



Hale Drive Mill Hill NW7 3ED Tel: 020 8959 2152
 Email: office@deansbrookinf.barnetmail.net Web: www.deansbrookinfants.co.uk
 Headteacher: Carole Catley

MINUTES OF THE FULL GOVERNING BODY MEETING OF DEANSBROOK INFANT SCHOOL, HELD AT THE SCHOOL ON TUESDAY 26TH NOVEMBER 2024 AT 6.30 PM

PRESENT:

Name	Governor Type	Other Information	Term of Office	Present/Apologies/ Absent
Julia Hutton-Squire (JH-S)	Co-opted	Chairman	03/04/2023-02/04/2027	Present
Nickolas Mailer (NM)	Co-opted		27/6/2023-26/06/2027	Present
Jade Cheung (JC)	Co-opted	Co-Vice Chairman	03/04/2023-02/04/2027	Present
Nicola Simon (JC)	Co-opted		03/04/2023-02/04/2027	Present
Judith Suissa (JS)	Co-opted		22/11/2022-21/11/2026	Present
Carole Catley (CC)	Staff	Headteacher	Ex-officio	Present
John Parnaby (JP)	Staff		25/01/2022-24/01/2026	Present
vacancy	Parent			
Ryan Hannan (RH)	Parent	Co-Vice Chairman	07/10/2021-06/10/2025	Present
Penka Georgieva Mihov (PGM)	Parent		07/11/2023-06/11/2027	Present
vacancy	Parent			
Ben Amoah (BA)	Parent		07/11/2023-06/11/2027	Apologies
Hugh Rayner (HR)	LA		28/02/2022-27/02/2026	Apologies
Caroline Winston	Clerk			In attendance

PART ONE

1. WELCOME & INTRODUCTIONS

- 1.1 Governors were welcomed to the meeting.

2. ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

- 2.1 Consent was recorded to apologies for absence submitted on behalf of Hugh Rayner and Ben Amoah.

3. DECLARATION OF PECUNIARY INTEREST, REGISTER OF BUSINESS INTERESTS AND ADOPTION OF CODE OF CONDUCT

- 3.1 No business or other interests were declared for this meeting.
 3.2 Governors were reminded to complete on GovernorHub the annual declaration form, and to click to confirm that they had read the updates to KCSIE 2024.
 3.3 The Code of Conduct was **ADOPTED**.

4. ELECTION OF CHAIR FOR THE ACADEMIC YEAR 2024-2025

- 4.1 Governors were reminded that Julia Hutton-Squire had indicated last year that it would be her last year as Chair.
 4.2 Nominations were invited for the position of Chair and Ryan Hannan was proposed and seconded. Upon a show of hands, it was **RESOLVED** that he be appointed Chair for the academic year 2024-2025.
 4.3 Thanks were recorded to Julia Hutton-Squire for everything she had done for the school during her time as Chair. The Headteacher said that she had been inspirational to work with.

5. ELECTION OF VICE CHAIR FOR THE ACADEMIC YEAR 2024-2025

- 5.1 Nominations were invited for the position of Vice Chair and Jade Cheung was proposed and seconded. Upon a show of hands, it was **RESOLVED** that she be appointed Vice Chair for the academic year 2024-2025.

6. MINUTES OF THE MEETING HELD ON 18TH JUNE 2024 AND MATTERS ARISING/ACTIONS

- 6.1 The Part I Minutes of the meeting held on 18th June 2024 were confirmed, initialled, and signed by the Chair.
- 6.2 Arising from the minutes:
- 6.3 Item 4.8 Research the benefits and process of academisation Judith Suissa had shared a document with governors about academisation.
- 6.4 The Headteacher reported that she had recently attended a meeting with Neil Marlow, Director of Education and Learning, to discuss the school's finances. During this meeting she had raised the option of academisation and what impact this could have. He had advised that there were no longer financial incentives from the DfE to academise, and therefore the costs of doing so would have to be covered by the school or potentially the Trust it was joining. She had asked what would happen with the school's deficit if they academised, but a definitive answer had not been provided. It was assumed that this debt would be taken on by the Trust and skimmed from the school's income for the following years.
- 6.5 The Headteacher and Julia Hutton-Squire would be attending a meeting with Paddy McGrath from Aim Academies Trust next week. This would be for a discussion about the Trust to ascertain what benefits there would be to the school should they wish to join.
- 6.6 The school was continuing to work with the LA on the management of their finances.
- 6.7 It was reported that there had not been any pressure on the school to date to academise. The meeting with Aim Academies Trust had arisen due to the changes within the SLT in the Junior School.
- 6.8 It was suggested that there be an extraordinary meeting of the governing body on Zoom following the meeting with Paddy McGrath.
- 6.9 Governors raised concerns about the lack of autonomy once you joined a Trust. Julia Hutton-Squire undertook to find out what the governance structure was of Aim Academies Trust.
- 6.10 Item 5.21 Find out the gender balance of the new Reception intake The Headteacher said that this was 50/50 so an even split this year.
- 6.11 Item 6.3 Chase LA for feedback on the deficit budget recovery plan This had been completed.
- 6.12 The Headteacher explained that the LA had been unable to approve the recovery plan submitted as this did not get the school out of its deficit within the three-year timeframe. She was continuing to work with the LA finance officer who was a specialist in debt recovery who had offered her assistance with this matter.
- 6.13 One potential revenue source would be the secondment of the Headteacher or Deputy Headteacher to support other schools.
- 6.14 Some further adjustments were required to the budget forecast and all financial planning was conservative.
- 6.15 A brief discussion ensued about how, longer term, some teaching salary costs could reduce if experienced staff members left the school and more ECTs were recruited.
- 6.16 Item 6.4 Seek further information on Safety Valve funding The Vice Chair reported that she had raised this at Schools Forum and the school did not qualify for this type of funding.
- 6.17 Item 8.1 Reword section three of the anti-bullying policy regarding transphobic bullying This had been completed.

Item	Action	Who?	Deadline
6.8	Organise an extraordinary meeting of the FGB to discuss academisation	JHS	Dec 2024
6.9	Find out what the governance structure was for AIM Academies Trust	JHS	Dec 2024

7. REPORT OF THE HEADTEACHER

- 7.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted.
- 7.2 Arising from the report:
- 7.3 Staffing Structure The structure was noted and the Headteacher highlighted that there were currently six classes and the Nursery.

- 7.4 Distribution of Languages Across the School It was noted that there were currently 27 languages across the school. The number of Romanian children had reduced slightly, and English had increased. There had been an increase in the number of children speaking Gujarati.
- 7.5 Inclusion It was reported that there were currently seven children on roll with an EHCP, with many others having evidence being prepared as they needed them.
- 7.6 Governors heard that there were five children on roll in Reception with complex needs and this was having an impact on staffing. These children were not yet accessing the curriculum but were learning basic skills that were appropriate to their needs.
- 7.7 Ofsted The Headteacher said that she was delighted with the recent Ofsted inspection report, which graded the school as Good with some Outstanding features. She recorded thanks to all staff, particularly the Deputy Headteacher, for working incredibly hard. She also recorded thanks to governors for their support and in response they thanked the SLT for their tremendous efforts leading up to and during the inspection.
- 7.8 The Headteacher said that prospective parents touring the school were mentioning the excellent report.
- 7.9 School Development Plan (SDP) The updated SDP priorities were listed within the Headteacher's report and were noted.
- 7.10 It was highlighted that the main focus this year would be the English curriculum and the EYFS.
- 7.11 School leaders researched several English schemes of work but had decided to design a school curriculum using the National Curriculum as the basis, ensuring that the pace and content was accurate and relevant to the children at the school.
- 7.12 EYFS was implementing interventions to support language skills and early writing and revising the Nursery curriculum to take into account the progress of children who stayed in the Nursery for more than three terms.
- 7.13 In addition to these, a new Barnet RE curriculum had also just been published and needed to be implemented in September 2025.
- 7.14 **ASKED** how long it would take to implement the new English curriculum, the Headteacher said that this would be by September 2025.
- 7.15 Staff had reviewed the current English curriculum and recognised the need to embed more basic skills in writing before moving on to more complex skills. The Headteacher said that the aim was for the children to be confident sentence writers.
- 7.16 **ASKED** whether there had been an opportunity to see what other schools were doing, it was confirmed that there had been, but the school was building a curriculum to suit the diversity of their own children.
- 7.17 **ASKED** about attendance currently being 92%, it was explained that this was due to the children having a number of winter bugs. The school was continuing its work on the strategies implemented to improve attendance.
- 7.18 The Headteacher said that if a child's attendance dropped below 90% then a letter was sent to the parents/carers.
- 7.19 Governors were reminded about the recent national changes to the attendance fixed penalty system.
- 7.20 **ASKED** whether breakfast club still supported better attendance, the Headteacher said that this was difficult to assess as uptake of breakfast club was now low. The soft start in school before the pandemic had definitely seen a positive impact as this helped punctuality. This had had to be stopped due to the 32-hour directive. The Headteacher said that she would like to look at the possibility of reintroducing this from September 2025.
- 7.21 School Life The school went through a staff restructure during the summer term 2024. The aim of the restructure had been to reduce the number of support staff across the school. A consultation took place proposing the reduction of nursery nurses, L3 TA's L2 TA's and MTS's (mealtime supervisors). Staff were offered voluntary redundancy and several accepted, negating the need for compulsory redundancies.
- 7.22 **ASKED** how staff were coping since the reduction in support staff numbers, the Headteacher said that the school was using agency staff to support children with an EHCP one-to-one support. This was a more financially viable option as there were no on-costs.
- 7.23 Roll The numbers on roll were noted.
- 7.24 **ASKED** about projected numbers for Reception next September, the Headteacher said that there would be 44 children on roll in Nursery by January, but it was not yet known how many would move to Reception.
- 7.25 The Headteacher said that she was currently doing regular tours of the school with prospective parents and was receiving positive feedback during these.
- 7.26 **ASKED** whether the school could contact local childcare and nurseries, it was confirmed that leaflets had been provided to them historically and this was certainly something which could be done again.
- 7.27 The Headteacher undertook to email a flyer to local nurseries.
- 7.28 It was also suggested that an open morning for prospective families be organised during December 2024.
- 7.29 Events and Activities The broad and varied list of events and activities was noted.
- 7.30 It was reported that the circus organised by the PTA had been a particular success. This would be organised again in 2026. The funds raised through this had been approximately £1,000.

- 7.31 The summer fair had been impacted by wet weather but still made a profit of £1,700 for the school.
- 7.32 Governors were informed that the Christmas fair would be taking place on Thursday 5th December straight after school. The fun day would then be held on Friday 6th December.
- 7.33 **ASKED** whether there would be another International Day, it was confirmed that this would usually be in the Spring term.
- 7.34 Lettings The school was continuing to have a welcome income from letting out the premises through Sharesy. There were now two long term lets who used the school on a weekly basis and it was used very regularly for one off events such as a birthday party.

Item	Action	Who?	Deadline
7.27	Email school flyer to local nurseries	HT	Dec 2024
7.28	Organise open morning for prospective families	HT	Dec 2024

8. REPORTS OF COMMITTEES

- 8.1 Curriculum, Attainment and Standards Committee The minutes of the meeting held on 22 October 2024, copies of which had been previously circulated, were received and noted.
- 8.2 Finance and Premises The minutes of the meeting held on 15 October 2024, copies of which had been previously circulated, were received and noted.
- 8.3 Pupil, Parents and Community The committee had not yet met this term.

9. UPDATE ON SAFEGUARDING

- 9.1 It was reported that there were currently two children on roll who had a Child Protection (CP) plan and one child who was a Child in Need (CIN).
- 9.2 The three DSLs in school were the Headteacher, Deputy Headteacher and Caroline Griffiths.
- 9.3 Staff continued to be vigilant, looking for causes of concern with the children.
- 9.4 CPOMS continued to be used for the logging of safeguarding matters.

10. ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP, TERMS OF REFERENCE AND LINK GOVERNOR ROLES

- 10.1 This was reviewed without changes.
- 10.2 It was reported that a parent governor election had been held this term to try to fill the two vacancies, but this had not been successful. A further election would be held at the start of the Spring term.

11. RATIFICATION OF POLICIES

- 11.1 There were no policies to review this term.

12. BELS DIRECTOR'S REPORT

- 12.1 The document was noted.

13. GOVERNOR SUPPORT AND DEVELOPMENT

- 13.1 The Vice Chair reported that she had recently attended Safer Recruitment Training.
- 13.2 Judith Suissa had attended training on the curriculum.
- 13.3 Governors were reminded to add any training they attended to their training record on their personal profiles on GovernorHub.

14. ANY OTHER BUSINESS

- 14.1 There was none.

15. ANNUAL MEETING SCHEDULE 2024-2025

- 15.1 The meeting schedule had been emailed to Governors and was available in the calendar on GovernorHub.

16. DATE OF NEXT MEETINGS

- 16.1 The dates of the next meetings were confirmed as:
- **Monday 24th February 2025 at 6.30 pm**
 - **Tuesday 17th June 2025 at 6.30 pm**

17. CONFIDENTIAL ITEMS

17.1 A discussion was held on confidential items, which were subject to separate confidential minutes.

Signed:.....
Chair of Governors

Date:.....