

## Barnett Wood Infant School

### Minutes of the Full Governing Body Meeting and Strategy Day held on Tuesday 8<sup>th</sup> July 2025 at 16:00



#### Present

Becky Clements	BC
Guy Bailey (Chair)	GMB
Laura Bailey	LB
Anne Gibbard (Headteacher)	AG
Kelly Headon	KH
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, Action Register, Policies for review, Headteacher's Report, Happy Mind Impact Report, SEND monitoring report.

#### PART 1

#

Action  
Agreed

##### 1. Welcome and Apologies

Apologies had been received and were **accepted** from Sophie Bloxam, Claire Brooke-Wilson and James Sutcliffe. Marie Cast was absent from the meeting. 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. Minutes of the last meeting

Governors **agreed** the minutes of the meetings held on 19<sup>th</sup> May 2025 as a true record to be signed by the Chair.

##### 4. Matters Arising from the Minutes

Governors reviewed the action register and noted all actions were either closed or were on the agenda for this meeting, except:-

- Solar panels still need to be investigated
- A WhatsApp policy needed to be developed
- An ECT policy awaited updated wording from DfE

Update  
Action Reg

##### 5. Chairs Actions and Report

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

##### 6. Constitution

Governors noted the need for succession planning during the coming year as three governors including the Chair came to the end of their terms of office during 2026.

## 7. **Strategy Day feedback**

All present agreed that the off-site strategy meeting had been useful and wished to repeat the exercise next year.

They particularly wished to thank Associate Member Sophie Bloxam for her work with the local community.

## 8. **Governor Training**

GMB encouraged all governors to undertake training on subjects appropriate to their roles and in particular safeguarding training.

Clerk noted that free how to use GovernorHub training would take place at 11 am on Friday 12<sup>th</sup> September 2025.

## 9. **Governor Monitoring Visits and Reports**

GMB asked all governors to carry out their school monitoring visits.

He noted that he and CBW had undertaken a SEND visit and a report had been uploaded to the Hub..

GMB reported that the Academisation Working Party had met and drawn up its Terms of Reference. This document was now on GovernorHub. PT noted that the group needed to establish the risks associated with Academisation. GMB noted conversations with Ashted Primary and The Greville on this subject that had lead to the formation of an informal local Chairs working party

Governors noted that a new issue of KCSiE would need to have been read by them by next September.

Governors noted that in future they would need to ensure that a PE and Sports Premium report signed by the Chair had been submitted annually to DfE.

## 10. **Skills Audit**

Governors noted that this had been completed.

## 11. **Policies**

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

### Staff Capability Policy

This had been reviewed by BW & KH.

### Data Protection Policy

This had been reviewed by JS & PT. BW noted that a small correction to timelines was needed.

### Governor Allowances Policy

This had been reviewed by GMB & MC.

### Freedom of Information Publication Scheme

This had been reviewed by LB & RC.

Governors noted that DfE would over the summer be issuing new guidance on RSHE that could require policy updates.

LB asked why the Pay Policy was only available as hard copy and AG noted this was not a school website policy.

## 12. **Headteacher's Report**

Governors reviewed the written report that had been published on the Hub; AG listed questions submitted in advance and gave answers.

**All visit  
school and  
submit  
report**

Accountability

**AG update  
pols**

Accountability

#### Parent Survey

Governors queried the low parent response and AG noted there was little to complain about, BW noted parental requests for all year round Clubs and governors discussed local provision.

Accountability

#### Data

Governors noted that Year 2 outcomes were lower than expected and AG explained that the data was impacted by one mid-year arriver in that year group.

Accountability

#### Attendance

Governors asked what the school was doing to reduce persistent absence. AG explained that she was doing all that was possible with the 9 children involved; she gave details of each giving reasons and work undertaken. Governors noted a DfE emphasis on school attendance performance next year.

Accountability

#### Staffing

AG and the governors recorded formal thanks to retiring teacher and past governor Helen Ball, and also to retiring caretaker Bob Cooper.

#### Parent Open days

BW noted her attendance as a parent governor at a recent Parent Open Day and AG said that this had been very useful. Future open days were as follows:-

2<sup>nd</sup> October      18<sup>th</sup> October      13<sup>th</sup> November

and parent governor attendance would be appreciated.

Support

#### SEND

Responding to governor concerns, AG reported on increased SENCO hours next year and gave details of the 14 children on the register, of whom 8 had an EHCP. She noted that the funding provided did not cover the cost of the support staff that had had to be recruited. Governors discussed individual cases where Surrey Children's Services were seen to be failing. GMB said he would take this up initially with local GB Chairs.

Accountability

**AT 17:15 PT LEFT THE MEETING**

#### Emotional Literacy Support Assistant (ELSA)

AG gave details of the support available to Barnett Wood, noting that the school was lucky to have such good support

#### Staff Absence

AG gave details of staff absence that was mainly among support staff and included medical absence.

#### Incidents

AG gave recent information about bullying and racial incidents noted in her report; she confirmed that appropriate action had been taken.

#### Reports

Governors applauded the *Happy Mind Impact Report* and AG noted that it had a positive impact in school.

Support

### **13. Any Other Business**

AG noted that a new school website would go live next term. GMB noted that compliance would be an agenda item at the next meeting.

**Agenda  
website nxt  
mtg**

### **14. Dates of Next Meetings**

Governors agreed that unless circumstances demanded, they would not schedule a Summer 2 meeting in academic 2025/26. A Headteacher's Report would be required, with questions answered in Autumn 1.

***Proposed Dates for 2025/26***

*Autumn 1      Monday 22 September 2025*

*Autumn 2      Tuesday 9<sup>th</sup> December 2025*

*Spring 1      Monday 9<sup>th</sup> February 2026*

*Spring 2      Tuesday 24<sup>th</sup> March 2026*

*Summer 1      Monday 18<sup>th</sup> May 2026 at 9 am*

*Summer 2      Monday 6<sup>th</sup> July 2026 if needed*

There was no Part 2 business. The meeting ended at 17:45

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



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