

Barnett Wood Infant School

Minutes of the Governing Body Business Meeting held on Tuesday 6th February 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

Leonie Theobald (LB) (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, Action Register, Deficit WP Report, Work Programme 23/24, Policies for Review, SDP Priorities, SCC insurance update.

PART 1

#

Action
Agreed

1. Welcome and Apologies

Apologies had been received and were accepted from James Sutcliffe and Paul Tylor; 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 12th December 2023 as a true record to be signed by the Chair.

4. Matters Arising from the Minutes

Governors reviewed the action points from the last meeting

Risk Register is covered in Item 10 of this agenda

AG had updated the policies register

AG had placed FGB meeting dates on the school calendar

GMB reported he had written an item for the school newsletter

AG would continue to work on vulnerability issues with assistance from a parent and Surrey.

Update
Action
Register

5. Curriculum Presentation

Governors welcomed Leonie Theobald who gave a presentation on Writing at Barnett Wood.

She explained how this was taught through Phonics and onward, noting a new strategy begun 18 months ago. "Talk for Writing" by Corbett & Strong was used and she explained

how this helped teaching the subject.

She described how children developed writing through storytelling and detailed the training given to staff.

Governors discussed writing in school and having been shown example children's work books, commended teachers for their work. RC noted that Barnett Wood was a high achieving school in writing and AG noted appropriate training for a future Ofsted inspection.

Governors thanked Leonie for her most useful presentation and she left at 5 pm.

GMB asked how governors could use their sessions to better prepare the curriculum leads for a deep dive by OFSTED. AG said that if all governors could send their question about future curriculum presentations in advance so that answers could be prepared it would be of benefit especially if aware of the areas to ask.

All gobs
prep curr
questions
before
mtgs

BW plan
deep dive
training

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 the predicted carry forward would be c£50k. The in-year deficit was expected to be c£110k (original budget £108k deficit). She would upload the full Financial Monitoring Reports for January and February to the Hub.

AG upload
FMR to
Hub

Draft Budget

Governors agreed to agenda this at their next meeting. MC would work with the school on this.

Agenda
budget nxt
mtg

Schools Financial Value Statement (SFVS)

AG noted that this was due to be submitted to the Local Authority by 15th March. AG, GMB and MC would work with the school to prepare this.

Submit
SFVS

8. Headteacher's Report

AG delivered a verbal report based on the School Development Plan (SDP) priorities.

Staffing

AG advised that the School Business Manager had resigned and that whilst a new post holder was recruited, Strictly Education were providing financial support. She anticipated an initial internal advertisement.

Admissions

AG reported that the school was oversubscribed (63 / 52 – 121%) for September 2024, with more first choice applications than PAN. She had advised the Local Authority that she was able to take more pupils but that to raise the PAN a consultation period would be needed; this meant a rise could not possibly take place till 2025. It was discussed that in line with the strategy for the school an increase in PAN was likely necessary to bring the ratio of first choice applications vs places available back in line with the threshold governors had set against this strategic theme.

Accountability

BW asked about the dropout rate and AG explained that were some, as parents were offered places (that were their 1st choice) elsewhere more suitable to their circumstances, with only 1st choice options next year we expect very little drop out.

Quality of Education

AG noted that targets had been updated in the SDP. She detailed work in progress to update the curriculum to suit current Ofsted requirements. She reported on training for subject leaders with an emphasis on disadvantaged pupil learning.

RC reported on progress with reading and outlined the school's priorities. She described pupil book reviews and work with parents about home reading, where there had been some issues. Additional effort was given to the lowest attaining 20%.

AG reported on Teaching & Learning noting much continuing professional development making learning more meaningful.

Behaviour

AG noted work to keep momentum with British Values, and reported on focussed assemblies.

Attendance

RC detailed recent illness issues and work with the School Inclusion Officers. Attendance today was 95.6% against a target of 97%. She described work to reduce Persistent Absence (PA) and improve punctuality.

Accountability

GMB asked about parent communications in these cases and RC said this was good.

Accountability

Pupil Development

AG described current enrichment activity including new Clubs. MC asked when these took place and AG said at lunchtime and after school. She noted plans for a School Council

Leadership & Management

AG detailed current CPD work, mental health training and in-house staff monitoring

EYFS

RC told governors about current work with maths and writing and noted intervention work.

9. **Safeguarding**

AG noted few incidents this term, and noted there was one registered Young Carer in school.

10. **Risk Register**

GMB noted that PT had been working on a draft Risk Register. He would report on this at the next meeting along with an approval for the policy on this.

Agenda RR
nxt mtg

11. **Governance**

Deficit Working Party

Governors reviewed the interim report on the Hub that outlined the WP's purpose and proposed approach. They asked the WP to bring a plan to the next meeting

Agenda
Deficit nxt
mtg

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 asked all governors to continue to carry out monitoring visits and to submit reports to be published on the Hub, and all completed reports (since the previous meeting) should be shared as pre-read in advance of the next meeting.

All carry
out mon.
visits

KH suggested that planned monitoring visits should be allocated a day and time, and sent to the responsible governor as a calendar invite – it was then the responsibility of the governor to both prepare and reschedule in advance of these meetings

Action
GMB and
AG to
schedule
these.

BW noted her recent PE visit and described sport activity in school; her report had been uploaded to the Hub.

13. Policies

Governors **approved** the following policies:-

Charging and Remissions Policy Jan 2024 - MC/JS

Early Years Foundation Stage Policy Jan 2024 - SB/KH

Staff Grievance Policy Jan 2024 - BW/GB. AG noted this was based on the SCC template with Barnett Wood customization. GMB asked for a paragraph about a grievance against the Chair to be added.

CiC and PLAC Policy Jan 2024 - KH/CB-W

Policy Working Party Report to be reported at the next meeting

AG add
Chair para

Agenda
WP nxt
mtg
AG update
policy
schedule

14. Any Other Business

No other business had been notified in advance

15. What Went Well

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

SB commended progress with the SDP
BW noted the energy shown in the school
GMB commended the useful suggestions made today
AG asked more governors to visit the school.

Accountability

16. Date of Next Meeting

Spring

FGB meeting

Wednesday 20th March 2024 4-6pm

Summer

FGB Strategy Day

Monday 20th May 2024 8am - 1pm

FGB meeting

Tuesday 9th July 2024 4 – 6p

There was no Part 2 business. The meeting ended at 18:00

Signed.....

Date.....

ACTION POINTS FROM THE FEBRUARY MEETING

| Date | Item | Details | Who | When | Status | Notes |
|-------------|------|---------------------------------------------------------------------|-----------|-------------|--------|-------|
| 26-Sep-23 | 14 | AG to update policy schedule | AG | 20-Mar-2024 | Open | |
| 26-Sep-23 | 5 | AG to arrange a vulnerability check and share with JS once received | AG | 20-Mar-2024 | Open | |
| 12-Dec-3023 | 8 | Agenda SDP next meeting | GMB | 20-Mar-2024 | Open | |
| 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 | 12 | Policies Working Party to review new policies | BW/GMB | 20-Mar-2024 | Open | |
| 12-Dec-2024 | 16 | Deficit Working Party report to FGB | MC/JS | 20-Mar-2024 | Open | |
| 5-Feb-2024 | 5 | Governors submit curriculum questions in advance | ALL | 20-Mar-2024 | | |
| 5-Feb-2024 | 5 | BW to report on deep dive training | BW | 20-Mar-2024 | | |
| 5-Feb-2024 | 7 | AG will upload FMRs to Hub | AG | 20-Mar-2024 | | |
| 5-Feb-2024 | 7 | Budget 2024/25 | MC/AG | 20-Mar-2024 | | |
| 5-Feb-2024 | 7 | Submit SFVS to LA | MC/AG/GMB | 20-Mar-2024 | | |
| 5-Feb-2024 | 12 | Schedule governor Visits | AG / GMB | 20-Mar-2024 | | |
| 5-Feb-2024 | 13 | Update Staff Grievance Policy | AG | 20-Mar-2024 | | |
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