



Deansbrook Infant School

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 18TH JUNE 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	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 There were no apologies.

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

3.1 None of the Governors present declared a pecuniary interest in the business to be discussed.

4. MINUTES OF THE MEETING HELD ON 26TH FEBRUARY 2024 AND MATTERS ARISING/ACTIONS

4.1 The Part I Minutes of the meeting held on 26th February 2024 were confirmed, initialled, and signed by the Chair.

4.2 Arising from the minutes:

4.3 Item 4.4 Share information on school website about developments following the inspection The Headteacher reported that the school development plan had been published on the school website and the school priorities were regularly updated.

4.4 Item 4.17 Governor recruitment **ASKED** whether there had been any progress with recruiting governors from the Romanian community, it was reported that there were now two parent governor vacancies for which an election would be held in September.

4.5 It was suggested that the Headteacher include an additional letter with the nomination papers which were sent out, including more detailed information on the role of the parent governor.

4.6 A discussion ensued about the accessibility of election paperwork for parents for whom English was not their first language.

- 4.7 An overview of the role would also be provided at the curriculum meetings held for parents at the start of the academic year. It was suggested that the current parent governors tried to attend these meetings to explain their roles.
- 4.8 Item 6.6 Research the benefits and processes of academisation This action was pending.

Item	Action	Who?	Deadline
4.8	Research the benefits and process of academisation	JHS & JS	October 2024

Ben Amoah left the meeting at this point.

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 Achievement and Progress A full overview of EYFS and KS1 data had been included within the report and this was noted.
- 5.4 The Headteacher highlighted the pleasing phonics outcomes, where 82% of children were making good progress in reading.
- 5.5 The outcomes of Year 2 were highlighted and the Headteacher explained that, although the cohort were not as strong as the previous year, they were working in line with the national data.
- 5.6 Year 1 were working broadly in line with the national data.
- 5.7 **ASKED** whether these outcomes were cohort specific, this was confirmed.
- 5.8 The curriculum committee had recently discussed in detail the maths interventions that were taking place.
- 5.9 The Headteacher said that the outcome of the phonics screening test this academic year was likely to be higher than the national average.
- 5.10 Quality of Teaching The school had continued to be supported through regular visits from Alison Poyiadiis (LNI). In February 2024 she had carried out a learning walk in the EYFS with the Headteacher.
- 5.11 During Alison's visits in March, subject leaders had worked with her individually to support them to talk confidently about their subjects and explain coherently the progression of learning from Nursery to Year 2.
- 5.12 **ASKED** about the lower-than-average number of children with EHCPs on roll, Governors were reminded that it often took a lengthy amount of time to gather evidence and apply for an EHCP when children joined the school and were identified with having additional needs.
- 5.13 The Headteacher said that there was currently four EHCP applications in process and once these were approved this would mean that the school had a higher-than-average number of children on roll with an EHCP.
- 5.14 School Development Plan The report was noted.
- 5.15 School Website The Headteacher and Laura Storey had met with the school website provider to start planning a brand-new website for the school. Initial plans were already in place and the next meeting would be on Monday 24th June. Ben Amoah was joining the working party to represent the Governing Body. Any current content could be transferred to the new website and the school had chosen a package that included photographs, which would be taken at the school. It was hoped that the new website would be ready for September.
- 5.16 **ASKED** about the cost of this, the Headteacher said that this would be £1600. This included the company sending a photographer into school to take the photographs. Annual maintenance of the website would be £300. Governors were reassured that this provider was used by many local schools and was therefore a reputable company.
- 5.17 Attendance The data was noted and the Headteacher said that whole school attendance was on the cusp at 94%.
- 5.18 During the recent inspection Ofsted had praised the school's efforts in promoting good attendance and acknowledged that they were doing everything they possible could.
- 5.19 School Roll It was noted that there were currently 237 children on roll, with four spaces available in Year 2.
- 5.20 The Headteacher reported that, currently there were 58 children who had been offered a place at the school in September. 56 of these children had accepted their places. 37 were from the Nursery.
- 5.21 **ASKED** about the gender balance of the new intake, the Headteacher undertook to find out this information.
- 5.22 Enrichment Activities Governors noted the broad range of events and activities organised for the children in the summer term and a brief discussion ensued about the impact these had on them.
- 5.23 It was highlighted that the Summer Fair would be taking place on 6th July 2024.

- 5.24 Premises It was noted that the dry rot situation in red class had been resolved during the Easter break. The LA had arranged for the classroom wall to be repaired, floor relayed and a new sink unit installed. The room was decorated internally. The work also involved levelling the pathway between red class and the nursery and some additional drain work. It had all been completed within 10 days and the room was currently being used for the sensory circuit provision for SEND children.
- 5.25 Lettings The Headteacher reported that a door had been damaged during a recent letting and the LA had therefore suggested that the lettings fee for use of the premises be increased by 10% to cover borough insurance. If a user had their own liability insurance, then the additional 10% could be removed.
- 5.26 The list of regular lettings was noted and the Headteacher said that lettings contributed over £6,000 revenue during the financial year 2023-2024, with a predicted income of £10,000 for 2024-2025.
- 5.27 **ASKED** about the Nepalese school using the premises every Sunday, the Headteacher said that this was run by a parent and had sixty children attending from across London.

Item	Action	Who?	Deadline
5.21	Find out the gender balance of the new Reception intake	HT	October 2024

6. REPORTS OF COMMITTEES

- 6.1 Curriculum, Attainment and Standards The minutes of the meeting held on 7th May 2024, copies of which had been previously circulated, were received and noted.
- 6.2 Finance and Premises The minutes of the meeting recently held, copies of which had been previously circulated, were received and noted.
- 6.3 It was highlighted that a deficit budget had been set for 2024-2025 and the proposed recovery plan had been submitted to the LA for feedback, but the school was yet to receive a response. The committee had approved the budget subject to the LA's approval and the Headteacher undertook to chase this.
- 6.4 A Governor said that she had heard about a conditional pot of money available to schools called Safety Valve funding and the Headteacher undertook to investigate this.
- 6.5 Pupil, Parents and Community The minutes of the meeting held on 6th June 2024, copies of which had been previously circulated, were received and noted.

Item	Action	Who?	Deadline
6.3	Chase LA for feedback on the deficit budget recovery plan	HT	June 2024
6.4	Seek further information on Safety Valve funding	HT	June 2024

7. UPDATE ON SAFEGUARDING

- 7.1 This had been reported in the Headteacher's report and there were no further updates.

8. RATIFICATION OF POLICIES

- 8.1 Anti-Bullying Policy A Governor highlighted under section three the wording around transphobic bullying and some suggestions were provided of how this could be re-worded. The Headteacher undertook to liaise with Judith Suissa to amend this slightly. Subject to these changes the policy was **RATIFIED**.
- 8.2 Data Protection Policy After full consideration the policy was **RATIFIED**.
- 8.3 Intimate Care Policy After full consideration the policy was **RATIFIED**.
- 8.4 First Aid Policy After full consideration the policy was **RATIFIED**.

Item	Action	Who?	Deadline
8.1	Reword section three of the anti-bullying policy regarding transphobic bullying	HT & JS	June 2024

Penka Georgieva Mihov joined the meeting at this point.

9. BELS DIRECTOR'S REPORT

- 9.1 The document was noted.
- 9.2 The Chair reminded Governors to access the BELS governor training programme.
- 9.3 The Governance Effectiveness Audit would be completed in a group immediately after this meeting.
- 9.4 Link Governors were encouraged to respond to the safeguarding consultation outlined within the report.

- 9.5 **ASKED** whether there had been any incidents in school as a result of the current Israeli-Palestinian conflict, the Headteacher said that there had not been.
- 9.6 **ASKED** whether there were currently any Ukranian children on roll, it was reported that there was not.
- 9.7 The Chair reported that there had been a presentation on amalgamation, federation, academisation and partnerships at the recent meeting for Chairs and Vice Chairs. The LA were offering a consultancy service in schools should they require if they were to consider making this type of change.

10. GOVERNOR SUPPORT AND DEVELOPMENT

- 10.1 The Governor Support and Development programme was commended to Governors.
- 10.2 It was suggested that someone complete the Finance training due to the current challenges with the budget and Jade Cheung undertook to do this. She also undertook to update the governing body with information from the Schools Forum meetings she now attended.
- 10.3 Governors were reminded to ensure that their safeguarding training was current.

11. ANY OTHER BUSINESS

- 11.1 There was none.

12. ANNUAL MEETING SCHEDULE 2024-2025

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

13. DATE OF NEXT MEETING

- 13.1 The date of the next meeting was confirmed as:
- **Tuesday 26th November 2024 at 6.30 pm**

14. CONFIDENTIAL ITEMS

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

Signed:.....
Chair of Governors

Date:.....