

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Wednesday 19th November 2025 at 7.00pm
 Venue: At Tweseldown Infant School and on Teams

Present:

Kim Tottem	Headteacher	
Phil Sanday	Co-opted Governor	Co-Chair – chair of the meeting
Deborah Stephenson	Co-opted Governor	Co-Chair
Katy Astles	Parent Governor	
Jeev Chhokar	Parent Governor	
Mark Fricker	Co-opted Governor	online
Becky Hilton	Staff Governor	
Sarah Jewitt	Co-opted Governor	
Stuart Meadows	Co-opted Governor	
Debbie Moss	Co-opted Governor	
Ben White	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 especially Katy Astles the new parent governor. Apologies were received and accepted from Stuart Meadows.	
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 - IT – Windows 11 server v. cloud - Salary of Member of Staff – this would be discussed at an extraordinary F&P meeting. - Boiler Repair.	
4	Minutes of the previous meeting The minutes of the FGB meeting held on 17th September 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 17th September 2025 All actions had been completed except the following: 59: Raise Family Support Worker post with local headteachers in next Cluster meeting. This had been raised and was still an action. Headteachers were looking at Budgets and whether it was financially viable looking at number of schools interested and cost across these schools. The next meeting to discuss was scheduled in January. 64: Investigate costs included in line 4641 Catering provisions. HT. We have agreed an increase to £2.61 per child in line with our contractual agreements with Stirfood. This was done in consultation with RM&C Consultants.	

Signed by Chair

Date

	66: Complete PE Sport Premium online report by 31st July and up-load completed report to meeting folder in GovernorHub once done. This is now uploaded onto GovernorHub 2: Ask the local councillor if the school could advertise in the Community Centre. The local councillor had indicated he had a candidate in mind and would get back in touch in due course. 3: Ask for suggestions from another county councillor This had been done, and the councillor had indicated that the same process would be followed. 9: Suggest dates for Governor half day. Dates had been sent to Governors. 16: Find out what other schools are doing about DSL/DDSL out of school contact. Other schools were doing a rota to share between DSLs/ DDSLs for out of school hours.																			
6	Any questions arising from Reports from Committees a) Finance and Personnel (F&P) including approval of Budget Revision The minutes of the F&P committee held on 5th November were circulated prior to the meeting. The F&P Chair summarised the main points of the meeting including the situation with Star Care staffing which was a risk to the school. Governors had agreed to an uplift in the supervisor's pay and the potential to split the role. The potential for an outdoor building was being considered. The Budget Revision had also been considered in detail and was recommended for approval by the FGB. The Governing Body approved the Budget Revision for 2025-2026 as set out below: <table border="1"> <thead> <tr> <th>Revised Budget</th><th>2025 – 26</th><th></th></tr> </thead> <tbody> <tr> <td>Total Expenditure</td><td>2,224,707</td><td>Two million two hundred and twenty-four thousand seven hundred and seven pounds</td></tr> <tr> <td>Total Income</td><td>2,160,325</td><td>Two million one hundred and sixty thousand three hundred and twenty-five pounds</td></tr> <tr> <td>In Year Surplus/(Deficit)</td><td>(64,383)</td><td>Sixty-four thousand three hundred and eighty-three pounds</td></tr> <tr> <td>Surplus/(Deficit) Brought Forward</td><td>199,233</td><td>One hundred and ninety-nine thousand two hundred and thirty-three pounds</td></tr> <tr> <td>Cumulative Surplus/(Deficit) carried forward</td><td>134,850</td><td>One hundred and thirty-four thousand eight hundred and fifty pounds</td></tr> </tbody> </table> b) Pay The Pay Panel Chair reported were the Appraisal and Pay policy had changed so that teaching staff automatically moved up the pay scale unless they were at the top of their scale or were on capability within the year. This would mean a change or approach going forward. There had been on application for Upper Pay Scale. All of the headteacher's recommendations had been accepted. The pay increases had been built into the Budget Revision. Due to the new policies and advice from the local authority, the Pay Panel Terms of Reference (TOR) had been amended to refer Pay Panel, and Appraisal instead of Performance Management, and the quorum had been changed to two. The revised Pay Panel TOR had been circulated prior to the meeting. The Governing Body approved the Pay Panel TOR.	Revised Budget	2025 – 26		Total Expenditure	2,224,707	Two million two hundred and twenty-four thousand seven hundred and seven pounds	Total Income	2,160,325	Two million one hundred and sixty thousand three hundred and twenty-five pounds	In Year Surplus/(Deficit)	(64,383)	Sixty-four thousand three hundred and eighty-three pounds	Surplus/(Deficit) Brought Forward	199,233	One hundred and ninety-nine thousand two hundred and thirty-three pounds	Cumulative Surplus/(Deficit) carried forward	134,850	One hundred and thirty-four thousand eight hundred and fifty pounds	
Revised Budget	2025 – 26																			
Total Expenditure	2,224,707	Two million two hundred and twenty-four thousand seven hundred and seven pounds																		
Total Income	2,160,325	Two million one hundred and sixty thousand three hundred and twenty-five pounds																		
In Year Surplus/(Deficit)	(64,383)	Sixty-four thousand three hundred and eighty-three pounds																		
Surplus/(Deficit) Brought Forward	199,233	One hundred and ninety-nine thousand two hundred and thirty-three pounds																		
Cumulative Surplus/(Deficit) carried forward	134,850	One hundred and thirty-four thousand eight hundred and fifty pounds																		

Signed by Chair:

Date:

7	Headteacher's Report (verbal) The Inspection Data Summary Report (IDSR), School Self Evaluation Form (SEF), School Development Plan (SDP) including the pillars and the Vision and Values. The IDSR was in a new format. The increase in SEND was significant. Stability was above average when benchmarking against other schools. Attendance was good. Suspension was close to average with the school below average on more than one suspension. Phonics results were significantly above average on a three-year trend. Free School Meals (FSM) were below average. Target setting had been taking place by assessing where pupils were and where they were predicted to be at the end of the year. Yr R predictions of 70% GLD compared to 71.9% provisional outcome for the local authority. The Government target for Hampshire 80.9% of pupils to reach GLD by 2028. The headteacher reported that if the school was truly inclusive the Government targets would not be achieved. The school was aware of two pupils who had deferred entry until September 2026 and had knowledge of some of the other applicants. The target was an increase of 11% for Pupil Premium children. The YR team were working hard to help pupils achieve GLD but pupils were coming in at much lower starting points. Q: Would this be included in the SEF and SDP? A: This would be included to identify the needs and put it into context. In Yr 1 predictions were: Reading 89%; Writing 79% and Maths 88%. In phonics, pupils predicted 77% currently. The comparison between disadvantaged and advantaged would be drawn. Work was needed to bring down the gap between the most disadvantaged and those who were at an advantage. In Y2, those retaking Phonics were predicted as 50%. 11 pupils were retaking the Phonics screening this year. Y2 predicted targets were 85% Reading; 82% Writing and 87% Maths. Q: Were these pupils in the Learning Support Class last year? A: There were three pupils with EHCPs who were not in the learning support classroom. These pupils were exceptionally low but they all showed progress. Q: Should the SDP contain progress reporting or was this too tactical? A: This could be shown but not in the SDP. The pillars were influenced by the IDSR including inclusivity and disadvantaged pupils. There was discussion about the Inclusion column. The gap between advantaged and disadvantaged pupils was closed from pupils' starting points. Some pupils started school in nappies, unable to speak and exhibiting some violent behaviour. Disadvantage and inclusion should be added in YR. However, it was a focus for each year group. In Y1 it was important to remember the whole curriculum and not just focus on Phonics. The SDP and SEF should feed into each other. The SEF focused on what the school was doing well, but should focus on development too. There was discussion about what the ethos of the school was and what direction should the school be taking. What would be the measure of success in each cohort. Was the school moving away from its previous ethos? ACTION 20: SLT to draw up ethos of the school and what was the measure of success to feed back to next FGB meeting.	SLT/HT
----------	--	---------------

Signed by Chair:

Date:

Date:

	visual impairment in mind, and it was impractical to put curtains over the doors in the hall The assessor commented that the school was one of the best seen for neurodivergent children. Staffing arrangements had changed so that two teachers were now job sharing, this was due to accommodation made for a pregnant member of staff. A new teacher had been appointed to cover a class full time; they had previously worked at the school. This would increase the cost of staffing by £5,000. This was a cheaper option than employing a supply teacher.	
8.	Questions and Challenge SEF Q: Do we not have other BAME children? The figures don't quite reflect what I have seen? A: This data was taken from the latest Census in October 2025. Q: Inclusion - do we have any comparative data for disadvantaged vs non-disadvantaged pupils? This can be excluding SEN pupils. A: Any questions could be raised at the C&S Committee. Q: Early Years - I note there is no mention of our levels of GLD. You have explained why to us but I am concerned it's not mentioned as it was mentioned as a priority at the Chairs' Forum with Hampshire being set a target of 9% increase, so 81%. In YR 20% of vulnerable pupils had achieved a good level of development (GLD) which equated to two pupils out of 10 vulnerable pupils. The other pupils had not achieved GLD in Communication and Language or Literacy. There were behaviour barriers preventing learning which was why the school had introduced Continuous Provision in Y1. Q: Was there anything else the school could do? A: The school had put in place Speech and Language interventions. YR was set up so that adults could spend time enhancing speech and language in role play, construction and other areas. The class teachers and assistant teachers (ATs) had identified those pupils who needed support with speech and language and targeted them for additional help. All these pupils had Individual Learning Plans (ILP). SDP Please can you explain how the priorities were decided? I notice one is attendance but the SEF states our attendance is above 95% and national average. Is it all attendance that is an issue or one particular area? I note there does not seem to be mention of Pupil Premium children or inclusion in the SDP, apart from in terms of SEND pupils. Is this because there are no concerns in this area? A: An evaluation was done at the end of each academic year where the staff looked at data, individual children and cohorts. Governors were welcome to attend. An evaluation of the SDP was done each term. Policies: Q: Accessibility plan - this seems to be out of date in terms of legislation and curriculum frameworks. The DDA is no longer valid. A: The incorrect policy had been circulated and this would be carried forward to the next meeting. Q: Were there any suggestions from the PINS audit we need to integrate into this and the Equality policy? I uploaded the Policy we agreed in January 2022, which had 2 objectives. A: This would be reviewed and the Equality Policy be brought back to the next FGB.	

Signed by Chair:

Date:

	Q: Emergency plan - Phil Sanday will need adding as Co-Chair. A: This would be included. SEF: Q: Inclusion - can we add any numbers on reducing attainment gap, increasing participation? See comments above. Q: Curriculum - can we link next steps more to the areas identified as improvements? A: How to make sure that SDP objectives were measurable was needed. Work was needed to improve the indicators of success and ensure they were measurable. Q: Achievement/Attendance - are the next steps measurable? A: Suspensions needed to be reduced. However, a consequence of being an inclusive school meant that in the event of dysregulated behaviour the school needed to take action and this would include suspensions. EYFS - are there any specific next steps to add linked to the latest baseline? This was discussed in the Headteacher's report. Governance - can we add the action on governor visits aligned to SDP / more regularity? This was discussed in item 15e below.	
9	Agree School Development Plan (SDP) including pillars The SDP had been circulated prior to the meeting. The Values had been redrafted, and they had been sent to the parents, Governors and staff. An adapted version would go on the school website. It was suggested that there should be a strap line for each value; bullet points for staff and children. If Governors had any questions or comments, these could be posted on GovernorHub in the next two weeks. If there were no questions, the Values would be considered agreed. Any other questions on the School Development Plan should be posted by the end of November on GovernorHub Noticeboard. The School Values, SDP pillars and SDP were agreed in the event that no questions were raised by end of November 2025. ACTION 23: Post any questions or comments on Values or SDP on GovernorHub noticeboard by end November. ACTION 24: Notify Governors when SDP published. ACTION 25: Upload latest version of SDP and SEF into GovenorHub folder.	Govs. HT HT
10	SEN Information Report This would be considered at the C&S Committee. ACTION 26: Add SEN Information Report to C&S Agenda.	Clerk
11	Health and Safety update The Health and Safety Governor was due to visit the school and site manager on 2nd December. This would be reported to the next FGB meeting. The Health and Safety report by the new site manager had been circulated prior to the meeting. The School Business manager reported that the school boilers were breaking down every couple of days with an error code. It was possible to reset the boiler, but it kept happening. Corrigenda had suggested replacing a part in one boiler and if the replacement worked to replace the part in the second boiler. Corrigenda would send a quote to change the part. If this did not work, a new boiler might be required. It would be to consider the cost of parts and labour versus the cost of a new boiler. Q: When the school stopped subscribing to the HCC Property SLA, £16K was set aside as a contingency for property costs. Were these funds still held? A: These funds were no longer held.	

Signed by Chair:

Date:

	There was discussion about whether capital monies should be used for new boilers or the IT restructuring. If required, an extraordinary FGB meeting would be called.	
13	<u>Safeguarding</u> There were four children on Children in need plans. No children were on Child Protection. There were eight children who had been referred to the Early Help Hub. The Safeguarding Governor was due to visit to gauge pupil and staff voice, to attend a Safeguarding Assembly and do a Single Central Record update. A safeguarding deep dive would be done before the January FGB.	
14	Policies and other statutory/ best practice documents to be reviewed /adopted (on GovernorHub): a. <u>Accessibility Plan</u> - This would be carried forward to the next meeting. b. <u>Equality Objectives</u> - This would be carried forward to the next meeting. c. <u>Anti-bullying Policy</u> - This would be carried forward to the next meeting. d. <u>School Social Media Policy</u> The Social Media Policy had been circulated prior to the meeting. This was a MOPP Policy. There were no questions raised. Governors unanimously approved the Social Media Policy. e. <u>Safer Recruitment Policy</u> The Safer Recruitment Policy had been circulated prior to the meeting. This was a MOPP Policy. There were no questions raised. Governors unanimously approved the Safer Recruitment Policy. f. <u>Pay Policy</u> The Pay Policy had been circulated prior to the meeting. This had been considered by the Finance and Personnel Committee. There were no questions raised. Governors unanimously approved the Pay Policy. g. <u>Appraisal Policy</u> The Appraisal Policy had been circulated prior to the meeting. This had been considered by the Finance and Personnel Committee. There were no questions raised. Governors unanimously approved the Appraisal Policy. h. <u>Managing Sickness Absence Policy</u> The Managing Sickness Absence Policy had been circulated prior to the meeting. This had been considered by the Finance and Personnel Committee. There were no questions raised. Governors unanimously approved the Managing Sickness Absence Policy. i. <u>Code of Conduct for Parents</u> - This would be carried forward to the next meeting. j. <u>Emergency Management Plan</u> - This would be reviewed next term. k. <u>Emergency School Closures</u> – This was an operating procedure under the MOPP. Governors approved the Emergency School Closures procedure but agreed it did not need Governor approval going forward. l. <u>Governors Visits Policy</u> The Governor Visits Policy had been circulated prior to the meeting. The purposes had been updated and disadvantages groups and inclusion were no in the Policy. All amendments were shown in red. The Governor Visits Policy was approved unanimously by the FGB m. <u>Conditions and Charges of Hire</u> The Conditions and Charges of Hire had been updated to include parties. Price increases and charges for Beyond the Gate for the Play group would be included. ACTION 27: Update Conditions and Charges of Hire and include date of revision n. <u>Managing Non-sickness Absence Policy</u> - This would be carried forward to the next meeting.	SBM

Signed by Chair:

Date:

Date:

Tweseldown Infant School
Minutes of the Full Governing Body
Wednesday 25th November 2025 at 7.00pm

	h. <u>Governor Awards panel to be agreed for December</u> Nominations from staff needed to be received by 3rd December. Governors needed to inform the office by 8th December. The Governor Awards Assembly was on Monday 15th December at 8.50am. The panel were Sarah Jewitt, Phil Sanday and Debbie Stephenson who would arrange a time to meet. i. <u>Governor Cakes</u> Tubs of chocolates or mince pies were a suggestion. DS would send a message to Governors.	
16	Any other business Windows 11 – The school had received an email regarding licensing for Windows 11 from Drift. Governors were of the view that they had agreed to go with a continuation of Windows 10 until 2026 at the cost of £1 per device. There was discussion about whether that was really secure. It had been established it was secure. If the school was to invest in new devices soon, these would come with Windows 11 so if the school paid for Windows 11 for existing devices, it would be paying twice. There was also a query with how many devices were compatible with Windows 11. After discussion, Governors agreed to continue with Windows 10 until 2026. The IT Governor was due to visit the school the next day to discuss the position with the SBM and Drift.	
	Impact of the Meeting - Ensuring clarity of vision, ethos and strategic direction of school through agreeing school values and strategic priorities, curriculum and aims for the school through the SEF and SDP. - Ensuring that all pupils including vulnerable and disadvantaged pupils through the SDP and in the review of the PINS audit. - Ensuring staff wellbeing with agreeing staffing arrangements. - Planning for further discussion of school's ethos and strategic priorities. - Planning to monitor SDP progress to support Teaching & Learning through planned governor visits. - Ensuring effective financial management by analysing and approving the Revised Budget - Ensuring a balanced budget. - Approving Policies and plans for how to deliver the aims. - Developing GB membership through planning for training - Ensuring the school is compliant with current regulation with Health and Safety report and planned governor visits. - Analysing stakeholder feedback.	
	Date of Next Meetings C&S Committee –Wednesday 10th December 7.00pm at Tweseldown Infant School FGB - Wednesday 28th January 2026 7pm at Tweseldown Infant School	

There being no other business the Chair closed the meeting at 9.04pm.

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
17/09/25	17: Add Anti-Bullying Policy to agenda of next FGB meeting	Clerk
25/11/25	20: SLT to draw up ethos of the school and what was the measure of success to feed back to next FGB meeting.	SLT/HT

Signed by Chair:

Date:

Tweseldown Infant School
Minutes of the Full Governing Body
Wednesday 25th November 2025 at 7.00pm

25/11/25	21: Add consideration of school ethos and measure of success to next FGB agenda	Clerk
25/11/25	22: Add discussion re Inclusive school and impact on results to next FGB Agenda.	Clerk
25/11/25	23: Post any questions or comments on Values or SDP on GovernorHub noticeboard by end November.	Govs
25/11/25	24: Notify Governors when SDP published.	HT
25/11/25	25: Upload latest version of SDP and SEF into GovenorHub folder.	HT
25/11/25	26: Add SEN Information Report to C&S Agenda.	Clerk
25/11/25	27: Update Conditions and Charges of Hire and include date of revision	SBM
25/11/25	28: Send request to consider becoming Sustainability Governor	Clerk
25/11/25	29: All Governors to consider becoming Sustainability Governor and to let the Chair know.	Govs
25/11/25	30: Upload Training and Visits Document onto GovernorHub	BW
25/11/25	31: Book a Training course on HSS.	Govs
25/11/25	32: Add Training update and Feedback to next FGB Agenda.	Clerk

Signed by Chair:

Date: