

Barnett Wood Infant School

Minutes of the Full Governing Body Meeting held on Tuesday 10th December 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, Pay Committee minutes, HT Report, FMR, Ofsted Inspection Reports, SaFe letter on data, SEND Policy, Anti Bullying Policy, RSE Policy, H&S Policy, Medical Needs Policy, non-statutory policies.

PART 1

#

Action
Agreed

1. Welcome and Apologies

No apologies had been received and all governors were present. Governors welcomed BC who was still on maternity leave. CBW and SB arrived late.

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.

GMB asked AG to update his Chair of Governors business interests as described on the school website.

AG update
CoG bus int
on web

3. Constitution of the Governing Body

Governors noted that Chair (and Local Authority governor) Guy Bailey would come to the end of his term of office in December 2026 and he advised that succession planning would be needed to ensure a smooth transition at that time.

Governors also noted that parent governor Sophie Bloxam's term of office would end next April and that an election for a replacement could be needed in the New Year.

4. Curriculum Presentation

AG advised that teacher Gemma Higgins who was to have given a presentation about Personal, Social and Health Education at Barnett Wood was unwell and not able to attend. She hoped to be able to come to the next meeting, and in the meantime AG would upload the slides to the Hub so that governors could see the subject material.

AG upload
PSHE
slides to
Hub

5. Minutes of the last meeting

Governors **agreed** the minutes of the meetings held on 23rd September 2024 as a true record to be signed by the Chair.

6. Matters Arising from the Minutes

Governors reviewed the action register and noted all actions were either retained or were on the agenda for this meeting.

Update
Action Reg

7. Chairs Actions and Report

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

He congratulated the Headteacher and all the staff on a successful Ofsted Inspection earlier in the term, noting the grading was "Outstanding". AG thanked the governors for their support.

BW noted that prior to the Inspection there had been no negative comments by parents and SB asked if a banner would be erected outside the school to publicise the grading. AG said one was being made.

Support

8. Finance

Financial Monitoring Report

AG reported on the October FMR that had been distributed in advance. This showed a predicted in-year deficit of c£55k. She noted planned savings, including a reduction in Learning Resources and possible energy savings for which quotes had been sought.

Budget

Governors were unable to review the interim draft Budget for 2025/6; AG advised that data from the Local Authority was not yet available and that the draft had not yet been produced. She noted that as soon as DfE and SCC had made the figures available she would pass the draft to governors. The deadline for submitting the final budget remained March 2025.

AG circ draft
budget when
possible

AT 16:30 SB ARRIVED

9. Headteacher's Report

Governors reviewed the written report distributed in advance by AG. She tabled answers to written questions sent to her in advance (appended to these minutes).

Ofsted Inspection

AG gave details of the successful Ofsted Inspection, praising her staff for their hard work. She noted the occasion had been an intense experience, however both inspectors were very pleasant and checked in on staff wellbeing regularly throughout the process. (cf Item 7 above).

SEF /SDP Update

AG advised that her targets were ambitious and aspirational. She noted differences between cohorts due to specific children.

Inspection Data Summary Report

AG drew governors attention to good pupil achievement noting the positive data in her Report

Pupil Updates & Attendance

AG reported that the total NOR was 151 and she noted the data on SEND, PP and EAL numbers that were small. There had been 4 leavers and 1 joiner this autumn.

Accountability

Governors queried the EAL numbers and AG noted the low number and explained that it was not easy to distinguish between children who were bilingual and those who's first

language was not English. She gave details of the support given to them at the school.

She noted that so far there had been 67 applicants for 2025 entry, including 15 first choices. GMB noted that the Local Authority had not as yet approved an increase in PAN to 60 but that this was being progressed. Governors emphasised the need for publicity to ensure that all places were filled; they asked the Headteacher to send the new Ofsted Report to parents who had come to the recent Open Days.

AG advised that attendance at 96% compared with 94% nationally. She gave an analysis of Persistent Absence (PA) children noting one refuser and an outbreak of chicken pox with some resultant long term sickness absence. AG noted the number of behaviour incidents on CPOMS and MC asked about EHCPs. AG said there were currently 5, noting the difficulties acquiring these. KH asked about the fines for attendance issues and AG said this was £80.

Accountability

Staffing

Governors noted two maternity leaves (including Assistant Headteacher BC) and queried the risks if AG was expected to cover both. They asked GMB to ensure the Headteacher's work/life balance was monitored.

Behaviour & Exclusion

AG reported there had been no exclusions this term, and showed how behaviour concerns were being dealt with.

AT 17:15 JS ARRIVED AND CBW LEFT THE MEETING

10. Safeguarding

AG advised that the recent Ofsted Inspection had shown that one CPOMS entry had not been properly followed up. Staff Training was being implemented to address this.

11. Governance

Headteachers Appraisal

AG LEFT THE MEETING DURING THIS ITEM

JS reported that the Panel had reviewed AG's priorities and goals and noted she had met or exceeded these. Objectives for next year had been set. Governors noted wellbeing issues and the support needed.

Pay Committee

MC reported the committee had approved all the Headteacher's pay proposals in line with school policies. The minutes had been circulated.

Strategic Risk Assessment

PT drew attention to staffing risks and GMB noted that the governing body would take appropriate action.

Accountability

12. Risk Register

GMB reported that this was under continuous review.

13. Governor Working Programme

Annual planner

Governors noted the dates for school visits and GMB reschedules those that had been delayed by the Ofsted Inspection

Pupil Premium and Sports Premium Strategies had been reviewed by SB and were approved.

14. Policies

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

SEND Policy

JS advised that he would review this policy and email governors with any comments.

Anti Bullying Policy

SB reported she had reviewed this policy and governors **approved** it unchanged.

H&S Policy

PT reported he had reviewed the draft policy; he noted it referred to a governor's H&S committee. Governors agreed this was not needed, as they treated all their school visits as an H&S and Safeguarding inspection and the Headteachers Report covered this. They asked AG to update the policy accordingly, following which they **approved** it.

Supporting Children with Medical Needs Policy

MC reported she had reviewed the policy and governors **approved** the draft. They asked where medicines were stored and AG said locked in the school office.

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

AG update
pols

15. Any Other Business

SB reported that she was arranging a visit to the school by the local Member of Parliament and that she expected this to take place on 16th January next year. She anticipated press coverage. Governors noted they were invited to attend and discussed the programme for the day.

SB noted this could be part of a media push to gain applicants for admission to the school.

AG asked for governor's approval to spend school funds on a small celebration to thank staff for the successful Ofsted inspection. This was granted.

16. Dates of Next Meetings

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 17:30

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