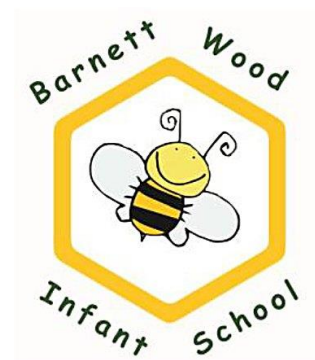


Barnett Wood Infant School

Minutes of the Full Governing Body Meeting held on Tuesday 23rd September 2024 at 16.00



Present

Marie Cast	MC
Guy Bailey (Chair)	GMB
Sophie Bloxam	SB
Becky Clements	BC
Claire Brooke-Wilson	CBW
Anne Gibbard (Headteacher)	AG
Kelly Headon	KH
James Sutcliffe	JS
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, Emergency Plan, FMRs x 2, Action Register, Policies for review, KCSiE 2024.

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. All governors confirmed that their business and education interests on the Hub were up-to-date.

3. Appointments for the Academic Year 2024/25

Governors unanimously agreed that they would keep the existing Chair and Vice Chair appointments for a further year

Chair Mr Guy Bailey **Vice Chair** Mr James Sutcliffe

Governors also agreed to keep the same nominated posts as before

SEND Governor Claire Brooke-Wilson

Looked After Children Claire Brooke-Wilson

Safeguarding &

Child Protection Guy Bailey and Kelly Headon

H&S Paul Tylor

Finance Marie Cast

LA Liaison (if allegation against

The Headteacher) Guy Bailey

Governors agreed that if an **Admissions Committee** was needed to following would serve

James Sutcliffe, Kelly Headon, Claire Brooke-Wilson

4. 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 had placed the Certificate on the Hub for governors to see.

5. Procedural Matters

Governors **agreed** that their meetings should be Open. AG advised that their meeting dates would be published in the school calendar.

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 and decided to review this at their February meeting.

Governors agreed to publish their confidentiality and professional negligence statement on their meeting minutes.

6. Constitution of the Governing Body

AG reported that following a request for nominations within the school, Mrs Rebecca Clements had been re-elected as **Staff Governor** for a further four year term.

Governors also appointed Associate Member Mr Paul Tylor for a further one year term.

7. Curriculum Presentation

Governors welcomed Staff Governor, and Science Lead Teacher, Becky Clements who gave a presentation on Science at Barnett Wood.

She noted that the school's intent was to deliver high quality science education that included practical work. She gave several examples. She outlined the implementation of this using "White Rose" and described how this worked for Key Stage 1. All pupils received 40 minute science session each week and she told governors that Flashback was used to aid memory retention.

She explained how the programme identified children's' misconceptions and helped to correct these. She detailed the topics taught – biology, chemistry and earth sciences and GMB asked why physics was not included; BC said this was not in the National Curriculum for infants.

Governors saw the impact of this teaching through the example Floor Books shown to them.

BW asked if there were any gender differences in science and BC said there were none.

Governors thanked her for an informative talk.

8. Minutes of the last meeting

Governors **agreed** the minutes of the meetings held on 9th July 2024 as a true record to be signed by the Chair.

9.

10. Chairs Actions and Report

Review
CoC in Feb

Accountability

Accountability

Update
Action Reg

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

11. Finance

FMR

AG reported that the July and August reports had been uploaded to the Hub.

Budget

Governors agreed to delegate approval of the draft 3-year budget plan due in November to Finance Lead Marie Cast. The final Plan would be reviewed by the full governing body.

School Fund Accounts

AG reported that the latest accounts were currently with the auditor.

12. Headteacher's Report

AG delivered a verbal report.

Admissions/NOR

AG noted that the school was 4 spaces short of being fully subscribed with a NOR of 152. Reception was full (52) with 50 in each of Year 1 and 2; there had been two unexpected leavers, although one vacancy would be filled soon. GMB asked about the funding impact and AG said that this would follow from the October census.

Accountability

Staffing

AG advised that there had been one resignation last term. She outlined cover for two maternity leaves expected this year.

SDP

AG reported that a draft plan was nearly complete and would be published soon. The priorities for 2024/25 would be Quality of Education, Behaviour, Personal Development, Leadership & Management and EYFS. She noted an emphasis on SEND and high needs children.

BW asked if the school's high need number was typical, and AG said it was; she noted that some Academy schools were able to avoid accepting some with EHCPs.

Accountability

AG reported on a SaFe School Improvement Partner visit that had been positive. She would upload the subsequent report to the Hub.

AG upload
SIP report to
Hub

She also noted that she had attended a SaFe meeting on Ofsted Preparation. Governors noted that they had all read the recent guidance document on the new Ofsted grading.

Website

AG reported she had reviewed the school's website for compliance and asked for a governor to check that all was well; SB agreed to do this

SB check
website

Governor applauded the Headteacher and her leadership team for bringing Barnett Wood School forward so successfully.

Support

13. Risk Register

GMB reported that this was now on the Hub and thanked PT for his work on this. He asked all governors to review it and make suggestions for improvement.

Agenda RR
next mtg

PT noted that staff turnover, although low, was a potential risk. JS noted that a change to PAN was a potential risk and governors agreed these should be added to the Register.

MC asked if a request to change the school's PAN had been submitted to the Local Authority and AG said it had not.

Accountability

14. Governor Matters

Monitoring

AG noted that the annual school work programme for 2024/25 was now on the Hub and GMB asked all to consider visiting the school to monitor their Lead topics. Following discussion about visit frequency, they asked GMB to publish a visit schedule that ensured each visited the school at least twice in the academic year.

Skills Audit

BW explained the audit's purpose and said she would email governor with a proforma. This would need to be returned to her for analysis by herself and JS.

Publicity

SB led a discussion on opportunities to publicise the school. Several suggestions were considered

15. Policies

Governors reviewed the following policies that had been uploaded to the Hub:-

Teachers Pay Policy and Teachers Appraisal Policy

Governors agreed that they would phase out Performance Related Pay (PRP) and that consequently these two policies would need to be amended; they asked the Headteacher to arrange this.

Safer Recruitment Policy

BW had reviewed this and governors **approved** the policy as drafted.

Safeguarding and Child Protection Policy 2024/25

GMB had reviewed this and governors **approved** the document as drafted

Staff Code of Conduct 2024/25

GMB had reviewed this and governors **approved** the document as drafted

Whistle blowing Policy

GMB and KH had reviewed this and governors **approved** the policy as drafted

Governors noted the non-statutory policies drafted for and by the school

AG update
pols

16. Any Other Business

AG advised that she expected an Ofsted inspection quite soon and warned that governors may be expected to attend.

17. Dates of Next Meetings

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 18:05

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

