

**Minutes of the Governing Body Business Meeting
held on Tuesday 20th March 2024 at 16:00**



Present

Guy Bailey (Chair)	GMB
Sophie Bloxam	SB
Marie Cast	MC
Rebecca Clements	RC
Claire Brooke-Wilson	CBW
Anne Gibbard (Headteacher)	AG
Kelly Headon	KH
Beth Warren	BW

In Attendance

Paul Tylor (PT) (Associate Member) Andrew Hughes (Clerk)

Advice given by governors at this school is incidental to their professional expertise and is not given in their professional capacity.

Governors will respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting.

Documents distributed in advance: Agenda, minutes of the last meeting, HT Report, Action Register, SEF, Subject Leader Discussions Report, PP Visit Report, Writing Visit Report, Safeguarding Visit Report, BWIS Report, Policies for Review.

PART 1

#

Action
Agreed

1. Welcome and Apologies

No apologies had been received and all governors were present. The Clerk declared the meeting quorate.

2. Declarations of Interest

No Governor declared a conflict of interest in any agenda item.

3. Minutes of the last meeting

Governors **agreed** the minutes of the meetings held on 6th February 2024 as a true record to be signed by the Chair.

4. Matters Arising from the Minutes

All actions were now closed or were on the agenda for this meeting

Update
Action
Register

5. Curriculum Presentation

Governors listened to AG who gave a presentation on RE at Barnett Wood.

AG noted that RE was not part of the National Curriculum but that spiritual, moral and cultural education was. She advised that the Standing Advisory Council on Religious Education (SACRE) in Surrey published an agreed syllabus for RE in maintained schools and explained how RE played a significant role in pupil development in Barnett Wood.

Governors asked about the religions of the children currently in school and AG said this data was not collected. GMB asked if this should be collected and AG said the school recognised the values of all religions. Religious Festivals were noted in the school

Accountability

calendar and taught through whole school assemblies

AG told governors how the school used the "Jigsaw RE" scheme as well as using "Jigsaw PSHE". She gave details about how this was implemented in EYFS and KS1, noting work to marry Jigsaw with the Surrey agreed syllabus.

GMB asked if there was any overlap with RE and History and AG said not intentionally, although some topics, such as names of significant people and artefacts could be common to both. He also asked if the school had sufficient resources and MC offered to suggest possible religious visitors.

AG noted the statutory requirement for Collective Worship and the school's intention to meet this with school assemblies. She showed some positive comments from Pupil Voice.

Governors thanked her for this presentation.

Accountability

6. Chairs Actions and Report

GMB advised that he had not needed to take any emergency actions since the last meeting.

7. Finance

FMR

AG advised that she had placed the current reports on the Hub. The current predicted in-year deficit was c£120k. And the eoy carry forward c£42k. There was c£19k capital reserve.

Draft Budget

AG advised that in the current absence of an SBM, Strictly Education had supplied Jacky Day who was working on the draft budget for 2024/25. GMB advised that this would be a topic for the Strategy Day next term.

Schools Financial Value Statement (SFVS)

AG noted that this statutory document had been completed, signed by the Chair of Governors and submitted to the Local Authority.

8. Headteacher's Report

Governors reviewed the written report distributed in advance by the Headteacher.

Staffing

AG advised that an advert for a new After School Club assistant had been unsuccessful; a new advert would be placed. BW suggested that the advert should be shown to parents. CBW asked about the impact of this absence and AG said other staff will hopefully take up extra shifts until replacement is found. Numbers of pupils attending After School Club will not be impacted.

Accountability

School Development Plan

JS asked about targets and AG noted that data in her report were from the end of the Autumn Term. This would be updated at the end of the Spring Term. Although these targets were ambitious, many children were already meeting them. She added that one child in this school = 2% in the data. GMB noted that the school was already above national data.

Accountability

GMB asked if the school carried out exit surveys when families left the school. AG said no, but BC noted that teachers usually know the reason for children leaving, eg moving house/area or if their first place choice of school had offered them a place. GMB noted this data could be important if large numbers left at the same time.

Accountability

Accountability

GMB queried staff absence and AG noted figure in her report. There were no concerns.

Accountability

GB asked if this could be presented as percentage for comparison, AG said she would investigate. Figures added below post meeting:

Staff attendance Sept 2023 - March 2024 (130 teaching days):

Leadership and Teachers (9 staff) - 98.4%
Support Staff (LSAs / Office / Premises 15 staff) - 98.9%
Lunchtime Supervisors - (4 staff) - 98.0%
Breakfast/After School Club staff - (7 staff) - 96.5%

GMB asked about H&S “near misses” that had been recorded and if there were any learnings from these that could be shared with other schools. AG reported that the near misses had been quite specific to our school (eg one involved reading dog), so hadn’t been shared with local schools.

GMB asked about the schools carbon footprint and governors discussed solar panels, and automatic switching lights off. AG noted data on this school’s footprint was not available. Governors **agreed** that GMB should prepare a report

SEF

GMB reported that he had benchmarked progress since the 2021 SEF and commended the Head and the staff for such good results this year. JS noted that this was impressive.

CBW suggested this progress should be highlighted on the school website so that parents could see this. AG noted current work in progress with a parent survey but that the response up until Friday 15th March was only 16%; however after another note in weekly parents bulletin, the response rate had increased to 50% which was a much better sample. SB thought that class reps should be asked to encourage parents to respond.

T&L Review

Governors noted the report that had been distributed in advance and AG explained that she had requested this in order to see what was going well in school, and what was not. GMB said this review had been useful and worth the cost.

GMB prep
carbon
footprint
report

9. **Safeguarding**

AG noted the data in her report. There had been the first referral to C-SPA (children’s single point of access) for two years. She told governors that the school maintained full documentation where there were causes for concern.

10. **Risk Register**

PT reported work in progress on an RR and would report at the Governors’ Strategy Meeting

11. **Governance**

Terms of Office

Governors noted that the term of office of Staff Governor Becky Clements would end in October and that of Associate Member Paul Tylor in August.

12. **Governor Monitoring**

Governors noted the Work Programme on the Hub; GMB thanked governors for their work visiting the school and submitting reports, These had been distributed in advance

Health and Safety - PT noted that he had conducted a school visit and had identified some signage issues, and work needed for fire alarms. He would submit a full report later.

PT submit
H&S Report

Safeguarding – KH had submitted a report.

SEND - CBW had submitted a report

Writing Curriculum - JS had submitted a report

13. Policies

Governors **approved** the following policies:-

Managing Allegations against Staff (including low level concerns) Policy March 2024 - reviewed by GMB/BW. GMB asked how staff could be encouraged to self refer and AG noted her Open Door.

Accountability

Instrument of Government Mar 2024 – reviewed by GMB/JS

Privacy Notices Apr 2024 – reviewed by CBW/SB. CBW asked what happened to data about retired governors and AG told the meeting that this would be deleted after one year. GMB advised that this data was held on-line in the DfE Get Information about Schools (GIAS) website.

Accountability

School Complaints Policy Apr 2024 – reviewed by GMB/BW. BW highlighted the need for a governor's panel in some cases and the meeting **agreed** that this could be formed as required from those eligible governors who were available.

Equality Information and Objectives Apr 2024 – reviewed by KH/CBW who advised that legislation updates had been incorporated.

Non-statutory:

Strategic Risk Management Policy Feb 2024 – governors noted that governors committees should be removed and the reporting process updated. They asked AG to make these changes.

AG update
RMan pol

Infection Control 2024-26 – AG noted this had been updated after Covid-19

Finance Policy 2024 – reviewed by MC. JS asked about the reference to a Best Value Policy and AG said she would update this.

AG update
FinPol

School Fund Policy 2024 – AG noted there had been no changes; the audited school fund accounts had yet to be brought to governors; she would arrange for this to take place,

AG agenda
Sch Fnd a/c

BACs Policy 2024 - MC noted that a few issues had been corrected.

GMB noted that governors had seen no impact statements for these policies. The meeting **agreed** that this statement should be placed at the top of each policy as part of the revision control process.

Accountability

14. Any Other Business

BW tabled a Governor Monitoring spreadsheet that showed each governor's responsibility. MC suggested adding the relevant teacher information. Governors **agreed** to take this further at the Strategy Day.

15. What Went Well

GMB thanked governors for their hard work this term and AG thanked them for their

helpful school visits.

16. Date of Next Meeting

Summer

FGB Strategy Day
FGB meeting

Monday 20th May 2024 8:30am - 1pm at SB's home
Tuesday 9th July 2024 4 – 6pm at the school

There was no Part 2 business. The meeting ended at 18:03

Signed..... Date.....

DRAFT

ACTION POINTS FROM THE MARCH MEETING

Date	Item	Details	Who	When	Status	Notes
12-Dec-2024	10	Agenda Risk Register next meeting	GMB	20-Mar-2024	Open	
12-Dec-2024	11	Governors to visit school and submit a report	ALL	20-Mar-2024	Open	
12-Dec-2024	16	Deficit Working Party report to FGB	MC/JS	20-Mar-2024	Open	
5-Feb-2024	7	AG will upload Budget 2024/25	MC/AG	20-Mar-2024	Open	
20-Mar-2024	4	Update Action Register	AG	immediate	Open	
20-Mar-2024	8	Prepare Carbon Footprint Report	GMB	When possible	Open	
20-Mar-2024	12	Submit H&S Report	PT	immediate	Open	
20-Mar-2024	13	Update Risk Management Policy	AG	20-May-2024	Open	
20-Mar-2024	13	Update Finance Policy	AG	Immediate	Open	
20-Mar-2024	13	Submit audited School Fund accounts to FGB	AG	20-May-2024	Open	