meeting. It was reiterated that 3 detailed quotes should be received including schemes of work if possible for consideration by governors. A protocol in a set format should be put in place in line with other procurement.</p> <p>The cracks in the windows were getting worse and the windows would need to be replaced during February half term as a priority. Governors would have to approve the works, and the quotes would be emailed to governors. The clerk advised that an emergency meeting would have to be held to approve the works, this could be online, but approval by email was not valid.</p> <p>ACTION 33: Add procurements procedure to Agenda of next F&P meeting.</p> <p>A pupil in Y1 had burned their hands, as there had been a fault with one of the tap mixing valves. The temperature of the taps was tested regularly by the site manager on a revolving basis, but this tap had not been due for testing that week. The valve would be replaced as a matter of urgency. All of the taps had been subsequently tested.</p>	Clerk
9	<p>Safeguarding update</p> <p>There had been a safeguarding issue involving one pupil during transport to school. Measures had been put in place to prevent the issue happening again.</p>	
10	<p>Stakeholder feedback.</p> <p>It was planned to carry out another Parents' Questionnaire using different questions than last term's Parents Evening on 7th and 8th February. The Chair and PS would attend on Tuesday 7th and SP and AF would attend on Wednesday 8th.</p> <p>Q: Did the Chair feedback the results of the questionnaire in the Autumn Term to parents?</p> <p>A: This had not been done, but feedback from both questionnaires would be given after this survey.</p>	
11	<p>Finance & Personnel</p> <p><u>Review subscription to Hampshire Governor Services SLA.</u></p> <p>Details of the new cost of the SLA had been circulated prior to the meeting, the clerk advised that this was an increase of one hundred pounds. It was a rolling SLA and so notification to HCC was only required in the event the school wanted to discontinue with the SLA.</p> <p>Governors agreed unanimously to approve the subscription to Hampshire Governor Services SLA for 2024-2025.</p> <p><u>Review subscription to Hampshire Clerking Service and agreement of clerking hours.</u></p> <p>Details of the new cost of Hampshire Clerking Service had been circulated prior to the meeting.</p> <p style="text-align: right;"><i>The clerk declared and interest and left the meeting</i></p> <p style="text-align: right;"><i>The clerk rejoined the meeting.</i></p> <p>Governors agreed unanimously to approve the subscription to Hampshire Clerking Service of 115 hours for 2024-2025 .</p>	
12	<p>Policies and other statutory/best practice documents to be reviewed/adopted.</p> <p>a. <u>Privacy Notice for parents</u></p>	

The Privacy Notice for parents had been circulated prior to the meeting. There were no further questions.

The Governing Body unanimously approved the Privacy Notice for Parents

b. Governors Visits Policy

The updated Governor Visits Policy had been circulated prior to the meeting. Thanks were expressed to BW for making the necessary amendments. There were no further questions.

The Governing Body unanimously approved the Governor Visits Policy.

c. Fit to be at School Policy

The Fit to be at School Policy had been circulated prior to the meeting.

This would be amended to ensure that the comments section concerning notifiable diseases was included as discussed in item 7 page 5 above.

The Governing Body approved the Fit to be at School Policy subject to the amendments above.

d. Low Level Concerns Policy

The Low Level Concerns Policy had been circulated prior to the meeting. It was part of the MOPP. There were no questions raised on this policy.

The Governing Body unanimously approved the Low Level Concerns Policy

e. Attendance Policy

The Attendance Policy had been circulated prior to the meeting.

A query had been raised regarding formatting of the document, this would be double checked and amended if required.

The Governing Body unanimously approved the Attendance Policy

f. Behavioural Principles Statement

The Behavioural Principles Statement had been circulated prior to the meeting. No questions were raised.

The Governors approved the Behavioural Principles Statement

g. Emergency School Closures

The Emergency School Closures document had been circulated prior to the meeting. There were no further questions raised.

The Governing Body unanimously approved the Emergency School Closures policy.

h. Health and Safety Policy

The Health and Safety Policy had been circulated prior to the meeting. The Health and Safety Policy had been discussed under item 7 on page 7 above.

The Governing Body unanimously approved the Health and Safety Policy subject to the amendments above.

i. Suspension and Permanent Exclusion Policy

The Suspension and Permanent Exclusion Policy had been circulated prior to the meeting.

The Governing Body unanimously approved the Suspension and Permanent Exclusion Policy.

13	<p>Governor Matters</p> <p>a) <u>Governor Development Plan</u> This was ongoing.</p> <p>b) <u>Governor Vacancies</u> There were still two Governor vacancies. Previous ideas for recruiting governors had not progressed. There was discussion as to the way forward to recruit governors, with a particular focus on curriculum and standards. One suggestion was to ask for views or suggestions from other schools, the headteacher would ask at an upcoming Headteacher’s meeting. Another suggestion would be to Co-opt one of the parent governors and then have another parent governor election. Options for advertising the posts was considered. Previously, the school had advertised at the Hart Centre, permission would be needed for this. More posters could be put up in the local area, another social media campaign and an email to all parents from the Chair of Governors were suggestions. One of the governors would ask a friend who was a teacher if they were interested in becoming a governor. All governors were asked to think of any contacts they might have. A concerted effort was needed to recruit more governors. The workload would be spread wider with a bigger pool.</p> <p>c) <u>Governor Roles/responsibilities and committee membership</u> This had been dealt with in item 5 above.</p> <p>d) <u>Governor Visit Action Plan.</u> The Governor Visits Action Plan had been circulated prior to the meeting. There was a need for Governors to engage in visits to the school. There were discussions about what needed to be monitored in school. This would be linked to the SDP; handwriting, spelling and writing, the golden thread running through planning and seeing how planning has changed as a result of the Ofsted Action Plan. Foundation subjects should be monitored. If governors wanted to visit the school they should email the Deputy Headteacher who would advise. Governors could speak to subject leaders, but also to children asking what they had learned in the previous year. The Deputy Headteacher could advise governors what to look for. Foundation Subjects suitable for monitoring would be Science (subject leader (SL) Sarah Premier-Scaithe), Art (SL Nicole Barker), PE, History and Geography. Later on in the year Music would be monitored. The following visits were agreed: Science – AHH ; PE – BW; Handwriting, spelling and writing – Chair Governors would consider if they could visit to monitor other areas identified.</p> <p>ACTION 34: All Governors consider which visits they could carry out this term.</p> <p>ACTION 35: Email DHT to arrange visit in their chosen area for this term.</p> <p>e) Governor Visit Reports The Safeguarding Governor Report had been circulated prior to the meeting. The visit considered how safeguarding was working in practice, governors had engaged in pupil voice at lunch time and considered compliance. They</p>	
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Tweseldown Infant School
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Wednesday 17th January 2024 at 7.00pm

	<p>funding from local MPs and councillors. The new process would be introduced before the end of term.</p> <p><u>Chairs' Forum</u> This had focussed on attendance, safeguarding monitoring including alternative provision, an evidence inclusive culture and having an annual monitoring plan.</p> <p>g) <u>Risk Register</u> The updated Risk Register had been circulated prior to the meeting. It tied in with the schools Strategic Aims and Priorities. The next step was to meet with the Headteacher to identify the risk owners and what steps were being taken regarding the risks.</p> <p>ACTION 40: Meet with HT to identify risks and steps being taken to reduce/manage risk.</p>	Chair/BW
14	<p>Marketing strategy and committee It was agreed that this committee would meet on 2nd February.</p>	
15	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Planning to monitor SDP progress to support teaching and learning through planned visits • Developing a clear strategic approach to planned visits. • Approving Policies and plans for how to deliver the aims. • Developing GB membership through training • Monitoring compliance with Policies and plans through planned visits • Monitoring the use of Safeguarding practice and procedures to protect pupils • Holding Leaders to account for health and safety • Planning Strategies for maintaining an effective Governing Body through Governor recruitment. • Evaluating how school is using SEND Funding to benefit teaching and learning • Monitoring pupil progress to ensure targets are met • Reviewing attendance and steps taken to improve attendance including transport • Analysing stakeholder feedback 	
16	<p>Date of Next Meetings Pay Committee - 29th January 2024 1pm at Tweseldown Infant School and online. C&S – Wednesday 21st February at 7pm at Tweseldown Infant School. F&P – Friday 8th March at 9am at Tweseldown Infant School. FGB – Wednesday 20th March 2024 at 7pm at Tweseldown Infant School.</p>	

There being no other business the Chair closed the meeting at 8.56pm.

Summary of Outstanding Actions

Date set	Action	Who
20/09/23	9: Draft Governor Development Plan	Chair
16/11/23	13: Add Governor Development Plan to next FGB meeting Agenda.	Clerk
17/01/24	28: Forward information re Hampshire Support Services to all governors.	Clerk
17/01/24	29: Arrange and attend meeting with Airport consultation team about Farnborough airport expansion	Chair/BW

Signed by Chair D. Stephenson

Date 20.03.24

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17/01/24	30: Seek justification as to why capital expenditure was not available for the new path and the new car park gates from the relevant department.	HT/Admin & Fin Officer
17/01/24	31: Add discussion of Dragonfly class for September 2024 to agenda of next F&P meeting.	Clerk
17/01/24	32: Add consideration of staffing for September 2024 to agenda of next F&P meeting.	Clerk
17/01/24	33: Add procurements procedure to Agenda of next F&P meeting.	Clerk
17/01/24	34: All Governors consider which visits they could carry out this term.	All Govs
17/01/24	35: Email DHT to arrange visit in their chosen area for this term.	All Govs
17/01/24	36: Provide report regarding Pupil Premium Inset Day visit in time for the next FGB.	AHH
17/01/24	37: Update the Training and School Visits Plan on GovernorHub.	BW
17/01/24	38: Update Training and School Visits plan.	All Govs
17/01/24	39: Consider and book Governor Training and input on Training and School Visits Plan.	All Govs
17/01/24	40: Meet with HT to identify risks and steps being taken to reduce/manage risk.	Chair/BW

Signed by Chair D. Stephenson

Date 20.03.24