**Barnett Wood Infant School**

**Minutes of the Full Governing Body Meeting held at 16:00 on 22nd September 2025**

**Present**

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| Claire Brooke-Wilson | **CBW** |
| Marie Cast | **MC** |
| Becky Clements | **BC** |
| Guy Bailey (**Chair**) | **GMB** |
| Laura Bailey | **LB** |
| Anne Gibbard (**Headteacher**) | **AG** |
| Kelly Headon | **KH** |
| Beth Warren | **BW** |

**In Attendance**
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, Policies for review, Action Register, Governor Code of Conduct, Emergency Plan.

PART 1

| # | Action Agreed |
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1. **Welcome and Apologies**
   Apologies had been received and were **accepted** from Sophie Bloxam, Paul Tylor and 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. **Appointments for Academic 2025/26**
   Governors unanimously elected Guy Bailey as their **Chair** and Laura Bailey as their **Vice-Chair** for the academic year 2025/26.

   Governors **agreed** that the Headteacher's Appraisal Panel should consist of Claire Brooke-Wilson and Beth Warren together with the LA HR representative.

   Governors **agreed** that the Pay Committee should consist of Sophie Bloxam, Marie Cast and James Sutcliffe.

   Governors appointed the following nominated governor posts:-

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|---|---|---|---|
| LA Liaison if accusation against the Headteacher | Guy Bailey | | |
| Looked after Children | Kelly Headon | Wellbeing / Mental Health | Beth Warren |
| Safeguarding/Ch Prot | Kelly Headon | Beneficial Partnerships | Sophie Bloxam |
| Finance | Marie Cast | H&S / Risk Management | Paul Tylor |
| Sustainability | Guy Bailey, Anne Gibbard, Lisa Murphy | | |
| SEND | Claire Brooke-Wilson, Laura Bailey. | | |

4. **Constitution of the Governing Body**
   Governors re-appointed Mr Paul Tylor as an Associate Member for a further one year term.

5. **Emergency Procedures**
AG confirmed that appropriate insurance cover was in place and showed the school's Emergency Plan that listed emergency contact information and details of Grab Bag content and actions to be taken in emergency.

6. **Procedural Matters**
Governors **agreed** that their meetings should be "Open". They asked he Headteacher to publish the dates of this year's FGB meetings

**AG publish FGB dates**

Governors **confirmed** that they had read, and would abide by, their Code of Conduct.

Governors **agreed** that they should continue to add Confidentiality and Professional Negligence statement to their meeting minutes.

7. **Minutes of the last meeting**
Governors **agreed** the minutes of the meetings held on 8th July 2025 as a true record to be signed by the Chair.

8. **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:-

**Update Action Reg**

- Website compliance check; GMB said he would carry this out as soon as the new school website went live.

**GMB check website**

- AG noted that the WhatsApp policy was now included in the school's Home School Agreement document.
- A Visit Schedule would be prepared by GMB and AG and published on the Hub.

**GMB/AG pub Visit Schedule**

- All governors were expected to undertake Safeguarding training

9. **Chairs Actions and Report**

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

He then advised governors that SB had arranged meetings between local Chairs of Governors that was proving beneficial, and that St Giles CofE (Aided) Infant School would be joining a Federation with shared staff.

10. **Headteacher's Report**
AG delivered a verbal report.

Pupil Numbers
AG advised that Reception this year had 41 children against a PAN of 50. NOR was currently 142

Staffing
AG welcomed BC back from maternity leave as Assistant Headteacher. There had been three resignations (a lunch supervisor and 2 Honeybees staff) and adverts were being placed. Two new LSAs had been appointed.

The new Early Career Teacher (ECT) was performing well, and both the Head and the SENCO had gained further academic qualifications recently. AG reported on various specific wellbeing issues that had been deal with.

Safeguarding
AG noted that all staff had undertaken safeguarding training.

Website
AG told governors about the new school website that was currently nearing completion; it

would go live very soon, once data migration was complete.

Marketing
AG explained the marketing plans for Admissions in 2026. She noted posters, flyers and planned Open Days. LB and BW undertook to attend these if necessary.

School Development Plan (SDP)
AG outlined the process for preparing the SDP

Keeping Children Safe in Education (KCSiE)
AG outlined the changes in the 2025 issue if KCSiE, and all governors undertook to read and confirm on the Hub that they had done so.

11. **Governor Reports**

Academisation Working Party
Governors asked JS to convene a further meeting to take this issue forward — **JS call WP mtg**

Website Compliance report
GMB advised that he was working on this and would report at a later meeting

Monitoring Visits
GMB noted that all governors should undertake school monitoring visits and that the Schedule would list dates for Group Visits.

12. **Strategic Theme**

Governors noted that their theme for this term was "we are the Number One School of Choice" and they discussed how this could be applied to advertising the school for admissions in 2026.

13. **Policies**

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

*Safeguarding and Child Protection Policy 2025-26 – GMB / KH*
*Staff Code of Conduct 2025-26 – BW / MC*
*Whistle blowing Policy 2025-26 – GMB / JS*
*Teacher Appraisal 2025-26 – BW / JS*
*Teacher's Pay 2025-26 – MC / SB*
*ECT Policy 2025-26 AG / LB*

**AG update pols**

They agreed to defer discussion on the following to their next meeting :-
*Home School Agreement (incl social media use) 2025-26 BW / AG*

14. **Any Other Business**

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15. **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.

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| *Autumn 2* | *Tuesday 9th December 2025* |
| *Spring 1* | *Monday 9th February 2026* |
| *Spring 2* | *Tuesday 24th March 2026* |
| *Summer 1* | *Monday 18th May 2026 at 9 am* |

There was no Part 2 business. The meeting ended at 17:30

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

# ACTION POINTS FROM THE SEPTEMBER MEETING

| Date | Item | Details | Who | When | Status | Notes |
|---|---|---|---|---|---|---|
| 12-Dec-2024 | 11 | Governors to visit school and submit a report | ALL | Ongoing | Open | |
| 20-Mar-2024 | 4 | Update Action Register | AG | Ongoing | Open | |
| 20-May-2024 | 9 | Look for media opportunities to publicise the school | SB | Ongoing | Open | |
| 20-May-2024 | 9 | Investigate solar panel installations | GMB | Ongoing | Open | |
| 19-May-2525 | 7 | Prepare and publish a school visit schedule | BW | Immediate | Open | |
| 19-May-2525 | 8 | Attend training appropriate to governor role | ALL | Immediate | Open | |
| 19-May-2525 | 10 | Academisation Working Party Reports | JS | Ongoiing | Open | |
| 8-July-2525 | 13 | Agenda website compliance | GMB | Nxt mtg | Open | |

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