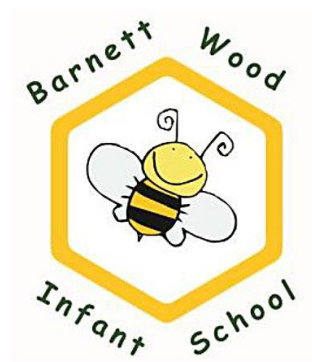


Barnett Wood Infant School

Minutes of the Governing Body Strategy Meeting held on Tuesday 9th July 2024 at 09:45



Present

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

In Attendance

Paul Tylor (PT) (Associate Member) Helen Ball (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, draft Budget, HT Report, Action Register, Deficit WP Report, Policies for review

PART 1

#

Action
Agreed

1. Welcome and Apologies

Apologies had been received and were accepted from James Sutcliffe. 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. All governors confirmed that their business and education interests on the Hub were up-to-date.

3. Curriculum Presentation

Governors welcomed teacher Helen Ball who told governors about the Maths curriculum in the school.

She explained the different ways that children could describe numbers and described Maths Mastery, giving its history and noting its focus on problem solving, reasoning and fluency. She described the different ways of maths teaching in Receptions and KS1 and took governors through a trial lesson.

AG asked if this teaching method had made a difference and HB said it had, children now had greater confidence in numbers.

SB asked if other local schools taught this way and HB said some did now

Governors thanked HB for her useful presentation and she left at 16:25.

Accountability

Accountability

4. Minutes of the last meeting

Governors **agreed** the minutes of the meetings held on 20th May 2024 as a true record to be signed by the Chair.

5. Matters Arising from the Minutes

Governors reviewed the action register

They noted that the carbon footprint review as yet to take place – GMB noted it would require long term planning with a view to have in place before April 2025

The School fund accounts had yet to be presented to governors – this was shared in the meeting

A Pre-School meeting had yet to be arranged

A governor Skills Audit had not yet taken place

There was still a need to seek media opportunities

It was agreed that the action register would be maintained in SharePoint and a link added to the governors meetings due to the constraints of Governor Hub currently being unable to edit documents shared.

**Update
Action
Register**

**AG update
and add to
SharePoint
and share
link**

6. Chairs Actions and Report

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

7. Constitution of the Governing Body

Governors noted that the term of office of Staff Governors Becky Clements would end in October. They asked the Headteacher to arrange an election next term

**AG arr. ST
election**

8. Finance

Budget Plan

AG reported that the re-submitted draft budget, in which staff costs made up 85% of the outgoings, showed an in-year deficit, although with reserves the eoy outturn would be a small surplus (No longer classed as in deficit). She noted some income increases, such as from EHCPs. She noted some staff savings; there would be no replacement for an Assistant Headteacher whilst she was on maternity leave.

MC asked if this budget had gone to SCC and AG said it had, but on a provisional basis. She told governors that she would upload the current draft to the Hub.

**AG upload
budget to
Hub**

Deficit Working Party

Governors reviewed the written report distributed in advance. GMB noted the group had met three times and agreed that the school must never file a deficit budget. He noted discussions with the Local Authority and advised governors that the school would comply with all current legislation.

In view of the potential for a budget deficit in 2025/26, GMB advised that the group would reconvene in November to work on deficit reduction to ensure that the £13,000 2025/26 deficit could be balanced before the group was disbanded. It was agreed that governors would not allow a budget with a deficit to be submitted unless all avenues to achieve a balanced budget have been exhausted.

**Def WP
reconvene**

School Fund Accounts

AG reported that the latest accounts had not yet been independently inspected, but that the balance was healthy.

9. Headteacher's Report

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

AG noted the use of the word "exceptional" in her report and explained that following an external assessment of the school she was rewriting the SEF to reflect this agencies evaluation of Barnett Wood.

KH asked that the school's website should explain this.

Support

SB asked if an EHCP would mean that an LSA would be employed for the child and AG said not necessarily; but that the school would provide the support in an appropriate way.

Accountability

SB asked if there had been any improvement in attendance following parent meetings and BC described these meetings noting the variable response.

Accountability

BW volunteered to conduct exit interview with departing staff member.

Support

Governors discussed the expectations of parents when it came to reading. AG explained that expectations were regularly communicated to parents through Newsletter, letters and notes in Reading Records. AG said the trial of Boom Reader (online reading record) in Reception had not been as successful as hoped, and Reception will go back to using paper reading records from next year. AG explained the use of a "reading raffle" as an incentive to reading and BC noted that reading at home had a significant benefit.

Governors discussed Surrey's birth rate and noted options for the future They also discussed the Local Authority's viability going forward.

GMB noted the Strategic intent for the school's outcomes were to be better than Surrey and National and commended the school for such good results and for achieving another strand of the 3-5 year strategy in year 2. AG commented that in the culture of continuous improvement and that the school would continue to strive to improve its outcome performance.

Support

10. Safeguarding

Governors noted a monitoring visit by KH and AG said that as a result appropriate risk assessments were now in place for members of staff who were employed historically without two separate references.

11. Risk Register

GMB reported that the strategic risk register was now a live working document and would continue to support ongoing governance of the strategic ambition and risk of the school.

Agenda RR
next mtg

12. Governor monitoring

Health and Safety

PT advised that he would shortly conduct a H&S inspection of the school

Safeguarding

KH noted her recent monitoring visit to the school

Personal Development

BW reported on a recent monitoring visit to the school and noted that good structures were in place.

13. Policies

Governors approved the following policies following the corrections or additions noted below:-

AG update

First Aid Policy

PT asked that the duty to report the need for First Aid should also apply to visitors. PT noted that checks for expiry as well as contents for FA box inspections were needed

Behaviour Policy

CBW noted she had reviewed the policy

Staff Disciplinary Policy

BW asked for some refinements to the clause on warnings, GMB commented on what ACAS define the approach to criminal proceedings and charges which would be considered as amendments before finalisation

Capability of Staff Policy

BW asked for some refinements to the clauses on escalation.

Data Protection Policy

PT noted he had reviewed this policy

Governor Allowances Policy

MC noted this was compliant but that some updates required to amend correct contact names

Freedom of Information Publication Scheme

SB noted she had checked that the school website showed how to make FOI requests.

14. Any Other Business

No other business had been notified.

15. Dates of Next Meetings

Autumn 1 - Monday 23rd September 2024

Autumn 2 - Tuesday 10th December 2024

Spring 1 - Tuesday 11th February 2025

Spring 2 - Tuesday 1st April 2025

Summer 1 - Strategy Day - Monday 19th May 2025 (09:00 - 13:00)

Summer 2 - Tuesday 8th July 2025

There was no Part 2 business. The meeting ended at 17:59

pols

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

ACTION POINTS FROM THE JULY MEETING

Date	Item	Details	Who	When	Status	Notes
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	Nxt mtg	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	13	Submit audited School Fund accounts to FGB	AG	asap	Open	
20-May-2024	6	Arrange a Staff Governor election in Autumn Term	AG	Autumn 2024	Open	
20-May-2024	9	Look for media opportunities to publicise the school	SB	immediate	Open	
20-May-2024	9	Investigate solar panel installations	GMB	April 2025	Open	
20-May-2024	9	Meet Pre-School managers to investigate future	GMB/SB	asap	Open	
20-May-2024	9	Arrange a governor skills audit	GMB/BW	asap	Open	
9-July-2024	8	Upload draft budget to Hub	AG	immediate	Open	
9-July-2024	11	Agenda Risk Register	GMB	Ongoing	Closed	