Barnett Wood Infant School

Minutes of the Full Governing Body Meeting held at 17:00 on 10th December 2025

Present

Claire Brooke-Wilson	**CBW**
Becky Clements	**BC**
Guy Bailey (**Chair**)	**GMB**
Laura Bailey	**LB**
Anne Gibbard (**Headteacher**)	**AG**
Kelly Headon	**KH**
James Sutcliffe	**JS**
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 FGB meeting, minutes of the last Pay Committee meeting, Finance papers (inc. 2xFMR, Nov budget plan, SCC letter), Policies for review, SEF, SDP, HT Report. ISDR report, Pupil Premium Strategy, Sport Premium Strategy, SAfE KSNA Report, Governor Safeguarding monitor report

PART 1

#		Action Agreed
1.	**Welcome and Apologies** Apologies had been received and were **accepted** from Paul Tylor and. Marie Cast. All other governors were present and 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.	**Constitution of the Governing Body** Governors noted that CBW's term of office would end before the next FGB meeting. With her agreement, the meeting **unanimously** re-appointed her as a Co-opted governor for a further 4 year term commencing on 13th February 2026.	
4.	**Minutes of the last meeting** Governors **agreed** the minutes of the meetings held on 22nd September 2025 as a true record to be signed by the Chair.	
5.	**Matters Arising from the Minutes** Governors reviewed the action register and noted these actions that were still open:- • School visit schedule. GMB would publish this soon • Training for governors; this would continue to remain open as governors trained in their specialities • Academisation (Remains open lead by working group)	**Update Action Reg**
6.	**Curriculum Presentation** AG advised that this presentation was available as a video and that she would send the link to all governors so that they could watch it at their own convenience.	**AG circ video link**

7. Chairs Actions and Report

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

Other items are minuted in Part 2.

8. Headteacher's Report

Governors reviewed the written report that had been circulated in advance. Answers to questions submitted in advance are appended to these minutes.

Staffing

AG reported on recruitment of LSAs as some left; this was proving a difficult process locally. She described how the differing needs of pupils and the different levels of training of staff gave the SLT problems to solve. BC enlarged on this and gave examples of pupils needs.

Pupil updates /Admissions

AG noted that NOR was 141 and reported on two leavers, giving reasons; including sibling issues and friendship clashes. GMB noted that professional handovers had taken place with their new schools.

Support

She reported on 82 applications for admission so far in 2026, slightly up on last year. Governors noted local low birthrate figures and discussed ways of marketing this very successful school. They **agreed** that governors' (especially governors with or who have had children in the school) attendance at Open Days would be helpful.

Govs attend Open Days

Attendance

AG noted that attendance of FSM and SEND children was not as good as other pupils; this was now a priority for the school to address. She noted that a few pupils who were poor attendees would be leaving soon. Generally, attendance was good at 97%, against a national figure of 94%

LB asked about EHCP progress with the Local Authority and AG said this was getting better but that the school still had to chase them.

Accountability

Behaviour

AG noted that the number off recorded incidents was in line with prior years, and that just one child was responsible for many of these. She noted that one incident recorded as bullying was probably just rough play.

Health & Safety

AG explained the background to recorded playground accidents and GMB noted that these had been dealt with in line with school policies.

KH asked if the school considered Artificial Intelligence to be a potential risk needing a school policy. JS gave advice (as a non-professional) that indicated that guidance would be useful but that existing policies probably covered the issue. Governors asked AG to review this.

Accountability

9. Finance

Governors reviewed the FMRs and budget documents that had been circulated in advance

Draft Budget 2026/29

Governors noted a draft budget had been sent to the Local Authority and that SCC had responded noting a revenue deficit and a capital surplus. AG pointed out that the 3-year budget depended on income from Clubs to break even.

GMB advised that work was needed by the Governing Body as well at the Head teacher to sustain the budget, especially since staffing costs were above national – 93% against 85% due to the number of BW teachers at the top off their pay scales.

10. Safeguarding

Governors reviewed the monitoring visit report submitted by KH and noted that trend at the school were positive.

BW asked if there had been any attendance spikes and AG noted that different half term dates needed attention by local schools. **Accountability**

11. Governor Reports

Academisation Working Party

GMB told governors about a recent meeting with the CEO of the LEO MAT and governors discussed their future strategy. The agreed that the Working Party should meet again to take this forward. **JS call WP mtg**

Headteacher's Appraisal Panel

BW reported that this had taken place and new objectives that were achievable had been agreed.

Pay Committee Report

Governors reviewed the minutes of the recent committee meeting that had approved the Headteacher's recommendations.

Website Compliance report

GMB advised that his recent report was available to read on the Hub.

Premium /strategies

AG explained some changes in this year's strategies

Monitoring Visits

GMB said he would circulate a date for this.

12. Risk Register

Governors noted that Finance remained a key risk and discussed AI as an emerging risk. They agreed that currently this risk affected personal data.

13. Policies

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

SEN Policy and Information Report (Oct 2025) - CB-W/JS reviewed

Anti-Bullying Policy Nov 2025 (annual) - SB/GB **AG update pols**

Relationship and Sex Education policy Nov 2025 (annual) - EW/KH reviewed

BW noted a reference to the Safeguarding Policy was needed and AG said she would add this

Health and Safety Policy - Nov 2025 (annual) PT/LB reviewed

Supporting Children with Medical Conditions Dec 2025 (annual) LB reviewed

LB asked if parental updates were allowed and AG said yes

Governors also noted the following School Policies :-

Online safety (Agreed to review as a Mandatory policy in the next meeting)

Intimate Care

Mental Health and Wellbeing

14. **Any Other Business**

ntr

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.

Spring 1	*Monday 9th February 2026*
Spring 2	*Tuesday 24th March 2026*
Summer 1	*Monday 18th May 2026 at 9 am*
Summer 2	*Monday 6th July 2026 if needed*

Part 2 business is minuted separately. The meeting ended at 19:15

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

ACTION POINTS FROM THE DECEMBER 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	GMB	Immediate	Open	
19-May-2525	8	Attend training appropriate to governor role	ALL	Immediate	Open	
10-Dec-2025	10	Academisation Working Party meeting	JS	asap	Open	
10-Dec-2025	6	Circulate Curr. Presentation video	AG	Immediate	Open	
10-Dec-2025	16	Meet Pre-School about site	GMB	Immediate	Open	

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PART 2 CONFIDENTIAL

#		Action Agreed
16.	**Site Matters** GMB advised governors that despite prior meetings with the Pre-School management to cooperate on strategic development of the site, an issue had arisen. A Solar Panel installation by the Pre-School, without School Governor consultation and approval was currently scheduled to take place before Christmas. GMB explained the issues that if it went ahead as planned would most likely adversely affect the school, including the impact on electrical systems, and long term solar strategy and cost saving potential. Their supplier selection also had the potential to tie the school to this supplier for future works. Governors advised AG that she should highlight the concerns to Surrey County Council (Estates team) to resolve this issue. GMB said that he would highlight the concerns to the Pre-School to advise than of the school's issues and that the school was not in a position to permit the installation to continue as planned, with an aim to finding a way to collaborate to find a suitable and optimum solution for all.	**GMB meet Pre-School**
17.		