Tweseldown Infant School

Minutes of the Full Governing Board

Date: Wednesday 17th September 2025 at 7.00pm
Venue: At Tweseldown Infant School and on Teams

Present:

Kim Tottem	Headteacher			
Deborah Stephenson	Co-opted Governor	Chair		
Jeev Chhokar	Parent Governor			
Mark Fricker	Co-opted Governor		*arrived in item 2*	*online*
Becky Hilton	Staff Governor			
Sarah Jewitt	Co-opted Governor		*arrived in item 3*	
Stuart Meadows	Co-opted Governor			
Debbie Moss	Co-opted Governor			
Phil Sanday	Parent Governor			
Ben White	Co-opted Governor			

In Attendance

Louise Barnes	Deputy Headteacher
Helen Blyde	School Business Manager
Rebecca Willows	Clerk

The meeting was Quorate
The meeting commenced at 7.00pm.

Item		Actions
1	**Welcome and apologies for absence** The Chair welcomed all to the meeting. There were no apologies. Sarah Jewitt would arrive late.	
2	**Election of Officers** <u>a. Consider Co-chairing model</u> It was proposed that Co-chairs be appointed this academic year. A Memorandum of Understanding detailing the sharing of chair commitments had been circulated prior to the meeting. **Governors agreed to the adoption of the Co-chairing model for the academic year 2025-2026.** This would be reviewed in the Summer term 2026. <u>b. Co-Chairs of Governing Body</u> Debbie Stephenson and Phil Sanday were willing to stand as Co-chairs of the Governing Body for the academic year. There were no other nominations. **Governors agreed unanimously to elect Debbie Stephenson and Phil Sanday as Co-chairs of the Governing Body for the academic year 2025-2026.** *MF joined the meeting online* <u>c. Vice-Chair of Governors</u> Stuart Meadows was willing to stand as Vice Chair of the Governing Body. There were no other nominations **Governors agreed unanimously to elect Stuart Meadows Vice Chair of the Governing Body for the academic year 2025-2026.**	
3	**Governing Body Structure and Succession Planning** <u>a. Governor vacancy – LEA and Coopted Governor appointment</u> Phil Sanday offered his resignation as a Parent Governor which was accepted. Phil Sanday was willing to stand for the position as a Co-opted Governor. **It was agreed unanimously that Phil Sanday would be appointed as a Co-opted Governor for a four-year term.** This would leave a vacancy for a Parent Governor and an election would be organised by the Headteacher.	

Signed by Chair Date

	ACTION 1: Organise Parent Governor Election. This left a Local Authority Governor vacancy. The local councillor, Stephen Parker wanted to find someone in the wider community but had not yet managed to do so. This should be reviewed in 6 months when the school could put someone else forward. During discussion, it was suggested that the Community Centre was the best place to find a suitable candidate. **ACTION 2: Ask the local councillor if the school could advertise in the Community Centre.** **ACTION 3: Ask for suggestions from another county councillor** b. Associate member appointment – Louise Barnes It was proposed that Louise Barnes, Deputy Headteacher be appointed as an Associate Member attached to the Curriculum and Standards Committee for another year. **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.** c. Allocation of Governors to committees, HTPR and specific roles Governors' roles were agreed as follows: *SJ joined the meeting.* Finance and Personnel Committee (F&P): BW, PS, JC, SM, DS Curriculum and Standards Committee (C&S): SJ, MF, DM, BH, DS Pay Committee: SM, JC, PS Headteacher's Performance Review (HTPR) – BW, DM, DS d. Confirm FGB meeting times and dates for 2025/26 and set dates for Pay committee and HTPR meetings The previously agreed meeting dates were confirmed except the following: HTPM - 28th November Pay Committee -17th October – 10.00am – to be confirmed. F&P - Thursday 13th November 1pm – in person/hybrid e. Confirmation of Governor Roles and responsibilties Governors' roles were agreed as follows: *MF online joined.* Ben White – Development and Training Governor, Health and Safety Governor Phil Sanday – Safeguarding Governor Jeev Chhokar - IT and Cybersecurity. Sarah Jewitt – EYFS Governor, Pupil Premium, Mark Fricker – Attendance. Debbie Stephenson – SEND Governor, Mental Health and Wellbeing **ACTION 4: Update Governor membership and roles on GovernorHub, Hampshire Services for Schools and information for school website.**	**HT** **Chair** **DM** **Clerk**
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	**Any urgent items to be added to the agenda.** Broadband contract Preschool	

	These items would be discussed at appropriate points in the meeting. Container storage – This would be discussed by the Co-chairs and F&P chair after the meeting.	
6	**Minutes of the previous meeting** The minutes of the FGB and the Confidential Minute of the FGB held on 8th July 2025 had been circulated prior to the meeting. Both sets of minutes were accepted as a true and accurate record and approved and were signed by the Chair.	
7	**Actions and matters arising from meeting of 8th July 2025** All actions had been completed except the following: **59: Raise Family Support Worker post with local headteachers in next Cluster meeting.** *The Headteachers' Cluster meeting had not taken place yet.* **60: Revisit Health and Safety for staff at September INSET.** *Done.* **61: Add Communication plan to FGB agenda for November and Spring term.** *In hand* **62: Meet Drift to discuss possibility of extending Windows 10 and potential security risks and the position regarding the servicer as soon as possible.** JC met with Drift. Drift had agreed to extend supporting the Windows 10 laptops for a year at no cost. The question remained whether the updates would work and whether they could guarantee what effect it might have to security firewalls. Drift had pointed out that the school needed to be aware that there was a risk. Drift had agreed that the school could resource the hardware directly. If the staff were to have laptops and hot desks there would be no downtime on the switchover. Drift agreed with that approach. Drift would work on hardware specifications with JC and the School Business Manager. Turning to support, there would be less support needed going forward onsite as most data would be stored on the cloud and there would be newer hardware in future. The ICT Governor suggested that the relationship with Drift be wound down. It was pointed out that there were no IT experts on the staff and they did not have time to resolve IT problems. The school had until April 2026 to decide the way forward and to look at it. Drift did not provide backup cover at the weekend. It was proposed that competitive quotes be obtained. The ICT Governor considered that changing by February half term would be best for the school. The Broadband quote needed renewing. The ICT Governor had spoken to Virgin Direct as an alternative. The Virgin quote was more expensive than Drift's. Virgin Direct faster speed and its quote included a separate BT link as back up so the school would still have broadband connectivity. There was discussion about whether BT were allowed on the site due to a legal restriction on the estate. This would need to be checked. The full cloud route would need a secondary link if there was no offline solution. This was the DfE strategy. **Q: Would it be possible to ask Drift to quote for that backup link too so that the quotes were like for like?** A: This would be obtained, and it could be brought back to the F&P committee Network survey **Q: Was it agreed to the network survey would be done by Drift.** A: This was part of the contract with Drift. The school had raised faulty Wi-Fi hotspot with them. There was discussion about the reason for the poor Wi-Fi signal. The internal WiFi equipment would need replacing as a separate project.	

Signed by Chair: Date:

63: Arrange Emergency F&P meeting online to discuss Capital Expenditure.
Superseded.
64: Investigate costs included in line 4641 Catering provisions.
Ongoing.
65: Arrange Safeguarding Audit and visit early in September.
Done.
66: Complete PE Sport Premium online report by 31st July and upload completed report to meeting folder in GovernorHub once done.
The deadline had been extended to the end of September. The Chair would sign off.
67: Include punitive measures in the Behaviour and Anti-Bullying Policy to bring back to FGB at next meeting in September.
On agenda.
68: Organise consultation with parents and staff on Behaviour Principles written Statement.
This had been done, and no responses had been received.
69: Redraft Supporting Pupils with medical conditions and bring back to FGB at next meeting in September.
On agenda.
70: Send Individual Governor Review Forms to GB.
Complete.
71: Complete and return Individual Governor Review forms to Chair.
No response had been received.
72: Email headteacher to attend Y2 Leavers' Assembly.
The Chair had attended.
73: Attend Fraud and Cybercrime training if available.
This was due to take place on 23rd September at 3.15pm.

8. Headteacher's Report (written) to include:
The Headteacher's report had been circulated prior to the meeting. The following additional matters were reported by the Headteacher.

Two pupils were on reduced hours, one in YR and one in Y1 as they were finding school challenging and this was impacting their behaviour.
Q: Was the Y1 pupil presenting this behaviour in the previous year?
A: The pupil had started presenting behaviour at end of year, but the pupil was exhibiting heightened behaviour now.
Q: Were the reasons why known? Were there any Safeguarding concerns?
A: The Headteacher did not think there were safeguarding issues, but there had been some changes at home.

Additional 2025 data was verbally data to EYFS on p.2 of the report.

TIS – Good level of development results were:

Tweseldown	Hampshire	National
72.7%	71.9%	68.3%

The average number of pupils reaching Early Learning Goals at the expected level was:

Tweseldown	Hampshire	National
14.9	14.8	14.1

Children were significantly below their expected stage of development when they started the school, and they were not achieving the expected level despite great teaching.

Signed by Chair: Date:

	Q: Do we know why? It was noted that a local school, Tavistock had 89% GLD. A: There was a lot of transition in the local area. The demographic was very wide. There were fifty pupils in the year group, and the school had three classes. There were some pupils with significant challenges in the year group. **Q: Was this impacted by having the Learning Support Classroom previously and the support given to SEN pupils?** A: This was the case. There were behaviour needs in Y1 and in YR there were pupils with autism and learning needs. **Q: Were all the pupils with high needs in the catchment are?** A: The majority were. Pupils living in a particular area were more vulnerable even though not they were not in any identified categories such as EAL, PP, SEND or Forces. Pupils were getting the support they need and the staff. The end of Y2 data was very strong last year. Anecdotally, teachers from a local Junior school had commented on how well Tweseldown Pupils could read compared to pupils from other schools. **Q: Values - I would suggest these are not the values of the school but SLT's aims for each year group (I don't think 'challenge and individuality' are classified as values according to my reading). Please could you explain how this change was arrived at and why governors were not involved in what is a strategic leadership change?** A: There had been twelve previously and the staff had decided to group the values with a focus for each year group. There was discussion about what values were and the purpose of school values, which were for the whole school rather than each year group. A governor pointed out that setting the school values should involve the Governing Body as it was part of Strategic Development. It was agreed that twelve values were too many and that they needed to be manageable. The Values should be reviewed at the next Strategic meeting. **Q: Why was a sense of belonging restricted to Y2?** A: The values applied to all pupils but with a different focus in each year group. A governor reported on values in another local school with broader School values with a focus area for year groups which underpinned the main School values. **ACTION 5: Email details of the values and focus areas at local school to headteacher.** **Q: When will governors be able to see the evaluation of last year's SDP and the SEF? I note that evaluation and accountability are to be key elements in the Leadership and Governance section of the new framework.** A: This would be uploaded and considered at the next FGB meeting. **Q: Are the pillars going to be included in the SDP as they were last year - it doesn't seem complete at the moment but maybe this is a first draft?** A: Four of the pillars were contained in the Headteacher's Report. The School Development Plan (SDP) was in its first draft and had not been agreed by Senior Leadership Team (SLT) yet. **Q: How does our data compare with FFT and other comparable schools? KS1 Performance Targets for 2025 - can you share how 85% compares for R/W/M vs. FFT data points for our KS1 cohort?** A: Data from other local schools was contained in the Headteacher's Report. The school only had data which other schools were willing to share as there was no longer any published data since SATS were removed. Comparisons with FFT data	**MF**

Signed by Chair: Date:

EXS+	Tweseldown	FFT	Difference
Reading	90%	71%	+19%
Writing	86%	65%	+21%
Maths	89%	73%	+16%
Combined	84%	60%	+24%
GDS			
Reading	23%	19%	+4%
Writing	9%	10%	-1%
Maths	21%	17%	+4%
Combined	7%	7%	0%

Reading was well above FFT for expected standard. Staff were to be congratulated on the results. The target for combined had been hit for more able pupils.

	Tweseldown	FFT	Difference
Phonics	89%	81.5%	7.5%

These were powerful results, and staff were to be congratulated.

Q: Why are we only aiming for 70% GLD this year, when the government wants 75% and Tavistock achieved 89.2%? Similarly, why is our Yr 2 phonics target only 50%?
A: The targets were based on the pupils in the cohorts their abilities. The Government target was 75% of Good Level of Development (GLD) by 2028. There were a high number of pupils in YR with EHCPS, six pupils with three more to come. There were fewer children in the cohort, so each pupil was worth 1%. There were several children with a high level of need, which was due to bring in £19,000 of funding for support. Once the baseline assessments were completed by half term, the staff would be able to have a more accurate picture. This would be validated at the C&S meeting once confirmed.
ACTION 6: Add YR targets to agenda of C&S Committee. **Clerk**

In Y2 there was a large number of pupils on the SEN register with high needs. The school could justify the targets.

Q: Budget - I am hoping the totals for columns G (actual YTD) to K (YTD variance are incorrect).
A: The School Business Manager had started Finance training and would be able to report further at the F&P meeting. Some items which needed amendment for the Budget Revision had already been identified. This would be reported to the F&P committee.

Q: Behaviour policy - please can you assure us that there will now be a separate anti-bullying policy as stated at the bottom of the policy? This was integrated into the previous Behaviour and Anti-bullying policy.
A: This would be included in a separate policy which would be considered at the next FGB meeting.

Q: Uniform policy - do we have a policy of pupils wearing hats in the summer?
A: Pupils were encouraged to wear hats in the summer. They could wear any hat. It was considered a procedure for pupils to keep safe but it was agreed to add it to the policy.

Q: The Number on roll (NOR) is down slightly - any reason / any pending applicants or entrants?
A: There had been a few new starters since the headteacher's report was written. There were two spaces in Y1. The entrants were pupils in catchment.

	Q: Can you share more on how the ex-Rabbit class children are integrating into the classes, any feedback from teachers etc? A: This has been quite challenging. Children coming back to school are taking a lot of time to settle. There is a high-level behaviour in year 1 which needs attention. Staff have been reminded of the behaviour policy and sanctions and being confident to intervene. The Deputy Head has been supporting classes and team teaching in classes. Staff found the transition challenging. All teachers are in new classes with a new curriculum and new children. Most teachers have not taught those year groups previously. Teachers need to train the pupils in expectations and routines at the beginning of the year, in particular younger pupils. This week had been more positive in YR. Children beginning to understand systems and the need to follow them. Y2 were quite settled. The adjustment was taking longer than envisaged. **Q: Was any help from Govs at this moment?** A: This was not necessary at this time. **Q: Were parents happy?** A: They were happy so far. All schools were finding the start of the year different. Many of the children had not gone to baby groups due to the pandemic and some children had not attended preschool which restricted social interaction with other children. **Q: Starcare Can I ask for an audit of numbers attended vs. these figures for week 1 considering we are still flexi-booking for Autumn term? For F&P in Nov, can we see the plan for January-July bookings and the financial forecast?** A: It was agreed this would be considered outside this meeting. **ACTION 7: Add Starcare to agenda of next F&P meeting**	 **Clerk**
	Q: Pre-school – It was great to see the letter go out last week to parents. Any feedback received? And can we get an update on timings, communications, advertising, and next steps? A: The school had discovered that they had followed the incorrect procedure for entering into the arrangement with the preschool even though they had been given this advice by the EYFS department at Hampshire County Council (HCC). This had come to light once the communication to all parents had been sent out. HCC Estates Department were now involved to ensure that the correct procedures were followed. The school required a new EPC Certificate which had expired in July costing £664.39. A lease would need to be drawn up and negotiated between the parties at a cost of £1100. A Surveyor would need to check the building was fit for purpose at a cost of £750. This would amount to £2514.39 and it would be a challenge to meet the deadline. The Preschool had received the correspondence from HCC Estates. After discussion, it was decided that there was a need to expedite the application. The school should contact HCC Estates and emphasise the fact that the situation arose due to breakdown in communication between HCC departments. There was a consensus that the move was positive, and it was popular with parents. It was also beneficial for the school. It was important to encourage parents use the preschool. The Preschool was advertising locally. The school should also promote it. However, there was a limitation in the preschool as they had a half day on Friday which was causing some parents to split their children between two preschools. This should be highlighted as a factor to the preschool. The Preschool management would like to meet governors. An Opening ceremony was also being suggested. This would be considered at a later date. **ACTION 8: Co-Chairs to liaise with HT on progress and arrange a date for meeting.**	 **Co-chairs/HT**

Signed by Chair: Date:

9	**Review and Agree School Development Plan** a. Review Vision and Values This will be discussed at the Strategic meeting on 10th November. The first item on the agenda would be Sustainability feedback on the action plan to date. Any action points would become actions on Strategic Plan. b. Review of last year's SDP/RAG rating To be reviewed at next FGB meeting. c. Agree SDP pillars for 2025/2026. There would be 6 pillars including an aspect of EYFS in particular the new teachers and assistant teachers and pupils' needs. The Senior Leadership Team needed to look at it and it would be brought back to next FGB. **ACTION 8: Add approval of SDP including pillars at next FGB meeting.**	**Clerk**
10	**Governor Matters** a. Expectations for Governors Governors were encouraged to do as much as they could in their roles. It was set to be a busy year. b. Governors' Communication Strategy This would be on the agenda of the next Strategic Meeting. c. Governor Visit Planning for 2025/26 The visit plan would be based on the SDP – which would include Greater Depth, Continuous Provision (CP) in Y1, Outdoor Learning. It has been suggested that there was a Governor half day where Governors volunteered to help in school. **ACTION 9: Suggest dates for Governor half day.** The following visits would be arranged by contacting the Deputy Headteacher: SJ – EYFS – arrange visits EY and CP Outdoor learning- BW SEND- DS The Health and Safety Governor was planning a visit to see how the changeover in site manager was progressing. The School Business Manager reported that the changeover was going well. The new site manager had started at the beginning of September. He had been proactive and had good knowledge of what was required for the role. He had the ability to fix things, which he had started to do, and this would save money on using Corrigenda. Both site managers had carried out a Health & Safety Walk with some children to include perspective from a different height. The new site manager had been booked on Caretaking support training including COSSH, Manual handling and stepladder. **Q: When was the current site manager due to leave.** A: The school would hold a send-off on the last Friday in Sept. A thank you card would be sent from Governing Body. **ACTION 10: Contact Deputy Headteacher to arrange Governor visits** d. Governor Training - Whole Governing Body Training and update on other training The WGBT was taking place on 7th October at the school. All Governors should book other relevant training on HSS and add to the online Visit and Training Plan	 **HT** **Govs**

	e. Governors for Parents Evening Governors were asked to attend Parents Evenings. 21st October 3.30pm - 6pm JC and SJ. 23rd October 5pm – 7.30pm – BW and DS There was discussion about the best way to get parents to complete the Parent questionnaire as there had been problems with completing them online. One suggestion was for teachers to give them to parents to complete on the way out on the meeting was over. f. Stakeholder Engagement and Stakeholder opinions Staff engagement would be considered by the F&P committee and the best way to communicate and engage with parents would be considered by the C&S Committee. **ACTION 11: Add Staff engagement to F&P agenda and Parental engagement to C&S agenda** g. Strategic Plan There had been a Strategic meeting on 15th September. Some strategy had been discussed, but the discussion was mainly focussed on issues in school and how they could be mitigated. The next Strategic meeting would take place on 10th November at 9am. **h.** Governor Confirmations – KCSIE and GB Code of Conduct and Prevent Duty Training All Governors were required to read Keeping Children Safe in Education 2025 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 Safeguarding Governor or clerk before the end of September. **ACTION 12: All Governors complete safeguarding quiz and send certificate to clerk/Safeguarding Governor.** **ACTION 13: 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 14: All Governors to confirm that they would follow the Code of Conduct via GovernorHub.** Governors were required to complete Prevent Duty Awareness Training. The link had been sent to Governors. Once completed, Governors should confirm completion of the training. **ACTION 15: All Governors to complete and then confirm that they had completed Prevent Duty Awareness Training via GovernorHub**	**Clerk** **Govs** **Govs** **Govs** **Govs**
12	**Safeguarding** Safeguarding Audit approval: The Safeguarding Governor and the Headteacher had completed the Safeguarding Audit which was to be submitted to the local authority. Details were contained in the Headteacher's report. There were five development areas including policy updates including AI; the school was using Tell Explain Describe TED; Who would be	

Signed by Chair: Date:

	contacted out of term among the DSL/DDSLs as schools were expected to have a contract. **ACTION 16: Find out what other schools are doing about DSL/DDSL out of school contact.** There was an action plan. **Governors approved the Safeguarding Audit.** The DPO would present to Governors on GDPR matters every 6 months. SCR compliance – a few changes were made which had not been done in the handover between Admin Staff. The Admin staff would make sure all updates were made as soon as possible, and the Safeguarding Governors would visit to check the SCR again. Safeguarding Visit Report: The Safeguarding Visit Report had been circulated prior to the meeting. There were no real concerns. Safeguarding was a strength of the school. The Safeguarding governor would visit again to engage in a wider safeguarding discussion and other matters which had not been possible at the previous visit. There had been an improvement in approach with TED which had been a proactive step put in place by SLT. There had been a good uptake on KCSIE quiz by staff. There had been some safeguarding incidents in first couple of weeks which were being dealt with.	**HT**
13	**Health and Safety.** In the YR classroom toilets, the vents were allowing water ingress which led to mould in classrooms. The site manager had been getting rid of the mould and Corrigenda would visit to see how water can be stopped from coming back in. This might be prevented by putting in a trap on each vent.	
14	**Policies and other statutory/ best practice documents to be reviewed/adopted (on GovernorHub):** a. Supporting Pupils with medical conditions The Supporting Pupils with medical conditions Policy had been circulated prior to the meeting. **The Supporting Pupils with medical conditions Policy was approved unanimously by the FGB** b. First Aid Policy The First Aid Policy had been circulated prior to the meeting and was a local authority requirement. **Q: The policy stated that there were thirteen staff trained but named fourteen people. Was it necessary to name all staff with Paediatric First Aid Training?** A: More staff were being trained, all teaching assistants were trained. This would be amended. An additional paragraph after signature would be removed. **The First Aid Policy was approved unanimously by the FGB subject to changes above.** c. Behaviour Thrive approach Policy The Behaviour Thrive approach Policy had been circulated prior to the meeting. The policy had been updated to include changes previously discussed. This policy had previously included Anti-bullying but this would now be contained in a separate policy. **The Behaviour Thrive approach Policy was approved unanimously by the FGB** **ACTION 17: Add Anti-Bullying Policy to agenda of next FGB meeting**	**Clerk**

	d. Behaviour Written Principles The Behaviour Written Principles had been circulated prior to the meeting. It had been circulated to parents and staff and no comments had been received. **The Behaviour Written Principles was approved unanimously by the FGB**	
	e. Accessibility Plan The Accessibility Plan would need updating to reflect the PINs programme. The PINs audit would be taking place the following week.	
	f. Child Protection Policy The Child Protection Policy had been circulated prior to the meeting. The text in purple font needed to be changed now KCSIE 2025 had been published. **The Child Protection Policy was approved unanimously by the FGB.**	
	g. Safeguarding Policy The Child Protection Policy had been circulated prior to the meeting. **The Safeguarding Policy was approved unanimously by the FGB**	
	h. Restrictive Physical Intervention Policy 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**	
	i. Attendance Policy The Attendance Policy had been circulated prior to the meeting. **The Attendance Policy was approved unanimously by the FGB**	
	j. Mental Health and Wellbeing Policy The Mental Health Policy had been circulated prior to the meeting. **The Mental Health and Wellbeing Policy was approved unanimously by the FGB**	
	k. Equality Objectives – These were due to reviewed and would need consultation. It was noted that the 2023 Equality Objectives should be displayed on the website, but these were out of date. **ACTION 18: Upload 2023 Equality Objectives on school website.**	**SBM**
	l. Governor Induction Policy 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**	
	m. Uniform Policy The Uniform Policy had been circulated prior to the meeting. **The Uniform Policy was approved unanimously by the FGB subject to including the amendment regarding hats.**	
	n. Whistleblowing – Protected Disclosures Policy 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**	
	o. Manual of Personnel Practice (MOPP) Policies **The following policies were contained in the MOPP were unanimously approved by the FGB** • Capability Procedure • Disciplinary Procedure • Resolving Workplace issues	

Signed by Chair: Date:

	• Performance Management • Recruitment Policy • Procedure for Requests for Flexible Working • Absence Management • 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.** <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.**	
15	**Impact of the Meeting** It had been suggested that the impact of the meeting be measured by more defined criteria going forward lined up with core functions of the governing body. **ACTION 19: Send details of suggested criteria linked to core functions to Co-chairs** • Maintaining an effective Governing Body through election of Chair, Vice chair and agreeing committee members and Governor Roles. • Ensuring clarity of vision, ethos and strategic direction of school through discussion of school values and strategic priorities • Benchmarking pupil attainment through comparison data with FFT targets. • 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 • Ensuring the school is compliant with current regulation with Safeguarding audit	**Clerk**
	Date of Next Meetings Pay Committee – Friday 17th October 11am at Tweseldown Infant School F & P Committee – 13th November 1.00pm at Tweseldown Infant School Strategy Meeting – 10th November 9am -11am at Tweseldown Infant School FGB - 19th November 7.00pm at Tweseldown Infant School C&S Committee – 10th December 7.00pm at Tweseldown Infant School	

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

Signed by Chair: Date:

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**
13.07.25	64: Investigate costs included in line 4641 Catering provisions.	**HT**
13.07.25	66: Complete PE Sport Premium online report by 31st July and upload completed report to meeting folder in GovernorHub once done..	**SBM**
17/09/25	1: Organise Parent Governor Election.	**HT**
17/09/25	2: Ask the local councillor if the school could advertise in the Community Centre.	**Chair**
17/09/25	3: Ask for suggestions from another county councillor	**DM**
17/09/25	4: Update Governor membership and roles on GovernorHub, Hampshire Services for Schools and information for school website.	**Clerk**
17/09/25	5: Email details of the values and focus areas at local school to headteacher.	**MF**
17/09/25	6: Add YR targets to agenda of C&S Committee.	**Clerk**
17/09/25	7: Add Starcare to agenda of next F&P meeting	**Clerk**
17/09/25	8: Add approval of SDP including pillars at next FGB meeting.	**Clerk**
17/09/25	9: Suggest dates for Governor half day.	**HT**
17/09/25	10: Contact Deputy Headteacher to arrange Governor visits	**Govs**
17/09/25	11: Add Staff engagement to F&P agenda and Parental engagement to C&S agenda	**Clerk**
17/09/25	12: All Governors complete safeguarding quiz and send certificate to clerk/Safeguarding Governor.	**Govs**
17/09/25	13: All Governors confirm they have read and understood KCSIE on Governor Hub.	**Govs**
17/09/25	14: All Governors to confirm that they would follow the Code of Conduct via GovernorHub.	**Govs**
17/09/25	15: All Governors to complete and then confirm that they had completed Prevent Duty Awareness Training via GovernorHub	**Govs**
17/09/25	16: Find out what other schools are doing about DSL/DDSL out of school contact.	**HT**
17/09/25	17: Add Anti-Bullying Policy to agenda of next FGB meeting	**Clerk**
17/09/25	18: Upload 2023 Equality Objectives on school website	**SBM**
17/09/25	19: Send details of suggested criteria linked to core functions to Co-chairs	**Clerk**

Signed by Chair: Date: