

Barnett Wood Infant School

Minutes of the Governing Body Business Meeting held on Tuesday 26th September 2023 at 17:00



Present

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

In Attendance

Andrew Hughes (Clerk) Paul Tylor (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.

Documents distributed in advance: Agenda, minutes of the last meeting, Action Register, Policy impact statements, KCSiE 2023, SAfE Ofsted tracker.

PART 1

#

Action
Agreed

1. Welcome and Apologies

No apologies had been received and all governors were present. The Clerk declared the meeting quorate. Governors welcomed new Associate Member Mr Paul Tylor.

2. Declarations of Interest

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

3. Appointments for Academic 2023/24

Governors unanimously elected Mr Guy Bailey as their Chair and Mr James Sutcliffe as their Vice Chair for one-year terms.

Governors **agreed** the following nominated roles:-

SEND Governor	Claire Brooke-Wilson
Looked After Children	Claire Brooke-Wilson (AG noted currently none at the school)
Safeguarding & Child Protection	Guy Bailey and Kelly Headon
Finance	Marie Cast
LA Liaison (if allegation against The Headteacher)	Guy Bailey

Governors **agreed** membership of Committees:-

<u>Pay Committee</u>	<u>Headteacher's Appraisal Panel</u>
Sophie Bloxam	James Sutcliffe
Claire Brooke-Wilson	Beth Warren
Marie Cast	

4. Constitution of the Governing Body

Governors noted that all positions in the governing body were filled.

5. Emergency Procedures

AG confirmed that emergency contact information had been passed to all appropriate authorities. Governors noted the Emergency Plan on the Hub and agreed that the GovernorHub notice board would be used to contact them if an emergency arose.

AG confirmed that appropriate school insurance cover was in place through Surrey County Council (SCC). She would place the Certificate on the Hub for governors to see.

Governors discussed the lack of cyber insurance cover and AG said she would arrange a vulnerability review; JS offered to look at the report when received.

AG place
Ins Cert on
Hub

6. Procedural Matters

Governors **agreed** that their meetings should be Open. AG noted that their meeting dates would be published in the school calendar. GMB said he would include a note in the December meeting inviting people if they wished to attend to contact AG or GMB.

Governors **agreed** that they would allow virtual attendance at their meetings and that these attendees would be allowed voting rights.

Governors noted that they had previously agreed that they should all abide by their Code of Practice that was on the Hub.

AG publish
dates on
school
calendar
AG / GMB
to write
article

7. Minutes of the last meeting

Governors **agreed** the minutes of the meetings held on 6th July 2023 as a true record to be signed by the Chair.

8. Matters Arising from the Minutes

Governors noted that the Action Register needed to be updated. Open action on SRA (Strategic risk assessment) a working group was agreed to be lead by PT and supported by GMB and AG

Working
group
report to
next
meeting

9. Chairs Actions and Report

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

10. Headteacher's Report

AG delivered a verbal report, noting that her full written report would be to the December FGB meeting when data was available. This is fully aligned to the agreed meeting structure of 2 meetings per term one being a business meeting and one being a full meeting.

She advised governors that the current Designated Safety Leads (DSL) were herself, Becky Clements, Leonie Theobald and Helen Ball.

She noted that a Risk Register had still not been compiled and Governors asked PT to bring a draft to the next meeting. (cf item 8 this will be supported by GMB and AG)

She advised that this year Reception and Year 1 were full but that there were 10 vacancies in Year 2.

AG outlined the current work on marketing; three open days had been arranged with a new presentation and attendance was looking positive.

She reported on Staffing, noting the recruitment of two staff to allow new job-shares and two new students to cover after school clubs. She noted support in place for two high needs children in Reception.

She drew governors' attention to the School Development Plan (SDP) priorities that were

PT draft RR

in line with the agreed 3-year Strategy. She was still working on the detail and would bring a full version to the next FGB meeting. She outlined how she would work to achieve results

Quality of Education priorities were Curriculum, Reading & Phonics, Writing and Teaching & Learning.

Other priorities were Behaviour & Attitude, Personal Development, Leadership & Management and Early Years quality.

AG told governors about the SCC Ofsted tracker noting that the school had not been inspected since 2013. She thought that an inspection was likely this year or next. The most recent Ofsted Tracker from SCC had been uploaded to the Hub (in the Ofsted folder) for information.

GMB asked about the Financial Monitoring Report (FMR) and AG explained why one had not yet been submitted to governors; the school had a new School Business Manager (SBM) who was still undertaking training, and SCC had been late sending relevant finance information. However, she was not aware of any concerns and believed that spend was on budget; she anticipated DfE support for the recent pay rises that were unbudgeted. Finance governor MC would meet the SBM who would attend the next FGB meeting with a full report.

Accountability

GMB asked that governors be kept informed about finance matters, especially if any concerns arose.

Accountability

SB asked about progress with The Honey-pot and AG gave details, noting all the planned work was going well.

Accountability

AG reported on new gate security arrangements that were an improvement on the previous set-up, especially for the Pre-School. New signage was being installed to help direct visitors towards the pre-school.

BW advised that through her employer she had access to small grants and would provide details if a particular project needed finance.

Support

11. Governor Work Programme

GMB outlined the core governor responsibility to visit and monitor the school, noting this had been done well last year. AG tabled a draft work programme and the following governors were assigned monitoring roles:-

Website Audit	SB	Safeguarding	KH/GMB
H&S	PT	Budget	MC
Premiums	SB	PE/Sport	AG/BW
SEND	CBW	Writing	JS
Phonics	CBW	Mental Health	AG/BW

GMB noted that as Chair of Governors, he had bi-weekly meetings with the Headteacher.

12. Strategic Theme

GMB reported on progress to date on the theme of "Barnett Wood as the First School of Choice". Governors discussed other local schools in the light of the diminishing local birth-rate. He asked all to contact him outside the meeting about risks to the school strategic plan.

AG reported on a SCC quality assessment visit to the school on 10th October and GMB agreed to attend to assist.

All governors to send through risks to PT, GMB or AG

13. Safeguarding

AG advised that the school Safeguarding Policy had been updated following the new Keeping Children Safe in Education (KCSiE) issue.

GMB advised that all governors needed to confirm on their Hub profile that they had read this new edition

14. Policies

Governors **approved** the following policies:-

Safeguarding and Child Protection Policy reviewed by KH

Staff Code of Conduct reviewed by MC (governors assured themselves that data protection was covered)

Whistle Blowing Policy reviewed by JS

Teacher Appraisal Policy reviewed by JS (AG noted there had been no changes since last approved)

Teacher's Pay Policy reviewed by SB

SEND Policy reviewed by KH / CBW

**AG update
policy
schedule**

15. Any Other Business

No other business had been notified in advance

16. Continuous Improvement

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

- We welcomed new proactive members
- A good response to monitoring activity and we have agreed a framework of governance and accountability for the year.

17. Date of Next Meeting

Autumn Term

Tuesday 12th December 2023 at 16:00

Spring Term

Tuesday 6th February 2024 at 16:00

Wednesday 20th March 2024 at 16:00 (NOTE CHANGE OF DATE)

Summer Term

Monday 20th May 2024 08:00-13:00 Strategy Day

Tuesday 9th July 2024 at 16:00

Part 2 business is minuted separately. The meeting ended at 18:10.

Signed.....

Date.....

ACTION POINTS FROM THE SEPTEMBER MEETING

20 Mar 2023	12	AG check Lets have policies in place	AG		Closed	
6 July 202	6	PT prepare Risk Register	PT		Open	
6 July 202	8	MC support SBM & ensure FMR avail each FGB mtg	MC		Open	
6 July 202	8	AG check sensory procurement in line with Fin Pol	AG		Closed	
6 July 2023	12	All governors do safeguarding training	All		Open	
6 July 202		All governors visit school & submit report	All		Open	
6 July 202	11	Update policy schedule	AG		Open	
6 July 202	13	Prepare gov mon schedule	GMB AG		Closed	
26 Sept	5	Upload SCC Insurance Certificate to Hub	AG		Open	
26 Sept	6	FGB dates to be published on school website calendar for parents	AG		Open	

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