

# Tweseldown Infant School

## Minutes of the Full Governing Board



Date: Tuesday 20<sup>th</sup> May 2025 at 7.00pm

Venue: At Tweseldown Infant School

### Present:

Kim Tottem	Headteacher	
Deborah Stephenson	Co-opted Governor	Chair
Jeev Chhokar	Parent Governor	
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	

*arrived in item 5*

### Apologies

Stuart Meadows Co-opted Governor

### Absent

Mark Fricker Co-opted Governor

### In Attendance

Louise Barnes Associate Member/Deputy Headteacher  
Rebecca Willows Clerk

### The meeting was Quorate

The meeting commenced at 7.03pm.

Item		Actions
1	<p><b>Welcome and apologies for absence</b></p> <p>The Chair welcomed all to the meeting in particular Jeev Chhokar the new parent governor. Jeev introduced himself and gave details of his background. Apologies were received and accepted from Stuart Meadows. Mark Fricker was absent.</p>	
2	<p><b>Declaration of pecuniary and any other conflicts of interest in items on this agenda and update Declaration of Interest Register (on Governor Hub)</b></p> <p>There were no declarations of interest made that were not already recorded.</p>	
3	<p><b>Any urgent items to be added to the agenda.</b></p> <p>There were none.</p>	
4	<p><b>Budget Approval</b></p> <p>The Proposed Budget for 2025-2026 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 :</p> <p>The budget position was approximately £50,000 better as a result of decisions made at the Extraordinary FGB and other changes since the last Budget. The F&amp;P Committee were continuing close scrutiny and encouraging bolder predictions. The budget is now predicted to remain in a cumulative surplus. How day trips were recorded in the Budget had been changed as the school did not receive as much as it paid out. Included in the Budget was carry forwards for the MUGA and Beyond the Gate grant. In addition, £20,000 had been included in the Budget for new grant money which the new School Business Manager (SBM) would bring into the school. This would need to be tracked.</p> <p>The Committee had discussed how to tighten up on the Star Care predicted income and expenditure which included level of staffing and trying to firm up numbers for September in advance perhaps asking for a deposit. This was not possible on Arbor as it did not enable the school to receive funds for pupils who were not at the school yet. The current system was flexible for parents without set days as some parents had changing shift patterns.</p>	

Signed by Chair: D. Stephenson

Date: 8.7.25

Governors thought it important to guarantee income security, but this might not be practicable. It was agreed to monitor the Star Care income regularly at FGB meetings and to ask the SBM to track monthly income and what could be expected per month especially as the income would fund other expenditure in the Budget.

**The Budget Proposal for 2025-2026 and the 3-year plan set out below were approved unanimously:**

Budget	2025 – 26	
Total Expenditure	2,189,209	Two million and one hundred and eighty-nine thousand two hundred and nine pounds
Total Income	2,132,429	Two million one hundred and thirty-two thousand four hundred and twenty-nine pounds
In Year Surplus/(Deficit)	(56,780)	(Fifty-six thousand and seven hundred and eighty pounds)
Surplus/(Deficit) Brought Forward	199,233	One hundred and ninety-nine thousand and two hundred and thirty-three pounds
Cumulative Surplus/(Deficit) carried forward	142,453	One hundred and forty-two thousand four hundred and fifty-three pounds

The 3- year plan	2025 – 26	2026 – 27	2027 – 28
Total Expenditure	2,189,209	2,126,801	2,135,266
Total Income	2,132,429	2,131,062	2,032,200
In Year Surplus/(Deficit)	(56,780)	4,261	(103,065)
Surplus/(Deficit) Brought Forward	199,233	142,453	146,714
Cumulative Surplus/(Deficit) Carried Forward	142,453	146,714	43,648

Capital Budget planned expenditure

The window in Rabbit Class was due to be replaced in the Summer holidays and would be paid for from the Capital Budget. Some work was required to the sliding doors in all classrooms. Further advice was needed from the LA before proceeding.

**ACTION 48: Seek advice about sliding windows from LA strategic planning team.**

HT

**Thanks were given to the H&S Governor for highlighting the issue.**

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**Minutes of the previous meeting**

The minutes of the FGB held on 19<sup>th</sup> March 2025 and the Confidential Minutes of Extraordinary FGB held on 2<sup>nd</sup> April 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.

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**Actions and matters arising from meeting of 19th March 2025**

- 37: Sign approved SFVS and liaise with Admin Officer re its submission. *Done*
- 38: Review Behaviour and Anti-Bullying Policy and Behaviour Principles written Statement for next FGB meeting. *This would be deferred to FGB in July*
- 39: Review Charging and Remissions Policy for next FGB meeting. *On Agenda*
- 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. *See below.*
- 41: Governors to let the Headteacher know if they wanted to attend Harlington Centre on 7th May. *The event had gone well and had been successful. There was discussion about publicity for the school.*
- 42: Add WGBT to next FGB meeting. *On Agenda.*
- 43: Chair to email Governor Awards list to Headteacher. *Done*

	<p>44: Attend Governor Awards meeting on 24th March a.m. at School. <i>Done</i>  45: Email Governors with details of contribution to staff gift. <i>Done</i>  46: Staff wellbeing to be added as Agenda item at next F&amp;P meeting. <i>Done</i>  47: Re-set date of next F&amp;P meeting. <i>Done</i></p>	
7	<p><b>Any questions arising from the reports from Committees</b>  <u>Finance and Personnel (F&amp;P).</u>  The draft minutes from the F&amp;P meeting on 14<sup>th</sup> May had been circulated prior to the meeting. Most matters discussed at the meeting had been raised in item 4 above. The Admin Officer was thanked for all her hard work. The IT infrastructure needed to be reviewed and updated, which was a priority for the school. This was a wider piece of work which would include governor communications and storage on the cloud. The Admin Officer included annotations on the draft Budget and would include further annotations.  The Staff Absence SLA needed more detailed analysis before it could be approved by governors. Confirmation was needed on the date notice needed to be given for the current SLA. There was discussion whether a decision could be left to the Autumn Term.  <b>ACTION 49: Check on the date when notice needed to be given regarding the current Staff Absence SLA.</b></p>	HT
8.	<p><b>Headteacher's Report</b>  The Headteacher's Report had been circulated prior to the meeting.  This is contained in a Confidential Minute.  The following questions are relational to Staffing at Tweseldown:  <b>Q: Are there plans to recruit a permanent Site Manager before current site manager leaves at the end of September?</b>  A: The role was being advertised. It was hoped to recruit a replacement before the end of the Summer Term to ensure a good handover.  <b>Q: What is our long-term staffing plan to ensure stability and continuity, particularly in leadership and specialist roles like SENDCo and HLTA?</b>  A: An HLTA had already been recruited to start in September. One member of staff was interested in becoming a SENDCo.  <b>Q: Is the school at risk of losing capacity or institutional knowledge with multiple experienced staff leaving? If so, how is succession planning being addressed?</b>  A: The SLT had a succession plan in mind. The current organisational chart had been circulate prior to the meeting. Class teachers had until 31<sup>st</sup> May to resign and support staff could give four weeks' notice. The cluster were looking to appoint a Parent Support Advisor so the role of Home School link worker would not be filled. One of the admin assistants was due to go on maternity leave and would be filled by maternity cover. One of the part time teachers had agreed to go full time.  <b>ACTION 50: Add Staff Organisational Chart 2025-2026 to next FGB agenda.</b>  <b>Q: Can we please have a verbal update on the progress/reaction in relation to the reduction of PAN to 105?</b>  A: The staff had been informed on Zoom the previous week. All preschools had been visited and classes had been determined. It was planned to invite parents of pupils due to start in the mixed class straight after half term. Current YR pupils had completed friendship wheels and those parents would also be informed after half term. Then letters would be sent out to all parents.  <b>Q: Do we have an up to date prediction for phonics results?</b>  A: The school did not routinely carry out another mock test. The school was confident the pass rate would be above 80% and that pupils were on track with predictions.</p>	HT/Clerk

	<p><b>Q: Is there any planned capital spend over the summer period (site managers priorities)?</b> A: The window in Rabbit class was due to be replaced over the summer. Replacement of the rest of the MUGA was not financially viable.</p> <p><b>Q: Thank you for highlighting the areas that are completed and those still to be achieved. Please could you let us know the impact of the actions and whether they have achieved the intended outcomes to date?</b> A: Wellbeing of pupils had increased with the use of Thrive and statistics were looking strong. Writing had improved although attainment was still not in line with reading and maths. The use of outdoor learning had increased. Continuous provision was going well. Governors asked for a full evaluation to be included in a column on the SDP. <b>ACTION 51: Include a column with full evaluation of actions in SDP for next FGB.</b></p> <p><b>Q: Had there been any complaints?</b> A: There had been none.</p> <p><b>Q: Governors expressed congratulations to the Headteacher and staff on the LLPR report. Had the recommendations been taken on board yet?</b> A: They would be included in the SDP and SEF for next year. There would be more evidence of pupils self-assessment in Y2 as their skills had increased. A lot of self-assessment was done verbally. Work would be done so that pupils could verbalise their learning at Forest School. <u>Health and Safety</u> <b>Q: Was it known that there were no more mole traps in the school grounds?</b> A: There were no more mole traps on the school site.</p> <p><b>Q: Had parents of Rabbit class children been informed of the closure?</b> A: This was confirmed. There was discussion about changing the name of the classroom and removing the lettering.</p> <p><b>Q: What was happening regarding Resourced Provision?</b> A: This was on hold.</p>	HT
9.	<p><b>Questions and Challenge</b> No further questions were raised.</p>	
10	<p><b>Safeguarding update</b> This was dealt with in the Headteacher' Report. A Safeguarding Governors visit would be arranged and reported at the July FGB.</p> <p><b>Q: The Junior School lollipop lady was often late or not in attendance. It had been reported to the local authority.</b> A: After discussion it was decided that the headteacher would contact the headteacher of Crookham Junior School (CJS) to voice concerns. <b>ACTION 52: Arrange Safeguarding and report back to governors at July FGB.</b> <b>ACTION 53: Contact CJS headteacher to raise concerns about lollipop lady.</b></p>	Sfgd Gov HT
11	<p><b>Health and Safety Update</b> <u>a) Update including any accidents and damage and First Aid Audit up-date</u> This had been included in the Headteacher's Report. Otherwise, there had been the usual slips, trips, falls and bumped heads. There was discussion about ice packs. This needed review as it was thought the guidance had changed. <b>ACTION 54: Review policy on issuing ice pack in line with updated guidance.</b> The Health and Safety Governor had carried out a Health and Safety visit with the site</p>	HT

	<p>manager and the report had been circulated prior to the meeting. An invacuation practice had been carried out at the report had been circulated prior to the meeting.</p> <p><u>b) Site maintenance priority list – progress</u> The list was still awaited. However, there were a number of maintenance issues around the school including:</p> <p>Soil wearing away to expose concrete underneath. This had been temporarily made safe by covering it with a picnic table, although more soil was needed to replace eroded soil.</p> <p>Plinths in the classrooms being secured – this had been done.</p> <p>Other work at the site included work at Beyond the Gate to sort out draining, pathways and install poles to hoist a sail shade. This was being done by a group of volunteers including from the Army, Men’s Shed, Stars and Scouts. This involved fifteen people who were not DBS checked but guidelines and protocols would be put in place to ensure the volunteers were accompanied at all times. Parents were being asked to help tidy the site beforehand on 4<sup>th</sup> June. The work itself would take place on 30<sup>th</sup> June and 1<sup>st</sup> July. The Chair of Governors offered help so safeguarding was covered. The work to install the poles and sail were covered by grant funding.</p>	
<p><b>12</b></p>	<p><b>Policies</b></p> <p>a. <u>First Aid Policy including supporting Pupils with medical needs (considered at F&amp;P)</u> This was in the process of being redrafted.</p> <p>b. <u>Charging and Remissions Policy (carried forward from last meeting)</u> The Charging and Remissions Policy had been circulated prior to the meeting, all the relevant changes had been made. <b>Governors approved the Charging and Remissions Policy</b></p> <p>c. <u>ICT Acceptable Use Staff Policy – (considered at F&amp;P)</u> This policy had been circulated prior to the meeting and had been considered by the F&amp;P Committee. <b>Governors approved the ICT Acceptable Use Staff Policy</b></p> <p>d. <u>Premises Management Policy</u> This policy had been circulated prior to the meeting. There had been no changes since the previous draft. This would need to be updated in future <b>Governors approved the Premises Management Policy.</b></p>	
<p><b>18</b></p>	<p><b>Governor Matters</b></p> <p>a. <u>Strategy Meeting update</u> The last Strategy Meeting had been 28th April and the Meeting minutes had been circulated prior to the meeting. <b>Q: When would the Staff Wellbeing Survey be reported to Governors?</b> A: This would reported at July FGB.</p> <p>The Y2 survey was due back before half term and would be reported at the July FGB.</p> <p><u>Sustainability Action Plan (SAP)</u> Governors were of the view that two levels of SAP were required one operational and another on a strategic level including installing solar panels, which would be managed by the SBM and the Headteacher. There was a need to have an infrastructure plan as some issues were arising regarding the property. This could be a piece of work between the SBM and new Site manager and could be considered at the Strategy meeting in November. The scope of the Property Maintenance SLA should also be considered. Currently many of the maintenance jobs would be carried out by the Site manager and were not included in the Budget. A number of issues were beginning to arise with the building.</p>	

<p>b. <u>Governor vacancies</u> 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>Succession planning and Governor roles/committees</u> The committee structure worked better and governors could go into more detail in committee meetings. The Chair would be stepping down as chair at the end of the academic year. All Governors would be expected to take on responsibility for a role going forward.</p> <p>d. <u>Governor Visits expectations and protocol</u> These had already been agreed.</p> <p>e. <u>Governor Visit and training Reports – feedback from Governor forum</u> The Chair had circulated the presentations from the Governor forum which had covered Sports/PE Premium, areas of sustainability and an update on Transforming SEND.</p> <p>f. <u>Governor Training – update and feedback</u> The Development and Training Governor (DTG) expressed thanks to all governors who had completed the Training spreadsheet. The DTG had sent out a Governor Survey regarding Whole Governing Body Training and governors were asked to respond. Eight options for topics had been given. One governor suggested that Improving Attainment in Vulnerable group might be a good topic. It was hoped to organise the training in the first two weeks in October. <b>ACTION 55: Complete WGBT Survey</b> <b>ACTION 56: Add WGBT to next FGB meeting</b></p> <p>g. <u>Skills Audit planning</u> <b>ACTION 57: Circulate Skills Audit to Governors for completion</b></p> <p>h. <u>Governor Awards</u> These would take place on 18<sup>th</sup> July. PS, SJ and JC would meet at the school before the FGB on 8<sup>th</sup> July. The request to staff would be sent on 23<sup>rd</sup> June with replies to be returned by 4<sup>th</sup> July. <b>ACTION 58: Attend Governor Awards meeting on 8<sup>th</sup> July before FGB.</b></p> <p>i. <u>Dates for next year</u> It was agreed to plan meeting dates similar to the current year.</p>	<p>All Gobs Clerk</p> <p>Chair</p> <p>PS, SJ,JC</p>
<p><b>Impact of the Meeting</b></p> <ul style="list-style-type: none"> <li>• Ensuring effective financial management through the Budget and three year plan approval</li> <li>• Developing GB membership through training and planning for skills audit</li> <li>• Succession Planning for the GB</li> <li>• Ensuring staff and pupils were safe and well</li> <li>• Approving Policies and plans for how to deliver the aims</li> <li>• Approving in principle arrangement with preschool.</li> <li>• Reviewing LLP visit and actions.</li> <li>• Reviewing Strategic Planning through review of Strategy meetings.</li> <li>• Monitoring pupil progress to ensure targets are met</li> <li>• Welcoming new Parent Governor</li> <li>• Challenging the HT on the delivery of the SDP and ensuring evaluation is evidenced.</li> </ul>	

Tweseldown Infant School  
Minutes of the Full Governing Body  
Tuesday 20<sup>th</sup> May 2025 at 7.00pm

<b>Date of Next Meetings all at Tweseldown Infant School</b> Strategy meeting - Monday 9 <sup>th</sup> June 9am C&S – Wednesday 2nd July at 7pm FGB - Tuesday 8th July 7pm	
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There being no other business the Chair closed the meeting at 9.03pm.

**Summary of Actions**

<b>Date set</b>	<b>Action</b>	<b>Who</b>
19.03.25	38: Review Behaviour and Anti-Bullying Policy and Behaviour Principles written Statement for next FGB meeting.	<b>HT/Chair</b>
19.03.25	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.	<b>Clerk</b>
20.05.25	48: Seek advice about sliding windows from LA strategic planning team.	<b>HT</b>
20.05.25	49: Check on the date when notice needed to be given regarding the current Staff Absence SLA.	<b>HT</b>
20.05.25	50: Add Staff Organisational Chart 2025-2026 to next FGB agenda.	<b>HT/Clerk</b>
20.05.25	51: Include a column with full evaluation of actions in SDP for next FGB.	<b>HT</b>
20.05.25	52: Arrange Safeguarding and report back to governors at July FGB.	<b>Safegd Gov</b>
20.05.25	53: Contact CJS headteacher to raise concerns about lollipop lady.	<b>HT</b>
20.05.25	54: Review policy on issuing ice pack in line with updated guidance.	<b>HT</b>
20.05.25	55: Complete WGBT Survey	<b>All Govs</b>
20.05.25	56: Add WGBT to next FGB meeting	<b>Clerk</b>
20.05.25	57: Circulate Skills Audit to Governors for completion	<b>Chair</b>
20.05.25	58: Attend Governor Awards meeting on 8h July before FGB.	<b>PS, SJ,JC</b>

Signed by Chair:

Date: