



TOWER HILL PRIMARY SCHOOL
Fowler Road, Farnborough, Hampshire. GU14 0BW

Minutes of Full Governing Body (FGB) Meeting

held on **Thursday 1st February 2024** at school

Present: Camilla Collins (CC, **Chair**), Kieran Collins (KC), Emma Dinsdale (ED), Terry Genis (TG), Helen Kinal (HK), Laura Mace (LM), Laura Ovenden (LO, **Headteacher** (HT)), Nicola Ward (NW, Deputy Headteacher), Mark Whitehead (MW)

Apologies: Nick Brown (NB, **Vice Chair**), Agnieszka Sasiela (AS, DTG, **Second Vice Chair**), Owen Gardner (OG)

Absent: None

In attendance: Rachael Purvis (Clerk)

Meeting started at: 6:38 pm

1.	Welcome	Action
1.1	The Chair welcomed everyone to the meeting and explained the fire evacuation procedure.	
2.	Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest	
2.1	Apologies were accepted from NB, AS and OG. The meeting was quorate.	
2.2	There were no conflicts of interest or pecuniary interests declared in any of the agenda items.	
3.	Minutes of the last meeting	
3.1	The minutes of the previous meeting held on 30th November 2023 were agreed and would be signed and stored electronically in pdf format on Governor Hub.	
3.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions at the end of these minutes.	
3.3	Matters arising from the minutes and the actions list were discussed and are summarised below: <ul style="list-style-type: none"> <u>Website Review</u>: HK had conducted the website reviewed and passed to NW a few minor updates required. NW confirmed that the updates had been made. <u>Governor Recruitment</u>: The Chair would continue to liaise with OG in getting a governor recruitment campaign up and running. 	
4.	Governors' Core Function 2 <i>Holding the HT to account for the educational performance of the school & pupils</i>	
4.1	Transforming Special Educational Needs and Disabilities (SEND) The HT briefed governors on key items from the Hampshire 'Transforming SEND' initiative. The Chair had also attended an event on the initiative. <ul style="list-style-type: none"> A handout for parents had been produced entitled "Parent Guide to SEN" paper copies of which the HT distributed to governors at the meeting. The HT explained that its' purpose was to prevent parents whose child was struggling, jumping into getting them assessed for an Education and Health Care Plan (EHCP) unnecessarily. <ul style="list-style-type: none"> The handout set out what the school needs to do before deciding that an EHCP assessment should be made. The EHCP application process was described, in particular dispelling the myth around one-to-one support. If a child received a diagnosis saying they needed one-to-one support, it would not automatically mean that they would get one-to-one support at school. 	

Minutes signed by (PRINT).....

Signature.....

Position.....

Date.....

NW left the meeting at 6:50 pm.

- The EHCP sets out targets and objectives for children to work towards.
- Currently there were 15 children at Tower Hill with the highest level of EHCP support, each receiving differing levels of funding. There were 91 children who had a special need of some sort.

NW returned at 6:51 pm.

- **Q: Have you ever used the handout with parents?** There had only been one recent conversation with parents and the HT had used the handout. The HT was reluctant to send out the handout to all parents as she anticipated that it might raise a huge number of issues. It was noted that there could be significant delays in the assessment process.
- The system would not be changing soon, however, Hampshire were making staffing changes and trying to make an impact in SEN support in mainstream education.
- "SEN Matters" had been published as a very comprehensive guide and toolkit for staff to use.
- **Q: Was the Transforming SEND initiative useful? The briefing talked about what was due to be put in place, but was that going to be useful?** The briefing had in large part been about allaying fears. A SEN Support Line had been set up which could be very useful, although currently the school had a very experienced SENDCo.
 - **Q: Is the support line a person or a machine?** Four people were on the support line who would call back if needed.
 - The main benefit was the training package that had been produced. However, as it had been introduced mid-year, and contained lots of information to disseminate to staff, it was more difficult to link into the School Improvement Plan. However, the HT would be making a start on its introduction as soon as possible.
- The training was split into five modules of e-learning. The HT plan was for leaders to each take on one of the modules. She anticipated it would take a year to fully work through all the training.
 - Module 1: Neurodevelopmental Approach to Learning – explores different learning journeys (psychological, sensory, communications, understanding) through four example children's profiles.
 - **Q: Is this based on other work or developed by Hampshire?** It had been developed in-house by Hampshire.
 - Module 2: Inclusive Teaching – theory of strategies for teaching.
 - Module 3: Inclusive Curriculum
 - Module 4: Learning Environment
 - Module 5: Relationships, Behaviour and Attendance
- Governors briefly discussed how the learning environment could be changed and made most conducive to learning.

4.2 Hampshire Services for Schools (HSS)

Governors briefly discussed the recent announcement that HSS would be replacing Governor Hub. The Clerk and one of the governors had attended an initial briefing on the system. It was clear that the new system would be a change and the Clerk would be spending time over the next couple of weeks getting familiar with it and setting it up for the governors. She would then be available to provide support to governors as they transitioned to it.

It was noted that the subscription to The Key had been paused for budgetary reasons and would be looked at in the new financial year.

ED left the meeting briefly at 7:13 pm and returned shortly afterwards.

4.3 HT's Report

The HT had circulated a written report to governors prior to the meeting. The following was highlighted from the report.

LLPR Visit Feedback

- The Leadership and Learning Partner Review (LLPR) with Alison Rhodes had taken place on 11th January 2024 but the report had not been received as yet. MW had attended the closing

	<p>with EHCPs' attendance was the lowest, often due to medical issues.</p> <p><u>Reduction in teacher workload</u></p> <ul style="list-style-type: none"> • Q: The government is asking for an increase in teaching hours to 32.5 but also a reduction in teaching hours by 5 per week. How would this be possible? The reduction is not in teaching hours, but in workload. • Q: Is this a reduction in contracted hours? No. • Q: Will the reduction be an additional burden? Teachers were given Planning, Preparation and Assessment (PPA) time in recent years and there is now a consultation on ideas to reduce workload further. For example, teachers not being required to create displays in the classroom or taking away some admin responsibilities, things that do not benefit the children. • There was agreement that the reductions would need to be in line with Ofsted expectations as many of the workload pressures were the result of meeting Ofsted requirements. <p><u>Behaviour analysis</u></p> <ul style="list-style-type: none"> • Q: At the last FGB meeting it was discussed that it would be helpful to have the number of children reported on as well as the number of instances? The HT would bring this information to the next FGB meeting. <p>Action 27: Add the number of children to the behaviour analysis.</p> <ul style="list-style-type: none"> • Q: Has there been an increase in the termly number of behaviour reports? Yes. There was an increase from 66 to 155 cumulatively. The HT felt that improved reporting may have contributed to this and also emphasised that the reports referred to a minority of children. 	HT
4.4	<p>KAD visits</p> <p>The HT and Chair felt that there needed to be more follow up on KAD visits and proposed having a standing FGB agenda item to discuss governors' feedback. Governors agreed it would be good to follow up on actions identified through visits and to show evidence of follow through in the FGB meeting minutes. It was agreed that actions would be discussed with staff and drafted at the end of a visit. These would be re-visited at the following FGB meeting and at the subsequent KAD visit. The importance of writing up visit reports promptly was stressed.</p> <p>Action 28: Add KAD Visits discussion as a standing FGB agenda item under the HT's Report item.</p> <p>Action 29: Add discussion of follow up actions to the visit proforma.</p> <ul style="list-style-type: none"> • KAD 1: 25th March 2024 (PM), MW, CC, AS • KAD 2: 27th February 2024 (PM), LM, OG, TG • KAD 3: date to be confirmed, NB, HK 	Clerk KC
4.5	<p>Safeguarding</p> <p>HK (Safeguarding Governor) gave the following update:</p> <ul style="list-style-type: none"> • HK had attended staff Safeguarding Training that took place on the INSET day at the start of term. She reported that she had found it very comprehensive and was attended by all staff. • She had found the information and statistics presented interesting, but would have liked clearer definitions for some of the terms used. • She was impressed that all staff were engaged with the training session. She noted that the slides were made available to staff after the event. • The training had covered: <ul style="list-style-type: none"> ○ The latest changes to Keeping Children Safe in Education (KCSiE), including filtering and monitoring, and other issues such as 'cuckooing'. ○ Local risk information. ○ The need to raise any safeguarding concern, whatever it might be. The leadership team encouraged all members of staff to ensure matters were thoroughly followed through. • The presentation was somewhat generic, including secondary education issues and would have benefitted from being more targeted. In addition, more challenging example scenarios could be included. 	

	<p>The HT thanked HK for attending the training.</p> <p>The HT's Report noted the following open cases at 24th January 2024:</p> <table><tr><td>Children Looked After (CLA)</td><td>2 (2 children)</td></tr><tr><td>Child Protection (CP) Plans</td><td>1 (3 children)</td></tr><tr><td>Child in Need (CIN) Plans</td><td>3 (3 children)</td></tr><tr><td>Family Support Service (FSS) cases</td><td>3 (5 children)</td></tr><tr><td>Total Children's Support Department cases</td><td>13 children</td></tr><tr><td>Child Services Dept Early Help Hub</td><td>4 (6 children)</td></tr><tr><td>Post Looked After Children (PLAC)</td><td>8 children</td></tr></table>	Children Looked After (CLA)	2 (2 children)	Child Protection (CP) Plans	1 (3 children)	Child in Need (CIN) Plans	3 (3 children)	Family Support Service (FSS) cases	3 (5 children)	Total Children's Support Department cases	13 children	Child Services Dept Early Help Hub	4 (6 children)	Post Looked After Children (PLAC)	8 children	
Children Looked After (CLA)	2 (2 children)															
Child Protection (CP) Plans	1 (3 children)															
Child in Need (CIN) Plans	3 (3 children)															
Family Support Service (FSS) cases	3 (5 children)															
Total Children's Support Department cases	13 children															
Child Services Dept Early Help Hub	4 (6 children)															
Post Looked After Children (PLAC)	8 children															
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Core Function 3: <i>Overseeing the financial performance of the school, making sure its money is well spent</i></p> <p>Hampshire Governor Services (HGS) – Service Level Agreements (SLAs)</p> <p>A briefing on the following SLAs with HGS had been circulated to governors prior to the meeting to review their renewal.</p> <ul style="list-style-type: none">• Advice Support and Training (AST)• Clerking <p><i>The Clerk left the meeting for governors' discussion of the SLAs between 8:52 pm and 8:54 pm.</i></p> <p>DECISION: Governors approved the continuation of the SLA s listed above, as set out in the briefing.</p> <p>Action 30: <i>Contact HGS to inform them of the Clerking SLA required.</i></p> <p>Feedback from Pay Committee</p> <p>The Pay Committee had met on the 12th December 2024 to review the recommendations made by the HT's Performance Management Panel (HTPM). The Pay Committee approved the HTPM's recommendations.</p> <p>Action 31: <i>Chase up the completion of the HTPM paperwork.</i></p>	<p>Clerk</p> <p>Chair / NB</p>														
<p>6</p> <p>6.1</p>	<p>Core Function 1: <i>Ensuring clarity of vision, ethos and strategic direction</i></p> <p>Review Policies</p> <p>The following policies were circulated to governors prior to the meeting for review:</p> <ul style="list-style-type: none">• <u>Exclusion Policy</u> – a new policy with yellow highlighted areas to show where local decisions were required. A query was raised on the appropriate wording for the governor committee that would be set up for exclusions. <p>Action 32: <i>Consult with HGS on the correct terminology for the committee that deals with Exclusions and the wording required in the policy.</i></p> <ul style="list-style-type: none">• <u>EYFS Policy</u>• <u>Relationships Education Policy</u> – no changes• <u>Sickness Absence Policy</u> - several updates had been made to this often used policy.<ul style="list-style-type: none">○ Q: What is the 'Burgundy Book' referred to in the policy? It was the legal guide.• <u>Ending of fixed term contracts procedure</u><ul style="list-style-type: none">○ Q: Do we need to clarify paragraph 3.13 "Implementation of this policy is more easily achieved if the right to dismiss has been delegated by the school's governing body to the headteacher in accordance with the School Staffing (England) Regulations 2009 (for maintained schools)"? It was agreed it would be necessary to check with Education Personnel Services (EPS) on this point. <p>Action 33: <i>Ask EPS to clarify paragraph 3.13 in the 'Ending Fixed Term Contracts Procedure'</i></p> <ul style="list-style-type: none">• <u>Redundancies and restructures policy</u> – model policy	<p>Clerk</p> <p>Clerk</p>														

	DECISION: All the policies listed above were approved, subject to the amendments identified above.	
7	Governing Body Organisation	
7.1	Whole Governing Body Training (WGBT) The booking for the Equalities GT608 WGBT on 22 nd February at 6:30pm, to take place at school was confirmed.	
7.2	Governors' Newsletter It was agreed that there would be two articles for the Governors' end of spring term newsletter: <ul style="list-style-type: none"> Transforming SEND, drawing on the SEN Matters material and the KAD 2 visit and would be written by them. Diversity and Equality, written by ED. The deadline for articles to be sent to the HT was 26 th March 2024. Action 34: Send HT newsletter articles by 26 th March 2024.	ED & KAD 2 team
7.3	Development and Training Governor (DTG) role AS had asked to step back from the DTG role due to work pressures. The Chair would seek a volunteer to take on the role via Governor Hub. Action 35: Ask for a volunteer to take on the DTG role.	Chair
7.4	Governor Recruitment LM volunteered to help with governor recruitment if OG would find this helpful.	
8	Good News <ul style="list-style-type: none"> Donation of £11k. More funding may have been secured from another source by the Chair. The Film Night fundraiser had done well. The HT and NW were applying for grants to boost income. ED was pregnant. 	
9.	Date of next meeting(s): Premises Committee: 29 February 2024, 6:30pm, online F&P Committee: 7 th March 2024, 6:30pm, online FGB: 21 st March 2024, 6:30 pm, at school	

The meeting closed at 8:16 pm.

Outstanding Actions

No.	Date	Agenda Item	Action	Whom	Deadline	Status
13	19/10/2023	8.4	Review governor profile on website and email NW any updates required, or whether the text could remain as it was.	LM, HT & AS	ASAP	COMPLETE
14	30/11/2023	4.1	Conduct a website check.	HK	ASAP	COMPLETE
15	30/11/2023	4.1	Publish the PP Statement and Sports Premium Plan on the website	NW	ASAP	COMPLETE
16	30/11/2023	5.2	Add Social Media Policy to annual declarations	Clerk	1 Feb 2024 FGB	ON-GOING
17	30/11/2023	6.2	Draft a response to the Farnborough Airport letter and send information to KC for the children's letters.	TG	ASAP	COMPLETE
18	30/11/2023	6.4	Add the LAC Governor to the Governor Table of Responsibilities	Clerk	ASAP	COMPLETE
19	30/11/2023	6.4	Add LAC Governor visit to the checks list	KC	1 Feb 2024 FGB	COMPLETE
20	30/11/2023	7.1	Liaise over best use of the Hampshire Recruitment Toolkit	Chair & OG	1 Feb 2024 FGB	ON-GOING
21	30/11/2023	7.2	Book Equalities WGBT (GT608), suggested dates 22/2/2024 or 14/03/2024	AS (DTG)	ASAP	COMPLETE
22	30/11/2023	7.4	Send articles for Governors' Newsletter to HT	NW & LM	11/12/2023	COMPLETE
23	1/2/2024	4.2	Add LLPR report and feedback to March FGB meeting agenda.	Clerk	21 Mar 2024 FGB	
24	1/2/2024	4.2	Add School Hours to the March FGB meeting agenda.	Clerk	21 Mar 2024 FGB	
25	1/2/2024	4.2	Send out link to Prevent Awareness Training	Clerk	ASAP	
26	1/2/2024	4.2	Complete Prevent Awareness e-learning	All	21 Mar 2024 FGB	
27	1/2/2024	4.2	Add the number of children to the behaviour analysis.	HT	21 Mar 2024 FGB	
28	1/2/2024	4.3	Add KAD Visits discussion as a standing FGB agenda item under the HT's Report item.	Clerk	21 Mar 2024 FGB	
29	1/2/2024	4.3	Add discussion of follow up actions to the visit proforma	KC	ASAP	
30	1/2/2024	5.1	Contact HGS to inform them of the Clerking SLA required.	Clerk	9 Feb 2024	
31	1/2/2024	5.2	Chase up the completion of the HTPM paperwork.	Chair / NB	ASAP	
32	1/2/2024	6.1	Consult with HGS on the correct terminology for the committee that deals with Exclusions and the wording required in the policy.	Clerk	ASAP	
33	1/2/2024	6.1	Ask EPS to clarify paragraph 3.13 in the 'Ending Fixed Term Contracts Procedure'	Clerk	ASAP	
34	1/2/2024	7.2	Send HT newsletter articles by 26 th March 2024.	ED & KAD 2 team	26 Mar 2024	
35	1/2/2024	7.3	Ask for a volunteer to take on the DTG role.	Chair	ASAP	

Schedule of Tower Hill Primary School Governing Body Meetings 2023/24

Timing: All meetings are on Thursdays and start at 6:30 pm unless otherwise specified

Location: FGB meetings – in school (restrictions permitting)

Finance & Personnel (F&P), Premises and Pay Committee meetings – online

Autumn Term 2023		Spring Term 2024		Summer term 2024	
Start of Term Fri 1 st Sept 2023		Start of term Tues 2 nd Jan 2024		Start of Term Mon 15 th April 2024	
FGB	28 th Sept 2023	FGB:	1 st Feb 2024	F&P	9 th May 2024
Pay	12 th Oct 2023 (6 pm)			FGB	23 rd May 2024
F&P	12 th Oct 2023 (6:30 pm)				
FGB	19 th Oct 2023				
Half Term: 23 rd Oct to 27 th Oct 2023		Half Term: 12 th to 16 th Feb 2024		Half Term: 27 th May to 31 st May 2024	
Premises	9 th Nov 2023	Premises	29 th Feb 2024	Premises	13 th Jun 2024
Pay	23 rd Nov 2023 (6 pm)	F&P	7 th Mar 2024	F&P	20 th Jun 2024
F&P	23 rd Nov 2023 (6:30pm)	FGB	21 st Mar 2024	FGB	11 th / 18 th Jul 2024
FGB	30 th Nov 2023				
Last Day of Term Fri 15 th Dec 2023		Last Day of Term Fri 28 th Mar 2024		Last Day of Term Fri 23 rd Jul 2024	

Membership of Tower Hill Primary School Governing Body – 2023/24

MEMBERSHIP		ROLES & RESPONSIBILITIES		COMMITTEES			
		Statutory and Other Roles	KAD Monitoring	Finance & Personnel	Premises	HTPM Panel	Pay
Laura Ovenden	Headteacher	<i>Safer Recruitment Trained</i> <i>Safeguarding</i>		√	√		
Owen Gardner	LA	SEND Governor Online Safety Governor Looked After Children Governor	KAD 2		√	√	
<i>vacancy</i>	Co-opted						
Camilla Collins	Co-opted	Chair <i>Safer Recruitment Trained</i>	KAD 1	√			
Kieran Collins	Co-opted			√	√		
Nicola Ward	Co-opted			√	√		
Mark Whitehead	Co-opted	Pupil Premium Governor <i>Safer Recruitment Trained</i>	KAD 1	√ Chair			√ Chair
Terry Genis	Co-opted	Forum Rep	KAD 2		√ Chair		
Helen Kinal	Parent	Safeguarding Governor Prevent Governor	KAD 3		√		√
Laura Mace	Parent	Wellbeing Governor	KAD 2		√		√
Nick Brown	Co-opted	Vice-Chair	KAD 3	√		√ Chair	
Agnieszka Sasiela	Co-opted	Second Vice-Chair Development & Training Governor	KAD 1	√		√	
Emma Dinsdale	Staff	Diversity Governor		√			