



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 17TH JUNE 2025 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	Apologies
Nicola Simon (JC)	Co-opted		03/04/2023-02/04/2027	Present
Judith Suissa (JS)	Co-opted		22/11/2022-21/11/2026	Apologies
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	Present
Hugh Rayner (HR)	LA		28/02/2022-27/02/2026	Present
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 Jade Cheung and Judith Suissa.

3. DECLARATION OF PECUNIARY INTEREST

- 3.1 No business or other interests were declared for this meeting.

4. MINUTES OF THE MEETING HELD ON 24TH FEBRUARY 2025 AND MATTERS ARISING/ACTIONS

- 4.1 The Part I Minutes of the meeting held on 24th February 2025 were confirmed, initialled, and signed by the Chair.
- 4.2 Arising from the minutes:
- 4.3 Item 11.1 Water Leak It was reported that, following thorough investigation, it had recently been established that the water leak was underneath the junior school playground. This had now been repaired, and the hole was to be filled in the summer break.
- 4.4 Governors heard that the school would have to contribute half the bill for the digging up of the school drive when the leak was being investigated. It was also not yet clear how much the leak would impact on the school's next water bill, so this had not yet been included within the budget forecast.
- 4.5 **ASKED** whether insurance would cover any of these costs, it was confirmed that it would not.

5. REPORT OF THE HEADTEACHER

- 5.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted.
- 5.2 Arising from the report:
- 5.3 SEND The Headteacher reported that five children were now using The Nest classroom.
- 5.4 Due to some challenging behaviour in this setting, the LA had been notified that one child was at risk of exclusion.
- 5.5 Subsequently, they had begun providing some focussed support from a member of staff from the ARP at Queenswell School. She was coming into school every Tuesday to support staff with behaviour in the setting. They had been provided with six sessions and currently had four sessions remaining.
- 5.6 **ASKED** how much this support was costing the school, the Headteacher was pleased to report that they were not being charged for this.
- 5.7 It was reported that staff in The Nest were already seeing a positive impact from the advice, which was having a calming effect on the children. The Headteacher said that the skills these members of staff were learning had given them more confidence and could be shared with the rest of the staff in school.
- 5.8 The Headteacher said that she would be reporting back to the LA on how useful this support had been.
- 5.9 A Governor suggested recording these strategies in writing so that they could continue to be used should the members of staff leave the school.
- 5.10 Pupil Premium The information was noted.
- 5.11 The Headteacher added that the threshold was changing for families to be eligible for FSM, but this would not impact on PP children.
- 5.12 School Development Plan (SDP) The document had been reviewed and updated and the Headteacher explained that the green items were completed. She said that staff had worked hard to achieve the ambitious targets set.
- 5.13 It was highlighted that the new approach to writing called 'Im a Clever Writer' would be introduced throughout the school from September.
- 5.14 **ASKED** what the Headteacher felt were some of the highlights achieved in the SDP this year, she said that the new writing scheme, new school website, and the new behaviour strategies were particular highlights.
- 5.15 **ASKED** how difficult it had been to embed the new behaviour strategies, the Headteacher said that these had been clearly seen during classroom observations. It had been recognised that teachers were already using the methods throughout the school.
- 5.16 A brief overview was provided on some of the methods and it was suggested that these be communicated to parents.
- 5.17 The Headteacher provided an overview of some work introduced in Reception called Squiggle While You Wiggle.
- 5.18 **ASKED** whether information about this had been shared with parents, the Headteacher undertook to find out whether this had gone onto Tapestry.
- 5.19 Behaviour The Headteacher highlighted that behaviour continued to be a strength of the school and behaviour strategies had been updated again recently to ensure that they were used consistently in all classes. More serious behaviour incidents were now being recorded on the CPOMS system so that there was a clear record of any behaviour issues of individual children.
- 5.20 GDPR It was reported that there had been no breaches of GDPR during the spring term 2025.
- 5.21 The school had recently invested in a new DPO (Data Protection Officer) through their IT provider Inspire IT. The Headteacher said that his name was John Moorhouse and he had met with her and the school business manager to carry out an audit of the school's DP procedures.
- 5.22 Roll The Headteacher was pleased to report that 60 places had been confirmed for Reception in September. This could change slightly during the summer break.
- 5.23 Staffing The Headteacher highlighted:
- Ms Gajperia (Green Class) started her maternity leave on May 23rd
 - Mrs Syeed was covering Green Class until the end of the summer term
 - The teacher training student, Miss Katcha, successfully applied and has been appointed as a class teacher on a one-year fixed term contract from September 2025.
- 5.24 Summer Fair It was highlighted that the summer fair would be taking place on Saturday 5th July.

6. REPORTS OF COMMITTEES

- 6.1 Curriculum, Attainment and Standards Committee The minutes of the meeting held on 12th May 2025, copies of which had been previously circulated, were received and noted.
- 6.2 **ASKED** whether there were currently any LAC on roll, it was reported that there was not.
- 6.3 Finance and Premises The minutes of the meeting were not yet available.

- 6.4 Pupil, Parents and Community The minutes of the meeting held on 5th June 2025, copies of which had been previously circulated, were received and noted.
- 6.5 **ASKED** whether there had been any progress with the request that the school council made to have raisins as a pudding choice at lunch, the Headteacher said that this was only possible in Years 1 and 2. The caterers had advised that raisins were deemed a choking risk for Reception children.
- 6.6 The Headteacher reminded governors that another request the school council had made had been for chicken drumsticks for lunch and this was being provided the following day as an option.

7. UPDATE ON SAFEGUARDING

- 7.1 The Headteacher reported that there were currently:
- 2 children on roll with a CP plan
 - 2 CIN on roll
 - 1 child on early help
- 7.2 A brief overview was provided on the types of concerns that lead to families being placed in these categories.
- 7.3 The importance of maintaining open lines of communication with the families was emphasised.

8. RATIFICATION OF POLICIES

- 8.1 There were none.

9. FEEDBACK FROM SRMA MEETING

- 9.1 The SRMA visit report had been shared on GovernorHub for information.
- 9.2 Governors were reminded that Jo Salter had been working with the school since April 2025 due to their deficit budget.
- 9.3 It was reported that, at the end of the financial year 2024-2025, the school's budget was in a deficit of £212,000. In the new budget for 2025-2026 the year-end forecast was £325,000.
- 9.4 The finance committee had analysed the deficit in detail, and it correlated with the rising costs related to salary increases for both teachers and support staff, utilities, redundancies, pensions and the cost of running the new specialist provision in The Nest.
- 9.5 The Headteacher said that Jo Salter had acknowledged that the school had already been running an extremely tight budget. Much of what had been suggested as a way of cost saving had already been done in school.
- 9.6 She had also reviewed the school in terms of its benchmarking with other similar schools. Their staffing costs were slightly higher than those schools.
- 9.7 A brief discussion ensued about the process should a decision eventually be made to convert to a two-form entry school. The Headteacher explained that this would require a full consultation process.

MOTION OF CONFIDENTIALITY

It was resolved that, because of its nature, the business to be discussed be treated as confidential and not for publication.

(Part I resumed)

10. BUDGET 2025-2026 RATIFICATION

- 10.1 The Headteacher said that the budget needed to be submitted to the LA as soon as possible, along with the recovery plan.
- 10.2 The finance committee would review the SRMA report and also the recovery plan once it was available.
- 10.3 Governors were reminded that the recovery plan was a working document which would be updated throughout the year.
- 10.4 A virtual meeting of the finance committee would be held on Monday 23rd June at 2.30pm.

11. FEEDBACK FROM GOVERNORS ON LEARNING WALKS WITH SUBJECT LEADERS

- 11.1 This had already been completed at committee level.

12. BELS DIRECTOR'S REPORT

- 12.1 The document was noted.

13. GOVERNOR SUPPORT AND DEVELOPMENT

- 13.1 The Chair undertook to book some financial management training for himself.
- 13.2 Governors were encouraged to complete the safeguarding training.

13.3 Governors were reminded to log any training they attended on their personal training profile on GovernorHub.

14. ANY OTHER BUSINESS

- 14.1 Governing Body Membership It was reported that there were currently two parent governor vacancies on the governing body for which a further election would be held at the end of September once the new children were settled into school.
- 14.2 It was highlighted that the Chair's term of office would also be coming to an end in October. He would not be eligible to stand in the next election as he no longer had a child attending the school.
- 14.3 Nikki Simon suggested that she step down as Co-opted governor as she could continue to attend meetings in her role as Deputy Headteacher.
- 14.4 It was proposed that Ryan Hannan become a Co-opted governor with effect from 7th October 2025 and this was **AGREED** by the Governing Body.
- 14.5 It was suggested that Nikki Simon be appointed an Associate Member of the governing body with effect from 7th October 2025 which would mean that she still had voting rights at committee level. This was **APPROVED** by the Governing Body.
- 14.6 A brief discussion ensued about potentially reducing the number of parent governors in the constitution and increasing the number of co-opted positions by one. It was suggested that reconstitution be added as an agenda item for the next meeting.

Item	Action	Who?	Deadline
14.6	Add reconstitution to the next agenda	Clerk	Nov 2025

15. ANNUAL MEETING SCHEDULE 2025-2026

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

16. DATE OF NEXT MEETING

- 16.1 The dates of the next meetings were confirmed as:
- **Monday 24th November 2025 at 6.30 pm**
 - **Tuesday 24th February 2026 at 6.30 pm**
 - **Tuesday 16th June 2026 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:.....