

Barnett Wood Infant School

Minutes of the Full Governing Body Meeting held on Tuesday 11th February 2025 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
Beth Warren	BW

In Attendance

Lisa Murphy (LM) (School Business Manager) Gemma Higgins (GH) (Year 2 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, HT Report, draft 3yr Budget, December FMRs, SDP, Carbon Discovery report, Action Register, Policies for review.

PART 1

#

Action
Agreed

1. Welcome and Apologies

Apologies had been received and were accepted from James Sutcliffe and Paul Tylor. Sophie Bloxam and Marie Cast arrived late. 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. GMB noted he was now a committee member on the Ashted Residents Association

3. Curriculum Presentations

PSHE

Governors welcomed Gemma Higgins who gave a presentation on the use of *Jigsaw* to teach PSHE at Barnett Wood. She described its impact and noted Ofsted recognition.

She told governors about its philosophy, how it was proactive, not reactive, and was accessible to everyone. She detailed its content and demonstrated one of the videos that were used.

BW asked if it was used in all sectors of the school and GH said it was used both within and outside of lessons. KH asked if the impact of *Jigsaw* could be tracked and GH noted a reflective measure over a number of school terms.

CBW noted it was good to see this work carried out at children's early age. AG told governors that there was a PSHE page on the school website.

Accountability

Accountability

PE

Ann Gibbard told governors about Physical education in the school. She noted the vision statement and went through its implementation at Barnett Wood. She gave details of

athletics activity by Year Group noting the impact on SEND children. She detailed the school's next steps, including fundraising and parent involvement.

Accountability

GMB asked if other schools followed this regime and AG said no. He suggested some cooperation with The Greville (to which most Barnet Wood children went after Year 3) would possibly be helpful.

Governors thanked both for an informative talk.

4. Minutes of the last meeting

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

5. 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

GMB noted that the Carbon Footprint working group had met and set targets for the school.

6. Finance

FMR Update

Governors reviewed the December FMR noting that the predicted in-year balance was c£35k and the forecast eoy carry forward was c£53k. LM explained that late arrival of data from the Local Authority was causing delays in reporting, and in budgeting.

Draft budget

Governors reviewed the draft 3-year budget for 2025/26 that had only been made available to governors yesterday. AG and LM explained how late data from SCC was making it difficult to prepare this budget, and they explained the possible variations that had yet to be resolved. These included pay awards, numbers of EHCPs and other unknowns

GMB asked about the forecast deficits - about £59k in 2025/26, and rising in subsequent years. LM explained how this could be covered by a transfer from the Community Fund but that she would still have to report a deficit to County.

Accountability

GMB proposed, and governors **agreed**, to reconvene the Deficit Working Party of GMB. AG, MC, and JS to work with the School Business Manager to seek a way forward. They **agreed** to delegate approval of the draft budget to this group, with the final budget coming to the April FGB for approval.

GMB asked LM to prepare a briefing document showing how the budget could be balanced. AG noted that she did not want to see a staff restructuring solution of possible.

LM prepare
briefing doc

Capital Budget

AG explained that the main expenditure would be on IT and LM advised that quotations were being sought from Eduthing. She expected a positive carry forward.

School Fund Accounts

LM noted that the accounts had been prepared and that as soon as they had been audited she would bring them to governors.

AT 17:00 LH LEFT THE MEETING

7. Chairs Actions and Report

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

8. Headteacher's Mid Term Report

Governors reviewed the written update report that had been circulated in advance.

Attendance

AG showed a graph of attendance over 2024/25. Governors noted that current attendance was 95.6% against the national figure of 94.8% Unauthorised absence was 1.4%. Governors discussed the reasons for absence and noted some illness. AG advised that Barnett Woods figure was in line with local schools.

Admissions

Governors noted that there were only 37 first preference applications for September 2025, with 72 second preferences. This was down on last year.

AT 17:30 MC & SB ARRIVED

GMB suggested a survey of the 72, to find out why they were not first preference, in order to help future admissions.

School Development Plan

Governors reviewed the current SDP that was on the Hub. AG took them through progress on targets, noting significant training undertaken by staff. She noted the impact of unbudgeted EHCPs and the need for governors to work on finance monitoring.

9. **Safeguarding**

KH advised that she would shortly conduct a Safeguarding visit to the school.

Governors noted the Childrens Wellbeing and Schools Bill that was currently passing through Parliament.

10. **Risk Register**

Governors **agreed** to maintain a continuous scrutiny of risks, including financial.

**Agenda RR
each mtg**

11. **Governor Matters**

Monitoring

Chair asked all governors to continue with monitoring visits to the school, and to submit reports.

Constitution

Governors noted that Parent Governor Sophie Bloxam's term of office would end next April and thanked her for her contribution to the school. GMB asked governors to appoint her for a one year term as an Associate Member in order to look into local community contacts. This was **agreed** wef 7th April 2025.

Governors asked AG to conduct an election for a replacement Parent Governor.

**HT arr
Parent gov
election**

12. **Policies**

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

Charging & Remissions Policy

This had been reviewed by MC

Early Years & Foundation Stage Policy

GMB noted that he had passed comments to AG who would update the policy

Staff Grievance Policy

This had been reviewed by BW who noted it was a Surrey model policy

Children in Care and Previously Looked After Children Policy

This had been reviewed by KH

Governors noted the non-statutory policies drafted for and by the school that were available to read on the Hub.

**AG update
pols**

13. **Any Other Business**

No other business had been notified

14. **Dates of Next Meetings**

Spring 2 - Tuesday 1st April 2025

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

Summer 2 - Tuesday 8th July 2025

Part 2 business is minuted separately. The meeting ended at 18:15

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