

# Tweseldown Infant School

## Minutes of the Full Governing Board



Date: Wednesday 15<sup>th</sup> May 2024 at 7.00pm  
 Venue: At Tweseldown Infant School and via Teams

### Present:

|                    |                          |                                 |
|--------------------|--------------------------|---------------------------------|
| Kim Tottem         | Headteacher              |                                 |
| Sarah Pengelly     | Co-opted Governor        | Vice-Chair                      |
| Alison Fairclough  | Staff Governor           |                                 |
| Mark Fricker       | Co-opted Governor        | <i>arrived in item 8 online</i> |
| Alex Harris-Hooton | Local Authority Governor |                                 |
| Stuart Meadows     | Co-opted Governor        | <i>left in item 6</i>           |
| Phil Sanday        | Parent Governor          |                                 |
| Ben White          | Parent Governor          |                                 |

### Apologies:

|                    |                   |       |
|--------------------|-------------------|-------|
| Mark Butcher       | Co-opted Governor |       |
| Sarah Jewitt       | Co-opted Governor |       |
| Deborah Stephenson | Co-opted Governor | Chair |

### In Attendance

|                 |                                      |                          |
|-----------------|--------------------------------------|--------------------------|
| Louise Barnes   | Deputy Headteacher/ Associate Member |                          |
| Nicola Nolan    | Admin and Finance Officer            | <i>left after item 4</i> |
| Rebecca Willows | Clerk                                |                          |

### The meeting was Quorate

The meeting commenced at 1903.

| Item |   | Actions                   |
|------|---|---------------------------|
| 1    | <p><b>Welcome and apologies for absence</b><br/>                     The Vice Chair welcomed all to the meeting. Apologies had been received and were accepted from Debbie Stephenson, Mark Butcher and Sarah Jewitt. Mark Fricker would arrive late.</p>   |                           |
| 2    | <p><b>Declaration of pecuniary and any other conflicts of interest in items on this agenda.</b><br/>                     There were no declarations of interest made that were not already recorded.</p>  |                           |
| 3    | <p><b>Any urgent matters to be added to the agenda:</b><br/>                     The following items were added to the agenda and would be included at appropriate points in the meeting:</p> <ol style="list-style-type: none"> <li><u>VOIP</u>. The school phone system needed to be updated. The headteacher had received 3 quotes earlier that day:<br/>                         Drift £6,206.95<br/>                         SCG - £2720 – there were two different options.<br/>                         Ridgewall - £2651.84<br/>                         As there had not been the opportunity to consider the three quotes in detail before the meeting it was agreed that the members of the Finance and Personnel meeting would consider the options with a view to making a decision.<br/> <b>ACTION 57: F&amp;P Committee members to consider VOIP quotes and advise school on preferred option</b></li> <li>Corrigenda Contract – this would be considered under item 8 below</li> <li>PAN Reduction – this would be considered under item 8 below</li> <li>Application for Learning Support Classroom to be converted to Resourced Provision. The headteacher needed to contact Pippa Danant of the SEN Department to discuss this and so this would be carried over to the next FGB meeting.</li> </ol> | <p><b>SM, AHH, PS</b></p> |

Signed by Chair D. Stephenson

Date 03.07.24

|  | <p><b>ACTION 58: Add consideration of Resourced Provision application to agenda of next FGB meeting.</b></p> <p>5. Albany Park catchment. Albany Park had a shared catchment area between Tweseldown Infant School, Crookham Infant School and Dogmersfield. The Parish Boundary had been altered to include Crookham Infant. However, Crondall had raised an objection with the Office of the Schools' Adjudicator to say that it was not in Church Crookham but in Crondall. The Local Authority were managing the matter on behalf of the school.</p>  | <b>Clerk</b>   |           |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
|--|---|--|-----------|--|-------------------|-----------|--|--------------|-----------|--|---------------------------|--------|--|-----------------------------------|---------|--|--|--------|--|------------------|-----------|-----------|-----------|-------------------|-----------|-----------|-----------|--------------|-----------|-----------|-----------|---------------------------|--------|-----------|-----------|-----------------------------------|---------|---------|--------|--|---------|--------|-----------|--|
| <b>4</b>                                     | <p><b>Budget Approval</b></p> <p>The Proposed Budget for 2024-2025 and the three year plan had been circulated prior to the meeting. The Finance and Personnel Committee (F&amp;P) had considered the proposed Budget in detail and recommended the Budget and three year plan for approval. Some changes had been made to the figures considered in the F&amp;P meeting to reflect cost reductions which had been agreed at the meeting. There was expected to be increased financial pressure on the Budget over the next three years due to the falling number on the roll. In the local area there were 450 YR places and only 356 pupils.</p> <p>Monitoring of the Budget and finances had improved this year and the new committee structure aided that. It was important to ensure that meetings happened at the right time of year in the cycle.</p> <p><b>Q: Were there likely to be any additional children joining the school?</b><br/>A: The Aldershot schools were now full and so some pupils were joining the school from Aldershot and being transported by bus. It was not known how long the pupils would be at the school.</p> <p>The headteacher and Chair of Governors were due to meet with Mark Saunders, Strategic Development Officer for Children's Services on 24<sup>th</sup> May to discuss the situation and to ask that the local authority (LA) stop sending out of catchment pupils to the school as a matter of urgency.</p> <p><b>The Budget Proposal for 2024-2025 and the 3-year plan set out below were recommended for approval:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 35%;">Budget</th> <th style="width: 15%;">2024 – 25</th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr> <td>Total Expenditure</td> <td style="text-align: right;">2,020,017</td> <td>Two million and twenty thousand and seventeen pounds</td> </tr> <tr> <td>Total Income</td> <td style="text-align: right;">2,035,109</td> <td>Two million and thirty-five thousand one hundred and nine pounds</td> </tr> <tr> <td>In Year Surplus/(Deficit)</td> <td style="text-align: right;">15,092</td> <td>Fifteen thousand and ninety-two pounds</td> </tr> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td style="text-align: right;">159,739</td> <td>One hundred and fifty-nine thousand and seven hundred and thirty-nine pounds</td> </tr> <tr> <td>Cumulative Surplus/(Deficit) carried forward</td> <td style="text-align: right;">64,921</td> <td>Sixty four thousand nine hundred and twenty-one pounds</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">The 3- year plan</th> <th style="width: 12.5%;">2024 – 25</th> <th style="width: 12.5%;">2025 – 26</th> <th style="width: 12.5%;">2026 – 27</th> </tr> </thead> <tbody> <tr> <td>Total Expenditure</td> <td style="text-align: right;">2,020,017</td> <td style="text-align: right;">2,069,094</td> <td style="text-align: right;">2,027,915</td> </tr> <tr> <td>Total Income</td> <td style="text-align: right;">2,035,109</td> <td style="text-align: right;">1,931,279</td> <td style="text-align: right;">1,833,183</td> </tr> <tr> <td>In Year Surplus/(Deficit)</td> <td style="text-align: right;">15,092</td> <td style="text-align: right;">(137,815)</td> <td style="text-align: right;">(194,732)</td> </tr> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td style="text-align: right;">159,739</td> <td style="text-align: right;">174,831</td> <td style="text-align: right;">37,015</td> </tr> <tr> <td>Cumulative Surplus/(Deficit) Carried Forward</td> <td style="text-align: right;">174,831</td> <td style="text-align: right;">37,015</td> <td style="text-align: right;">(157,717)</td> </tr> </tbody> </table> | Budget   | 2024 – 25 |  | Total Expenditure | 2,020,017 | Two million and twenty thousand and seventeen pounds | Total Income | 2,035,109 | Two million and thirty-five thousand one hundred and nine pounds | In Year Surplus/(Deficit) | 15,092 | Fifteen thousand and ninety-two pounds | Surplus/(Deficit) Brought Forward | 159,739 | One hundred and fifty-nine thousand and seven hundred and thirty-nine pounds | Cumulative Surplus/(Deficit) carried forward | 64,921 | Sixty four thousand nine hundred and twenty-one pounds | The 3- year plan | 2024 – 25 | 2025 – 26 | 2026 – 27 | Total Expenditure | 2,020,017 | 2,069,094 | 2,027,915 | Total Income | 2,035,109 | 1,931,279 | 1,833,183 | In Year Surplus/(Deficit) | 15,092 | (137,815) | (194,732) | Surplus/(Deficit) Brought Forward | 159,739 | 174,831 | 37,015 | Cumulative Surplus/(Deficit) Carried Forward | 174,831 | 37,015 | (157,717) |  |
| Budget                                       | 2024 – 25   |  |           |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
| Total Expenditure                            | 2,020,017   | Two million and twenty thousand and seventeen pounds                         |           |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
| Total Income                                 | 2,035,109   | Two million and thirty-five thousand one hundred and nine pounds             |           |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
| In Year Surplus/(Deficit)                    | 15,092  | Fifteen thousand and ninety-two pounds                                       |           |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
| Surplus/(Deficit) Brought Forward            | 159,739   | One hundred and fifty-nine thousand and seven hundred and thirty-nine pounds |           |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
| Cumulative Surplus/(Deficit) carried forward | 64,921  | Sixty four thousand nine hundred and twenty-one pounds                       |           |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
| The 3- year plan                             | 2024 – 25   | 2025 – 26  | 2026 – 27 |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
| Total Expenditure                            | 2,020,017   | 2,069,094  | 2,027,915 |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
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| In Year Surplus/(Deficit)                    | 15,092  | (137,815)  | (194,732) |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
| Surplus/(Deficit) Brought Forward            | 159,739   | 174,831  | 37,015    |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |
| Cumulative Surplus/(Deficit) Carried Forward | 174,831   | 37,015   | (157,717) |  |                   |           |  |              |           |  |                           |        |  |                                   |         |  |  |        |  |                  |           |           |           |                   |           |           |           |              |           |           |           |                           |        |           |           |                                   |         |         |        |  |         |        |           |  |

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|-----------------|--|---|
|                 | <p>The governing body is aware of the future year's deficit as shown on this plan and will take action to address it.</p> <p style="text-align: right;"><i>NN left the meeting.</i></p>  |   |
| <p><b>5</b></p> | <p><b>Minutes of the previous meeting</b><br/>The minutes of the FGB held on 20th March 2024 had been circulated prior to the meeting. The minutes were accepted as a true and accurate record and approved and were signed by the Vice Chair.</p>   |   |
| <p><b>6</b></p> | <p><b>Actions and matters arising from meeting of 20<sup>th</sup> March 2024</b></p> <p>29: Arrange and attend meeting with Airport consultation team about Farnborough airport expansion. <i>Two of the Governors had visited Farnborough Airport and had questioned the airport representatives about their concerns. The airport was consulting on plans which were due to be implemented 12 years in the future. There were data sensors set up near the airport. It could be arranged to measure data elsewhere such as the school playground. There were opportunities for the school to tap into funding especially relating to sustainability projects. They also wanted to encourage the school to visit the airport. This would be a possibility in the next academic year as aviation was in the curriculum. The airport staff had made contact with the school. The school was recording when there was significant aircraft noise at the school which caused disruption to learning.</i></p> <p>34: All Governors consider which visits they could carry out this term. <i>Some visits had been scheduled with a Health and Safety visit, Safeguarding and Pupil Premium and a couple of other visits planned before half term. Governors were reminded that if they uploaded monitoring visit reports to GovernorHub, that they should communicate this on the Noticeboard or to the clerk.</i></p> <p>36: Provide report regarding Pupil Premium Inset Day visit in time for the next FGB. <i>This had been uploaded on to GovernorHub but not been notified to the clerk.</i><br/><b>ACTION 59: Put link to Pupil Premium Inset Day Monitoring Report on GovernorHub Noticeboard.</b></p> <p>38: Update Training and School Visits plan. <i>This had been updated and some Governors had added their training. All Governors were reminded to book training on Hampshire Services for Schools and to complete the Plan.</i></p> <p>39: Consider and book Governor Training and input on Training and School Visits Plan. <i>Governors were reminded this should be done via Hampshire Services for Schools. It was advised that all Governors completed a training course each term.</i></p> <p>40: Meet with HT to identify risks and steps being taken to reduce/manage risk. <i>This would be done once the work on the Emergency Plan was complete.</i></p> <p>42: Email glass companies asking for quote including the specification of the glass. <i>Details of the three quotes were circulated to the meeting. This included a quote from the company which had originally installed the windows:</i></p> <p><i>Hart Glazing - £2,228 which did not include a guarantee for broken glass.<br/>Cove Glass - £3,195 which included a five year guarantee.<br/>Salisbury Glass - £4,041 which included a 2 year guarantee for parts and labour.</i></p> <p><i>The site manager had recommended Salisbury Glass which had installed the glass initially. The cost of the work would be paid out of the Capital Budget.</i></p> <p><b>Q: How was the original cracking caused?</b><br/><i>A: This was not known.</i></p> <p><b>Q: When would the glass be replaced?</b><br/><i>A: The work would be carried out in the Summer holidays.</i></p> | <p style="text-align: center;"><b>AHH</b></p> |

*There was discussion about the merits of the different quotes and whether a guarantee was the best option. A governor suggested that the successful company could be encouraged to give a discount or pay a fee for advertising in front of the school whilst the work was being carried out.*

**The Governing Body agreed by majority that the quote from Hart Glazing in the sum of £2,228 should be awarded the contract.**

44: Meet to establish requirements for the car park gate and provide a clear list of specifications. *This had been done.*

45: Instruct Admin Officer to obtain revised quotes for the car park gate with clear agreed specifications. *Details of the specifications and costings from the Car park gate companies had been circulated to Governors prior to the meeting. Quotes and specifications had been received from three different companies. Two of the companies included an annual fee, but one company, Harling included this in the upfront cost. This company also had some additional add in costs if required.*

**Q: Was it intended that all staff had a fob for the gate?**

*A: This had been the intention. One of the companies, Automatic Gate Solutions would use the existing school fobs.*

*After discussion the most important requirements were considered to be:*

*A key pad*

*Video communication with the office*

*A fireman's switch so emergency services could access the school if required.*

*Governors discussed the insurance cover for each of the quotes, some excluded vehicle damage or vandalism. Arrangements for how others hiring the school's facilities out of school hours would access the car park were also considered important. This could be through a key pad and the code being changed weekly. It was noted that two quotes included installation of the relevant electrical cables but one did not and so an electrician would need to be engaged to install the power cable at an additional cost of approximately £ 3,000.*

**Q: There was a difference in the cost of the annual service plans, did these have to be taken up?**

*A: This aspect of the plan did not need to be taken out, the school could go elsewhere to get the gates serviced. However, it would be useful to discover how often the gates should be serviced.*

*The quote and specifications from Automated Gate Solutions was thought to be most flexible and have more features that the school required.*

**Governors unanimously approved the quote from Automated Gate Solutions.**

46: Add Pupil voice/School council feedback to C&S Agenda. *This would be included in the C&S Agenda.*

47: Make amendments to ICT Acceptable Use Staff Policy for consideration by F&P Committee. *This had been done.*

48: Add ICT Acceptable Use Staff Policy to next F&P and FGB Agendas. *This was on the agenda.*

*SM left the meeting at 7.55pm*

49: Review whether Supporting Pupils with medical conditions and Administering Medicines Policies could be combined? *These policies were now combined and approval on the agenda.*

50: Add consideration of which Staff were First Aid and Paediatric First Aid to Agenda of Curriculum and Standards Committee Annually in Summer Term. *This would be on the C&S Agenda.*

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|          | <p>51: Make amendments and reword Unacceptable Practice section of Supporting Pupils with Medical Conditions Policy before next FGB meeting. <i>This had been done.</i></p> <p>52: Add Supporting Pupils with Medical Conditions Policy to agenda of next FGB meeting. <i>This was on the Agenda.</i></p> <p>53: Read Maintained Schools Governance Guide before Strategic Planning meeting on 13th May. <i>Governors were encouraged to read this if they had not done so already.</i></p> <p>54: All Governors complete the Governor Visit Action Plan. <i>Most Governors had done this, those who had not were reminded to do so.</i></p> <p>55: Add consideration of Meeting Management tools options to next FGB agenda. <i>This was on the agenda.</i></p> <p>56: Read Setting Strategic Direction document and provide any feedback to Phil Sanday before 30th April. <i>Governors were encouraged to read this document and to be part of the conversation for the Strategic Vision for the School. Some of the suggestions had already been actioned.</i></p> <p><b>ACTION 60: Put Link to Setting Strategic Direction on GovernorHub noticeboard.</b></p>   | <b>Clerk</b> |
| <b>7</b> | <p><b>Any questions arising from the Reports from Committees</b></p> <p><b>a. Finance &amp; Personnel (F&amp;P)</b></p> <p>The draft Minutes from the F&amp;P meeting on 30<sup>th</sup> April had been circulated prior to the meeting. There were no further questions raised.</p>  |              |
| <b>8</b> | <p><b>Headteacher's Report (written)</b></p> <p>The Headteacher's Report had been circulated prior to the meeting.</p> <p>The school had been informed by the LA that it would not be given permission to reduce its PAN. The school currently had 98 pupils starting YR in September out of 120 places. Other schools in the area were also affected due to falling birthrates. The reason given by the local authority was reduction in parental choice if the PAN was reduced.</p> <p>Governors agreed to recommend that the PAN of the school was reduced for September 2025. This was strategic and to put the school on a more solid financial position.</p> <p>The Headteacher and chair of governors were due to have a meeting with the LA on Friday 24<sup>th</sup> May. They would put across the school's position. They would also highlight again the safeguarding issues regarding pupils travelling on the bus from Aldershot, as the Aldershot schools were now full and the school had received enquiries from parents from Aldershot for places. It was predicted that in future years the number on the roll would reduce again. The school had not received any funding for the pupils who had joined the school from Aldershot previously, as they had joined and left between Census days. Many of the pupils had additional needs and the school had supported these additional needs whilst they attended the school. The school needed more financial support for these pupils.</p> <p style="text-align: right;"><i>MF joined the meeting online at 20.05pm</i></p> <p>The LA had mentioned that the school may pick up some pupils from Surrey. However, this had not happened in the past.</p> |              |

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| <p>The School could speak to the local councillor in Fleet with oversight for school places, Steve Foster. It may also be possible to raise the issue with the local MP. There was an issue with the lack of school places in Aldershot. It was agreed to wait until the meeting had taken place on 24<sup>th</sup> May, and then decide how to escalate the matter.</p> <p><b>ACTION 61: Upload minutes from the Meeting with LA representatives on 24<sup>th</sup> May onto GovernorHub following the meeting.</b></p> <p>A Governor had information concerning reduction of PAN and agreed to forward this information to the Headteacher.</p> <p><b>ACTION 62: Send PAN reduction information to Headteacher.</b></p> <p><b>Q: How did pupil progress compare with the previous year's data?</b></p> <p>A: There was an improvement all round and many targets had already been surpassed.</p> <p>The headteacher pointed out that a pupil had had a medical episode in the classroom where they had collapsed and lost consciousness. First aid had been administered and an ambulance and the child's parent had been called. The child's parent had taken them to hospital due to ambulance delays. The pupils was having further investigations. Many of the children in the class had been affected by the incident and a letter had been sent home explaining the situation to parents.</p> <p>A tile had fallen from the ceiling in the Admin corridor narrowly missing a member of staff. Some other tiles were loose and the site manager had been given the task to ensure they were all secure. The Health and Safety Governor would check this in their next visit. There were also actions needed as a result of the recent Fire Report. This would also be reviewed by the Health and Safety Governor.</p> <p><b>ACTION 63: Ensure the ceiling tiles had been checked and were secure, and to review the actions to be completed as a result of the Fire Report.</b></p> <p>Attendance had been lower than usual at 96%. It had been harder to follow up absences as a result of the absence of the Home School Link Worker.</p> <p><u>Wraparound care</u></p> <p>The headteacher had written to the after school childcare provider in the local junior school to inform them of the school's intention to provide wraparound childcare from September. It was intended to write to all parents who had responded to indicate that they wanted wraparound care to invite them to sign up. Two members of staff had indicated an interest in the positions.</p> <p>A governor pointed out that military families would be entitled to an extra 20 hours of childcare which they could claim.</p> <p>There were grants available for schools setting up wraparound care. Details could be found on Hampshire Services for Schools.</p> <p>The Corrigenda Maintenance Service Contract needed to be renewed. The Corrigenda Maintenance Service Proposal had been circulated prior to the meeting. There were two Options:</p> <p>Option 1 for twelve months at a cost of £5,297.95 excluding VAT<br/>     Option 2 for thirty six months at a cost of £4,816.32 excluding VAT</p> <p>It was noted that the markup was 5% less in the case of three year option.</p> <p><b>Governors unanimously approved Option 2 for thirty six months at a cost of £4,816.32 excluding VAT from Corrigenda.</b></p> | <p>HT</p> <p>MF</p> <p>AHH</p> |
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| <b>9</b>  | <p><b>Questions and challenge</b><br/>No further questions were raised.</p>   |              |
| <b>10</b> | <p><b>Safeguarding update</b><br/>Two actions had been raised as a result of the Safeguarding audit</p> <ol style="list-style-type: none"> <li>1. Ensure that the Single Central Record was complete in July of each year for the beginning of the new academic year. This had been highlighted to the member of staff responsible.</li> <li>2. Inductions and references to be implemented for volunteers. This had been done.</li> </ol> <p>The Safeguarding Governor was due to monitor safeguarding the following day and would report back at the next FGB meeting.</p>  |              |
| <b>11</b> | <p><b>Health and Safety update.</b><br/>The Health and Safety Governor was due to complete a visit before half term and would report back at the next FGB meeting.</p>  |              |
| <b>12</b> | <p><b>Policies and other statutory/best practice documents to be reviewed/adopted.</b></p> <p>a. <u>ICT Acceptable Use Staff</u><br/>The ICT Acceptable Use Staff Policy had been circulated prior to the meeting. This had been reviewed by the Finance and Personnel Committee and the changes had been made. There were no questions raised.<br/><b>The Governing Body unanimously approved the ICT Acceptable Use Staff Policy</b></p> <p>b. <u>Supporting Pupils with medical conditions Policy</u><br/>The Supporting Pupils with medical conditions Policy had been circulated prior to the meeting. This included the Administering Medicines Policy and included all the amendments suggested at the last FGB meeting. There were no further questions.<br/><b>The Governing Body unanimously approved the Supporting Pupils with medical conditions Policy</b></p> <p>c. <u>Premises Management Policy</u><br/>The Premises Management Policy had been circulated prior to the meeting. It was agreed that this would be deferred to the FGB meeting in July.</p> <p><b>Q: Who was responsible for ensuring the site manager carried out all the necessary duties?</b><br/>A: The Admin and Finance officer would direct the site manager and the Health and Safety Governor ensured all actions were completed.</p> <p><b>ACTION 64: Add Premises Management Policy to the agenda of the July FGB meeting.</b></p> | <b>Clerk</b> |
| <b>13</b> | <p><b>Governor Matters</b></p> <p>a) <u>Strategy Meeting Feedback</u><br/>The Strategy Meeting had taken place on 13<sup>th</sup> May and been very productive. The SWOT analysis and Strategic Plan 2024-2026 were circulated to the meeting. There were five areas of focus; Effective Governance, Financial Stability, The community and Stakeholders, Transition to 'Outstanding' and Infrastructure, Sustainability and Risks. Some goals needed to be set. The Senior Leadership Team would look at the Strategic Plan at their next meeting with a view to look at initiatives and measurable goals. The School Development Plan was one aspect of the Strategic Plan.</p>   |              |

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|    | <p>The aim would be to have a Strategic meeting/catchup once every half term on the 2<sup>nd</sup> Monday of the half term. . This would start in September. An initial follow up meeting would take place at 9am-12pm on 15<sup>th</sup> July.</p> <p>b) <u>Governor Development Plan</u><br/>This would be deferred to the next FGB meeting.<br/><b>ACTION 65: Add Governor Development Plan to agenda of next FGB meeting.</b></p> <p>c) <u>Governor Vacancies</u><br/>There was still one Co-opted Governor vacancy. It had been suggested at the strategy meeting that the current LA governor be Co-opted and a new LA governor be sought. The Chair of Governors would reach out to the local councillor to find out if there was a suitable candidate.<br/><b>ACTION 66: Approach local councillor to find out if there was a suitable candidate to become and LA Governor.</b></p> <p>d) <u>Governor Visits expectations and protocol.</u><br/>Governors were reminded that teaching and learning feedback was the responsibility of the Senior Leadership Team. Governors could ask questions of subject leaders but a more supportive approach would be appreciated especially for those new to teaching.</p> <p>e) <u>Governor Visit Reports</u><br/>The Safeguarding Assembly report had been circulated prior to the meeting. This had focussed on a national police initiative 'Clever Never Goes'.</p> <p>f) <u>Governor Training – update.</u><br/>The options for Whole Governing Body Training were considered. After discussion, the training should either be:<br/>1. Communication with the Community as this was a focus with the strategic direction of the school.<br/>2. From good to outstanding as this was another focus for the school.</p> <p>As the Chair of Governors was not present, these options would be sent to the Chair to consider before a decision was made.<br/><b>ACTION 67: Email Chair of Governors with two options for WGBT.</b></p> <p>g) <u>Governor Meeting Management Tools</u><br/>Details of the different cost options for the subscription to GovernorHub and the Key had been circulated prior to the meeting. The consensus was that the GovernorHub meeting management tools were preferable.<br/><b>The Governors voted unanimously to upgrade to include the Key – whole school and GovernorHub.</b></p> | <p>Clerk</p> <p>Chair</p> <p>Vice chair</p> |
| 14 | <p><b>Governor Planning</b><br/><u>Succession Planning</u><br/>This had been discussed at the Strategy meeting.</p> <p><u>Feedback on committee structure</u><br/>Governors considered that the committee structure worked better in being able to analyse different aspects e.g finance or curriculum and standards in greater detail. The downside was that governors did not meet as regularly, but this could be addressed through strategic planning meetings, and the timing of meetings next year. One governor who had attended both sets of committee meetings this year recommended it to get a better view of the whole school.</p> <p><u>Meeting dates for next year</u></p>  |   |



Tweseldown Infant School  
Minutes of the Full Governing Body  
Wednesday 15th May 2024 at 7.00pm

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|    | The clerk would liaise with the Chair, Vice chair, committee chairs, headteacher and deputy headteacher to determine the best timing of meetings for the next academic year.<br><b>ACTION 68: Liaise with relevant parties to establish best timing for governor meetings next year.</b>  | Clerk |
| 15 | <b>Impact of the Meeting</b> <ul style="list-style-type: none"> <li>• Ensuring effective financial management through the Budget and three year plan approval</li> <li>• Strategic planning for school improvement through the approval of quotes for the window replacement and electric gates.</li> <li>• Approving Policies and plans for how to deliver the aims.</li> <li>• Developing GB membership through training</li> <li>• Monitoring pupil progress to ensure targets are met and exceeded</li> <li>• Working on setting the school's strategic direction through Strategic Plan and follow up meetings.</li> <li>• Succession Planning for the GB</li> <li>• Ensuring staff and pupils were safe and well</li> </ul> |       |
| 16 | <b>Date of Next Meetings</b><br>C&S: Wednesday 12th June 2024 at 7pm at Tweseldown Infant School.<br>FGB: Wednesday 3 <sup>rd</sup> July May 2024 at 7pm at Tweseldown Infant School.<br>Strategy Meeting: Monday 15 <sup>th</sup> July 9am-12pm at Tweseldown Infant School  |       |

There being no other business the Chair closed the meeting at 9.04pm.

### Summary of Outstanding Actions

| Date set | Action   | Who         |
|----------|--|-------------|
| 17/01/24 | 36: Provide report regarding Pupil Premium Inset Day visit in time for the next FGB.   | AHH         |
| 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    |
| 20/03/24 | 54: All Governors complete the Governor Visit Action Plan  | All Govs    |
| 20/03/24 | 56: Read Setting Strategic Direction document  | All Govs    |
| 15/05/24 | 57: F&P Committee members to consider VOIP quotes and advise school on preferred option  | SM, AHH, PS |
| 15/05/24 | 58: Add consideration of Resourced Provision application to agenda of next FGB meeting.  | Clerk       |
| 15/05/24 | 59: Put link to Pupil Premium Inset Day Monitoring Report on GovernorHub Noticeboard.  | AHH         |
| 15/05/24 | 60: Put Link to Setting Strategic Direction on GovernorHub noticeboard.  | Clerk       |
| 15/05/24 | 61: Upload minutes from the Meeting with LA representatives on 24th May onto GovernorHub following the meeting.                          | HT          |
| 15/05/24 | 62: Send PAN reduction information to Headteacher.   | MF          |
| 15/05/24 | 63: Ensure the ceiling tiles had been checked and were secure, and to review the actions to be completed as a result of the Fire Report. | AHH         |
| 15/05/24 | 64: Add Premises Management Policy to the agenda of the July FGB meeting.  | Clerk       |
| 15/05/24 | 65: Add Governor Development Plan to agenda of next FGB meeting.   | Clerk       |
| 15/05/24 | 66: Approach local councillor to find out if there was a suitable candidate to become and LA Governor.                                   | Chair       |

Signed by Chair     D. Stephenson

Date 03.07.24

Tweseldown Infant School  
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| 15/05/24 | 67: Email Chair of Governors with two options for WGBT.                                    | Vice chair |
| 15/05/24 | 68: Liaise with relevant parties to establish best timing for governor meetings next year. | Clerk      |