

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Wednesday 25th September 2024 at 7.00pm
 Venue: At Tweseldown Infant School

Present:

Kim Tottem	Headteacher	
Deborah Stephenson	Co-opted Governor	Chair
Mark Butcher	Co-opted Governor	
Mark Fricker	Co-opted Governor	<i>arrived in item 7a</i>
Alex Harris-Hooton	Local Authority Governor	
Becky Hilton	Staff Governor	
Sarah Jewitt	Co-opted Governor	
Stuart Meadows	Co-opted Governor	<i>arrived in item 7d</i>
Sarah Pengelly	Co-opted Governor	
Phil Sanday	Parent Governor	
Ben White	Parent Governor	

In Attendance

Louise Barnes	Deputy Headteacher
Debbie Moss	
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 especially Becky Hilton, the new staff governor and Debbie Moss, a candidate for the Co-opted Governor vacancy. There were no apologies. Stuart Meadows and Mark Fricker would arrive late.</p>	
2	<p>Election of Officers <u>a. Chair of Governors</u> Debbie Stephenson was willing to stand as Chair of Governors for one more year. There were no other nominations. Governors agreed unanimously to elect Debbie Stephenson as Chair of the Governing Body for one year. <i>DS rejoined the meeting.</i></p> <p><u>b. Vice-Chair of Governors</u> There was discussion about the role and the possibility of having two Co-Vice Chairs of Governors. Governors agreed this was a good idea. Phil Sanday and Sarah Pengelly were willing to stand as Co- Vice Chairs. <i>PS and SP left the meeting.</i> Governors agreed unanimously to elect Phil Sanday and Sarah Pengelly as Co-Vice Chairs of the Governing Body for a year. <i>PS and SP rejoined the meeting.</i></p>	
7	<p>Governing Body Structure and Succession Planning It was agreed to take these items out of agenda order.</p> <p><u>a. Governor vacancy – Coopted Governor appointment</u> Debbie Moss gave an account of her experience and her reasons for wanting to become a Co-opted Governor and responded to Governors questions. <i>SM joined the meeting at 7.09pm</i> <i>DM left the meeting.</i> After discussion, it was agreed unanimously that Debbie Moss as a Co-opted Governor for a four year term.</p>	

Signed by Vice Chair P. Sanday

Date 20.11.24

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	<p style="text-align: right;"><i>DM rejoined the meeting.</i></p> <p>Debbie Moss was welcomed to the Governing Body.</p> <p>b. Associate member appointment – Louise Barnes</p> <p>It was proposed that Louise Barnes, Deputy Headteacher be appointed as an Associate Member attached to the Curriculum and Standards Committee for another year.</p> <p style="text-align: right;"><i>LB withdrew from the meeting</i></p> <p>It was agreed unanimously that Louise Barnes be appointed as an Associate Member to the Governing Body attached to the Curriculum and Standards Committee for one year.</p> <p style="text-align: right;"><i>LB re-joined the meeting</i></p>	
3	Any urgent items to be added to the agenda. There were none.	
4	Declaration of pecuniary and any other conflicts of interest in items on this agenda and update Declaration of Interest Register (on Governor Hub) The Register of Interests had been updated by most Governors. There were no declarations of interest made that were not already recorded.	
5	Minutes of the previous meeting The minutes of the FGB held on 3 rd July 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.	
6	<p>Actions and matters arising from meeting of 3rd July 2024</p> <p>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>This was ongoing.</i></p> <p>54: All Governors complete the Governor Visit Action Plan. <i>A new page for the current year had been inserted and Governors were asked to complete the Plan on GovernorHub.</i></p> <p>63: Ensure the ceiling tiles had been checked and were secure, and to review the actions to be completed as a result of the Fire Report. <i>The Health and Safety Report had been circulated prior to the meeting. The Fire Inspection had raised no issues other than the batteries in the Emergency Light needing replacement.</i></p> <p><i>During the regular Health and Safety visit, it was noted that a hinge was damaged on the Fire Door in the hall making it difficult to shut and it needed to be fixed. Other matters raised were pupils collecting milk from the kitchen on their own, which the school had a plan for. In addition, that path to the MUGA needed attention and was included in the Strategic Plan.</i></p> <p>70: Put in application for PAN reduction for 2025-2026 from 120 to 90 in September 2024. <i>This had been done. The application had been turned down. The School needed to apply to the Office of the School Adjudicator in January with the projected numbers with a view to changing the PAN from September 2025. The school had applied for a PAN reduction from September 2026. The Local Authority had indicated that this would be accepted.</i></p> <p>71: Contact the LA to find out about the Consultation paperwork re Freelands Drive area of Fleet.</p>	

	<p><i>The consultation had been carried out and advertised, Freelands Drive was now in the school's catchment area. A flyer drop had been carried out to inform residents of this.</i></p> <p>72: Request the Admin Officer produce a final reconciliation for the academic year of the Budget position and ensure that monthly IBCs are uploaded to GovernorHub. <i>The monthly IBCs were being uploaded.</i></p> <p>78: Complete Governor evaluations and return to Chair. <i>Some of these had been done and would inform the Governor Development Plan.</i></p>	
7	<p>Governing Body Structure and Succession Planning</p> <p><u>c. Future planning</u> The Governing Body worked best if there was an effective Chair and Vice Chair. It was important to plan for future Chairs and Vice Chairs.</p> <p>Q: Were there rules about who could be Chair or Vice Chair, for example, staff or parents. A: The regulations stated that staff could not be Chair or Vice Chair of Governors, but there were no rules against parents taking these roles.</p> <p><u>d. Allocation of Governors to committees, HTPR and specific roles</u> Governors' roles were agreed as follows:</p> <p>Ben White – Development and Training Governor, Deputy Health and Safety Governor Phil Sanday – Safeguarding Governor Mark Butcher - IT and technology. Alex Harris-Hooton – SEND Governor, Health and Safety Governor Sarah Jewitt – EYFS Governor. Becky Hilton –Equality and Diversity. Sarah Pengelly – Pupil Premium, Safeguarding.</p> <p style="text-align: right;"><i>MF joined the meeting at 7.24pm.</i></p> <p>Debbie Moss – to be decided once she had attended each committee. Mark Fricker – Attendance.</p> <p><u>Finance and Personnel Committee</u> : BW, PS, MB, SM, DS <u>Curriculum and Standards Committee</u>: PS, AHH, SJ, BH, SP, MF, LB, DS <u>Pay Committee</u>: SM, AHH, PS <u>Headteacher's Performance Management (HTPM)</u> – BW, SP, DS</p> <p>The clerk pointed out that the local authority advised against having the Chair and Vice chair on HTPM. The Chair had sought advice and been informed that if the Headteacher was happy with the arrangement, it was acceptable.</p> <p><u>e. Confirm FGB meeting times and dates for 2024/25</u> These had been confirmed and were on the Governor Hub calendar.</p>	
8.	<p>Headteacher's Report (written) to include: The Headteacher's Report had been circulated prior to the meeting.</p> <p>Q: Had the school been impacted by the VAT on Public Schools being introduced? A: There had not been an impact so far.</p> <p>Q: What did APS stand for? A: Average Point Score.</p>	

Q: How did the Y2 data compare to last year.

A: 2022-2023 Data

Subject	Level	Tweseldown	Hampshire
Reading	EXS	85.0%	72.7%
	GDS	35.0%	23.6%
Writing	EXS	79.2%	64.4%
	GDS	16.7%	9.7%
Maths	EXS	82.5%	73.2%
	GDS	23.3%	18.6%

2023-2024 Data

Subject	Level	All	FSM	Service	EAL	SEND	EHCP	Transient
Reading	WTS	17%	37%	14%	27%	60%	75%	0%
	EXS+	83%	63%	86%	73%	40%	25%	100%
Writing	WTS	30%	47%	43%	45%	90%	75%	36%
	EXS+	70%	53%	57%	55%	10%	25%	64%
Maths	WTS	12%	26%	14%	18%	40%	50%	18%
	EXS+	88%	74%	86%	82%	60%	50%	82%

Compared to the previous academic year the results were:

-2% at the expected standard in reading. This equated to one pupil who was persistently absent.

-9.2% in writing at the expected standard. Which equated to four pupils, two of whom were persistently absent and two who had EHCPs and were in the learning support class.

+5.5% in Maths at the expected standard.

Q: Was there a reason for the Y2 phonics results?

A: All pupils had made progress. The pass mark was 32. One pupil had moved from a score of 10 to 26, another from 18 to 29. Another severely persistent absentee had declined from 29 to 21. The reasons for the absence were known and were followed up consistently.

Q: What was being done to address the severe persistent absence - Was it likely to be replicated this year?

A: Some of the pupils had moved on. The school contacted absentee families by phone calls, visits, the Home School Link Worker was working with the families too.

Q: When are we likely to see the SEF and proposed SDP for 24/25? I am unable to see how the 8 strands have been arrived at. I am concerned that although the 3 strands relating to writing are mainly green in the review this did not impact on results in this area, which fell by 9.2%

A: This was being considered by the Senior Leadership Team (SLT) and would be finalised next week and would be uploaded onto GovernorHub. The reasons for the fall in results had been discussed above.

ACTION 1: Upload SEF and SDP 2024-2025 onto GovernorHub once finalised.

Q: Please can you tell us how the decision to do a residential trip was arrived at? Has a specific assessment of significant risks been carried out?

A: The residential trip idea had been born when discussing trips with the local Junior School. It was due to take place at Runways End. Local cubs and beavers often went on overnight trips. Specific risk assessments would be carried out by Runways End and by the school on Evolve. A presentation evening for parents would take place.

HT

	<p>The slides would be uploaded to GovernorHub together with the Risk Assessments once these had been completed.</p> <p>ACTION 2: Upload Runways End presentation and Risk Assessment to GovernorHub once completed.</p> <p>Outdoor Learning was to be a real focus for the school this year. The year group would be split into two groups, each group doing the trip on a different day. They would be accompanied by the Headteacher, Deputy headteacher, the Y2 team, the Forest School leader and others. The cost would be approximately £60 per child. There would be funding for Pupil Premium pupils, and there would be the facility to pay by instalments. The school considered there would be benefits to the personal development of pupils. The trip would take place in February.</p>	HT
9	<p>Review and Agree School Development Plan</p> <p>a. <u>Review Vision and Values</u> The Vision and Values had not been changed and were confirmed by the Governing Body.</p> <p>b. <u>Review of last year's SDP/RAG rating</u> This had been circulated prior to the meeting. Any actions which had not been completed would be included in the plan for 2024 -2025.</p> <p>c. <u>Agree SDP pillars for 2024/2025</u> The School Development Plan (SDP) pillars for 2024-2025 had been circulated prior to the meeting.</p> <p>Q: Why were there eight strands in the SDP rather than five as previous years? A: The pillars included some targets which were included in the Strategic Plan. Governors discussed the best place for these targets, and it was decided that the Pillars should include five educational strands, the strategic targets should remain in the Strategic Plan.</p> <p>Q: Why was the school seeking to obtain Educational Awards? How would this impact positively on pupils' education? A: The school wanted to enhance the reputation of the school through obtaining awards such as Arts Mark and Investors in People. This was a strategic aim, which would boost the reputation of the school in the wider community. Governors thought this should be part of the Strategic Plan.</p> <p>The five pillars would be Writing, Thrive, Continuous Provision, Year 2 phonics and Outdoor Learning. Awards, Fund Generation and Sustainability would be included in the Strategic Plan</p> <p>Governors approved unanimously the five pillars of the SDP 2024-2025: Writing, Thrive, Continuous Provision, Year 2 phonics and Outdoor Learning.</p>	
10	<p>Finance and Personnel</p> <p>a. <u>Current budget position</u> The July and September Budget position IBC had been circulated prior to the meeting.</p> <p>Q: How does anticipated spend vary? A: GL code 3860 Kitchen Maintenance was originally budgeted within building maintenance costs but would be split at the request of the site manager.</p> <p>GL 4494 IT equipment - iPads were to be purchased and admin computers were to be upgraded to increase storage facility and efficiency. The costs broke down as £3000 for six computers, £4000 for iPads and £1000 for two iPad charging docking stations.</p> <p>GL 5414 Trips, the Runways End trip was new. The expenditure was shown as an increase but should be offset by contributions by parents. Income was under GL7211.</p>	

Q: Did the Budget include the teacher pay rise?

A: This had not been paid to teachers yet, but would be backdated. The cost was not fully funded, there was a formula of additional funding given by the Government of £2,900 plus £75 per pupil. The Admin Officer had run rough figures and there would be a shortfall in the funds received from the Government.

Q: What is our current capital budget?

A: The Capital budget was £81,498. The capital budget had been used to pay for the gate as the previous balance was £95,042. An additional £7,000 would be received in April 2025.

Q: Where is Starcare being shown on the budget sheet? Expenditure and income?

A: The expenditure was in GL 4540 SIO: 4070480. This was not shown separately in the accounts. Starcare ran from 7.30am – 6.00pm. Salaries cost £32,518.16 for the whole academic year. Resources had cost £5,017.41. Starcare was not full. On current numbers the profit would be in the region of £22,000. If Starcare was full every day the profit would be £62,000. Numbers were low on Fridays and they were unlikely to fill up on Fridays.

Q: Was it included in the Budget?

A: It was not currently in the Budget but could be included at Budget Revision.

Q: Had any grants or funding been applied for?

A: None had been applied for yet.

It was pointed out that the new Government was planning to introduce breakfast clubs for pupils and this may have an impact on Starcare.

A number of parents had given notice to Koosa at the Junior School and were planning to join Starcare in January. The headteacher had met with a representative from Koosa. In the Summer term they had had twenty eight pupils from Tweseldown and now it was fifteen. They were offering more Junior spaces. They were increasing breakfast club places and staff were being redeployed if necessary.

The capacity of Starcare was thirty. Staff using Starcare were given a 50% discount. Governors suggested that parents be encouraged to inform the school by half term if they wanted a place for January. The financial position for Starcare in January would be discussed at the next Finance and Personnel Committee meeting.

The school had received positive feedback from parents and Governors considered that Starcare was a good selling point for prospective parents. The staff had settled in well.

ACTION 3: Add consideration of Starcare's financial position to next F&P Agenda.

Q: How much do we anticipate as an increase from lettings?

A: There were no planned increase in lettings. In fact there had been a decrease as the morning Football and Gymnastics clubs were not running. The Admin Officer was in discussions with a football club to use the MUGA for an hour a week. Investigations into light options were also ongoing. Publicity was being actioned with a banner for the front railings and a Facebook and website campaign. The school had been informed that they did not need planning permission for the MUGA lights.

Restructuring

Clerk

	<p>A plan to restructure the Admin Office was being proposed, replacing the Admin Officer role with a Business Manager Role. This was part of the Strategic vision for the school.</p> <p>A business manager would offer specialised skills and expertise to ensure efficient management of the school. The scope of the role would include Financial Management expertise, Strategic Planning and Resource Allocation, Human Resources and Staffing including staff welfare, Procurement and Contract Management including in the school holidays when much of the work took place and to ensure the school got the best deals, Compliance and Risk Management, be part of the Senior Leadership Team making high level decisions, Facility and Asset Management, and External Funding and Income Generation.</p> <p>The role would be Monday to Friday 8.15 am – 5.15pm to overlap when Starcare was running. Hours would include three weeks in the summer holidays. This would lead to a pay scale change. The headteacher had sought advice from Education Personnel Services. Governors agreed that the proposed change was worth exploring. It would be necessary to define Key Performance Indicators and targets in the role. A proposal would be brought to the next F&P meeting in the first instance and if approved it would go back to the FGB for approval.</p> <p>ACTION 4: Add restructuring proposal for Business Manager to F&P Agenda.</p> <p>b. <u>Set date of pay committee w/c 21st October</u> It was agreed that this would be held on Monday 21st October at 11am online.</p> <p>c. <u>HPR date</u> A date had been set for 27th September at 12.30pm.</p>	Clerk
11	<p>Governor Matters</p> <p>a. <u>Governor Visit Planning for 2024/25</u> The Governor Visits plan had been updated. Governors should take the pillars of the SDP and plan their visits around them. Governors should plan at least one visit. The pillars were:</p> <p>Continuous Provision in YR and Y1: SJ. Writing: BW Thrive: DS Y2 Phonics: SP Outdoor Learning: AHH would visit Runways End on 5th and 6th February, and PS would visit Beyond the Gate.</p> <p>Governors should visit in the current term and then monitor impact later in the year. The Chair would visit for SEND on 2nd October.</p> <p>ACTION 5: Contact the Deputy Headteacher to arrange Governor visits this term.</p> <p>b. <u>Governor Training - Whole Governing Body Training and update on other training</u> Governors were encouraged to book training, there was a Facilities course, the following week and Finance at the end of November. The terms of reference contained details of the recommended courses for the different committees.</p> <p>Governors were reminded that the link to the Safeguarding Quiz expired at the end of the month.</p> <p>The Whole Governing Body Training on Community Engagement was due to take place on 8th October at 7.30pm and would tie in with the Strategic Plan.</p>	Govs

	<p><u>Delegated Duties</u> The Delegated duties had been circulated prior to the meeting. A query was raised about the financial limits of the headteacher's spending which was currently £1,000. This would be considered at the Finance and Personnel Meeting. ACTION 6: Add Review of contract limit delegated to Headteacher to Finance and Personnel Meeting.</p> <p>c. <u>Governors for Parents Evening</u> Governors were asked to attend Parents Evenings. 16th October 3.30pm - 6pm – SJ and PS (until 5.30pm). 17th October 5pm – 7.30pm – DS, AHH and SP. Governors agreed to carry out a Parent Questionnaire. ACTION 7: Organise Parents' Questionnaire for Parents' Evenings.</p> <p>The dates for Coffee and Conversation were: 18th October, 13th December, 31st January, 28th March, 16th May and 11th July all at 2.30pm.</p> <p>d. <u>Governor Visit Reports</u> Reports had been uploaded onto Governor Hub on the SEND Conference and Chairs Meeting. Detail of Pupil Voice Training, and the Governor Forum would follow.</p> <p>e. <u>Review of Stakeholder Engagement and Stakeholder opinions</u> This would be discussed at the next Strategic Meeting and WGB Training.</p> <p>f. <u>Governor Self Evaluation/Governor Development Plan</u> This was in progress.</p> <p>g. <u>Strategic Plan</u> The updated Strategic Plan had been circulated prior to the meeting. There was a Strategic Planning meeting at the beginning of every half term.</p> <p>h. <u>Governor Confirmations – KCSIE and GB Code of Conduct</u> All Governors were required to read Keeping Children Safe in Education 2024 and confirm that they had understood it. The Headteacher had circulated the training and quiz which staff and some governors had done at the beginning of term. All governors were asked to complete the quiz and send the certificate to the clerk. ACTION 8: All Governors complete safeguarding quiz and send certificate to clerk. ACTION 9: All Governors confirm they have read and understood KCSIE on Governor Hub. The Governor Code of Conduct had been circulated prior to the meeting, it had been updated. The Governing Body agreed to adopt the Governing Body Code of Conduct. ACTION 10: All Governors to confirm that they would follow the Code of Conduct via GovernorHub.</p>	<p>Clerk</p> <p>Chair</p> <p>All Gobs</p> <p>All Gobs</p> <p>All Gobs</p>
12	<p>Safeguarding update The Safeguarding Governors and the Headteacher had completed the Safeguarding Audit which was to be submitted to the local authority.</p>	
13	<p>Health and Safety update.</p>	

	<p>The Health and Safety Governor was due to visit the school on 7th October. The gate posts had been installed and painted and the gates were due to be installed on Monday 30th September. The glass had been installed but the transfers for the glass were awaited.</p>	
<p>14</p>	<p>Policies and other statutory/ best practice documents to be reviewed/adopted (on GovernorHub):</p> <p>a. <u>Child Protection Policy</u> The Child Protection Policy had been circulated prior to the meeting. The policy had been updated to include changes suggested by Governors prior to the meeting. The Child Protection Policy was approved unanimously by the FGB</p> <p>b. <u>Safeguarding Policy</u> The Child Protection Policy had been circulated prior to the meeting. The policy had been updated to include changes suggested by Governors prior to the meeting. The Safeguarding Policy was approved unanimously by the FGB</p> <p>c. <u>Restrictive Physical Intervention Policy</u> The Restrictive Physical Intervention Policy had been circulated prior to the meeting. There were no questions raised. The Restrictive Physical Intervention Policy was approved unanimously by the FGB</p> <p>d. <u>Attendance Policy</u> The Attendance Policy had been circulated prior to the meeting. Details of the fines had been updated. The Attendance Policy was approved unanimously by the FGB</p> <p>e. <u>Mental Health and Wellbeing Policy</u> The Mental Health Policy had been circulated prior to the meeting. The Mental Health and Wellbeing Policy was approved unanimously by the FGB</p> <p>f. <u>Pay Policy</u> – This policy was not available yet.</p> <p>g. <u>Governor Induction Policy</u> The Governor Induction Policy had been circulated prior to the meeting. There were no questions raised. The Governor Induction Policy was approved unanimously by the FGB</p> <p>h. <u>Whistleblowing – Protected Disclosures Policy</u> The Protected Disclosures Policy had been circulated prior to the meeting. It was a model policy. The Protected Disclosures Policy was approved unanimously by the FGB</p> <p>i. <u>Manual of Personnel Practice (MOPP) Policies</u> The following policies were contained in the MOPP were unanimously approved by the FGB</p> <ul style="list-style-type: none"> • Capability Procedure • Disciplinary Procedure • Resolving Workplace issues • Performance Management • Recruitment Policy • Procedure for Requests for Flexible Working • Absence Management 	

	<ul style="list-style-type: none"> • Acceptable use of ICT • Social Media • Governor Committee hearings • Governor Appeal Committee hearings • Code of Conduct • Low Level Concerns • Procedure for Restructures and Reductions • Procedure for ending fixed term/temporary contracts • Overseas Criminal Records Policy • Casual Workers Policy • Policy Statement on the employment of ex-offenders • Equalities Policy • Secondment Policy • Fitness and Suitability for Work Policy • Guidance on dealing with requests for time off <p>j. <u>Adopt HCC Governors Good Practice Guide</u> The HCC Governors Good Practice Guide had been circulated prior to the meeting. The HCC Governors Good Practice Guide was approved unanimously by the FGB.</p>	
14	<p>Additional Questions</p> <p>Q: In the Headteacher’s report you mentioned that the PAN meeting had been cancelled. What was the current position with pupils from Aldershot? A: The meeting had been postponed to 8th October 9am. Currently the school was not accepting pupils from Aldershot. There was discussion about the current situation which included pointing out that the PAN meeting was now after Census day. If the school was not accepting pupils from Aldershot, but were directed to accept them in future, they would not be included in the Census and the school would probably lose out on funding for those pupils. Governors considered it important that the headteacher contact the Hampshire County Council Admissions Office to raise concerns and to clarify the situation. ACTION 11: Contact HCC Admissions Office to raise concerns and clarify the position regarding pupils from Aldershot in light of Census day.</p> <p>Q: Were all Governors using Tweseldown Email addresses for governor communications? A: A governor pointed out that it was important that the Tweseldown email addresses should be used by all Governors. New governors needed to be set up with school email addresses. In addition, it would be advisable for the admin office to set up a Governor Distribution Group. ACTION 12: Contact office to request new Governor email addresses and Contact Group to be set up.</p>	<p style="text-align: right;">HT</p> <p style="text-align: right;">Chair</p>
15	<p>Impact of the Meeting</p> <ul style="list-style-type: none"> • Maintaining an effective Governing Body through election of Chair, Vice chair and agreeing committee members and Governor Roles. • Agreeing the strategic priorities, curriculum and aims for the school through agreeing SDP pillars and Strategic Plan • Planning to monitor SDP progress to support Teaching & Learning • Approving Policies and plans for how to deliver the aims. • Developing GB membership through planning for training 	

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	<ul style="list-style-type: none"> • Succession Planning for the GB • Ensuring the school is compliant with current regulation with Safeguarding audit • Monitoring financial position of the school and plans for income generation • Reviewing Starcare being establishment and progress. • Considering Strategic priorities through agreement to consider School Business Manager Post. • Monitoring compliance with Policies and plans through Health and Safety visits 	
	<p>Date of Next Meetings WGB Training – 8th October 7.00pm at Tweseldown Infant School Pay Committee – Monday 21st October 11am Virtual F & P Committee – 8th November 8.15am at Tweseldown Infant School Strategy Meeting – 11th November 9am -11am at Tweseldown Infant School FGB - 20th November 7.00pm at Tweseldown Infant School C&S Committee – 10th December 7.00pm at Tweseldown Infant School</p>	

There being no other business the Chair closed the meeting at 9.00pm.

Summary of Outstanding Actions

Date set	Action	Who
17/01/24	40: Meet with HT to identify risks and steps being taken to reduce/manage risk.	Chair/BW
20/03/24	54: All Governors complete the Governor Visit Action Plan	All Govs
03/07/24	78: Complete Governor evaluations and return to Chair.	Govs
25/09/24	1: Upload SEF and SDP 2024-2025 onto GovernorHub once finalised.	HT
25/09/24	2: Upload Runways End presentation and Risk Assessment to GovernorHub once completed.	HT
25/09/24	3: Add consideration of Starcare's financial position to next F&P Agenda.	Clerk
25/09/24	4: Add restructuring proposal for Business Manager to F&P Agenda.	Clerk
25/09/24	5: Contact the Deputy Headteacher to arrange Governor visits this term.	Govs
25/09/24	6: Add Review of contract limit delegated to Headteacher to Finance and Personnel Meeting.	Clerk
25/09/24	7: Organise Parents' Questionnaire for Parents' Evenings.	Chair
25/09/24	8: All Governors complete safeguarding quiz and send certificate to clerk.	All Govs
25/09/24	9: All Governors confirm they have read and understood KCSIE on Governor Hub.	All Govs
25/09/24	10: All Governors to confirm that they will follow the Code of Conduct via GovernorHub.	All Govs
25/09/24	11: Contact HCC Admissions Office to raise concerns and clarify the position regarding pupils from Aldershot in light of Census day.	HT
25/09/24	12: Contact office to request new Governor email addresses and Contact Group to be set up.	Chair