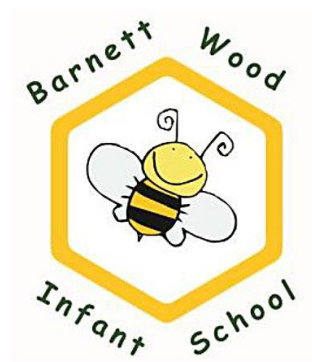


# Barnett Wood Infant School

## Minutes of the Governing Body Business Meeting held on Tuesday 12<sup>th</sup> December 2023 at 16:00



### Present

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

### In Attendance

Paul Tylor (PT) (Associate Member) Fiona Gregory (FG) (teacher)  
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, Pay Committee minutes, Headteachers Report, Leadership Partners Initial Visit Report, Action Plan, SaFe KSNA Report, pre meeting questions, Pre-School questions, draft Risk Register, draft Risk Management Policy, anti-bullying Policy, RSE Policy, H&S Policy, Medical Needs Policy, Mental Health Policy, Food Policy, draft Budget Plan, Actions Register.

### PART 1

#

Action  
Agreed

#### 1. Welcome and Apologies

Apologies had been received and were accepted from Becky Clements who was ill; all other 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 28<sup>th</sup> September 2023 as a true record to be signed by the Chair.

#### 4. Matters Arising from the Minutes

All actions bar one were complete / will be completed this week, or were on the agenda for this meeting. One open action was rolled over: to conduct a cyber vulnerability check

Update  
Action  
Register

#### 5. Curriculum Presentation

Governors welcomed D&T subject lead Fiona Gregory who told the meeting how DT was taught at Barnett Wood.

She explained how the subject was approached in each year group, giving individual examples of work by staff and children; she emphasised her approach to safety.

She gave details of the progression of skills and knowledge in EYFS through the school

year, noting the use of Oak National Academy EYFS Unit 1. She noted the use of Knowledge Organisers.

She also outlined her aims for the school's next steps in DT

GMB asked if the school had sufficient resources or if it needed more support. FG said that at the moment she saw no additional needs. . AG added that an annual fundraiser (Christmas cards) was held specifically for DT resources, which has in recent years been used to buy tools and a workbench for EYFS.

Accountability

## 6. Chairs Actions and Report

GMB noted that he had not needed to take any emergency actions since the last meeting. He did not at this stage have anything else to report.

## 7. Finance

c/f Part 2

## 8. Headteacher's Report

Governors reviewed the written report that had been circulated in advance. Answers to questions submitted in advance are appended to these minutes.

AG drew governors attention to a petition being circulated calling for a delay to Ofsted inspections pending the publication of the Ruth Perry report.

MC asked if there was currently any post Covid-19 support and AG said none at the moment, but noted some staff had speech and language training that had been helpful in this area.

Accountability

She noted the different software platforms in use in school, wishing for a more uniform approach. She reported on a review for a replacement for SIMS as the Local Authority would not be supporting this old application next year.

JS commended the use of SDP linkages in the report; AG noted the RAG rating in the SDP and promised a full SDP progress report in the spring. GMB noted the continuous improvement shown; he thanked AG for all her hard work in the current difficult circumstances.

Agenda SDP  
next term

## 9. Safeguarding

AG referred to her HT Report.

## 10. Governance

AG left the room while JS reported that the Headteacher's Appraisal had taken place and her objectives agreed; a report had been sent to the Pay Committee, AG then rejoined the meeting.

MC reported that the Pay Committee had met and that the appropriate policies had been followed.

PT reported on work on a Strategic Risk Register and GMB asked all governors to feed notes about risks to him. A draft Risk Management Policy would be brought to the next meeting. Risk would be a major topic for the annual Strategic Away Day in the summer.

Agenda  
Risk Pol  
next mtg

## 11. Governor Monitoring

Safeguarding was completed in October and the report shared with governors on governor hub at the time. AG noted many governor monitoring visits remained to be done, and reports submitted.

All gobs  
visit  
school &  
submit  
reports

SB noted a visit to monitor Pupil Premium and Sports Premium in school  
AG and BW had carried out a Learning Walk  
PT had carried out a H&S inspection  
Reports were awaited.

12. Policies

Governors **approved** the following policies:-

Anti-Bullying Policy Nov 2023 (annual). KH reported she had reviewed this.

Relationship and Sex Education Policy Nov 2023 (annual) SB reported she had reviewed this. In answer to governors, AG explained how “parts of the body” was a topic in Year 2, that staff were fully trained and that no parent had withdrawn a child from this.

Health and Safety Policy Nov 2023 (annual). BW reported she had reviewed this. She noted some existing playground risks and AG said these would be addressed through the H&S Risk Assessment Register probably in the playground risk.

Supporting Children with Medical Conditions Dec 2023 (annual). CBW reported she had reviewed this. MC asked about Care Plans for school visits and AG explained what was done; she would update the policy with governors comments

New policies for consideration: AG noted these would not be statutory. Governors discussed the need for Governor specific policies and appointed a Working Party of BW and GMB to review the need or to include governor specific provisions in whole school policies

- Strategic Risk Management Policy – Aim to be enshrined in policy next meeting
- Mental Health and Well-being Policy – subject to inclusion of governor specific provisions will be adopted.
- Food Policy – will be adopted with suggestions incorporated

13. Any Other Business

No other business had been notified in advance

14. Continuous Improvement

GMB invited governors to comment on what the meeting had achieved (What was good What can be improved). The following was noted :-

He said that this had been a good meeting, but would benefit from some timely reminders so that monitoring visits are completed in line with the agreed schedule

Governors noted they had been unable to be pro-active in fully monitoring school finance recently and agreed to give more time to this in future.

15. Date of Next Meeting

<u>Spring</u>	
FGB meeting	Thursday 6th Feb 2024 4-6pm
FGB meeting	Wednesday 20th March 2024 4-6pm
<u>Summer</u>	
FGB Strategy Day	Monday 20th May 2024 8am - 1pm
FGB meeting	Tuesday 9th July 2024 4 – 6p

Part 2 business is minuted separately. The meeting ended at 18:15

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

AG update  
policy  
schedule

Wk Prty  
review new  
pols

Accountability  
GMB to  
include in  
the work  
with BW

## ACTION POINTS FROM THE DECEMBER MEETING

Date	Item	Details	Who	When	Status	Notes
26-Sep-23	14	AG to update policy schedule	AG	10-Dec-23	Open	
26-Sep-23	5	AG to arrange a vulnerability check and share with JS once received	AG	31-Dec-23	Open	
12-Dec-3023	8	Agenda SDP next meeting	GMB	6-Feb-2024	Open	
12-Dec-2024	10	Agenda Risk Register next meeting	GMB	6-Feb-2024	Open	
12-Dec-2024	11	Governors to visit school and submit a report		6-Feb-2024	Open	
12-Dec-2024	12	Policies Working Party to review new policies	BW/GMB	6-Feb-2024	Open	
12-Dec-2024	12	Update policies as agreed at 12 Dec FGB	AG	6-Feb-2024	Open	
12-Dec-2024	16	Deficit Working Party report to FGB	MC/JS	6-Feb-2024	Open	

**This page is intentionally blank**



**Minutes of the Governing Body Meeting  
held on Tuesday 12<sup>th</sup> December 2023 at 16:00**

**Present**

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

**In Attendance**

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

*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.*

**PART 2 CONFIDENTIAL**

#

Action  
Agreed

**16. Finance**

AG advised that monthly FMRs and a draft budget had not been prepared by the new SBM and that Strictly Education Finance had had to be paid to prepare these. She noted a new Pay Roll system had been introduced.

She outlined the training the SBM had received noting that it should have been adequate to allow her to carry out her financial duties. She added that Strictly Education had suggested that additional training over and above the usual course could be beneficial.

KH asked about the SBM's competence in other areas of her role and AG noted that there were some areas where she was able.

Accountability

AG advised that she, assisted by HR, would be conducting a probation interview with the SBM tomorrow.

Accountability

BW asked what would happen if the SBM left and AG said that in the short term she would have to seek support from other local schools.

GMB pointed out that AG was forecasting in-year deficits in 2023-25 with a deficit budget in 2025; Governors appointed a Working Party of MC and JS to develop a strategic plan to reduce the projected deficit.

Wk Pty  
report to  
FGB

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

**This page is intentionally blank**