

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Tuesday 8th July 2025 at 7.00pm
 Venue: At Tweseldown Infant School

Present:

Kim Tottem	Headteacher	
Deborah Stephenson	Co-opted Governor	Chair
Jeev Chhokar	Parent Governor	
Mark Fricker	Co-opted Governor	
Becky Hilton	Staff Governor	<i>arrived in item 8</i>
Sarah Jewitt	Co-opted Governor	
Sarah Pengelly	Co-opted Governor	
Phil Sanday	Parent Governor	Vice Chair

Apologies

Stuart Meadows	Co-opted Governor
Debbie Moss	Co-opted Governor
Ben White	Parent Governor

In Attendance

Louise Barnes	Associate Member/Deputy Headteacher
Helen Blyde	School Business Manager.
Rebecca Willows	Clerk

The meeting was Quorate

The meeting commenced at 7.00pm.

Item		Actions
1	<p>Welcome and apologies for absence The Chair welcomed all to the meeting in particular Helen Blyde the new School Business Manager. Apologies were received and accepted from Stuart Meadows, Debbie Moss and Ben White. Becky Hilton would arrive late.</p>	
2	<p>Declaration of pecuniary and any other conflicts of interest in items on this agenda and update Declaration of Interest Register (on Governor Hub) There were no declarations of interest made that were not already recorded.</p>	
3	<p>Any urgent items to be added to the agenda. There were none.</p>	
4	<p>Minutes of the previous meeting The minutes of the FGB held on 20th May 2025 and the Confidential Minutes of FGB held on 20th May 2025 had been circulated prior to the meeting. Both sets of minutes were accepted as a true and accurate record and approved and were signed by the Chair.</p>	
5	<p>Actions and matters arising from meeting of 20th May 2025 38: Review Behaviour and Anti-Bullying Policy and Behaviour Principles written Statement for next FGB meeting. <i>Done</i> 40: Add Behaviour and Anti-Bullying Policy and Behaviour Principles written Statement, First Aid Policy including supporting Pupils with medical needs to Agenda of next FGB meeting. <i>On Agenda</i> 48: Seek advice about sliding windows from LA strategic planning team. <i>The Headteacher had raised an enquiry but was awaiting a response.</i> 49: Check on the date when notice needed to be given regarding the current Staff Absence SLA. <i>This would have to wait until the following year due to lack of capacity.</i> 50: Add Staff Organisational Chart 2025-2026 to next FGB agenda. <i>On agenda.</i> 51: Include a column with full evaluation of actions in SDP for next FGB. <i>Done</i> 52: Arrange Safeguarding and report back to governors at July FGB. <i>This would be done in the Autumn Term.</i></p>	

Signed by Chair:

Date:

	<p>53: Contact CJS headteacher to raise concerns about lollipop lady. <i>This had been done and the headteacher at Crookham Junior School would notify Tweseldown if she was absent so parents could be informed.</i></p> <p>54: Review policy on issuing ice pack in line with updated guidance. <i>This had been done.</i></p> <p>55: Complete WGBT Survey. <i>This had been done.</i></p> <p>56: Add WGBT to next FGB meeting. <i>This had been done.</i></p> <p>57: Circulate Skills Audit to Governors for completion. <i>This had been done.</i></p> <p>58: Attend Governor Awards meeting on 8h July before FGB. <i>This had been done.</i></p>	
6	<p>Any questions arising from the reports from Committees <u>Curriculum and Standards (C&S).</u></p> <p>The draft minutes from the C&S meeting on 2nd July had been circulated prior to the meeting. The Chair summarised the meeting which had involved presentations on Thrive and Outdoor Learning. Data and Pupil Progress had been interrogated. Behaviour and Exclusions had been discussed in detail. Progress on the SDP had been reviewed, and improvements to information reported on data and SDP were suggested. The quality of information and data given to the committee had improved greatly over the past year. There were no further questions.</p>	
7	<p>Headteacher's Report</p> <p>The Headteacher's gave a verbal report as follows:</p> <p><u>Attendance</u></p> <p>Attendance was at 96.1% with 1.3% of unauthorised absences for holidays. The headteacher was concerned about persistent absence which was at 6.6%. The school met with families concerned and offered additional support. They visited families where required. The national average was 15.4%</p> <p>Q: Were there any severe absentees?</p> <p>A: Any severe absentees were as a result of medical needs.</p> <p>Q: Was there a Family Support Worker in the cluster?</p> <p>A: There wasn't a Family Support Worker in place. There was discussion about having a shared Family Support worker with another school, but this was not financially viable. The school had good relationships with the families and knew them well, which was beneficial when having difficult conversations with them about children's services of attendance. The headteacher could raise the matter again with local headteachers.</p> <p>ACTION 59: Raise Family Support Worker post with local headteachers in next Cluster meeting.</p> <p><u>Behaviour</u></p> <p>Since the report at the C&S meeting there had been another suspension of one and a half days.</p> <p>Q: Was this different pupil or one who had already had a suspension?</p> <p>A: The pupil had already had a suspension which now totalled 3 days.</p> <p>All the pupils concerned were boys, one was EAL, two were forces children and another was disadvantaged.</p> <p>There had been no racist incidents.</p> <p><u>Capital budget</u></p> <p>The following projects were being considered for capital expenditure:</p> <ul style="list-style-type: none"> Cloud based IT solution Broadband Preschool/Y1 fencing Shelter for preschool. <p><u>Accidents</u></p> <p>A pupil had jumped off play equipment and broken their arm. A pupil had punched an assistant headteacher in the face.</p>	HT

Signed by Chair:

Date:

A pupil had run backwards into a chain and cut their head.
A pupil with a broken leg had tipped up a trampoline and hurt their leg again during sensory circuits.

As a result of these accidents, the headteacher had circulated all risk assessments to staff to ensure they were informed.

Q: Was there a risk assessment in place for the pupil with the broken leg?

A: This was confirmed.

A bottle of chemicals had been left in the toilets and pupils had applied some to their skin. The substance was not toxic. Staff had been spoken to and the site manager needed to ensure there were no chemicals left out when doing the morning check of the premises.

Q: Presumably visits to hospital were involved?

A: The pupil with the broken arm had gone to hospital and the broken leg had been checked.

Q: Could this lead to a Health and Safety check?

A: The Headteacher triaged all accidents and they were reported to Hampshire County Council which reported RIDDOR. The headteacher was the accident investigator but had not had any further feedback.

Q: Were accidents increasing?

A: The school reported approximately 6 accidents a month. This was the normal level.

Q: Was there sufficient supervision of pupils?

A: There was sufficient supervision.

Governors suggested a Health and Safety revisit for staff at the INSET in September.

ACTION 60: Revisit Health and Safety for staff at September INSET.

HT

Maintenance List

The bathroom opposite the hall was out of use as a mixer tap needed replacing. It was proposed that that site manager carry out this work to save money.

The site manager was compiling a Maintenance List on a rolling programme before he left.

Star care was due to move into the hall in September as numbers were increasing from 30 to at least 50. A cupboard would be adapted by putting in shelves. A new larger freezer would be purchased (£367) and some other work would be done by the site manager in preparation. Governors suggested that any costs for Star Care should be balanced off in the Budget rather than use capital budget.

The following items would be capital expenditure:

Carpets in some classes would need replacing in future.

Emergency lighting around the school needed replacing. 3 quotes were being sought.

The window in Rabbit Class would be replaced over the summer.

The work to or replacement of sliding doors.

Q: What had happened about the exposed concrete?

A: The piece of exposed concrete had been removed. The rest of the concrete would be covered with additional soil and the area seeded.

The school had been awarded eighteen bursary places totalling £2340 by Rock Steady.

This matter was recorded in a Confidential Minute.

Pupil numbers

104 pupils had accepted places for YR in September. There was one place but this could be filled especially with forces family movement.

	<p>In Y1 numbers were due to be 99 in September. There was discussion about the reason for this which had been affected by the introduction of the mixed class. One pupil was due to a forces family move. There was discussion about how the school had managed the situation and anything could have been done differently. Face to face communications were considered to be most effective. The Communication plan for next year would be reviewed in the Autumn and Spring term.</p> <p>ACTION 61: Add communication plan to FGB agenda for November and Spring term.</p> <p>Q: Was there still a waiting list for Y1? A: These families had found places elsewhere.</p> <p>Q: Had the situation regarding places for pupils from Aldershot been resolved? A: This was thought to be the case with other schools in the area accepting pupils.</p>	Clerk
8.	<p>Questions and Challenge</p> <p><u>Drift</u></p> <p>Q: Has a competitive review been carried out to justify continuing with Drift versus exploring alternative providers (e.g. Microsoft partners, other edtech vendors)? A: The school had gone out to tender four years ago and had been happy with the service Drift provided, so had renewed the Service Level Agreement until April 2026. <i style="text-align: right;">BH joined the meeting 8.10pm</i></p> <p>Q: Is there a risk of vendor lock-in and has this been assessed? A: No as there was an SLA Agreement with Drift.</p> <p>Q: Is the Microsoft Windows 11 deadline being used as justification for fast tracking a wider infrastructure change that might benefit from more scrutiny?</p> <p>Q: Have Drift discussed the use of ESU Licensing to enable the use of the existing Windows 10 platforms which will remain supported through to 2026 or longer if need be (2028)? A: No, as Drift had advised that security updates would not be supported by Microsoft and they would not recommend continuing with Windows 10. There was discussion about the possibility of extending Windows 10 beyond October 2025 as the school was not changing on a day to day basis. One of the governors would meet with Drift to discuss the position.</p> <p>Q: Has there been testing or piloting of cloud-based tools on existing hardware and network infrastructure? A: No</p> <p>Q: Have Drift prepared a 5-year roadmap with costs and refresh triggers? So that the school is ultimately prepared for the arising costs and not necessarily flying blind with a hardware refresh. A: No but this was due to be prepared in collaboration with the School Business Manager.</p> <p><u>Reliance on Drift for Admin Access</u></p> <p>Q: Is it best practice that only Drift holds domain login/passwords? A: Yes as the school did not have the capacity or expertise to manage this.</p> <p>Q: What's the backup/recovery plan if Drift is unavailable or the relationship ends?</p> <p>Support Expectations? A: Backup was available 24/7 and Drift were very responsive. They attended the school weekly to deal with the office and classroom computers.</p> <p>Q: How enforceable are the verbal commitments from Drift for weekly face-to-face support? A: This was in a written commitment.</p> <p>Q: What happens if the on-site support isn't delivered consistently? A: The school would take the matter up with Drift. Drift had always been very responsive and the school had periodic meetings with them.</p> <p>Q: Have Drift provided a draft SLA contract in relation to the new cloud solution?</p>	

A: The draft SLA contract had not been received yet.

User Control

Q: Is there sufficient internal expertise retained to manage the cloud solution without total dependency on Drift?

A: No, which is why the SLA was required.

Financing

Q: Is it permissible to charge recurring SaaS subscriptions to the Capital budget under ESFA rules? As a note: EFSA Rules state - You cannot use capital funding for Recurring or subscription based costs

A: The fees were recurring so capital funding could not be used for this element of the project. However, it could be used for the initial set up costs for broadband, data and cloud storage. There was also an annual cost of £7158 for the server. There was a discussion about this as Governors thought only an annual update would be required. A governor would have a meeting with Drift to discuss this as a matter of urgency as if the school was to proceed a purchase order would have to be raised before the end of term.

ACTION 62: Meet Drift to discuss possibility of extending Windows 10 and potential security risks and the position regarding the servicer as soon as possible.

Governors considered that the project should not be rushed as it would be wise to consider the other competitors. It might be possible to extend the Microsoft Windows 10 until April 2026 and new tenders be sought. Three quotes were needed to be approved by Governors.

Q: Would data be stored in the Cloud?

A: This was confirmed. However, a governor pointed out that the proposal did was not for full cloud storage as there was a server too.

An emergency Finance and Personnel Committee was needed to discuss approval of capital expenditure before the end of term. The F&P Committee would then feedback to the Full Governing Body.

ACTION 63: Arrange Emergency F&P meeting online to discuss Capital Expenditure.

Q: IT/Drift - under Procurement SOP this would fall under the low value threshold of needing 3 quotes, so would need to see that (or refresh memory of that) for the discussion please.

A: This was covered in discussion above.

Q: Capital Budget - I would advise we need to see the site maintenance plan for the next 2 years + the annual income to the capital budget before being able to prioritise and allocate. If this is only a 4-5k one off increase vs. previous years and then an annual decrease thereafter, it should be managed within the 3 year budget plan as an investment. Can we see this for FGB?

A: This would be covered in Emergency F&P meeting.

Data

Pupils had done very well including Pupil Premium children. **Thanks were expressed to all staff who had contributed to the great results.**

Budget v Forecast

The Budget v Forecast was circulated at the meeting.

1000ANCILLARY Admin and Clerical Staff had exceeded the expected spend at this stage, this was due to staff off sick in the office and having to pay an additional member of staff to cover. This would have to be monitored.

Clarification as to the coding for Star Care staff was needed.

1000SUPPLYTCH was high as there had been a lot of staff illness.

Q: 4641 Catering provision was overspent, was this due to the kitchen company or did it include Star Care costs?

JC

BW/
COG

<p><u>d.Supporting Pupils with medical conditions</u> This Policy had been redrafted but still needed changes. It would be brought back to the next FGB meeting. ACTION 69: Redraft Supporting Pupils with medical conditions and bring back to FGB at next meeting in September</p> <p>The Chair of Governors had redrafted the Policy Schedule for 2025-2026 by meeting.</p> <p><u>e.Approve Committee Terms of Reference for 25/26</u> The following Terms of Reference for 2025-2026 had been circulated prior to the meeting: FGB Appeals Committee Curriculum and Standards Committee Finance and Personnel Committee Pay Committee No further questions were raised and all Terms of Reference were approved by the Governing Body.</p>	<p>COG/ Clerk</p>
<p>Governor Matters</p> <p>a. <u>Strategy Meeting update</u> There had not been another Strategy Meeting recently. Further meeting dates would be organised for the next academic year.</p> <p>b. <u>Agree Meeting dates for next year</u> The meeting dates Governors in 2025-2026 had been circulated prior to the meeting and were approved by the Governing Body. The first pay committee meeting would be held on Thursday 23rd October.</p> <p>c. <u>Governor Visits including any reports</u> The COG had done a SEND visit. It would be important for Governors to review and monitor the support given to SEND pupils in the next academic year with the changes in arrangements for classes and the removal of Rabbit class.</p> <p>d. <u>Skills Audit</u> Thanks were expressed to those governors who had completed the Effectiveness tool on GovernorHub. The results showed that the governing body was effective. All governors could view the results on GovernorHub.</p> <p>e. <u>Governor Training</u> The Whole Governing Body training was due to take place on 7th October Using Data in Schools.</p> <p>f. <u>Governor terms of office - Update and Succession Planning</u></p> <p>There was still a LA vacancy and there would soon be a Co-opted Governor vacancy. There was discussion about the best way to fill these vacancies. A current parent governor was willing to fill the role of LEA or Co-opted Governor if required and a Parent Governor election would be held in the Autumn Term.</p> <p>All Governors were asked to consider roles for 2025-2026. Sarah Pengelly had offered her resignation as a Governor which was accepted. Thanks were expressed to Sarah for all her hard work as Vice Chair, Safeguarding and EYFS Governor as well as being a member of the Head Teacher’s Performance Management Committee.</p> <p>Governors would be asked to complete Individual Governor Review Forms to be returned to the Chair.</p>	

Signed by Chair:

Date:

Tweseldown Infant School
Minutes of the Full Governing Body
Tuesday 8th July 2025 at 7.00pm

13.07.25	67: Include punitive measures in the Behaviour and Anti-Bullying Policy to bring back to FGB at next meeting in September.	HT
13.07.25	68: Organise consultation with parents and staff on Behaviour Principles written Statement.	HT
13.07.25	69: Redraft Supporting Pupils with medical conditions and bring back to FGB at next meeting in September.	COG/Clerk
13.07.25	70: Send Individual Governor Review Forms to GB.	COG
13.07.25	71: Complete and return Individual Governor Review forms to Chair	Govs
13.07.25	72: Email headteacher to attend Y2 Leavers' Assembly.	Govs
13.07.25	73: Attend Fraud and Cybercrime training if available.	Govs

Signed by Chair:

Date: