

Tweseldown Infant School

Minutes of the Full Governing Board



Date: Tuesday 19th May 2026 at 7.00pm

Venue: At Tweseldown Infant School

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	Co-opted Governor		
Nigel Davies	Local Authority Governor		
Becky Hilton	Staff Governor		
Sarah Jewitt	Co-opted Governor		
Ben White	Co-opted Governor		
Paul Wilkin	Parent Governor		

Apologies

Mark Fricker	Co-opted Governor
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In Attendance

Louise Barnes	Associate Member/ Deputy Headteacher
Helen Blyde	School Business Manager (SBM)
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 especially Paul Wilkin, the new Parent Governor. Apologies were received and accepted from Mark Fricker. Stuart Meadows had resigned due to work commitments, and his resignation had been accepted. This left a Co-opted Governor vacancy. Paul Wilkin introduced himself and his experience as a scientist working in biodiversity. ACTION 67: Send Acronym list to PW	Clerk
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. a) Restructure b) Resourced Provision These items would be discussed as part of the Headteacher's report.	
4	Budget approval The SBM shared the key headlines: Expenditure had decreased by 6% from 2025-2026 due to the restructure in staffing. Income had increased by 2% since 2025-2026. There was an 87,000 in year surplus with a cumulative surplus of £168,000 cumulative surplus. The numbers on roll for the next fiscal year would be set in October 2026, after that there was a decline in pupil numbers. The Finance and Personnel Committee had considered the proposed Budget for 2026-2027 and three-year plan in detail and recommended it for approval. Governors approved the Budget 2026-2027 and three-year plan as set out below:	

Signed by Chair

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5	Minutes of the previous meeting and matters arising The minutes of the FGB meeting held on 24th March 2026 had been circulated prior to the meeting. The minutes were accepted as a true and accurate record, were approved and they were signed by the Chair. Clarification on the figures discussed in the FGB meeting on 24th March 2026 had been shared with the F&P committee as follows: The revised figures for Proposal One excluding Starcare <u>Proposal One:</u> 2026 - 2027 - £58,182 surplus – Phase one 2027- 2028 - £132,503 deficit – Phase two 2028 -2029 - £538,314 deficit <u>Proposal Two:</u> 2026 - 2027 - £109,334 surplus – Phase one 2027- 2028 - £9,755 deficit – Phase two 2028 -2029 - £350,527 deficit This made Proposal Two being the most financially viable option. Q: Had all the questions raised by staff in the meeting been answered? A: [KT to check and confirm with clerk]																									
6	Actions and matters arising from meeting of 24th March 2026 All actions had been completed or were included later in the agenda except the following: 42: Arrange another date for Governor Half Day after Easter This was to be arranged.																									

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	48: Check whether to include recommendations from PINS to Accessibility Plan and add to agenda of next FGB meeting. <i>The PINS recommendations would not be included. The Accessibility Plan would be uploaded as soon as possible.</i> 57: Upload Training and Visits Document onto GovernorHub. <i>Done</i> 62: Arrange for Induction of new LA Governor. <i>This had been done. Induction for the new Parent Governor would now be done.</i> ACTION 68: Arrange for Induction of new Parent Governor 64: Diarise to attend LLPR Feedback meeting at 1.30pm on 8th October. <i>The new date for the LLPR visit was 12th October at 1.30pm.</i> 66: Governors to book Training including Ofsted Training on HSS. <i>Whole Governing Body Training (WGBT) on 7th October at 7.00pm was on Ofsted. Governors were encouraged to book for Ofsted Training on HSS as well.</i>	Clerk, Co- chairs, SBM, HT.
7	Any questions arising from Reports from Committees a) <u>Finance and Personnel Committee (F&P)</u> The draft minutes of the F&P committee held on 6th March were circulated prior to the meeting. The F&P chair summarised the main points of the meeting which included a Budget Strategy planning for long term risk, approval of significant IT capital investment in new pupil and staff laptops, Wi-Fi update and a new hall projector. Q: Would the new hall projector be installed this academic year? A: It would be installed by 1st July. All laptops were installed and being used in school. There was also discussion about future infrastructure investment including new boilers and the Premises and Estate five-year plan. Ensuring future capital spending was in line with the School Development Plan (SDP). There had been discussion about pupil numbers. Other priorities were tracked through the Budget and F&P Committee. There had been discussion about the Risk Register which would be considered at the next F&P meeting. A new Staff Absence SLA had been approved moving to an independent provider with more benefits at a lower cost. The school had given notice under the current SLA which had been accepted. The new SLA would start in April 2027.	
8.	Headteacher's Report The Headteacher's Report, SDP Spring 2026, IDSR Summer 2026, Travel Plan and RP email chain had been circulated prior to the meeting. Q: SDP Priority 1 Greater Depth states 85% ARE+ is the target but evaluation states 80% - please could you explain the difference. A: This was a typographical error, the target is 85% however, it was an ambitious target which was high compared to how children were performing. Targeted intervention was required to make sure they achieve their targets following pupil progress meetings in the previous week. Q: There is evidence planning has changed but what is the impact that you are seeing? A: There was evidence of clear incremental progression which had been shown in Learning Walks and pupil voice. Pupils could recall previous learning. Less scaffolding was evident particularly in Y2. Pupils were showing more independence. This was an action from the Lead Learning Partner Report (LLPR). The behaviour in Y1 was more settled and pupils were more engaged in their learning. Q: Do we know the reasons for the drop in NOR for Yr R and Yr 1? A: This was due to relocation and service family moves. Q: Why has a teacher been given a permanent contract when it is in the restructuring proposal to reduce teacher numbers in phase 2 next year? A: More teachers were leaving than had been anticipated. Two replacement teachers had been employed, one on a fixed term contract and one on a permanent contract, both teachers had accepted contracts on that basis. Teachers had until 31st May to	

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hand in their notice. The Staffing structure for September 2026 would be considered at the next meeting.

Q: How does the total number of sessions suspended compare with this time last year?

Autumn 2025-2026 – Six suspension sessions (Three full days)

Autumn 2024-2025 – Nine suspension sessions – a reduction of three sessions

Spring 2025-2026 - Seven suspension sessions – two different pupils; one pupil the same as previous term, one different pupil

Spring 2024-2025 – Seventeen suspension sessions – a reduction of ten sessions.

Summer 2025-2026 – Two suspension sessions – one pupil

Summer 2024-2025 – Eight suspension sessions – three pupils. – a reduction of two.

In Autumn and Spring there were thirteen fewer suspensions and overall, nineteen fewer suspensions

Q: Yr 1 figures - I note the difference between Free School Meals (FSM) and Pupil Premium (PP) at Working towards (WTS) compared to the whole cohort (also FSM in Yr 2) - what's being done to address this.

A: In Year two there were five EHCPs and two applied for, there were seven Behaviour Plans in place and one potential Emotional Based School Avoidance pupil. The school had put different strategies in place on an individual basis depending on their barriers to progression:

- Booster Groups
- Place Value group
- More one-to-one readers
- Meetings with parents to emphasize the importance of supporting children in their learning so they keep up.
- Sight word practice for common exception words.
- Some pupils were joining Y1 handwriting practice and taking practice books and workbooks over half term with a reward if they complete it.
- Pre-teaching for confidence
- ELSA and TALA sessions for confidence and emotional support.
- Formal assessment of children once they turn seven for dyslexia and dyspraxia.
- Language link
- Sandwell Maths  to identify gaps

Q: What is being done in Y1?

A: The children had made good progress from their starting points. There were similar interventions in place for Y1; one to one, booster groups, Maths Warriors, ELSA and TALA. Support was individualized for what pupils need. This could be evidenced. There was an action plan, which showed the gaps, the support, what the impact was and what next.

Resourced Provision

The Local Authority had contacted the school to see if they could open a Resourced Provision (RP) in September 2027 which the Governors agreed to support. However, the LA wanted to accelerate the opening of the RP to September 2026. The school had indicated it was willing to aim for September 2026. The RP would be for nine pupils starting with six in September and building up numbers. It would require one teacher

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and three support staff. Rabbit classroom was the preferred venue as it had its own toilet and outside area. The RP would be for pupils with autism. Pupils could come from Hart and would be determined by the LA. The normal consultation period would be shortened to 1st June from 3.30pm -6.00pm. Governors were invited to attend. Issues raised by the LA were parking for families, although this was a problem all over Fleet. There would be sixty fewer pupils in September than two years ago. It would be for nine pupils. The school had suggested and the LA had agreed to a staggered start and finish, 9.00am to 3.20pm. The headteacher had updated the School Travel Plan which had been circulated earlier in the day, which needed to be ratified by Governors. Q: The NOR in the travel plan was 279 but 307 in the Headteacher's report, which was correct? A: The figure in the headteacher's report was the correct predicted number for September and the Travel plan would be changed. Q: How would the RP be funded? A: Usually, the school paid the first £6,000 of EHCPs but the school would receive all funding including the first £6,000 for pupils in the RP. The LA would also fund any changes or resources which needed to be put into place for September 2026 this could include Interactive Whiteboard, iPads, laptops, carpet, canopy. It was suggested that there be two wish lists, one for September 2026 and another for September 2027. The SBM, HT, and SENCO should compile the wish lists. Q: What difference would this make to the different staffing scenarios? A: The school had discussed the position extensively with Education Personnel Services (EPS), which had given different approaches to follow but not one clear course of action. On reflection the leadership thought it best to continue along the restructuring route as the staff had been put under a lot of stress. An extension had been given to staff to complete the skills matrix which closed the following day, and support staff were expecting to receive a decision on whether they had jobs or not in September. A decision about the RP will be taken by the LA Executive Board in August and was outside the governors' control. The school could not keep staff as a contingency in case the RP opened. The school would have to advertise for support staff and then interview to fill the RP places. Q: How aware are staff of the RP situation? A: Staff had been told that there may be an RP opening in September. The public letter had been sent out a couple of days ago. There was discussion about the frustration of the Governing Board that the school was having to make staff members redundant but would have to recruit new staff if the RP was approved, as the timing did not align. There was discussion about the possibility of changing the terms of the redundancy. Clarification was needed from EPS. The Governing Board should make clear to EPS and the LA RP department that there would be double costs, e.g. redundancy costs and recruitment costs. The feasibility of an opening date in September was also discussed if staff needed recruiting. After discussion, it was agreed to proceed with the restructuring proposals and to deal with any change of situations as it arose. The RP would be beneficial for the community and could also be used by other pupils in the school. The school would benefit from early investment. ACTION 69: Write to LA to express Governors' concerns regarding the timing of the RP and the restructuring process and how the school was being supported in the process, as well as emphasizing that the school wanted to have the RP in place as soon as possible. The Governing Board supported the headteacher and noted that the decision about whether the RP would proceed would be taken in the Summer holidays (August), this	PS
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	b) Site maintenance priority list This was still in preparation. There was a hazard where earth had worn away and a trip hazard existed as the paved area was now raised. This needed to be addressed. ACTION 75: Arrange H&S Governor visit.	BW
12	Ofsted The LA Ofsted Summary 2026 had been circulated prior to the meeting. This had been shared at the Governor Forum and detailed what Ofsted would be looking for. Governors needed to ask for evidence of impact and how do we know. There was also a focus on Inclusion especially in relation to ordinarily available provision – how a class is set up for all children especially SEND pupils. Governors should make sure they were familiar with the Ofsted Toolkit especially in relation to Inclusion but also Leadership and Governance. ACTION 76: Upload Ofsted Toolkit to GovernorHub [Clerk's note: in Ofsted folder on GovernorHub] ACTION 77: Governors to make sure they are familiar with Ofsted Toolkit especially in relation to Inclusion, Leadership and Governance and other areas of responsibility e.g. Safeguarding. ACTION 78: Include consideration of Ofsted in Strategy meeting agenda. The School Self Evaluation Form (SEF) would be drawn up over the school holidays; showing where the school was, what the priorities were, and the plan. The IDSR was in the meeting folder, which was the data Ofsted would use in its inspection. Attendance for pupils receiving Free School Meals and/or Pupil Premium could be improved.	Clerk Govs Co-chairs
13	Policies and other statutory/ best practice documents to be reviewed /adopted (on GovernorHub): a. <u>ICT Acceptable Use Staff and Governors Policy</u> The ICT Acceptable Use Staff and Governors Policy had been circulated prior to the meeting. This was a MOPP policy and had been considered by the F&P Committee which had requested the addition of Governors to the policy. There were no questions raised. Governors unanimously approved the ICT Acceptable Use Staff and Governors Policy b. <u>Accessibility Plan</u> The Accessibility Plan had not been circulated prior to the meeting and would be carried forward. ACTION 79: Add Accessibility Plan to next FGB meeting agenda ACTION 80: Ensure Accessibility Plan uploaded to GovernorHub	Clerk HT
14	Governor Matters a. <u>Feedback from Strategy Meeting</u> There had been discussion about the Restructure and RP both of which had moved on since the meeting. The NOR and changes in the local area had been discussed. Most of the time had been spent on looking at the previous SWOT analysis from 2024 and discussing the current position. This was due to be redrafted before the next Strategy meeting, and governors would be invited to comment. It had been useful to go through the 2024 SWOT especially to see the opportunities which were now strengths in the school e.g. pre-school and links with the local community. New threats were the premises, staff structure change and NOR. ACTION 81: Redraft SWOT analysis and circulate to Governors for comment.	PS

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	The pillars of the Governor Strategy Plan would be considered at the next strategy meeting with a focus on Ofsted. A staff wellbeing feedback session would be scheduled later this term, which was thought appropriate rather than a survey in light of the restructuring situation. b. <u>Governor terms of office and vacancies</u> Stuart Meadows resignation left a Co-opted Governor vacancy. Before advertising for a Co-opted Governor, the Governing Board effectiveness tool should be updated to establish which skills and knowledge were needed to strengthen the Governing Body. ACTION 82: All Governors to complete Governing Body Effectiveness tool on GovernorHub. c. <u>Succession Planning and Governor roles/committees</u> Governors were asked to consider roles for the next academic year e.g. Co-chair, Chair of C&S, new Health and Safety Governor and other roles. Some Governors had multiple roles, and it would be good to spread responsibilities amongst governors. A list of roles would be circulated prior to the meeting. [Clerk's note: the list of committees and roles is on GovernorHub: Governing Board>Roles or Governing Board>Committees.] d. <u>Governor Panels</u> A date for the Governor's decision-making panel on the staff restructuring as 1st July. The afternoon would be better for availability. Nigel Davies, Paul Wilkin (afternoon only), Jeev Chhokar and Debbie Stephenson (if required and subject to confirmation) would form the three-person panel. ACTION 83: Send link to HSS Panel E-learning to all Governors. e. <u>Governor Visit and training Reports including Feedback from Governor Forum</u> Governors had conducted visits on Sustainability and Greater Depth. Reports would follow and be uploaded to GovernorHub and considered at the next meeting. It was agreed to hold a Governor Half Day on Friday 26th June at any point in the day when Governors were available. ACTION 84: Post notice on GovernorHub to inform of focus of the day and request Governors to specify the time they would attend. ACTION 85: Govs to sign up availability for Governor Half Day. f. <u>Governor Training update and Whole Governing Body Training</u> WGBT- Ofsted Training Wednesday 7th October at 7pm. As many governors as possible should attend. g. <u>Governing Body effectiveness update</u> This was dealt with above. h. <u>Governor awards – Summer term</u> Celebration Assembly would be at 9am on Friday 17th July. Nominations should be received by 3rd July and sent to governors. The decisions should be sent back to the office on 10th July. Nigel Davies, Phil Sanday and Jeev Chhokar would be the decision panel. i. <u>Dates and times for next academic year.</u> The headteacher had circulated dates for Summer Term events. Governors who were available to attend should email the headteacher so places could be reserved.	Govs Clerk DS Govs
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	Dates and times for the next academic year would follow a similar pattern to the current year. Dates would be circulated before the next FGB meeting. ACTION 86: Compile meeting calendar for 2026-2027 and circulate prior to July FGB.	Clerk
15	Impact of the Meeting - Ensuring effective financial management and a balanced budget by approving Budget and three-year plan and ensuring the proposed Budget was in line with School Development Plan - Planning to monitor SDP progress to support Teaching & Learning, Health and Safety and Safeguarding through planned governor visits and the Governor Half Day. - Holding headteacher to account by questioning in relation to the impact of teaching on pupil premium and Free school meals pupils. - Planning the Strategic direction of the school through approval of principles regarding Resource Provision. - 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 in respect of Health and Safety and Safeguarding and planning to make any changes required. - Maintaining a knowledgeable Governing Body with preparation for Ofsted toolkit and planning for Whole Governing Body training.	
16	Date of Next Meetings all at Tweseldown Infant School C&S Committee –Wednesday 1 st July 7.00pm FGB – Wednesday 8 th July 7.00pm	

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

Summary of Outstanding Actions

Date set	Action	Who
28.01.26	57: Upload Training and Visits Document onto GovernorHub	JC
19.05.26	67: Send Acronym list to PW	Clerk
19.05.26	68: Arrange for Induction of new Co-opted Governor.	Clerk, Co-chairs, SBM, HT.
19.05.26	69: Write to LA to express Governors' concerns regarding the timing of the RP and the restructuring process and how the school was being supported in the process, as well as emphasizing that the school wanted to have the RP in place as soon as possible.	PS
19.05.26	70: Upload LLPR report to GovernorHub	HT
19.05.26	71: Review Classroom Risk Assessment on next H&S visit.	BW
19.05.26	72: Upload March Safeguarding Governors Report to GovernorHub.	PS
19.05.26	73: Arrange Safeguarding visit to review SCR and engage with pupil and staff voice.	PS
19.05.26	74: Organise Safeguarding Governor Reports in preparation for Ofsted.	PS
19.05.26	75: Arrange H&S Governor visit.	BW
19.05.26	76: Upload Ofsted Toolkit to GovernorHub [Clerk's note: in Ofsted folder on GovernorHub]	Clerk
19.05.26	77: Governors to make sure they are familiar with Ofsted Toolkit especially in relation to Inclusion, Leadership and Governance and other areas of responsibility e.g. Safeguarding.	Govs
19.05.26	78: Include consideration of Ofsted in Strategy meeting agenda	Co-chairs

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19.05.26	79: Add Accessibility Plan to next FGB meeting agenda	Clerk
19.05.26	80: Ensure Accessibility Plan uploaded to GovernorHub	HT
19.05.26	81: Redraft SWOT analysis and circulate to Governors for comment	PS
19.05.26	82: All Governors to complete Governing Body Effectiveness tool on GovernorHub.	Govs
19.05.26	83: Send link to HSS Panel E-learning to all Governors.	Clerk
19.05.26	84: Post notice on GovernorHub to inform of focus of the day and request Governors to specify the time they would attend.	DS
19.05.26	85: Govs to sign up availability for Governor Half Day.	Govs
19.05.26	86: Compile meeting calendar for 2026-2027 and circulate prior to July FGB.	Clerk

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