

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Wednesday 29th January 2025 at 7.00pm
 Venue: At Tweseldown Infant School

Present:

Kim Tottem	Headteacher	
Deborah Stephenson	Co-opted Governor	Chair
Becky Hilton	Staff Governor	
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	

Online left in item 4.

Apologies

Mark Butcher	Co-opted Governor
Mark Fricker	Co-opted Governor
Stuart Meadows	Co-opted Governor

In Attendance

Louise Barnes	Associate Member/Deputy Headteacher
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 Mark Butcher, Mark Fricker and 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	Restructuring This was recorded in a Confidential Minute	
4	Any urgent items to be added to the agenda. This was recorded in a Confidential Minute ACTION 25: Recorded in a Confidential Minute ACTION 26: Recorded in a Confidential Minute <i>BW left the meeting during this item</i>	
5	Minutes of the previous meeting The minutes of the FGB held on 20 th November 2024 and the Extraordinary Minutes of the FGB held on 10 th December 2024 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.	
6	Actions and matters arising from meeting of 20th November 2024 14: HT to upload IT quotes to Governor Hub for 29/1/25 FGB including justification where required. <i>Done.</i> 15: Add IT requirements for agenda for next FGB. <i>On agenda.</i> 16: Ensure PP on all FGB agendas. <i>Done.</i> 17: SWOT analysis for SEF & SDP. <i>Done.</i> 18: Draft letter to LA about Fleet Infants being given additional resource. <i>This had been superseded.</i>	

Signed by Chair: D. Stephenson

Date: 19.3.25

	<p>19: Add Pupil Premium Statement and SEN Information Report to C&S agenda. <i>Done.</i></p> <p>20: Contact police about returned iPad. <i>The police had been informed but no further action was being taken. The iPad had been wiped by Drift and was now in use again.</i></p> <p>21: Add missing policies to next agenda. <i>On agenda.</i></p> <p>22: Add front sheet to amended policies to detail changes made. <i>This had not been done but it had been agreed that any changes would be highlighted on the documents circulated, which had been done.</i></p> <p>23: Sign off Budget. <i>Done.</i></p> <p>24: Renew cleaning contract. <i>Done</i></p>	
7	<p>Any questions arising from the reports from Committees Curriculum and Standards (C&S).</p> <p>The draft minutes from the C&S meeting on 10th December had been circulated prior to the meeting. It had been agreed the Fischer Family Trust data would be considered at the C&S meetings in future as well as the tracking of Pupil Premium (PP) pupils ensuring that these pupils were still making progress.</p> <p><u>Pay Committee.</u></p> <p>The committee had approved all the headteacher's recommendations for support staff which would be implemented in April.</p>	
.	<p>Headteacher's Report</p> <p>The Headteacher's report, the SWOT analysis Jan 2025, and the School Development Plan (SDP) had been circulated prior to the meeting.</p> <p>An attendance report prepared by the Home School Link Worker (HSLW) which was circulated at the meeting. Key points to note were that attendance in Rabbit class was down, attendance of disadvantaged pupils was down. The absence for EHCP pupils was mainly medical.</p> <p>Q: Was someone working with the families to improve attendance?</p> <p>A: The HSLW and headteacher were actively working with families with a view to improving attendance.</p> <p>Governors asked for the attendance data be circulated in advance of FGB meetings with other supporting papers.</p> <p>ACTION 27: Ensure attendance data is available a week in advance of FGB meetings.</p> <p>A governor commented that the SWOT analysis was very detailed and well done. The SDP showed lots of progress with many areas in green. Governors thanked the headteacher and SLT for taking on the actions requested by governors.</p>	HT/HSLW
9.	<p>Questions and Challenge</p> <p>Q: When is it expected that the children on reduced provision will achieve a full timetable?</p> <p>A: The LA allowed pupils to be on reduced hours for six weeks. If it was felt the pupils needed more time, another six weeks could be set. There was a review half way through the six weeks. A pupil was gradually increasing their hours and also attended alternative provision one day a week. The other pupil had just started reduced hours.</p> <p>Q: End of year predictions Yr R GLD at 70% is 10% below the performance target given in September and below the 75.7% achieved last year. Can you explain the variance and the actions being taken (this can be done at the next C&S)?</p> <p>It was agreed to consider this at the next C&S meeting.</p> <p>Q: How does the PP and non PP gap compare with previous years?</p> <p>This would also be considered at the next C&S meeting.</p> <p>Q: What is being done to address absence in Rabbit class?</p>	

	<p>A: The Home School Link Worker (HSLW) and the headteacher were meeting with parents. There were two pupils in Rabbit class with high absence, one of the families was being contacted and fined as required.</p> <p>Q: Have behavioural incidents increased with the Thrive approach? A: Behavioural incidents had increased but this was not due to the Thrive approach which benefited pupils. More pupils had complex needs which was the cause of an increase in behaviour incidents. The school had a SEN pack which was being worked through to help train staff. The Thrive approach enabled pupils to identify their emotions and they would then work on how to deal with those emotions. The following week was Mental Health and Wellbeing Week where there would be an increased focus on feelings and emotions.</p> <p>Q: Do we have a list of governors with Safer Recruitment training? A: There was a list of governors. It would be a good idea if BW did the training as he would be involved in the interview panel for the Business Manager role.</p> <p>Q: Can staff Prevent refresher training be shared with governors if possible? A: Governors were welcome to join the training session which was due to take place on Wednesday 5th March at 3.15pm. A remote link would also be available. ACTION 28: Contact headteacher if attending Prevent refresher training and if remote link required.</p> <p>Q: Phonics data seems to be below the expected standard at the moment, was that the case? A: Mock screening tests were due to take place the following week. This would determine where the gaps were and what needed to be done. Governors asked for Phonics data for Y1 and Y2 be considered at the next C&S meeting. The headteacher pointed out that most of the pupils who had not passed phonics screening were either transient pupils who had joined the school just before the screening, had an EHCP or were PP. All interventions could be justified. ACTION 29: Add consideration of Phonics data for Y1 and Y2 to next C&S meeting.</p>	<p style="text-align: center;">Govs</p> <p style="text-align: center;">Clerk</p>
10	<p>Health and Safety update <u>MUGA</u> There had been discussions with Fawns and Trulawn who had installed the astroturf about the damage to the astroturf. They were both of the opinion that it was caused by the down draft of the Chinook which had landed on the school grounds. The RAF had agreed they would cover the cost of repair. Fawns recommended that Trulawn was used to carry out the repair for which a quote of £7255.38 had been received. The work would be carried out by Easter. Governors agreed this would be the best way forward and the invoice would be passed to the RAF.</p> <p><u>Water system</u> No update on the status of the water system was available. This would be carried over to the next meeting.</p> <p><u>Window</u> The window in Rabbit class was due to be repaired at half term.</p> <p><u>Cybersecurity</u> The Chair had done some cyber security training and would carry out a cyber security audit.</p>	
11	<p>Pupil Premium statement This had been considered at the C&S meeting, and was on the school website.</p>	
12	<p>Safeguarding Update The first part of this item has been recorded in a Confidential Minute.</p>	

	<p>The Safeguarding governor had visited the school and the report had been circulated prior to the meeting. The main points covered were:</p> <ol style="list-style-type: none"> 1. The Single Central Record (SCR) was up to date and there were no issues with the SCR. 2. The governor had spoken to YR and Y1 pupils, twelve pupils in all, asking questions about safeguarding. Most of the pupils could talk confidently and accurately about the safeguarding processes and computer safety. 3. Safeguarding arrangements for school trips: Y1 to Beaulieu Motor Museum and Y2 Runways End. The governor looked into the scrutiny and processes put in place for educational visits, including the process of briefing staff and volunteers and the risk assessments. The governor recommended that the detailed scrutiny and processes should be reflected in the risk assessments. 4. New staff induction regarding safeguarding. The Safeguarding governor had spoken to new staff members who were positive about the safeguarding processes and induction at the school. They confirmed they were aware of safeguarding practices at the school. 	
<p>13</p>	<p>Stakeholders <u>Pupil Voice</u> This was being sought in Governor visits such as the Safeguarding visit. <u>Parents Evening</u> Parents Evening was taking place on 12th and 13th February. A QR link to the Parents questionnaire had been uploaded to GovernorHub. SP and PS would attend the Parents Evening on 12th February. DS would attend on 13th February. Other governors were welcome to attend.</p>	
<p>14</p>	<p>Finance and Personnel</p> <p>a. <u>IT equipment requirements</u> Details of the Staff computer requirements and iPad requirements had been circulated prior to the meeting. Q: If the school wanted to lease the iPads, was there a warranty and replacement for damage insurance? Q: Shouldn't the school be asking for a discount from Drift as they were such large orders. It was agreed that these would be considered at the next F&P meeting especially as it would take up a significant chunk of the capital budget.</p> <p>b. <u>Review subscription to Clerking Service.</u> <i>The clerk declared an interest and left the meeting</i> Details of the Clerking Service terms, the costs and the proposed hours had been circulated prior to the meeting. Governors agreed to subscribe to the Clerking Service on the same hours as the current year. <i>The clerk rejoined the meeting</i></p> <p>c. <u>Agreed date for SFVS audit</u> The Admin Officer would contact BW to organise a date for completing the SFVS. ACTION 30: Organise date to complete SFVS</p> <p>d. <u>Budget implications of NOR including current budgetary position</u> This has been recorded in a Confidential Minute ACTION 31: Recorded in a Confidential Minute ACTION 32: Recorded in a Confidential Minute</p>	<p>Ad Off/BW</p>
<p>15</p>	<p>Policies The policies listed on the agenda are as follows: a. <u>Behaviour and Anti-bullying Policy</u></p>	

	<p>The incorrect Policy had been uploaded on GovernorHub as the school now used Thrive. This would be carried over to the next FGB meeting.</p> <p>b. <u>Complaints Policy</u> The Complaints Policy had been circulated prior to the meeting. There were no questions raised. Governors approved the Complaints Policy.</p> <p>c. <u>Child with Health Needs who cannot attend school</u> This policy had not been circulated and would carried over to the next FGB meeting.</p> <p>d. <u>ECT Induction Policy</u> The incorrect Policy had been uploaded on GovernorHub as the school used the policy from South Farnham. This would be carried over to the next FGB meeting.</p> <p>e. <u>Restructure and Reductions Policy.</u> This was a MOPP policy and had been circulated prior to the meeting. There were no questions raised. Governors approved Restructure and Reductions Policy.</p> <p>e. <u>Behaviour Principles written Statement.</u> This needed amendment so that it linked to the Thrive Behaviour Policy and would be carried over to the next FGB meeting.</p> <p>f. <u>Health and Safety Policy</u> The Health and Safety Policy had been circulated prior to the meeting. Reference to The Pantry needed to be changed and sections on security needed to be added in line with the previous Policy. Governors approved Health and Safety Policy subject to the amendments above.</p> <p>g. <u>Code of Conduct for Staff</u> The Code of Conduct for Staff had been circulated prior to the meeting. Governors approved the Code of Conduct for Staff.</p> <p>ACTION 33: Ensure the correct carried forward policies are uploaded to GovernorHub in time for the next FGB meeting. ACTION 34: Add Policies to be carried forward to next FGB Agenda.</p>	<p>HT/Chair Clerk</p>
<p>16</p>	<p>Governor Matters</p> <p>a. <u>Strategic Meeting update</u> Governors had discussed the Number on Roll (NOR) and different options. The SLT were working through the Budget implications which would be discussed at the next meeting. The pillars and actions would need to be reviewed.</p> <p>b. <u>Governor vacancies</u> Mark Butcher had resigned as a Governor with effect from this meeting. However, he had agreed act as an Associate Member linked to the F&P Committee. Governors approved the appointment of Mark Butcher as an Associate Member for a period of one year linked to the Finance and Personnel Committee. Ben White had agreed to resign as a Parent Governor and to be appointed as a Co-opted Governor. Governors approved the appointment of Ben White as a Co-opted Governor with effect from 30th January 2025. A Parent Governor election would be held as soon as possible. There was a need for a new governor with financial expertise. The Chair had drafted a paragraph to be included in the next newsletter. ACTION 35: Organise Parent Governor election.</p> <p>Q: Had any response been received from the local councillor about the appointment of an LEA Governor? A: The councillor had responded and was still looking for a suitable candidate.</p>	<p>HT</p>

	<p>c. <u>Skills audit</u> This has been uploaded to GovernorHub and was used to determine the relevant expertise needed for a new Governor.</p> <p>d. <u>Governor roles/responsibilities</u> The Finance and Personnel committee needed more members. Debbie Moss had agreed to be part of the committee. Ben White had agreed to be Health and Safety Governor with another Governor. Debbie Stephenson agreed to take on this role. An IT and technology governor and a SEND governor were also needed, these roles would be carried over to the next FGB meeting. ACTION 36: Make membership changes on GovernorHub and Hampshire Services for Schools.</p> <p>e. <u>Governor Visit Plan for this term.</u> Sarah Jewitt agreed to cover YR speaking and listening when visiting to monitoring EYFS. Curious Quest – DS agreed to arrange a visit to monitor this. Pupil Premium book look – SP was due to look at this in Spring 2. Pupil Conferencing – PS had done some pupil conferencing on his Safeguarding visit. Quality of education learning walk – DS would accompany the SLT on a learning walk on 11th February 2025 at 12.45pm.</p> <p>f. <u>Governor Visit Reports</u> The Chair had carried out an audit of the website and was working with the relevant member of admin staff. The member of staff was new to the role and was looking to get training on updating the website to ensure everything is up to date. SP would carry out a Phonics visit follow up.</p> <p>g. <u>Governor Training – update and feedback</u> The Chair had been to training on the Success of vulnerable pupils and would upload the presentation to GovernorHub.</p> <p>h. <u>Risk Register</u> This would be carried forward to the next meeting.</p> <p>i. <u>Delegated Powers</u> This had been dealt with above.</p>	Clerk
17	<p>Any Other Business The LLPR visit was taking place on 11th March and governors were invited to meet with the LLPR in person or online in the afternoon. The Chair would attend and PS would aim to attend online.</p>	
18	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Agreeing the strategic priorities • Planning to monitor SDP progress through governor visits. • Agreeing a strategy to secure school’s financial position. • Approving Policies and plans for how to deliver the aims • Ensuring staff and pupils were safe and well • Monitoring the use of Safeguarding practice and procedures to protect pupils • Holding Leaders to account for health and safety • Ensuring the school is compliant with current regulation • Succession Planning for the GB 	
	<p>Date of Next Meetings Strategy Meeting - Monday 3rd March 9am at Tweseldown Infant School C&S – Wednesday 12th March at 7pm at Tweseldown Infant School</p>	

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F&P - Friday 14 th March 8.45am at Tweseldown Infant School	
FGB - Wednesday 19th March 7pm at Tweseldown Infant School	

There being no other business the Chair closed the meeting at 9.05pm.

Summary of Actions

Date set	Action	Who
29/01/25	25: Recorded in a Confidential Minute.	HT
29/01/25	26: Recorded in a Confidential Minute	HT
29/01/25	27: Ensure attendance data is available a week in advance of FGB meetings.	HT/HSLW
29/01/25	28: Contact headteacher if attending Prevent refresher training and if remote link required.	Govs
29/01/25	29: Add consideration of Phonics data for Y1 and Y2 to next C&S meeting.	Clerk
29/01/25	30: Organise date to complete SFVS	Ad Off/BW
29/01/25	31: Recorded in a Confidential Minute	Ad Off
29/01/25	32: Recorded in a Confidential Minute	Chair/PS/BW
29/01/25	33: Ensure the correct carried forward policies are uploaded to GovernorHub in time for the next FGB meeting.	HT/Chair
29/01/25	34: Add Policies to be carried forward to next FGB Agenda.	Clerk
29/01/25	35 :Organise Parent Governor election.	HT
29/01/25	36: Make membership changes on GovernorHub and Hampshire Services for Schools.	Clerk