



## SUMMER TERM 2024

**MINUTES** of the meeting of the Governors of Newtown Infant School held at the School on Thursday 11 July 2024 at 7.30 p.m.

Please note that minutes are not a verbatim record but an objective record of what was discussed and the agreed decisions and actions

<b>PRESENT:</b>	Mr A Fortgang	Chair
	Mr S Barker	
	Mr A Dunn	
	Mrs H England	Headteacher
	Mrs A Ilyas	
	Mrs A Lees-Millais	
	Ms G Watherston	Attending remotely and in person
	Mr M Writtle	
<b>IN ATTENDANCE:</b>	Mrs A Johnson	Governance Advisor
	Mr D Rose	Deputy Headteacher
<b>ABSENT:</b>	Mrs S Riley-Hague (Ass. Member)	Apologies received and accepted
	Ms H King	Apologies received and accepted

The Chair welcomed everyone to the meeting. GW was attending the first part of the meeting remotely via Teams (with apologies for lateness) and later joined the meeting in person. GW was reminded of the importance of confidentiality when attending meetings remotely.

AF, on behalf of Governors, thanked AJ (who was retiring as Governance Advisor after 7 years at the school). AJ said that she had enjoyed working with the Governing Board and wished the school well in the future.

AF also thanked HE for all she had done to bring the school on in a challenging year. HE thanked governors for their support.

	<b>ACTION</b>
<b>1 NOTIFICATION OF ANY OTHER BUSINESS</b> It was agreed that the following items would be discussed under Any Other Business: <ul style="list-style-type: none"><li>• 2 Items were tabled by AF</li><li>• Lunches – tabled by HE</li></ul>	
<b>2 DECLARATIONS OF INTEREST</b> There were no declarations of interest in items covered at this meeting.	
<b>3 APPROVAL OF MINUTES</b>	

		ACTION
	The Minutes of the meeting held on 14 March 2024, having been circulated, were confirmed as a correct record, and would be signed on by the Chair.	AF
	An additional copy of the Minutes would be signed by the Chair and would be available in the School.	HE
3.1	<b>MATTERS ARISING</b>	
	<b>GOVERNOR SUCCESSION:-</b>	
	<ul style="list-style-type: none"> <li>• <b>Update on election of Staff Governor:</b> Governors noted that two members of staff had shown an interest in the role.</li> </ul>	Agenda
	<ul style="list-style-type: none"> <li>• <b>Appointment of P.E. &amp; Sports Premium Governor:</b> Deferred until the Autumn Term FGB meeting</li> </ul>	Agenda
	<ul style="list-style-type: none"> <li>• <b>Appointment of Maths Subject Link Governor:</b> Deferred until the Autumn Term FGB meeting</li> </ul>	Agenda
	AJ to send HE the criteria for all Governor positions.	
	<b>Committee Re-structure:</b> HE had uploaded 2 options for committee re-structure onto 0365 (FGB folder). One of the options had been suggested by the Ofsted Inspector. Options:-	
	<ul style="list-style-type: none"> <li>• 2 Committees</li> <li>• 6 FGB meetings per annum (2 per term)</li> </ul>	
	<b>Decision:</b> After consideration of the 2 options governors unanimously agreed to adopt the 6 FGB meeting option per year (2 meetings per term). AF would contact Paul Treadwell (new Governance Advisor) regarding his availability.	AF
	Governors would have informal FGB meetings (un-clerked) when required. A list of actions from each meeting would be collated by the Clerk of the meeting. It was further agreed that meetings going forwards would not be held in the Hall due to the bad acoustics (HE to action) and a “live” google document would be made accessible to governors (AD to action).	PT HE AD
4	<b>STRATEGIC MANAGEMENT</b>	
4.1	<b>REPORT OF THE HEADTEACHER AND GOVERNORS’ QUESTIONS</b>	
	The Report of the Headteacher, having been circulated, was received by Governors. HE highlighted the following from the HT Report (on 0365):-	
	<b>Pupil Data:</b> Firecrests and Goldcrests have increased in number over the year. Looking forward to 2024-2025, we have 53 confirmed children (think there will be 55) for Reception and 1 going through the process of a late application. Goldcrests are full in the morning with 8 free places in the afternoon which usually fill up during the year as parents increase	

their children's hours to 30. We have 2 spaces in Firecrest in the morning and 5 in the afternoon. See diagram in HT report.

The number of school aged children remains low in Chesham this is set to continue for the next couple of years. Governors need to be aware that this would have a negative impact on the budget.

**Attendance:** See HT report. Attendance 94.1%. Governors noted that a small minority of parents still took their child out of school for long periods of time or every Friday. Attendance meetings with parents had not proved useful. Families who have been off school for more than 5 days for holidays have been referred to the county. One family have been referred to the county absence team for support as their children's attendance is 68% and 80%. Next year HE intended to do a half termly newsletter to parents and would include attendance.

**EHCP's:** Educational Health Care Plans were highlighted to governors (see Report). SEN/complexities were increasing. 7 (2 in process, and 4 to be submitted before end of term).

**Staffing Update:** Staffing changes were highlighted (see report).

**Side by Side:** Side by Side help from the LA was continuing and helping to develop the curriculum.

**Phonics:** Phonics was embedded and this has had a huge impact in Reception. Reading practice was going well.

### **GW joined the meeting remotely**

**Safeguarding:** There were four allegations made against staff this term - all by the same family. HE had referred each of these to LADO - 1 met the threshold for LADO involvement and this was ultimately found to be an unfounded allegation. The 3 others did not meet the threshold for LADO and resulted in internal investigations which found that the allegations were unfounded. We continue to attend safeguarding meetings and are robust in our approach to safeguarding. We are vigilant.

**Exclusions:** One child had a 1 day suspension and their behaviour has improved. One child continues to show challenging behaviour and is now on a reduced timetable of 1 hour a day. A PRU referral for in-reach support in September has been submitted as well as an EHCP application.

There had been no bullying incidents.

**Lunchtimes:** Governors were informed that lunchtimes from September would be staggered. This would mean less children on the playground so would be more manageable.

### **GOVERNOR QUESTIONS ON DATA**

		ACTION
Governors had no questions of data as this had been discussed at the T&L Committee (see T&L committee minutes). Disappointment: year 2 writing but this was being addressed.		
<b>GW joined the meeting in person</b>		
AF updated GW on the committee re-structure to 6 FGB meetings per year (2 per term). All governors would be informed of the meeting dates.		
<b>4.2</b>	<b>SELF-EVALUATION FORM (SEF)</b> No change.	
<b>4.3</b>	<b>SCHOOL DEVELOPMENT PLAN (SDP)</b> The School Development Plan 2024/25 had been uploaded onto 0365 and highlighted to governors by HE. HE informed governors that by September the SDP would have more detail.	
<b>4.4</b>	<b>FEEDBACK FROM EXTERNAL PARTNER</b> The SIP, Ros Birch, had visited the school. It was a positive and supportive visit which included a learning walk.	
<b>4.5</b>	<b>GOVERNING BOARD SELF-EVALUATION FORM (GBSEF)</b> GW would re-distribute the GBSEF. Deferred until the Autumn Term. The Skills Audit would be completed to inform the GBSEF.	<b>Agenda GW</b>
<b>4.6</b>	<b>APPOINTMENT OF GOVERNANCE ADVISOR</b> AF had been in contact with Paul Treadwell (recommended by AJ) who would send in his Service Level Agreement. AF would ask PT if he had capacity to clerk 6 FGB meetings per Year. Appointment at the next FGB meeting in the Autumn Term.	<b>PT AF Agenda</b>
	<b>CONFIRMATION OF PURCHASING DECISIONS:</b> Governors had <b>agreed</b> to delegate the task of confirming which professional services to purchase to the Resources Committee.	<b>Resources agenda</b>
<b>5</b>	<b>COMMITTEE AND WORKING GROUP MINUTES</b>	
<b>5.1</b>	<b>RESOURCES COMMITTEE</b> Minutes of the Resources Committee meeting held on 16 May, having been circulated were noted.  <b>BUDGET MONITORING:</b> The budget monitoring report had been circulated and received by governors.  <b>SCHOOL BUDGET 2024/25:</b> Governors reviewed the budget for 2024/25. Following due consideration and recommendation from the Resources Committee the budget was <b>approved</b> .	

	It was confirmed that the financial plan had been submitted to the LA by the deadline of 17 May 2024.	<b>ACTION</b>
<b>5.2</b>	<b>TEACHING &amp; LEARNING COMMITTEE</b> Minutes of the T&L Committee meeting held on 27 June 2024, having been circulated were noted.	
<b>5.3</b>	<b>BEHAVIOUR, HEALTH &amp; SAFETY COMMITTEE</b> Minutes of the B, H&S Committee meeting held on 25 April 2025, having been circulated were noted.	
<b>5.4</b>	<b>STRATEGIC WORKING GROUP</b> The Strategic Working Group was being wrapped up and going forwards would be included in the twice termly FGB meetings.	<b>PT to note</b>
<b>5.5</b>	<b>HR RELATED PANELS, COMPLAINTS PANEL, PUPIL DISCIPLINE COMMITTEES</b> The Complaints Panel had met of 21 May 2024. The complaint was not upheld. The complaint was now closed and should the Complainant wish to take further action this would not be through the school but the DfE.  There would be a new DfE Complaints Policy and a Parents Code of Conduct would be considered.	
<b>6</b>	<b>REPORTS</b>	
<b>6.1</b>	<b>REPORT OF THE CHAIR</b> The Chair had not taken any action under emergency or delegated powers.	
<b>6.2</b>	<b>REPORT OF THE SAFEGUARDING GOVERNOR (HK)</b> The Safeguarding Governor, HK, was absent from the meeting.  <b>Single Central Record:</b> HE confirmed that the Single Central Record was up to date and HK would visit to check the SCR.  <b>Annual Safeguarding Report:</b> It was noted that the Annual Safeguarding Report should be with ESAS by September.	<b>HK</b>  <b>HE</b>
<b>6.3</b>	<b>REPORT OF THE INCLUSION (SEND/PP) GOVERNOR (ALM)</b> ALM reported that she had met with DR in June. A more inclusive curriculum was coming in and there had been an increase in vocabulary. So changes were now happening. ALM would upload her Inclusion Report onto 0365 in due course.	<b>ALM</b>
<b>6.4</b>	<b>REPORT OF THE DEVELOPMENT GOVERNOR (GW)</b> The Development Governor, GW, would upload her development report onto 0365.  <b>Governor Training Records:</b> Governors were reminded to update their training records of required.	<b>GW</b>  <b>All governors</b>



		ACTION
<b>6.12</b>	<b>GOVERNOR VISITS REPORTS</b> Governors Visits Reports on 0365.	
<b>7</b>	<b>NEW BUSINESS</b>	
<b>7.1</b>	<b>ITEMS FOR ACTION</b>	
<b>7.1.1</b>	<b>DFE GUIDANCE – MOBILE PHONES IN SCHOOLS</b> Governors noted the DfE guidance published to support schools with their approach to developing a mobile phone/device policy.  It was agreed that this would be delegated to the MW, Data Protection & Cyber Security Governor/HE for consideration and action.	<b>MW/HE</b>
<b>7.1.2</b>	<b>DFE WRAPAROUND CHILDCARE GUIDANCE FOR SCHOOLS</b> Governors noted the DfE guidance published to support schools with current and future wraparound care provision and plans to meet requirements. HE highlighted the guidance to governors. SB considered Wraparound care to be important and governors noted that wraparound care at the school was cheap and flexible compared to other schools.  It was agreed that this would be delegated to HE for consideration and action but wraparound care in the school was already good.	<b>HE</b>
<b>7.1.3</b>	<b>DFE GUIDANCE: ENHANCING PHYSICAL EDUCATION PROVISION AND IMPROVING ACCESS TO SPORT AND PHYSICAL ACTIVITY IN SCHOOL</b> Governors noted the new published DfE guidance, and it was agreed that responsibility for reviewing the PE and Sports provision would be delegated to HE for consideration and action in the Autumn Term.	<b>HE</b>
<b>7.1.4</b>	<b>DFE UPDATED GUIDANCE: MEETING DIGITAL AND TECHNOLOGY STANDARDS IN SCHOOLS AND COLLEGES</b> Governors noted the revised DfE guidance and new digital accessibility. MW was the Digital & Technology Standards Governor.  It was agreed that responsibility for reviewing and updating the relevant policies would be delegated to MW for consideration and action.	<b>MW</b>
<b>7.1.5</b>	<b>PERFORMANCE MANAGEMENT ARRANGEMENTS</b> Governors agreed that AF, and GW would continue as Performance Management Governors for the forthcoming year.  <b>External Advisor:</b> It was confirmed that Ros Birch would continue as External Advisor in preparation for the Autumn Term review.	
<b>7.2</b>	<b>ITEMS TO NOTE</b>	
<b>7.2.1</b>	<b>DFE MAINTAINED SCHOOLS GOVERNANCE GUIDE</b> Governors noted the new guide, replacing the DfE Governance Handbook.	

		ACTION
7.2.2	<p><b>NEW FRAMEWORK TO SUPPORT TRAINEE AND EARLY CAREER TEACHERS</b></p> <p>Governors noted the revised framework to support trainee and early career teachers (ECTs) which would take effect from September 2025. HE confirmed she had read the guidance. There were no ECT's next year.</p>	
7.2.3	<p><b>UPDATED GUIDANCE: CONVERT TO AN ACADEMY – GUIDE FOR SCHOOLS</b></p> <p>Governors noted the DfE's updated guidance for schools wanting to convert to an Academy, and the changes in eligibility for academising schools of three or more to be able to access the conversion grant. The school was not currently considering academisation.</p>	
8	<p><b>RECURRING ITEMS</b></p>	
8.1	<p><b>APPROVL OF POLICIES</b></p> <p>As part of the School's annual schedule, the following policies were presented and <b>approved</b> by the Governing Board:</p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Staff Conduct</li> <li>• Supporting children with health needs who cannot attend school</li> <li>• Whistleblowing</li> <li>• Managing Serial and Unreasonable Complaints (DfE policy)</li> </ul> <p>The following LA model policies had been updated to reflect legislation changes made by Government that came into effect from 6 April 2024, and were <b>adopted in principle</b> by the Board:</p> <ul style="list-style-type: none"> <li>• Leave of Absence</li> <li>• Redundancy</li> <li>• Flexible Working</li> <li>• Maternity/Paternity</li> </ul> <p>Policies approved by BH&amp;S Committee were <b>ratified</b> by the Governing Board:-</p> <ul style="list-style-type: none"> <li>• Children's Attendance</li> <li>• Dealing with Racist Incidents</li> <li>• Educational Visits</li> <li>• First Aid</li> <li>• Health &amp; Hygiene</li> <li>• Personal Safety</li> </ul> <p>Governors also discussed having a Parent Code of Conduct. There was already a Parent Handbook. This would be considered further.</p>	HE/governors Agenda
9	<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>The following dates and times of future meetings would be discussed with the new Governance Advisor (PT)/HE/AF.</p>	HE/AF/PT



		ACTION
<b>10</b>	<b>ANY OTHER BUSINESS</b> The following items were discussed under Any Other Business:	
<b>10.1</b>	<b>Lunches:</b> Governors noted that the school had managed to secure a meal provider for school lunches, however, this would be cold food. The cold food would be of better quality and salad and fruit bars would be provided. HE had only received 3 queries asking why the change. The contract with the provider was for one year.	
<b>10.2</b>	<b>Sports Day:</b> MW commented that a Chiltern Hills P.E. teachers was looking into a Sports Day for schools. HE registered her interest and MW would follow this up.	<b>MW</b>
<b>10.3</b>	<b>Change of Government:</b> The recent change of Government was discussed and whether the Labour Manifesto had any risks for the school. HE did not think so.	
<b>10.4</b>	<b>Governor Roles:</b> Governors were asked to consider what roles they wished to take on in the Autumn Term and let AF know prior to the meeting. <b>Decision:</b> Governors would be attached to Ofsted Priorities going forwards.	<b>Governors</b> <b>Agenda</b>
<b>10.5</b>	<b>Meet New Staff:</b> There would be a “Meet New Staff Session” for governors. HE would send out the date via WhatsApp.	<b>Governors</b> <b>HE</b>
<b>10.6</b>	<b>End of Term:</b> The following was agreed: <ul style="list-style-type: none"> <li>• All staff would receive a gift – GW to action</li> <li>• A meal would be arranged for TH who was leaving the school. AF to action</li> <li>• Leavers Thank You letters: AF would draft a thank you letter, on behalf of the Governing Board, to all leavers</li> </ul>	<b>GW</b> <b>AF</b> <b>AF</b>
<b>11</b>	<b>CONDUCT OF MEETING</b> Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.	

The meeting closed at 9.20 p.m.

Signed ..... Date .....  
CHAIR