Tweseldown Infant School

Minutes of the Full Governing Board

Date: Wednesday 28th January 2026 at 7.00pm
Venue: At Tweseldown Infant School

Present:

Kim Tottem	Headteacher		
Phil Sanday	Co-opted Governor	Co-Chair	*joined meeting in item*
Deborah Stephenson	Co-opted Governor	Co-Chair	– chair of the meeting
Katy Astles	Parent Governor		
Jeev Chhokar	Parent Governor		
Mark Fricker	Co-opted Governor		
Becky Hilton	Staff Governor		
Sarah Jewitt	Co-opted Governor		
Ben White	Co-opted Governor		

Apologies

Stuart Meadows	Co-opted Governor
Debbie Moss	Co-opted Governor

In Attendance

Helen Blyde	School Business Manager
Rebecca Willows	Clerk

The meeting was Quorate
The meeting commenced at 7.06pm.

Item		Actions
1	**Welcome and apologies for absence** The Chair welcomed all to the meeting. Apologies were received and accepted from Stuart Meadows and Debbie Moss. Phil Sanday would arrive late.	
2	**Declarations of Pecuniary and any other conflicts of interest in items on this agenda.** There were no declarations of interest made that were not already recorded.	
3	**Any urgent items to be added to the agenda** • Proposed letter re asking parents for voluntary contribution	
4	**Minutes of the previous meeting** The minutes of the FGB meeting held on 19th November 2025 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.	
5	**Actions and matters arising from meeting of 19th November 2025** All actions had been completed or were included later in the Agenda except the following: **59: Raise Family Support Worker post with local headteachers in next Cluster meeting.** *This was online*	
6	**Any questions arising from Reports from Committees** a) Curriculum and Standard (C&S) The draft minutes of the C&S committee held on 10th December were circulated prior to the meeting. It had been an effective meeting. There were no questions raised. b) Pay/HTAP The Pay Panel had approved all the Headteacher's recommendations. The staff were working at a high standard. The Headteacher's Appraisal Panel had met and the headteacher had met all expectations.	

Signed by Chair   Date

7	**Vision and Values and Strategic direction** The proposed Vision and Values of the school had been circulated in the Headteacher's report. **Q: Consider the measures need to be more tangible i.e. how will you measure pupils becoming more independent?** A: This would be measured through Learning Walks, Pupil Voice, Class teacher voice. An example was that one pupil who had started at the school as non-verbal had held a conversation with someone the previous day. The assessment would be holistic rather than data driven and would be individual to each pupil. For example, in relation to ethos, in one class the children had told the deputy headteacher how they got ready at the end of the day. Staff were modelling language, behaviour and expectations such as walking in the corridor and saying thank you. Governors could integrate observation of the ethos and vision and values of the school when conducting monitoring visits. **ACTION 33: Include observations of ethos, vision and values in Governor monitoring** **ACTION 34: Add section to record observations of ethos, vision and values on Governor monitoring form** **Q: Have children remembered SHINE? how are you approaching values being shared with parents?** A: Pupils have remembered SHINE. The Headteacher led an assembly each Monday when SHINE was repeated. YR were using circle time to look at the different aspects of SHINE. The parents were probably not aware of SHINE and this was something that could be addressed. There were posters in class and on the website. Inclusive School Being an inclusive school was tied up with the ethos, vision and values of the school? **Q: Did the school want to be a hub for SEN and children with disabilities attracting pupils from outside the area or was it a Community School?** A: The school was a Community School. **Q: In the long term if the school had low numbers would they want to attract children from further afield with special needs?** A: This would depend on whether the school was able to have resourced provision. Some schools in the local area were being given funding to set up resourced provision. A broader discussion was needed into the future direction of the school. As a start this should be discussed in the Strategy meeting. **Q: Should the school consider becoming part of an academy?** A: The general view was that the school should remain as a community school as long as possible. However, it would be good to consider the academy route as part of a strategic picture. This should also be considered at the Strategy meeting. **ACTION 35: Add consideration of resourced provision and Academisation to Strategy meeting agenda.**	 **Govs** **DS?** **Co-Chairs**
8.	**Headteacher's Report (written)** The Headteacher's report had been circulated prior to the meeting. The following questions were raised. **Q: In relation to the Number on Roll, it was very positive to be at 94% to PAN. Were there any plans to identify the additional 5 pupils and be full?** A: There would always be military moves, so there would be some change in numbers. However, 85 was much better than expected. The pupil numbers across Fleet were low and no schools were full. There was to be a meeting with Rebecca Prowling to discuss the position on Tuesday 3rd February.	

Signed by Chair: Date:

	PS joined the meeting **Q: In relation to the Pre-school, what were the next steps on capacity for 2026-27?** A: The Pre-school was full and wanted to take on a second room in September. They were booking places for September. This would generate more income for the school. **Q: Is behaviour improving since Autumn 1, and how can you link to your values/measures on success of approach to management?** A: Behaviour was improving. The staff had reviewed the Behaviour Policy. Even though the school was adopting a relationship approach to behaviour, children still need boundaries. The school had communicated with parents about the Behaviour Policy and reiterated that suspensions and permanent exclusions would be carried out if pupils could not conform to the policy. There had been one internal exclusion that day. The parental survey in Y1 revealed some of the behaviour in Y1 classrooms in their feedback. **Q: What has moderation shown? Are we ahead/behind?** A: Internal moderation had shown that all staff were aligned with their judgements. In moderation with other local schools, it had been shown that there were common elements with the higher achieving schools in fleet. The headteacher had joined with YR moderation and had taken away that some of the other schools were doing writing every day, which would be adopted at Tweseldown. **Q: Staffing: Is the career break a sabbatical or a resignation?** A: This was a career break. **Q: Any concerns with staffing looking ahead for 2026-27?** A: This is recorded in a confidential minute. **Q: Has/will the Starcare supervisor vacancy become an issue and any help needed from governors?** A: The school had been unsuccessful in recruiting a StarCare Manager so far. The Senior Leadership Team were currently taking it in turns to fill the role. There was discussion about the way forward. It was essential to appoint a manager before an Ofsted visit. This would be discussed more fully at F&P. **ACTION 36: Add Staffing structure and Star Care staffing to F&P Agenda.**	**Clerk**
	Q: Finance: Why are Performance Management/IPPs not in budget? A: The support staff pay increases would come out of the Budget in April as they were on a different pay cycle. **ACTION 37: Add consideration of Pay awards and different cycles to F&P Agenda.**	**Clerk**
	Q: What interventions are needed to achieve predicted targets (e.g. YR writing seems to be static)? Can you also share how End of year predictions look against FFT predictions, i.e. are targets ahead of predictions? A: All interventions which were needed were in place. The Leadership Team had considered individual pupils, and which adult would be used for interventions to close the gaps. The end-of-year expectations for each year group were higher than those of the previous year and it took time over the year to reach that level. **Q: The end of year targets were high? How do you know which end of year target is achievable?** A: In YR pupils could not write words until they know the sounds. There were personalised interventions e.g. some pupils could not hear the difference between d and I, they had a tailor-made intervention to deal with this. All pupils in YR were	

	streamed for phonics now. Some were revisiting SATPIN and some were learning digraphs. There were some pupils in YR who were at a higher level in phonics that some Y2 pupils. This was reflected in streaming and the support given. There was a very able mathematician in YR who was doing some Y2 work. **Q: Was it possible to see the current data compared to the baseline?** A: It was not possible to predict termly from the baseline. The age-related expectations windscreen covered a large area of ability. **Q: In relation to the SDP, I appreciate the overall RAG, but it would be good to understand more where we are against everything colour-coded (does yellow follow throughout actions due by end '25?) If so, anywhere we are not on track and anything that requires discussion/support?** A: The SEF had been colour coded to reflect the Autumn analysis. In relation to the SDP, Governors were invited to the end of term analysis meetings. Tuesday 24th March at 3.15pm Wednesday 15th July at 3.15pm **ACTION 38: Attend end of term SDP analysis meetings if possible.** **Q: Under Safeguarding, a few bullets seem to be missing from your last point.** A: This should contain the additional wording: 'including scenarios and termly Designated Safeguarding Lead and Deputy Designated Safeguarding Leads'. The Headteacher's report said there had been 1 interagency referral form, but this had now increased to 5. <u>Parking around the school</u> As a result of a number of complaints about parents parking near the school, the managing agents of the estate were going to put up number plate recognition cameras in the car park opposite the school and the surrounding area and issue fines of £120 if parents parked there without using the local shops or just to drop off their children to the school. There was discussion about the impact this could have on the school. There needed to be an understanding of the legal position of the estate as the roads had not been adopted by the local authority. This would potentially make it unsafe around the school. Next steps: • Contact Stephen Parker, County Councillor, to find out what progress was being made with the Local Authority adopting the roads. • Contact Hampshire County Council (HCC) to find out the legal position regarding the proposal and seek advice regarding the potential unsafe environment around the school for pupils. **ACTION 39: Contact County Councillor and HCC regarding proposed parking restrictions by estate managing agents.**	**Govs** **HT**
9	**Questions and Challenge** These were dealt with in item 9.	
10	**Health and Safety update** The Health and Safety Governor had to rearrange the Health and Safety visit which had been cancelled. **ACTION 40: Rearrange H&S visit with site manager.**	**BW**
11	**<u>Safeguarding update</u>**	

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	The Safeguarding Governor was proposing to carry out a full Safeguarding visit over two days. Some proposed dates were waiting confirmation. The Safeguarding Governor attended a Safeguarding Assembly on the first day of term. Some pupils had been absent as they had been taking part in Beyond the Gate. SHINE was linked to Safeguarding. Governors had spoken to class teachers and pupils about Safeguarding during the Governor Half Day visit. The feedback and responses to questions were positive.	
12	**<u>Stakeholders</u>** The Governor half-day. This was very productive. Teachers and staff were very passionate and caring and went above and beyond their role. The Den showed the inclusivity at the school. The Governors had noted what they were getting right and what areas needed reflection to support those with significant needs. Governors were concerned that teaching staff were paying for resources themselves, and it was suggested the PTFA be asked for a regular budget (e.g. £50) to be paid for each class to support purchasing resources. Governors were keen to understand what more could be done to fund areas which could do with more resources. Amazon wish lists for each class were also suggested. The PTFA were considering ideas. It was important to ensure that any items which were bought by teachers were checked for safety, e.g. items being secured to walls. Any items should be checked with the site manager for a safety check. **ACTION 41: Check items secured to wall during H&S visit** The Governor half-day was beneficial, and another would be planned for after Easter. **ACTION 42: Arrange another date for Governor Half Day after Easter** During the Governor half day, one Governor had noted that YR pupils were using sound buttons and robot arms to help with sounding and blending words, but these were not being used by less able Y2 pupils. A reminder was being given to staff to use these tools in Y2 too, where required. There was a Complaint which would come to a Governors' Panel. <u>Parents Evenings</u> Support by Governors at Parents' Evening was required. There would be the usual Parent Questionnaire circulated. This would be circulated as a paper copy and online. Wednesday 11th February 3.20-6pm – PS (until 5.15pm) and DS Thursday 12th February 5-7.30pm – DS and KA (TBC) **ACTION 43: Send questionnaires to office for printing and barcode for online version** Friday 13th February 2.30pm Headteacher's meeting with Squirrel Class's parents. Governors were invited to attend. DS would attend.	**BW** **Co-Chairs** **DS**
13	**Finance and Personnel** a. <u>Budget Update</u> The Budget v Forecast and Financial 3-year plan had been circulated prior to the meeting. There was an increased spend of £31.6K than previously forecast. £18.7K related to staffing. This was partly due to the pay increases not being included in the business planning, the job share costs in Robin Class, which were necessary but were not predicted and a teacher going on maternity leave. The Robin Class arrangement would cease after February half term. The supply teacher costs had done up. **Q: The Budget showed £18.5K for Supply this year, but in the following years was zero on the three-year plan?** A: The School Business Manager would be interrogating the three-year plan over the next weeks and would report back at the F&P meeting. The school had trained three HLTAs to cover supply, however, they could not be used for long term sickness as	

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they could only cover a certain among of time. There was discussion about Sickness Insurance for teachers. This started after 20 working days of sickness and was calculated pro rata for part time staff. The School Business Manager was obtaining quotes for Staff Sickness SLA, but the school was tied into the current arrangements until April 2027.

b. Initial Financial Implications of predicted pupil numbers
2026-2027 funding would be from pupil numbers from the October 2025 Census which was 312. The impact would be a £20K loss of income.
2027-2028 funding was based on predicted number of 288 which would result in an approximate £100K loss in income. The number of Full-time equivalent teachers would reduce which would be in the region of £80K less expenditure.

c. IT Strategy / Drift update
Drift had installed the Cloud storage as the server had failed just before the Christmas holidays. The installation had gone well.
Thanks were expressed to JC who had worked hard on the IT Strategy and checking on the installation.
The School Business Manager had obtained quotes to replace school computers. After discussion, it was agreed to get a quote from Drift as well once the specification of the equipment was known.
ACTION 44: Obtain quote from Drift to replace school computers.
SBM

There was discussion about the processes for procurement and the way decisions were made. The replacement of the Cloud and failure of the server had been a challenging time for the school community, with access to documents and data restricted at the end of term and during the school holidays. It was agreed that more agility was needed in making decisions. Additional F&P meetings would be an advantage. The procurement policy limits should be borne in mind, and some decisions did not need an F&P committee or FGB decision.

The school still needed new routers. It was also pointed out that there was still a single point of failure for telephones and lack of Broadband back up. These matters would be discussed at the F&P meeting.
ACTION 44: Add consideration of routers, Broadband back up and telephone back up to F&P agenda.
Clerk

d. Review subscription to Clerking Service & agree Clerking contracted hours for 2026-2027.
Details of the proposed clerking hours and cost of the clerking service were circulated at the meeting. **Governors agreed that subscription to the Clerking Service would continue.**

There was discussion about whether the clerking contracted hours should remain the same, or whether the number of F&P meetings should be increased. After discussion, **Governors agreed that one additional F&P meeting would be added to the clerking hours. The clerking contracted hours for 2026-2027 were agreed as follows:**

6 FGB meetings	@ 10 hours =	60 hours
7 Committees	@ 7 hours =	49 hours
1 Pay Panel	@ 7 hours =	7 hours
Admin hours	@ 6 hours =	6 hours
Total hours		**122 hours**

ACTION 45: Submit agreed Clerking Hours to Governor Services
Clerk

e. Agreed date for SFVS audit
ACTION 46: Make date to complete SFVS.
BW/

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	f. Staffing Update This had been discussed.	**SBM**
14	**Policies and other statutory/ best practice documents to be reviewed /adopted (on GovernorHub):** a. Accessibility Plan The Accessibility Plan had been circulated prior to the meeting. A query was raised whether recommendations from the PINs audit should be included. This would be checked and the plan would be carried forward to the next meeting. **ACTION 47: Check whether to include recommendations from PINS and add to agenda of next FGB meeting.** b. Equality Policy and Equality Objectives The Equality Policy and Equality Objectives had been circulated prior to the meeting. There was a query about two of the objectives, which were the objectives written by the children. **Governors unanimously approved the Equality Policy and Equality Objectives** c. Anti-bullying Policy The policy which had been circulated was an old policy. This would need to be changed, and this would be carried forward to the next meeting. **ACTION 48: Carry forward Anti-bullying Policy to next FGB meeting.** **ACTION 49: Ensure correct Anti-bullying Policy circulated to Governors** d. Code of Conduct for Parents The Code of Conduct for Parents had been circulated prior to the meeting. There were no questions raised. **Governors unanimously approved the Code of Conduct for Parents.** e. Emergency Management Plan This would be carried forward to the next meeting. **ACTION 50: Carry forward Emergency Management Plan to next FGB meeting.** **ACTION 51: Ensure correct Emergency Management Plan circulated to Governors** f. Managing Non-sickness Absence Policy The Managing Non-sickness Absence had been circulated prior to the meeting. It was suggested that Star care Staff should be included in the Policy, which was agreed. **Governors unanimously approved the Managing Non-sickness Absence subject to the addition of Star care staff.** g. Complaints Policy The Complaints Policy had been circulated prior to the meeting. Some wording had been changed. There were no questions raised. The clerk advised that if a complaint had already been received, the Complaints Policy in force at the time of the complaint would be followed. **Governors unanimously approved the Complaints Policy.** h. Staff Code of Conduct The Staff Code of Conduct had been circulated prior to the meeting. There were no questions raised. **Governors unanimously approved the Staff Code of Conduct.** i. Health and Safety Policy The Health and Safety Policy had been circulated prior to the meeting. There were no questions raised. **Governors unanimously approved the Health and Safety Policy.** j. Freedom of Information The Freedom of Information statement had been circulated prior to the meeting. There were no questions raised. This would be published on the school website.	**HT/ Clerk** **Clerk** **? DS/HT** **Clerk** **? DS/HT**

	k. <u>On-line Safety Policy</u> This would be considered by the C&S committee **ACTION 52: Add On-line Safety Policy to C&S Agenda** **l.** <u>Privacy Notice for Staff</u> The Privacy Notice for Staff had been circulated prior to the meeting. **The Privacy Notice for Staff was approved unanimously by the FGB** **m.** <u>Privacy Notice for Pupils</u> The Privacy Notice for Pupils which had been circulated was not up to date. This would be carried forward to the next meeting. **ACTION 53: Carry forward Privacy Notice for Pupils to next FGB meeting.** **ACTION 54: Ensure correct Privacy Notice for Pupils circulated to Governors** **n.** <u>Privacy Notice for Parents</u> The Privacy Notice for Parents had been circulated prior to the meeting. **The Privacy Notice for Parents was approved unanimously by the FGB**	**Clerk** **Clerk** **? DS/HT**
15	**Governor Matters** a. <u>Governor vacancy - LA</u> A governor application had been received via Governor Services. The candidate had previously been a governor at the school but had now retired. They had experience as a Director and Vice President. As the vacancy was a local authority governor, the County Councillor would be approached and then the candidate. **ACTION 55: Contact the County Councillor about the candidate to be a governor and contact the candidate.** b. <u>Governor Roles</u> Jeev Chokkar had agreed to become Sustainability Governor. c. <u>Parents Visits Reports and feedback from Governor Half-Day</u> The monitoring visit report on the website audit had been circulated prior to the meeting. Most of the changes suggested had been implemented. Governors were asked to check their pen portraits and update them if necessary. The monitoring visit report on SEND had been circulated prior to the meeting. No further questions were raised. d. <u>Governor Visit Plan</u> PINs monitoring visit was due to take place the following day. H&S visit was due to take place in the next weeks. PS was due to visit to monitor Greater Depth. e. <u>Governor Training</u> Governors were asked to update the Training and Visits Plan. A link to the plan had been circulated by the clerk. The new document would be compiled soon. Governors were asked to look at Training available on Hampshire Services for Schools and to book training. There was also E-learning available which could be done when convenient. f. <u>Governor Training</u> – update and feedback on Training attended The Training and Visits Document would be uploaded onto GovernorHub. Governors were reminded to book a course and note it on the Training and Visits Document. **ACTION 56: Redraft and upload Training and Visits Document onto GovernorHub** **ACTION 57: Consider and book a Training course on HSS.** g. <u>Risk Register</u> The Risk Register had been updated; mitigations were in place and any changes had been added. Committees should consider relevant risks.	 **PS** **BW/JC** **Govs** **BW** **Clerk**

Signed by Chair: Date:

	ACTION 58: Upload Risk Register onto GovernorHub **ACTION 59: Add consideration of relevant risks to Committee Agendas.** h. Cyber security update A cyber security audit would be conducted after work on the Cloud and new hardware had been completed.	
16	**Any other business** Communication and use of Microsoft 365 instead of Governor Hub were raised for consideration. This would be discussed at the Strategy Meeting. A proposed letter to parents had been circulated prior to the meeting. The aim of the letter was to request a voluntary contribution from parents towards to the cost of new IT equipment. There was discussion about the letter. It was thought that more context should be added to the letter. Had grants and sponsorship been fully explored before going to parents. The PTFA was the usual avenue for raising money for the school, would it be a good idea to by-pass the PTFA? How would the local authority look at voluntary contributions in the Budget? Was this the best avenue for financing new IT equipment which could be covered by capital funding? Further discussion on the way forward was needed. An additional Strategy meeting would be scheduled for 9th March 8.45am - 10.15am.	
	Impact of the Meeting • Setting the vision, values and ethos of the school and its strategic priorities • Monitoring SDP progress to support Teaching & Learning through planned governor visits. • Planning to secure the budget to ensure the staff and pupils have the resources they need. • Approving Policies and plans for how to deliver the aims.	
	Date of Next Meetings all at Tweseldown Infant School F&P Committee – Friday 6th March 2026 8.45am -10.45am Strategy Meeting – Monday 9th March 2026 8.45am -10.15am C&S Committee –Wednesday 18th March 7.00pm FGB - Wednesday 24th March 2026 7pm	

There being no other business the Chair closed the meeting at 9.20pm.

Summary of Outstanding Actions

Date set	Action	Who
13.07.25	59: Raise Family Support Worker post with local headteachers in next Cluster meeting.	**HT**
28.01.26	33: Include observations of ethos, vision and values in Governor monitoring	**Govs**
28.01.26	34: Add section to record observations of ethos, vision and values on Governor monitoring form	**DS?**
28.01.26	35: Add consideration of resourced provision and Academisation to Strategy meeting agenda.	**Co-chairs**
28.01.26	36: Add Staffing structure and Star Care staffing to F&P Agenda.	**Clerk**
28.01.26	37: Add consideration of Pay awards and different cycles to F&P Agenda.	**Clerk**
28.01.26	38: Attend end of term SDP analysis meetings if possible.	**Govs**

Signed by Chair: Date:

28.01.26	39: Contact County Councillor and HCC regarding proposed parking restrictions by estate managing agents.	**HT**
28.01.26	40: Rearrange H&S visit with site manager.	**BW**
28.01.26	41: Check items secured to wall during H&S visit	**BW**
28.01.26	42: Arrange another date for Governor Half Day after Easter	**Co-chairs**
28.01.26	43: Send questionnaires to office for printing and barcode for online version	**DS**
28.01.26	44: Obtain quote from Drift to replace school computers.	**SBM**
28.01.26	45: Add consideration of routers, Broadband back up and telephone back up to F&P agenda.	**Clerk**
28.01.26	46: Submit agreed Clerking Hours to Governor Services	**Clerk**
28.01.26	47: Make date to complete SFVS.	**BW/SBM**
28.01.26	48: Check whether to include recommendations from PINS and add to agenda of next FGB meeting	**HT/Clerk**
28.01.26	49: Carry forward Anti-bullying Policy to next FGB meeting.	**Clerk**
28.01.26	50: Ensure correct Anti-bullying Policy circulated to Governors	**HT/DS?**
28.01.26	51: Carry forward Emergency Management Plan to next FGB meeting.	**Clerk**
28.01.26	52: Ensure correct Emergency Management Plan circulated to Governors	**HT/DS?**
28.01.26	53: Add On-line Safety Policy to C&S Agenda	**Clerk**
28.01.26	54: Carry forward Privacy Notice for Pupils to next FGB meeting.	**Clerk**
28.01.26	55: Ensure correct Privacy Notice for Pupils circulated to Governors	**HT/DS?**
28.01.26	56: Contact the County Councillor about the candidate to be a governor and contact the candidate.	**PS**
28.01.26	57: Redraft and upload Training and Visits Document onto GovernorHub	**BW/JC**
28.01.26	58: Consider and book a Training course on HSS.	**Govs**
28.01.26	59: Upload Risk Register onto GovernorHub	**BW**
28.01.26	60: Add consideration of relevant risks to Committee Agendas.	**Clerk**

Signed by Chair: Date: