

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Wednesday 3rd July 2024 at 7.00pm

Venue: At Tweseldown Infant School

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	
Sarah Jewitt	Co-opted Governor	
Stuart Meadows	Co-opted Governor	
Phil Sanday	Parent Governor	
Ben White	Parent Governor	

arrived in item 5

Apologies:

Mark Butcher	Co-opted Governor
Alex Harris-Hooton	Local Authority Governor

In Attendance

Louise Barnes	Deputy Headteacher/ Associate Member
Rebecca Willows	Clerk

The meeting was Quorate

The meeting commenced at 7.06pm.

Item		Actions
1	<p>Welcome and apologies for absence</p> <p>The Chair welcomed all to the meeting. Apologies had been received and were accepted from Mark Butcher and Alex Harris-Hooton. Stuart Meadows would arrive late.</p>	
2	<p>Declaration of pecuniary and any other conflicts of interest in items on this agenda.</p> <p>There were no declarations of interest made that were not already recorded.</p>	
3	<p>Any urgent matters to be added to the agenda:</p> <p>There were none.</p>	
4	<p>Minutes of the previous meeting</p> <p>The minutes of the FGB held on 15th May 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 Chair.</p>	
5	<p>Actions and matters arising from meeting of 15th May 2024</p> <p>All actions had been completed except the following:</p> <p>36: Provide report regarding Pupil Premium Inset Day visit in time for the next FGB. <i>This was ongoing.</i></p> <p>ACTION 69: Chair to liaise with AHH re PP Inset Day visit report.</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>54: All Governors complete the Governor Visit Action Plan. <i>Some Governors had done this. Governors were reminded to complete the Plan.</i></p> <p>59: Put link to Pupil Premium Inset Day Monitoring Report on GovernorHub Noticeboard. <i>See Action 69 above.</i></p>	Chair

Signed by Chair D. Stephenson

Date 25/09/24

62: Send PAN reduction information to Headteacher. *This had been superseded. The Headteacher and Chair of Governors had met with Mark Saunders and Nick Sadler from the Local Authority (LA) to discuss the possibility of PAN reduction. 101 offers had been made to Tweseldown for September 2024 and the LA had to be able to give parental choice. There had been a migration of pupils to Aldershot which had been unexpected. There were two schools which were undersubscribed in Aldershot for 2024. They LA agreed to speak to the admissions team to say that Tweseldown did not have capacity for pupils from Aldershot. The school had not received any funding for the pupils from Aldershot who had joined and left the school between the Census dates during the current year.*

SM joined the meeting at 7.13pm

The LA agreed that on current projected numbers the school could apply to the Office of the Schools Adjudicator for a reduction in the PAN from 120 to 90 for 2025-2026. This would be actioned in September 2024 once the School Communications had been received. It was noted that Crookham Infant School had made an application for PAN reduction from 60 to 30 this year.

ACTION 70: Put in application for PAN reduction for 2025-2026 from 120 to 90 in September 2024

Governors noted that the school would be better off with 120 pupils if it was possible to keep four full classes. The school was still receiving applications from pupils from Aldershot.

Q: One the PAN was reduced, how easy would it be to increase the PAN in the event numbers rose again?

A: The school would need to apply for an increase in the PAN, this was generally considered to be easier to do. However, the school would need the LA to support the application.

There would be an alignment of catchment areas, which meant that the Freelands Drive area of Fleet would be included in the catchment for Tweseldown and Crookham Infant School as it was in the Church Crookham Junior School catchment. Consultation was due to have started on 17th June for four weeks. The Tweseldown parents should have been notified of the consultation but the paperwork had not been received by the school.

ACTION 71: Contact the LA to find out about the Consultation paperwork re Freelands Drive area of Fleet.

The LA had also informed the school that a primary school was to open in Hartland Village in September 2024. This was a new development and once 400 dwellings were built a new school had to open. It would be a free school and it was currently out for sponsor.

Fleet Infant, Velmead and Courtmoor Schools had been approved for Resourced Provision, which would mean that Tweseldown could not apply for this. The school had not been consulted and the LA apologised for this.

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. *The Health and Safety visit had taken place but the report was awaited.*

66: Approach local councillor to find out if there was a suitable candidate to become and LA Governor. *The Chair had approached the Council but had not yet received a response. This would be followed up.*

HT

HT

6	<p>Any questions arising from the Reports from Committees</p> <p>a. Curriculum & Standards (C&S)</p> <p>The draft Minutes from the F&P meeting on 12th June had been circulated prior to the meeting. The chair summarized the main points. There were no further questions raised.</p>	
7	<p>Finance and Personnel updates</p> <p><u>End of school year financial position</u></p> <p>The June IBC Report 24-25 had been circulated prior to the meeting.</p> <p>Q: Was there any variation since the approved Budget?</p> <p>A: Staffing was higher than had been anticipated. The amount received for High Needs Top Up Funding was less than anticipated. This was due to the fact that the nominal sum of £6,000 which had to be borne by the school had been included in the amount to be received in error. Nothing else had changed in the 2023/2024 Budget. Governors wanted a final reconciliation from the Admin Officer and to ensure that the monthly IBC reports were uploaded onto GovernorHub.</p> <p>ACTION 72: Request the Admin Officer produce a final reconciliation for the academic year of the Budget position and ensure that monthly IBCs are uploaded to GovernorHub.</p> <p><u>Catering update</u></p> <p>Three different companies had gone through the selection process which involved a presentation, tasting and a question and answer session. The selection panel had chosen Stir Food, which was a small company. The panel had asked them about their growth going forward as this had been an issue with the current provider. The new company would start on 1st August and undertake a deep clean of the premises. All staff would be transferred to the new company using the Transfer of Undertakings (Protection of Employment) regulations. The menu for September had already been agreed. Meals would probably be ordered through Arbor, but this was being finalised.</p> <p>Q: Were the panel confident with how the company dealt with food allergies?</p> <p>A: The Company took food allergies into account.</p> <p>Q: Would the school be charged if a pupil was off sick but the parents had not cancelled the meal?</p> <p>A: This would have to be clarified.</p> <p>The cost had been locked in for three years. The company also included some extra curricular cooking activities for pupils once a term including sushi and pizzas as well as leading assemblies. The signed contract had not yet been returned.</p> <p>Q: Was the school confident that the company was stable?</p> <p>A: A check had been done at Companies House and it appeared to be stable.</p> <p><u>Gates update</u></p> <p>The contract had been awarded to Automated Gate Solutions. The Admin Officer was applying for the release of Capital funding as the company required a deposit in advance.</p> <p><u>Glass update</u></p> <p>The contract had been awarded to Hart Glazing. However, there had been some difficulties in contacting them and receiving a response in order to arrange the work to be done. After discussion, it was agreed unanimously that if a satisfactory</p>	HT

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Date 25/09/24

	<p>response was not received after another week, that the school would award the contract to Salisbury glass.</p> <p><u>Staffing</u> All teachers were remaining. An LSA on a one year fixed contract was leaving the school. A member of the admin team was leaving at the end of August. A member of support staff was not returning after maternity leave. The contract for the PP LSA was not being renewed. This member of staff had successfully applied for as a member of the wraparound care team.</p> <p>Q: Was the school adequately staffed for September? A: There were adverts in place for an Admin Assistant and a lunchtime supervisor. The other admin staff were being made aware of the Single Central Records requirements as this was currently carried out by the member of staff who was leaving.</p> <p>In September there would be four year R classes, one of which would comprise of ten year R and six KS1 pupils which would integrate the learning support class. There would be a higher staff ratio, and it could offer more places if necessary, but it would start with sixteen pupils.</p> <p><u>Restructuring</u> The Report to Full Governing Body: Removal of one or more TLRs, Job Description of Year Group Leader and the Organisational chart had been circulated prior to the meeting. The headteacher explained that two year group leaders with TLR had left the school. The leadership wanted to remove the TLR entitlement for year group leaders. It was unusual to award TLRs to Year group leaders. The headteacher had spoken to the affected year group leader and sent the required letter. The union had indicated if the Governors agreed and the correct processes were followed, the TLR could be removed. It would be protected for three years for the teacher affected. The headteacher wanted to Governors agreement to appoint year group leaders without a TLR. In future year group leaders would be given extra time out of class and they would all be on the upper pay scale.</p> <p>The governors unanimously agreed to restructuring and removing of the TLR for year group leaders.</p> <p><u>Consideration of Resourced Provision</u> A resourced provision had been awarded to another local Infant school and so the school would not be in a position to apply for this.</p>	
<p>8</p>	<p>Headteacher’s Report (verbal) The Headteacher reported on the outcomes for pupils as follows: EYFS – 90% of pupils had reached a Good Level of Development (GLD). This excluded pupils in Dragonfly class, but with these pupils added 87% of pupils had reached GLD. This was an improvement on the previous year which was 84%. Governors congratulated the headteacher and staff on the excellent EYFS results.</p> <p>In the Phonics screening for Y1 90% of pupils had passed. When including Dragonfly pupils it was 86.3%. For those pupils having to retake the test in Y2 50% had passed.</p> <p>Q: What was the reason for the low pass rate amongst Y2 pupils?</p>	

A: The pupils who had to retake the test either had an EHCP, significant barriers to learning, or some pupils with high needs had started the school that week. Further details would be available at the September FGB meeting.

Governors congratulated the headteacher and staff on the excellent Phonics results.

The assessment results of Y2 were as follows:

Reading – 82% were at the expected standard.

Writing – 70% were at the expected standard.

Maths – 88% were at the expected standard.

Q: Why were the results in writing significantly lower than in maths and reading when it was a focus of the School Development Plan?

A: The school had done everything it could to support and improve the writing of the pupils, but they were a low cohort with fifteen pupils on the SEN register and four pupils had EHCPs. Writing was a more challenging subject with a lot of different elements involved in enabling pupils to write including fine motor skills, phonics, vocabulary and sentence structure. In addition, the assessment for these pupils in Y1 had not been accurate. This had been acted upon by the Senior Leadership Team being involved in moderating Y1 writing, and this had been fed back to the Y1 teachers.

Q: Were there a lot of discrepancies?

A: In some cases there had been significant discrepancies.

The school were planning to encourage parental support by having some writing workshops for parents in September. There was discussion about homework in different year groups as most of the homework in Y1 was Maths or Reading with some spelling, but this changed in Y2 where most of the homework involved writing. This would be reviewed by the Senior Leadership Team.

Drawing Club had been introduced in YR and this had improved the level of writing in YR dramatically. Pupils were introduced to a character and given high level vocabulary through a story. The pupils were encouraged to draw a picture and writing a sentence about the picture. The school was planning to expand the use of Drawing Club to Y1.

Q: What was the position with Free School Meals and Pupil Premium (PP) pupils?

A: Although these pupils had not performed as well, they had made good progress even though not reaching the expected standard. The work of the PP champion had been effective and the good progress was evidenced. The work with PP had been assessed by an external advisor and judged to be good.

Thanks were expressed to all the staff of the good work which had been done with the pupils this year.

Safeguarding

There had been a successful YR trip to the beach. A comprehensive Risk Assessment had been carried out and suggestions from the Local Authority had also been incorporated. The decision had been made to use support staff only on the trip. The support staff had been fully briefed. A governor pointed out the communication from the school around the trip had been very good, including communication when the return to school was delayed.

A pupil had got their knee caught between two sticks on the pick-up sticks in the playground and the fire brigade was called to assist. The matter had been resolved and the pupil had voluntarily returned to class. The pupil's parents had been called.

There were no children on the Child Protection Plan in school. There were three children with care plans in place. There were two pupils under child protection in local authority care. Weekly meetings were held for these pupils.

Safeguarding and security measures had improved for the Sports Day. Classrooms were locked, staff only had taken pupils to the toilet. There was a coffee van on site. Parents could use the toilets in the library, and all other doors were locked. The deputy headteacher and headteacher had supervised the two gates. Children were able to be in close proximity to their parents, which was valued.

The appointee to assist in Dragonfly had decided not to take the role. This had been offered to another strong candidate.

Three members of staff had been appointed for the wraparound care 'Star Care' which was due to start in September. They would undergo Safeguarding training, so that they could be Designated Safeguarding Leads. Star Care charges would be fixed; £5 per morning session and £12 per after school session. The maximum number was 30 pupils. The school would have to install a brighter light outside the door to be used for access to Star Care. An information booklet for parents was being produced. The school had raised £220 at a cake sale, this had been match funded by the PTFA, so there was £440 for start up resources.

Star Care would use the current Dragonfly class and the courtyard between the kitchen and then go into the hall once activities had finished. They would have a hot meal at 5pm each day. The school was advertising for cover staff if one of the regular staff was ill.

Q: Who would be doing the cooking?

A: This would be done by the Star Care manager.

Q: What were current numbers who had applied to use Star Care?

A: On Tuesdays and Wednesdays 24 pupils had registered, on Monday and Thursdays 16 pupils had registered, and Fridays numbers were lower. It was hoped that once the scheme was up and running numbers would increase.

The headteacher had met with Koosa who currently carried out wraparound care at the Junior school. It was hoped that they could work in tandem, and the headteacher had pointed out that Koosa was unable to meet the demand at Tweseldown and there were logistical problems in getting Tweseldown pupils to the Junior School. Star Care was able to charge a lower price than Koosa. It was being offered to all year groups. The Manager was on a C grade and the two assistants were on a B grade. It was thought that if the wraparound care was full each day, that the school would make £60,000 after salaries, however, this needed to be worked out.

The lighting outside the proposed entrance to Star Care needed to be improved as it was currently not bright enough. There was currently emergency lighting in place there but it was not bright enough. The site manager was checking if they could be replaced by LED lighting.

The Learning support classroom would move to Rabbit class in September. It was proposed that the triangular space outside Rabbit class and the kitchen be used by Rabbit class as a breakout space. This would require the installation of a door from Rabbit class to that area. Three quotes were being sought.

Governors were invited to training on Safeguarding Record keeping on 5th September between 12.30pm and 3.30pm. This would be run by the SHARP Alliance and was for Governors. It was to take place at the Holiday Inn, Farnborough. Governors were to let the Headteacher know if they wanted to attend so that a place could be booked for them.

	<p>ACTION 73: Add Safeguarding Record Keeping training to the GovernorHub Calendar.</p> <p>ACTION 74: Governors to contact the headteacher if they want to attend the Safeguarding Record Keeping training on 5th September.</p> <p>Five pupils currently in year one were due to receive exceptional funding in the next academic year.</p> <p>A pupil had been excluded for one and half days for violence against an adult.</p> <p>Q: Had there been any complaints? A: There had been no complaints.</p>	<p>Clerk</p> <p>Govs</p>
9	<p>Questions and challenge</p> <p>No further questions were raised.</p>	
10	<p>Safeguarding update</p> <p>This had been dealt with in the Headteacher's report.</p>	
11	<p>Health and Safety update.</p> <p>The Health and Safety Governor had visited the school but the report was awaited.</p>	
12	<p>Policies and other statutory/best practice documents to be reviewed/adopted.</p> <p>a. <u>Premises Management Policy</u> The Premises Management Policy had been circulated prior to the meeting. ACTION 75: Ensure that policies to be reviewed were uploaded onto GovernorHub in pdf. The Governors unanimously approved the Premises Management Policy.</p> <p>b. <u>Pupils Who Go Missing from School.</u> The Pupils Who Go Missing from school policy had been circulated prior to the meeting. This was more of a procedure for staff and it was decided that it was not necessary for Governors to approve this document.</p> <p>There had been an incident where it was thought that pupil had gone missing from school, however, it transpired that the Arbor system did not update straight away when a pupil signed out. ACTION 76: Remove the Pupils Who Go Missing from School policy from the Governors' Policy list.</p> <p><u>Assessment and Record Keeping Policy</u> The Assessment and Record Keeping Policy had been circulated prior to the meeting. Q: Should the policy mention what is done with the assessment data at the end of the Key stage in terms of transition only because it mentioned end of key stage at the start of the document. A: This would be added. The Governors unanimously approved the Assessment and Record Keeping Policy subject to the amendment above.</p>	<p>HT</p> <p>HT/Chair</p>
13	<p>Governor Matters</p> <p>a) <u>Risk Register update</u> This was ongoing.</p> <p>b) <u>Governor Development Plan</u> This would be updated after the Strategic Development meeting on 15th July.</p>	

<p>c) <u>Governor Terms of Office – update and succession planning</u> The staff governor’s term of office was due to end on 16th July. One application had been received to become a staff governor, and so that applicant would be appointed as staff governor with effect from 17th July ACTION 77: Add new staff governor to Hampshire Services for Schools and GovernorHub with effect from 17th July.</p> <p>There was still one co-opted governor vacancy. The Chair would follow up requesting assistance from the local parish council, however all governors were asked to inform the Chair if they could recommend any candidates.</p> <p>Five Governor evaluations had been returned so far. Governors were reminded to return their evaluations to the Chair. It was important to build in succession planning for the future especially the Chair’s role. All governors were asked to consider roles they would take up for the future including the role of Chair and Vice chair. ACTION 78: Complete Governor evaluations and return to Chair.</p>	Clerk
<p>d) <u>Governor Visits.</u> There was nothing further to add to the visit reports below.</p> <p>e) <u>Governor Visit Reports</u> There were five Governor Visit Reports, all of which had been circulated prior to the meeting, as follows:</p> <p><u>Safeguarding Visit</u> – this visit involved a termly catch up with the headteacher . All of the actions from the previous meeting had now been completed. There had been a focus on Monitoring and Filtering. The headteacher had asked Drift to provide more detailed reports as the level of detail currently received was not sufficient. This was still ongoing. Then the Safeguarding governor and headteacher had engaged with pupil voice which had been positive.</p> <p><u>Pupil Premium Visit Report</u> – the Pupil Premium Governor had met with the Deputy Headteacher and the KS1 SENCO. This was a baseline visit as the governor had recently taken over the role. It focussed on barriers to learning, and what the school was doing to improve outcomes for these pupils. It was good to note that these pupils made good progress and the impact of the Pupil Premium champion.</p> <p><u>PE Visit Report</u> – this report confirmed what the PE lead’s report to the Curriculum and Standards committee and was evidence of triangulation. The visit took place during Sports Week which involved skateboarding and archery and it was inspirational.</p> <p><u>Music Visit Report</u> – the pupils used percussion instruments in music lessons. The Music lead wanted to start a recorder club and expose the children to music for example as they entered the classroom and visits from musicians. In addition, the introduction of tuned instruments. The main barrier for music was teacher confidence. Enhancing resources and additional training for staff were desirable to improve music provision. Additional funding was desirable and options should be explored.</p> <p><u>EYFS Visit Report</u> - there was a focus on the continuous provision journey and how this had been implemented throughout YR and the impact this had had on play and learning. It was implemented more in the outdoor areas than in classrooms. The governor had carried out a learning walk to gather first hand evidence of the impact of continuous provision. There had been changes in staff in YR and they had been supported well as they settled in. Drawing Club and</p>	Govs

	<p>Tweseldown Pay Committee Terms of Reference Tweseldown Appeal Committee Terms of Reference</p> <p>There were no questions or changes raised. The Terms of Reference listed above were unanimously approved by the Governing Body.</p> <p>j) <u>Governor Awards and Governor cakes</u> The Governor Awards panel had met and agreed the awards. It was noted that some of the pupils had already received awards and the updated list should be circulated by the office to staff.</p> <p>The Governor awards and cakes would take place on 15th July before and after the Strategic team meeting. Governors were asked to supply cakes. ACTION 81: Governors to contribute cakes for staff on 15th July</p> <p>Thanks were expressed to Alison Fairclough whose term of office as staff governor was coming to an end. Alison had served as a governor since 1st May 2012 and her dedication was very much appreciated.</p>	All Govs
14	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Challenging and supporting the HT on pupil progress and attainment • Approving Policies and plans for how to deliver the aims. • Developing GB membership through planning for training • Monitoring pupil progress through Governor visits • Succession Planning for the GB • Planning for effective governance through agreeing meeting dates • Planning for effective governance through approval of Terms of Reference • Ensuring funding was used to benefit pupils in school through approval of catering contract • Ensuring funding was used to benefit pupils in school through approval of works over the Summer. 	
15	<p>Date of Next Meetings Strategy Meeting: Monday 15th July 9am-12pm at Tweseldown Infant School FGB meeting Wednesday 25th September 7pm – 9pm at Tweseldown Infant School</p>	

There being no other business the Chair closed the meeting at 9.10pm.

Summary of Outstanding Actions

Date set	Action	Who
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
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	66: Approach local councillor to find out if there was a suitable candidate to become and LA Governor.	Chair
03/07/24	69: Chair to liaise with AHH re PP Inset Day visit report.	Chair
03/07/24	70: Put in application for PAN reduction for 2025-2026 from 120 to 90 in September 2024	HT
03/07/24	71: Contact the LA to find out about the Consultation paperwork re Freelands Drive area of Fleet.	HT
03/07/24	72: Request the Admin Officer produce a final reconciliation for the academic year of the Budget position and ensure that monthly IBCs are uploaded to GovernorHub.	HT

Signed by Chair: D. Stephenson

Date 25/09/24

Tweseldown Infant School
Minutes of the Full Governing Body
Wednesday 3rd July 2024 at 7.00pm

03/07/24	73: Add Safeguarding Record Keeping training to the GovernorHub Calendar.	Clerk
03/07/24	74: Governors to contact the headteacher if they want to attend the Safeguarding Record Keeping training on 5th September.	All Govs
03/07/24	75: Ensure that policies to be reviewed were uploaded onto GovernorHub in pdf.	HT
03/07/24	76: Remove the Pupils Who Go Missing from School policy from the Governors' Policy list.	HT/Chair
03/07/24	77: Add new staff governor to Hampshire Services for Schools and GovernorHub with effect from 17th July.	Clerk
03/07/24	78: Complete Governor evaluations and return to Chair.	Govs
03/07/24	79: Add Governor Training to FGB Agenda in September.	Clerk
03/07/24	80: Add meeting dates for 2024-2025 to GovernorHub calendar.	Clerk
03/07/24	81: Governors to contribute cakes for staff on 15th July	All Govs

Signed by Chair: D. Stephenson

Date 25/09/24