

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Wednesday 19th March 2025 at 7.00pm
 Venue: At Tweseldown Infant School

Present:

Kim Tottem	Headteacher	
Deborah Stephenson	Co-opted Governor	Chair
Mark Fricker	Co-opted Governor	
Becky Hilton	Staff Governor	<i>Left the meeting for part of item 6</i>
Sarah Jewitt	Co-opted Governor	
Debbie Moss	Co-opted Governor	
Sarah Pengelly	Co-opted Governor	
Phil Sanday	Parent Governor	Vice Chair
Ben White	Parent Governor	

Apologies

Stuart Meadows Co-opted Governor

In Attendance

Louise Barnes Associate Member/Deputy Headteacher *Left the meeting for part of item 6*
 Rebecca Willows Clerk

The meeting was Quorate

The meeting commenced at 7.00pm.

Item		Actions
1	Welcome and apologies for absence The Chair welcomed all to the meeting. Apologies were received and accepted from Stuart Meadows.	
2	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.	
3	Any urgent items to be added to the agenda. This were none.	
4	Minutes of the previous meeting The minutes of the FGB held on 29 th January 2025 and two sets of Confidential Minutes of FGB held on 29 th January had been circulated prior to the meeting. All three sets of 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 29th January 2025 25: Recorded in a Confidential Minute. <i>This is reported in a Confidential Minute.</i> 26: Recorded in a Confidential Minute. <i>This had been done.</i> 27: Ensure attendance data is available a week in advance of FGB meetings. <i>This had been considered at C&S committee in detail.</i> 28: Contact headteacher if attending Prevent refresher training and if remote link required. <i>No governors had attended, however, all were encouraged to do Prevent training.</i> 29: Add consideration of Phonics data for Y1 and Y2 to next C&S meeting. <i>Done.</i> 30: Organise date to complete SFVS. <i>Done and on agenda.</i> 31: Recorded in a Confidential Minute <i>Done.</i> 32: Recorded in a Confidential Minute. <i>This had not been required.</i> 33: Ensure the correct carried forward policies are uploaded to GovernorHub in time for the next FGB meeting. <i>Done.</i> 34: Add Policies to be carried forward to next FGB Agenda. <i>Done.</i>	

Signed by Chair: D.Stephenson

Date: 20.05.25

	<p>35:Organise Parent Governor election. <i>This was in progress. Papers would be sent out the parents for voting the following day with the count taking place on 2nd April.</i></p> <p>36:Make membership changes on GovernorHub and Hampshire Services for Schools. <i>Done.</i></p>	
<p>6</p>	<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 12th March had been circulated prior to the meeting. The Chair gave a summary of the main points at the meeting including information about the two curriculum presentations on Continuous Provision and Phonics. Governors were well informed and it was a good meeting. Thanks were expressed to the Deputy Headteacher. There were no questions raised.</p> <p><u>Finance and Personnel Committee (F&P).</u></p> <p>The draft minutes from the F&P meeting on 14th March had been circulated prior to the meeting. The committee Chair gave a summary of the main points at the meeting. The committee had considered the Budget, the Budget v Forecast was tracking well.</p> <p>Part of this report is contained in a Confidential Minute.</p> <p>The School Financial Value Survey (SFVS) had been circulated prior to the meeting. <i>LB and BH left the meeting</i></p> <p>There were queries about the wording of the answer to in Question 15 relating to using independent professional advice in relation to headteacher's pay. After discussion, Governors agreed to a change in wording in the answer. A change to the answer in Q22 was also agreed to reflect that they school still shared a Parental Support Advisor. Reference to previous arrangements was deleted. <i>LB and BH re-joined the meeting</i></p> <p>Governors approved the SFVS as amended above. ACTION 37: Sign approved SFVS and liaise with Admin Officer re its submission.</p>	<p>Chair</p>
<p>7</p>	<p>Headteacher's Report</p> <p>The Headteacher confirmed that the Learning Support Classroom would be discontinuing at the end of this academic year. The Staff and Parents who had pupils in that class had been informed. The pupils would move into main stream classes with additional support. Some of the pupils would be removed from classes to work on their Education Learning Plan and EHCP targets e.g. Speech and Language, attention bucket and sensory circuits. Those with the highest need would be supported 1-1 by an adult. However, the adults would change throughout the day so they did not rely on one person. The SENCOs would go through the pupils targets and timetable when specific support would be given. Parents had been supportive.</p> <p>Q: Had there been any negative reaction? A: There had been no negative reaction, although some parents had asked additional questions mainly relating how to get additional support or apply for an EHCP.</p> <p>Q: Were the staff Ok with the changes? A: Staff were discussing and coming to terms with the changes.</p> <p>Q: Did the SLT predict any complaints due to increased disruption in main stream classes? A: Pupils would be supported during the day. The pupils integrated in the play ground and at lunch time already.</p> <p>Q: Were any pupils with additional needs expected in September? A: Two pupils with complex needs were expected to start in September. They would have to be informed that there would no longer be the Learning Support Classroom.</p>	

Q: How would staff be supported to help them deal with more extreme needs in their classrooms?

A: Staff were completing the T-SEND modules to upskill them. The SENCOs would be involved in giving detailed handovers and using the expertise of the current Rabbit class team. They would be given lots of information to support children. LSAs would be carefully matched up to pupils to support need. The school was returning to the way it used to be done before COVID and the system had worked well then. There was other Resourced Provision within Hart if necessary.

Governors noted that Rabbit class had been very successful and had made a huge difference to the children. However, due to financial restraints it was not possible to continue with that model.

Health and Safety update

Health and Safety monitoring this term covered First Aid, Transport, and Workplace Safety modules. The Health and Safety Governor would organise a visit now the site manager had returned from holiday.

Approval of INSET days

INSET days for 2025-2026 were proposed to be:

3rd September

24th October

5th January

23rd February

29th June

These were the same dates as proposed by Crookham Infants and Crookham Junior Schools.

Governors approved the INSET days for 2025-2026.

Cleaning Contract.

The headteacher had managed to negotiate that the YBC cleaning contract would be the same cost as the previous year, due to some reduced cleaning. The proposed increase had been due to increases in minimum wage and employer's NI contributions.

LLP Visit

The LLP had visited the school well. It had been a positive visit. It was noted that the leaders knew the school well, there was consistency of approach throughout the school, evidence of progression in books, class teachers understood how children learn and made links in learning. The school supported pupils in their transition to KS2 and set pupils up well to the next steps in education. There was attention to detail and consistency in YR. There were two targets set:

1. Pupils needed to be able to articulate the impact on themselves of their learning at Beyond the Gate. The Headteacher had spoken to the Beyond the Gate lead and she had an idea of using a feedback dice at the end of sessions. The Beyond the Gate floor book was available at reception desk and was recommended to Governors.

Q: Was the work at Beyond the Gate linked to the curriculum?

A: The Beyond the Gate lead was clear that no specific curriculum targets should be set. However, Beyond the Gate did help with relationship and health education, Thrive, problem solving, developing vocabulary, speaking and listening. Teachers could show the impact as pupils were calmer, could share and take turns. It was good for personal development and exploring. There were many transferrable skills and learning behaviours.

2. To refine the use of self-assessment and feedback. Y2 were beginning to self-assess in their books. This was because they were now ready to do that. The

	<p>LLP wanted to see more of it. The feedback in question was specific in relation to writing. The school was a low priority school as there were no concerns.</p> <p><u>Restructuring the Office</u> The headteacher was due to meet with the Unions on 20th March to go through the rationale, what the school hoped to gain, and the impact of the restructuring. If the Unions were satisfied, the School Business Manager and Senior Admin Officer jobs would be advertised on Friday 21st March. Interviews were set for 25th and 29th April.</p> <p><u>Behaviour and Exclusions</u> There had been one half day suspension of a pupil for violence towards adults and children.</p> <p><u>Pick Up Procedure.</u> This document had been circulated prior to the meeting which aimed to reflect current practice and tighten up on using a password for picking children up from school. Q: Was there a requirement to notify the class teacher in writing as currently, parents could tell the class teacher verbally about pick up arrangements? A: Tell the teacher at the door would be added to the procedure. There was discussion about parents accessing their passwords, which were available on Arbor. The staff would also be consulted about the procedure for their comments.</p> <p><u>Home School Agreement</u> The Home School Agreement had been circulated prior to the meeting. An addition of ' Development and implement a Strategic Plan' should be made to the Governors' Section. Subject to this addition, Governor approved the Home School Agreement.</p>	
8.	<p>Health and Safety update This was dealt with in the Headteacher' Report.</p>	
9.	<p>Attendance This had been considered in detail at the C&S meeting. Attendance was good and the school were on top of the situation regarding pupils who missed schools, with first day phone calls and home visits. The lowest attendance was from pupils with EHCPs, many of whom were due to medical appointments. The attendance of FSM pupils had risen to 93.3%. There was a bout of chicken pox going through the school, with 30 pupils being absent at its height. This would have an impact on attendance. The current average attendance was 95.5% which was higher than the national average.</p>	
10	<p>Safeguarding Update There were no children on Child Protection, 1 Child in Need, 1 Child in Need (in care). 4 children had been referred to the Early Help Hub. The SLT considered these pupils weekly. A Safer Recruitment Refresher Course was being done by the Headteacher, Deputy Headteacher and a member of the Admin Team. The headteacher and another member of staff were having Team Teach training after Easter. Two pupils were attending alternative provision. One of the pupils was increasing their hours in school from this week. A response about funding was awaited from the LA.</p>	
11	<p>Policies The policies listed on the agenda are as follows: a. <u>Behaviour and Anti-bullying Policy</u> This would be carried over to the next FGB meeting as it needed to be tied in with the Behaviour Principles written Statement. ACTION 38: Review Behaviour and Anti-Bullying Policy and Behaviour Principles written Statement for next FGB meeting. b. <u>Child with Health Needs who cannot attend school</u></p>	HT/Chair

	<p>This policy been circulated prior to the meeting. There were no questions.</p> <p>Governors approved Child with Health Needs who cannot attend school Policy</p> <p>c. <u>ECT Induction Policy</u></p> <p>The ECT Induction Policy had been circulated prior to the meeting. Governors noted that the usual sign off information and the review dates needed to be changed but the rest of the Policy was correct. There were no further questions.</p> <p>Governors approved the ECT Induction Policy</p> <p>d. <u>First Aid Policy including supporting Pupils with medical needs</u></p> <p>The First Aid Policy including supporting Pupils with medical needs had been circulated prior to the meeting. A number of changes to the Policy were proposed by the headteacher. After discussion it was decided to bring the First Aid policy to the next FGB meeting including the suggested amendments.</p> <p>e. <u>Admissions Policy.</u></p> <p>These were circulated for information only as they were set by the LA. The relevant admissions information would be uploaded to the school website as soon as possible.</p> <p>f. <u>Low Level Concerns Policy</u></p> <p>The Low Level Concerns Policy had been circulated prior to the meeting. This was a MOPP Policy.</p> <p>Governors approved the Low Level Concerns Policy.</p> <p>g. <u>Administration of Medicines Policy</u></p> <p>The Administration of Medicines Policy had been circulated prior to the meeting. This had been considered by C&S committee and the requisite amendments had been made. There was discussion about whether this could be incorporated into the First Aid Policy, but it was decided to keep it separate.</p> <p>Governors approved the Administration of Medicines Policy [Clerk's note: It was subsequently established that this can be a procedure and does not need to be approved by the Governing Body]</p> <p>h. <u>Guidance for Requests for Time off to train</u></p> <p>The Guidance for Requests for Time off to train had been circulated prior to the meeting. It was a MOPP policy.</p> <p>Governors approved the Guidance for Requests for Time off to train</p> <p>i. <u>Charging and Remissions Policy</u></p> <p>The Charging and Remissions Policy had been circulate prior to the meeting. Some additional amendments were suggested to the policy to reflect the practice of the school regarding payment for damaged property.</p> <p>Q: What happened if parents refused to pay?</p> <p>A: The pupils would not be able to borrow anything else from school. This needed to be reflected in the policy which would be amended and brought back to the next FGB meeting.</p> <p>ACTION 39: Review Charging and Remissions Policy for next FGB meeting.</p> <p>ACTION 40: Add Behaviour and Anti-Bullying Policy and Behaviour Principles written Statement, First Aid Policy including supporting Pupils with medical needs and Charging and Remissions Policy to Agenda of next FGB meeting.</p>	<p>HT Clerk</p>
<p>15</p>	<p>Governor Matters</p> <p>a. <u>Strategy Meeting update</u></p> <p>The last Strategy Meeting had been 3rd March. Meeting minutes had been circulated on Governor Hub. The following comments were made on the meeting:</p> <p>Item 2. Tweseldown Pre-School had been in contact with the school about the possibility of being based in the school in future. The headteacher had met with the leader of the Pre-School to discuss the position. The Preschool needed to find new accommodation. They had a maximum of 28 children but numbers and sessions</p>	

<p>varied each day. If there was space available for the Preschool, as it was a private independent setting, initially it would have to be run independently and rent charged but ideally it would eventually become part of the school. At this stage the Preschool would have to follow the school's policies and guidelines and staff would have to attend staff meetings. The headteacher had been invited to join the Preschool committee, which would happen after Easter. The Preschool leader was due to visit the school on Friday 21st March.</p>	
<p>Q: Would there be any issues with renting out space in the school?</p>	
<p>A: There would not be any barriers and there was grant funding available to make necessary changes to the building to accommodate a preschool. There were currently seven two year olds at the Preschool, which would need different provision.</p>	
<p>Item 3. Star care was currently full on Tuesdays, Wednesdays and Thursdays.</p>	
<p>Item 7. Parent focused events. These had not been as successful this year. However, the Phonics meeting which had taken place earlier in the evening had 30 Parents in the room and 10 parents online.</p>	
<p>Item 8. Community focused events. There was a singing event in the Harlington Centre. Governors were welcome to attend. It was a ticketed event. 4.30-5.30pm on 7th May.</p>	
<p>ACTION 41: Governors to let the Headteacher know if they wanted to attend Harlington Centre on 7th May.</p>	Govs
<p>Item 10. Sustainability Action Plan would be considered at the next Strategy meeting and F&P meeting.</p>	
<p>b. <u>Governor vacancies</u></p>	
<p>The Parent Governor Election was going to a vote. There was still an LA vacancy. The Chair would contact the local councillor again. If no one was forthcoming, a potential LA governor would be suggested.</p>	
<p>c. <u>Governor Visit Planning for this term.</u></p>	
<p>- SP had scheduled a meeting for Pupil Premium and Phonics on 1st May.</p>	
<p>- Curious Quest – this visit was no longer needed as it was not being continued.</p>	
<p>- Quality of education learning walk the Chair and Headteacher had conducted a learning walk. Behaviour was well managed. Some teaching was didactic and needed to be more active. This feedback had been actioned.</p>	
<p>d. <u>Governor Training – update and feedback</u></p>	
<p>Governors Training uptake had improved. The Governing Body needed to decide on the Whole Governing Body Training for the new financial year. This would be considered at the next FGB meeting.</p>	Clerk
<p>ACTION 42: Add WGBT to next FGB meeting</p>	
<p>Governors were asked to update the Training spreadsheet. There was a lot of eLearning modules on GovernorHub Knowledge (The Key).</p>	
<p>e. <u>Governor Awards</u></p>	Chair
<p>These would take place on 31st March. SP, SJ and DS would meet at the school on Monday morning 24th March.</p>	Chair, SP, SJ
<p>ACTION 43: Chair to email Governor Awards list to Headteacher</p>	
<p>ACTION 44: Attend Governor Awards meeting on 24th March a.m. at School.</p>	Chair
<p>Governors were asked to contribute to thank you gift to staff.</p>	Clerk
<p>ACTION 45: Email Governors with details of contribution to staff gift</p>	

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	ACTION 46: Staff wellbeing to be added as Agenda item at next F&P meeting.	
17	Impact of the Meeting <ul style="list-style-type: none"> • Planning to monitor SDP progress through governor visits. • Considering a strategies to secure school's financial position. • Approving Policies and plans for how to deliver the aims • Planning Strategies for maintaining an effective Governing Body through Governor recruitment. • Reviewing attendance and steps taken to improve attendance • Considering plans for future support of SEN pupils. • Reviewing LLP visit and comments on actions. • Approving Home School Agreement. • Considering relationship with local preschool. 	
18	Date of Next Meetings Strategy Meeting - Monday 28 th April 9am at Tweseldown Infant School (tbc) F&P – The meeting needed to be changed to 28 th April or 2 nd May ACTION 47: Re-set date of next F&P meeting. FGB - Wednesday 14th May 7pm at Tweseldown Infant School C&S – Wednesday 2nd July at 7pm at Tweseldown Infant School	Clerk

There being no other business the Chair closed the meeting at 8.45pm.

Summary of Actions

Date set	Action	Who
19.03.25	37: Sign approved SFVS and liaise with Admin Officer re its submission.	Chair
19.03.25	38: Review Behaviour and Anti-Bullying Policy and Behaviour Principles written Statement for next FGB meeting.	HT/Chair
19.03.25	39: Review Charging and Remissions Policy for next FGB meeting.	HT
19.03.25	40: Add Behaviour and Anti-Bullying Policy and Behaviour Principles written Statement, First Aid Policy including supporting Pupils with medical needs and Charging and Remissions Policy to Agenda of next FGB meeting.	Clerk
19.03.25	41: Governors to let the Headteacher know if they wanted to attend Harlington Centre on 7th May.	Govs
19.03.25	42: Add WGBT to next FGB meeting	Clerk
19.03.25	43: Chair to email Governor Awards list to Headteacher	Chair
19.03.25	44: Attend Governor Awards meeting on 24th March a.m. at School.	Chair, SP, SJ
19.03.25	45: Email Governors with details of contribution to staff gift	Chair
19.03.25	46: Staff wellbeing to be added as Agenda item at next F&P meeting.	Clerk
19.03.25	47: Re-set date of next F&P meeting.	Clerk