

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Wednesday 20th November 2024 at 7.00pm

Venue: At Tweseldown Infant School

Present:

Kim Tottem	Headteacher		
Deborah Stephenson	Co-opted Governor	Chair	Attended remotely
Mark Fricker	Co-opted Governor		
Alex Harris-Hooton	Local Authority Governor		
Becky Hilton	Staff Governor		
Sarah Jewitt	Co-opted Governor		
Sarah Pengelly	Co-opted Governor		
Phil Sanday	Parent Governor	Vice Chair	
Ben White	Parent Governor		For item 6.

Apologies

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

In Attendance

Louise Barnes	Deputy Headteacher
Wendy Simson	Locum Clerk

The meeting was Quorate

The meeting commenced at 7.00pm.

Item		Actions
1	<p>Welcome and apologies for absence</p> <p>The Chair was not to attend in person but joined remotely the Vice Chair agreed to Chair the meeting.</p>	
2	<p>Any urgent items to be added to the agenda.</p> <p>The Headteacher raised the purchase of two new photocopiers, details of which had been posted on Governor Hub. A quote from Drift for leasing was presented.</p> <p>Q. Does the school need two photocopiers?</p> <p>A. The Headteacher explained that there was only one and that this might reduce the volume of printing.</p> <p>Q. Why does the school not purchase the copiers?</p> <p>A. The Headteacher explained that leasing included a service contract that meant if there was an issue that an engineer attended quickly.</p> <p>Governor approved replacing the copier in theory but with one unit on a lease basis, the quote was to be posted on Governor Hub for final approval at next FGB on 29th January.</p> <p>The Headteacher also presented the suggestion to replace 4 of the computers in the school each year to ensure that the models were fit for purpose and able to use the latest versions of Microsoft. The quote from Drift was £3,798.12 for 4 computers.</p> <p>Governors asked that the quote be uploaded to Governor Hub and added to the agenda for next FGB on 29th January.</p> <p>The Headteacher also raised the purchase of 90 new iPad, 30 for each year group. The school currently has 30 all of which are old and have limited capability. It was suggested that the cost be taken from the Capital Budget which currently stands at about £70k, the quote from Drift was £27k for 90 iPads.</p> <p>Governors asked that the quote be uploaded to Governor Hub ready for the January meeting along with prices from different suppliers that Drift contacted. Governors also asked for a justification of the need for 90 unts and for iPads and not tablets.</p>	<p>HT</p> <p>HT</p> <p>HT</p>

Signed by Chair

D.Stephenson

Date 29.01.25

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3	<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>	
4	<p>Minutes of the previous meeting The minutes of the FGB held on 25th September 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 25th September 2024 All actions had been completed except the following:</p> <p>40: Meet with HT to identify risks and steps being taken to reduce/manage risk. <i>It was agreed this item lapsed and would be closed.</i></p> <p>54: All Governors complete the Governor Visit Action Plan. <i>It was agreed this item lapsed and would be closed.</i></p> <p>78: Complete Governor evaluations and return to Chair. <i>It was agreed this item lapsed and would be closed.</i></p> <p>1: Upload SEF and SDP 2024-2025 onto Governor Hub once finalised. <i>Completed</i></p> <p>2: Upload Runways End presentation and Risk Assessment to Governor Hub once completed. <i>This file was uploaded to Governor Hub on the day of the meeting.</i></p> <p>3: Add consideration of Starcare’s financial position to next F&P Agenda. <i>Completed</i></p> <p>4: Add restructuring proposal for Business Manager to F&P Agenda. <i>Completed</i></p> <p>5: Contact the Deputy Headteacher to arrange Governor visits this term. <i>It was agreed this item lapsed and would be closed.</i></p> <p>6: Add Review of contract limit delegated to Headteacher to F&P Meeting. <i>Completed</i></p> <p>7: Organise Parents’ Questionnaire for Parents’ Evenings. <i>Completed</i></p> <p>8: All Governors complete safeguarding quiz and send certificate to clerk. <i>It was agreed this item lapsed and would be closed.</i></p> <p>9: All Governors confirm they have read and understood KCSIE on Governor Hub. <i>Completed</i></p> <p>10: All Governors to confirm that they will follow the Code of Conduct via Governor Hub. <i>Completed</i></p> <p>11: Contact HCC Admissions Office to raise concerns and clarify the position regarding pupils from Aldershot in light of Census Day. <i>Completed</i></p> <p>12: Contact office to request new Governor email addresses and Contact Group to be set up. <i>Completed</i></p>	
6	<p>Any questions arising from the reports from Committees A summary of the Pay Committee Meeting was given.</p>	

	<p>The Headteacher informed Governors that an award agreed at the meeting is not applicable due to the recruitment of the individual.</p> <p>PS will become chair of the Pay Committee from January, SM is also away for 6 months so there are two vacancies on tis committee. Governors agreed to schedule one Governors to join the January meeting, this can not include any of the Governors on the HTPR panel.</p> <p>Governors approved the Pay Committee Report.</p> <p>BW joined the meeting; it was agreed that the Finance & Personal report would be discussed later in the meeting.</p>	
7	<p>Agreed School Development Plan (SDP)</p> <p>The Headteacher gave an overview of the SDP and explained that the SLT are looking to make this cost neutral.</p> <p>Q. Can you confirm if there are any carry over actions from the previous SDP pillars that should be included in addition to the new pillars? And all objectives are set just for 2024-25 (Vs 2-3 years) – do you believe this is achievable?</p> <p>The last plan was a 3-year plan, but all actions had been completed in year 1 so the new plan was a 1-year duration. The actions have been identified via staff feedback and data analysis.</p> <p>Q. Why isn't Pupil Premium (PP) a separate strand for writing, the LLP had suggested it should be an area for development?</p> <p>A. The Headteacher explained that the gap in achievement for PP had closed and was much better for maths and reading so writing was the focus. Members of the SLT are visiting a school in Tower Hamlets which has closed the gap, and this will enable best practice to be shared.</p> <p>The Governing Board agreed that the gap for PP would never be closed and whilst good progress is being made it should remain a focus.</p> <p>Governors agreed to ensure PP was always included on the agenda for FGB meetings.</p> <p>Governors discussed the SEF and SDP, the Headteacher explained that the SEF celebrated the good work, and the SDP identified developments.</p> <p>Governors asked the SLT to complete a SWOT analysis for the SEF and SDP.</p> <p>Q. Is the social isolation experienced when spouse is deployed and the impact on children included in the SDP?</p> <p>A. The Headteacher confirmed it was.</p> <p>Governors approved the SDP.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">HT</p>
6b	<p>Any questions arising from the reports from Committees</p> <p>BW is now Chair of this committee and gave a summary of the last meeting. The budget was reviewed against forecast and recommended that the FGB approve the budget.</p> <p>Q. Is the budget for 90 or 120 pupils?</p> <p>A. The Headteacher explained that there are currently 102 pupils and the SLT have budgeted for numbers to decrease in future years with 320 in 2025, 301 in 2026 and 281 in 2027. This reduction in pupils could impact up to three teachers. The budget includes 100 pupils in September which equates to three or four classes and may mean a class with some Yr. R pupils and some Yr. 1 which was agreed is not ideal. Delegated powers were approved as:</p> <ul style="list-style-type: none"> • HT – up to £1,000 • HT & Chair of F&P – up to £2,000 • F&P – up to £5,000 • FGB – up to £10,000 <p>Starcare has generated £34,000 and use the MUGA and school hall which are assets for the school and may need a refresh in spring.</p>	

	<p>Energy use was discussed and an option for solar panels. Catering was also discussed. Governors approved the Budget Revisions 2024-2025 as set out below:</p> <table border="1" data-bbox="159 293 1265 701"> <thead> <tr> <th data-bbox="159 293 544 338">Revised Budget</th> <th data-bbox="544 293 692 338">2024 – 25</th> <th data-bbox="692 293 1265 338"></th> </tr> </thead> <tbody> <tr> <td data-bbox="159 338 544 439">Total Expenditure</td> <td data-bbox="544 338 692 439">2,156,717</td> <td data-bbox="692 338 1265 439">Two million one hundred and fifty six thousand seven hundred and seventeen pounds</td> </tr> <tr> <td data-bbox="159 439 544 506">Total Income</td> <td data-bbox="544 439 692 506">2,121,005</td> <td data-bbox="692 439 1265 506">Two million one hundred and twenty one thousand and five pounds</td> </tr> <tr> <td data-bbox="159 506 544 573">In Year Surplus/(Deficit)</td> <td data-bbox="544 506 692 573">(35,711)</td> <td data-bbox="692 506 1265 573">Thirty five thousand seven hundred and eleven pounds</td> </tr> <tr> <td data-bbox="159 573 544 640">Surplus/(Deficit) Brought Forward</td> <td data-bbox="544 573 692 640">159,739</td> <td data-bbox="692 573 1265 640">One hundred and fifty nine thousand seven hundred and thirty nine pounds</td> </tr> <tr> <td data-bbox="159 640 544 701">Cumulative Surplus/(Deficit) carried forward</td> <td data-bbox="544 640 692 701">124,028</td> <td data-bbox="692 640 1265 701">One hundred and twenty four thousand and twenty eight pounds</td> </tr> </tbody> </table>	Revised Budget	2024 – 25		Total Expenditure	2,156,717	Two million one hundred and fifty six thousand seven hundred and seventeen pounds	Total Income	2,121,005	Two million one hundred and twenty one thousand and five pounds	In Year Surplus/(Deficit)	(35,711)	Thirty five thousand seven hundred and eleven pounds	Surplus/(Deficit) Brought Forward	159,739	One hundred and fifty nine thousand seven hundred and thirty nine pounds	Cumulative Surplus/(Deficit) carried forward	124,028	One hundred and twenty four thousand and twenty eight pounds	
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8.	<p>Headteacher’s Report (verbal) to include: The Headteacher’s Report had been circulated prior to the meeting.</p> <p>The Headteacher gave an update to Governors, key points were: Early Years (EY) – this cohort were born during the pandemic and speech and building relationship ability are low. 64% have achieved ARE, national average is between 50-60%. The school has put in place interventions including role play, games etc as these pupils did not attend playgroups or pre-school until late. The FSM cohort (3 pupils) are struggling with forming speech. Yr. 1 – The year end outcomes are good across reading, writing and maths. Yr. 2 – Reading and Writing are predicted at 70-80% at year end, the FSM cohort are currently 40% but the school have included lots of interventions to ensure this is improved. Q. Could these figures improve? A. The predictions are based on the target setting tool and teacher feedback as is usually accurate and the SLT can amend if the teacher is confident of a better result. Governor Visits – the Headteacher suggested the following Governor visits:</p> <ul style="list-style-type: none"> • Yr. R – Speaking & Listening – SP to do • Yr. 1 – Governors to observe Curious Quests which has been created by the same people as the Drawing Club • Yr. 2 – PP books and review back to September to understand the progress made. • Pupil Conferencing – Governors to speak to pupils on key items as part of visits • Quality of T&L – suggest a learning walk to see strengths, including carpets sessions which are monitored to ensure they are not too long and guided reading. <p>Performance Management – all staff done except two new members of the team who are scheduled. Safeguarding – there have a been a few suspensions almost all are two children with complexed needs for violence to adults and pupils. Support is in place but at risk of further suspension. The Headteacher attended a Safeguarding course and reported the following:</p> <ul style="list-style-type: none"> • All policies should have a safeguarding element 																			

	<ul style="list-style-type: none"> • All statutory policies should be reviewed annually • The website content should be reviewed, this could be checked by Governors • Governors should attend regular training and discuss key points at FGB meetings • Review online safety for all. <p>Q. Is the CPOM data reviewed by Governors?</p> <p>A. SP confirmed that a reviewed is carried out each term using anonymised data.</p> <p>Ofsted – Recent Ofsted Inspections have reviewed analysing of pupil absence and ensuring welfare checks are completed. Staff and Governors have been asked about the signs of safety. Sexual violence procedures have been reviewed along with the distribution of medication.</p> <p>Q. Where does this fit into GFGB meetings?</p> <p>A. The Headteacher suggested Governors use the 8 headings created by the SLT to track monitoring.</p> <p>The Headteacher informed Governors that Safeguarding may be removed form Ofsted Inspections and carried out as a separate annual visit.</p> <p>Attendance – The Headteacher informed Governos that the Attendance excluding the SEND pupils was 97%, including SEND was 93%. 16 pupils are persistently absent of which 6 have SEND support and the absence is due to medical appointments. The pupils with EHCP are the only cohort where attendance has dropped from 95% to 91%, there are 12 pupils with EHCP and another joining the school imminently. National average for attendance is 93%.</p> <p>Q. Do the school have the resources needed to support this number of pupils with EHCP, is that why the number of so high?</p> <p>A. The Headteacher explained that most were within catchment for the school. The resources needed vary and the additional funding allocated should cover these costs.</p> <p>Staffing - A new member of the Support Staff was recruited in September but has since left, a second recruit only stayed two days before leaving and so an internal applicant has been recruited to the role. This leaves a vacancy in the office which is on hold.</p> <p>A fixed term contract has been awarded to a 1-2-1 support for a pupil in Yr. 1, they will remain with the pupil for the remainder of their time in the school.</p> <p>The three classes in Yr. R were all full of 31 pupils in each, the Local Authority have insisted that two additional pupils be taken. An unqualified teacher has been moved to support, utilising the Starcare room and outside spaces. The vacancy where the unqualified teacher has been covered except for Fridays when a supply teacher is employed.</p> <p>Fleet Infants are opening a new resource in January (Van Mead), Governors were disappointed that this was not offered to Tweseldown.</p> <p>Governors to write to Local Authority to express disappointment.</p>	DS
9	<p>a) Pupil Premium statement Governors agreed to move this to the Curriculum and Standards agenda for 10th December.</p> <p>b) SEN Information Report Governors agreed to move this to the Curriculum and Standards agenda for 10th December.</p>	
10	Health & Safety Update	

	<p>The H&S governor gave an update on the recent visit, the report will be uploaded to Governor Hub. The key points are:</p> <ul style="list-style-type: none"> • The replacement windows have had stickers put on them. • The fire door in the hall has been fixed. • A risk assessment has been conducted of the outside facilities. • Some of the emergency lights have been replaced. • Staff were questioned and no issues reported. <p>The path to the MUGA has been reported as a potential slip/trip/fall risk. Rabbit Class have been spoken to about clearing away toys as these can block emergency exits. The Headteacher reported that another window has cracked, this time in the library, it is believed that the heat is the issue. Currently the crack is within tolerance but will need to be replaced.</p> <p>The Headteacher informed Governors that some years ago a member of staff left suddenly, and an exit survey was not carried out and assets surrendered. The lanyard and laptop have since been returned but it has recently been discovered that they had an iPad. The missing iPad was handed to the school following a house clearance and has been wiped clean. It has been given to Drift to review. Governors insisted that the iPad be returned and given to the Police who would be able to identify what was on it. Headteacher to contact the police and hand over the iPad. Q. Who is the Asset Manager for the school? A. The Headteacher informed Governors that this was part of Admin Officer's role and an annual check is done of all equipment and stops are put in place if any item goes missing.</p>	HT
11	<p>Safeguarding Update This was covered as part of the Headteacher report.</p>	
12	<p>Restructuring There is no update.</p>	
13	<p>Stakeholder Engagement and Feedback The Chair gave an update on the results of the Parent survey, the results were good. The question about how to support your child's learning has been the lowest score for the last 2 years. The results have been shared with all the staff including the office team.</p>	
14	<p>Policies The policies listed on the agenda are as follows:</p> <ol style="list-style-type: none"> a. Attendance Policy b. Behaviour and Anti-bullying Policy c. Complaints Policy d. Pay Policy (considered by F&P) e. Performance Management (considered by F&P) f. Managing Sickness Absence Policy (considered by F&P) g. Child with Health Needs who cannot attend school Chair h. ECT Induction Policy i. Code of Conduct for Parents j. Emergency Management Plan k. Procurement Policy 	

	<p>Attendance Policy – this is a Hampshire County Council Policy and needs amending to add in details for the school.</p> <p>Behaviour and Anti-bullying Policy – this was not uploaded to Governor Hub</p> <p>Complaints Policy – this was not uploaded to Governor Hub</p> <p>Pay Policy – this was reviewed by F&P and suggested approval</p> <p>Performance Management - this was reviewed by F&P and suggested approval</p> <p>Managing Sickness Absence Policy - this was reviewed by F&P and suggested approval</p> <p>Child with Health Needs who cannot attend school Chair - this was not uploaded to Governor Hub</p> <p>ECT Induction Policy - this was not uploaded to Governor Hub</p> <p>Code of Conduct for Parents - this was not uploaded to Governor Hub</p> <p>Emergency Management Plan – The Headteacher informed Governors that this plan has been updated and a exercise completed.</p> <p>Procurement Policy - this was not uploaded to Governor Hub</p> <p>Governors asked that the changes be made to the Attendance Policy, and it is then approved.</p> <p>Governors approved the three policies reviewed by F&P.</p> <p>Governors approved the Emergency Management Plan</p> <p>Governors asked that all the other policies be added to the agenda for the next meeting and uploaded to Governor Hub.</p> <p>Governors agreed that all policies should have a version number and a front sheet listing the changes made from the previous version.</p>	<p style="text-align: center;">Clerk HT</p>
<p>15</p>	<p>Governor Matters</p> <p>a. Strategic Meeting update and agree Strategic Plan This has been approved.</p> <p>b. Risk Register update This is to be carried forward to the next meeting</p> <p>c. Governor terms of office – resignation and Co-opted Governor re-appointment. AH-H has resigned as a Governor, a replacement to be identified.</p> <p>d. Committee membership i.e. Pay Committee appoint new member This has been completed</p> <p>e. Governor Visit Planning for 2024/25- outline areas for visits A Safeguarding visit has been booked.</p> <p>f. Governor Visit Reports Two visit reports have been uploaded to Governor Hub</p> <p>g. Governor Training – update and feedback on WGB Training BW confirmed that the spreadsheet was working.</p> <p>h. Governor Awards panel to be agreed for December Three Governors have been selected and a date arranged, this was sent via email.</p> <p>i. Dates of Upcoming School events – Governor attendance invited The Headteacher circulated the dates to all Governors.</p>	
<p>16</p>	<p>Any Other Business</p> <p>The Chair to sign off budget when in school on Tuesday 26th November.</p> <p>The Climate Sustainability Action Plan has been completed.</p>	

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	Cleaning contract proposal, YBC are the current contractors, Governors asked the Headteacher if the SLT are happy with the work, and the increase in price. It was agreed that as the price increase was minimal that the contract did not need to go to tender, and the school could renew.	
17	<p>Impact of the Meeting Governors agreed the key achievement are:</p> <ul style="list-style-type: none"> • Approval of budgets • Approval of policies • Detailed Safeguarding update and discussion • Review of attendance data • Review of outcome data • Feedback on Headteacher Safeguarding Training • Governor visit update 	
18	<p>Date of Next Meetings C&S Committee – 10th December 7.00pm at Tweseldown Infant School FGB – 29th January 2025 at 7:00pm 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
20/11/24	14: HT to upload IT quotes to Governor Hub for 29/1/25 FGB including justification where required	HT
20/11/24	15: Add IT requirements for agenda for next FGB	Clerk
20/11/24	16: Ensure PP on all FGB agendas	Clerk
20/11/24	17: SWOT analysis for SEF & SDP	HT
20/11/24	18: Draft letter to LA about Fleet Infants being given additional resource.	Chair
20/11/24	19: Add Pupil Premium Statement and SEN Information Report to C&S agenda	Clerk
20/11/24	20: Contact police about returned iPad	HT
20/11/24	21: Add missing policies to next agenda	Clerk
20/11/24	22: Add front sheet to amended policies to detail changes made	HT
20/11/24	23: Sign off Budget	Chair
20/11/24	24: Renew cleaning contract	HT