Barnett Wood Infant School

Minutes of the Full Governing Body Meeting held at 16:00 on Monday 9th February 2025

Present

Claire Brooke-Wilson	**CBW**
Marie Cast	**MC**
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

Sophie Bloxam (Associate Member) Paul Tylor (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 FGB meeting, Finance papers (inc. Revised budget, Sch Fund independent review), Policies for review, HT Report , Academisation papers (inc. ToR, risk analysis, MAT analysis, due diligence report, roadmap), Governor Curriculum visit report, Governor H&S visit report, Website audit, Writing framework.

PART 1

#		Action Agreed
1.	**Welcome and Apologies** No apologies had been received all 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 10th December 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 had been completed or were on this agenda	**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.	**Headteacher's Report** Governors reviewed the PowerPoint presentation delivered by AG. <u>Attendance</u> AG noted that attendance was, at 97%, significantly better than national at 94.8%. Persistent Absence (PA) of 3.6% was due to just 5 children. Governors congratulated the Head teacher and Assistant Headteacher/Attendance lead on these figures.	**Support**

Admissions
AG reported that there had been 157 applications for admission to the school in September, of which 50 were first choices and 64 second; consequently, she hoped that the school would be full next year.

Progress on School Development Targets
AG went through the agreed targets :-
Inclusion - Evidence from lesson observations, planning, and pupil outcomes had demonstrated that inclusive practices are embedded, particularly in EYFS where there are 3 high needs children
Curriculum and teaching CPD sessions and monitoring continued to focus on strategies to embed long term knowledge, and this had included Early Career Teacher (ECT) support
Attendance and Behaviour – governors noted from the figures above that this target was being met. Becky Clements had been leading on attendance since her return from maternity leave, and has had a big impact on engaging with families who need support. **Accountability**
EYFS – governors noted targeted support and specialist interventions that had been effectively deployed, supported by ongoing staff training focused on SEND
Personal Development – AG noted that the new play castle installed in December was having a positive impact on play and behaviour. Plus the introduction of 'Calm Club' (for children who find the playground too busy) had reduced the number of incidents.

PT asked if there were any risks attaining any of the school development targets and AG said she was confident here, although there were challenges, particularly around finance and resourcing for outdoor play The OPAL project had not been started yet as the costs were very high, but leaders have put it in the budget for next year, so hopefully the project can get going after April.

7. **Finance**

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

FMR Update
AG noted that finance was tight and that extreme care about expenditure needed to be exercised. In the long term a declining birth rate and increasing SEND needs would inevitably impact school finance.

BW noted one local school that had closed its pre-school to save money.

Budget 2026/7
Governors noted that the revised budget would have to be agreed and submitted to the Local Authority by the end of March.

SFVS
AG reported that the SFVS had been completed and would be brought to governors for approval at the next FGB meeting.

Capital Budget
AG noted a capital expense (of approximately £6k) for kitchen equipment renewal. This was necessary from H&S, productivity, efficiency and hygiene perspectives, so was unavoidable and required.

Premises inc. Solar Update
AG reported on a meeting with the Pre-School about a Solar Installation. It had been agreed to manage a solar installation jointly and to go to competitive tender. System ownership and meter location had yet to be agreed. She noted that Surrey (SCC) had given permissions, but no funding.

PT noted a need to ensure the battery installation was safe for the children. **Accountability**

MC noted that in the absence of a LA financial contribution, parents could assist with fund raising.

8. **DfE Matters**

Writing
Governors noted the "Year of Writing" and AG reported that all staff were now trained.

SEND
Governors noted the consultation on the Government White Paper and LB gave some details of progress.

MC queried the impact on this school and LB thought that new arrangements might affect Barnett Wood.

9. **Safeguarding**

AG told governors about the "Safer Internet Day" and gave details of its significance.
She explained the developing use of Artificial Intelligence (AI) and BW noted that this would imply a need for some Policy updates. AG explained that a 'Use of Artificial Intelligence in School' policy had been devised and staff would be consulted on it this week. It will be presented to Governors at the Spring 2 meeting. **Accountability**

AG gave details of recent and planned lockdown exercises at a local primary school. GMB asked if these had been "live" and AG said no, noting efforts being considered to prevent child anxiety during these routine tests. PT suggested parent observers at such practices. **Accountability**

10. **Risk Register**

PT noted that financial pressure and the need for new policies following government legislation would imply risks for the school, and these would need to be identified. **ACT PT/GMB**

11. **Website Audit**

Governors reviewed the recent website audit carried out by Judicium. They noted a comment on the collection of governors' diversity data, and following discussion, agreed the following:-

Governors accepted that the Local Authority could access anonymised diversity data for its own use collated through Governor Hub, but that Barnett Wood Infant School would NOT publish this (given the size of both the school, it's governing body and risk of anonymity breaches were all protected characteristics disclosed in full or even in part).

12. **Governance**

Skills Audit

BW suggested that as an audit had not been carried out for some time, this should be repeated and she would arrange it. Action agreed for all to review their skills audit and profiles on Governor Hub. **ACT BW, all**

Deficit Working Party
GMB reported that this group would reconvene once the 2026/27 budget had been agreed.

Children's Bill
Governors noted that this was still progressing through Parliament and that it was not yet possible to assess the impact on this school.

Training
BW drew governors' attention to the need to complete mandatory Online Safety training by the next FGB (March 25th)

13. **Governor Monitoring**

Governors reviewed an H&S visit report by PT and GMB and a Curriculum visit report by JS and BW. They were thanked for their comprehensive reporting.

14. **Policies**

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

Charging & Remission Policy (Jan 2026) – MC/JS reviewed, no changes

AG update pols

EYFS policy Jan 2026 (annual) – CBW/GMB reviewed, some changes agreed

Staff Grievance Policy - Jan 2026 (annual) PT/BW reviewed, no changes

Governors also noted the following School Policy :-
Children in Care & Previously Looked After Children Policy

GMB noted that the non-statutory Finance Policies shared in the folder did not contain any updates on the impact statement – AG said she would ask the SBM to amend these. **Accountability**

GMB asked about forthcoming policy changes due to government legislation around employment rights and AG said she expected that the Local Authority would generate new Model Policies for schools to customise. **Accountability**

15. **Any Other Business**

ntr

16. **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 2	*Wednesday 25th 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 17:30

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

ACTION POINTS FROM THE FEBRUARY 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	
09-Feb-2026	12	Academisation Working Party meeting	JS	asap	Open	
10-Dec-2025	6	Circulate Curr. Presentation video	AG	Immediate	Open	
09-Feb-2026	12	Undertake Skills Audit	BW / All	Immediate	Open	
09-Feb 2026	12	All governors to complete Online Safety training (National College)	All	March	Open	
09-Feb 2026	12	Academisation Working Party to meet and refine short list of potential academies	AG/JS/SB	March	Open	
09-Feb-2026	12	Acquire 3 quotes for solar project using the agreed scope and present to govs	AG/LM	March	Open	

This page is intentionally blank

Barnett Wood Infant School

Minutes of the Full Governing Body Meeting held at 16:00 on Monday 9th February 2025

Present

Claire Brooke-Wilson	**CBW**
Marie Cast	**MC**
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

Sophie Bloxam (Associate Member) Paul Tylor (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.

PART 1

#	Action Agreed
17. **Academisation** Working Party Report JS reported that the Working Party (WP) had met and drew attention to the papers on the Hub. The WP's Terms of Reference had been agreed and there had been discussions on the relevant risks, benefits and challenges. Options would be discussed next, with the aim of confirming a short list of suitable MATs that could be considered. Any decisions would have to be made by the full governing body. MC asked if local MATs were on the short list and AG said all were Surrey/Sutton based. SB said the final list to be brought to governors would have only four proposed MATs.	**Accountability**
18.	

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

This page is intentionally blank