

MINUTES OF MEETING



School: Woodthorpe Infant School
Meeting title: Spring term meeting of the governing body
Date and time: Tuesday 24th February 2026 at 6:00pm
Location: At the School

'A' denotes absence

A Mrs S M Jacques
 Mrs E Bowler (Headteacher)
 A Miss K Collins
 Mrs L Kay
 Mrs K Bradley
 Mrs T Mitchell
 Mr A Lau – joined virtually via Teams
 Mr Shepherd (Chair)
 Mrs Green

In attendance Jenny Kirkwood (Clerk to the governors)

- | GB/01/26 | Apologies for Absence | Action |
|-----------------|---|---------------|
| | Mr Shepherd formally welcomed all members of the Governing Body to the meeting.
Apologies for absence had been received from Mrs Jacques.
Mr Lau had joined the meeting virtually via Teams.
The Governing Body unanimously consented to Mrs Jacques' absence.
Miss Collins was absent and had not sent apologies. | |
| GB/02/26 | Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda. | |
| GB/03/26 | Review of Membership and Terms of Office Ending in the Next 12 Months
The Clerk reported that there was one co-opted governor vacancy. It was noted that there were no terms of office due to end within the next twelve months.
Mrs Bradley commented that she had spoken to an individual who worked for a Trust, had previously been a teacher and was now an advisor. The individual also had a child with additional needs and was considering taking up a governing position at some point; however, the current time was not suitable for them.
It was agreed that the Governing Body was not in a rush to fill the vacancy. | |
| GB/04/26 | Approval of minutes of Autumn term meeting and any additional special governing body meetings

The minutes of the Autumn term meeting held on Tuesday 7th October 2025 , having been previously circulated were confirmed as a true record and were signed by the Chair. | |

Review of actions:

GB/31/25 – GDPR and SEND visits had been conducted. Mrs Bowler confirmed that the reports had since been completed and submitted.

Mrs Bowler confirmed that all other outstanding actions had been completed.

GB/05/26

FGB accountability - receipt of minutes and approval of policies from committees and working parties

Minutes of Curriculum and Pupils Committee Meeting and the Finance and General Purposes Committee meeting were available to view on Governor hub.

There were no actions from either of the Committee Meeting.

Approval of policies

Governors approved the following policies at the C&P Meeting on 27th January 2026:

- Administering Medicine
- Allergen & Anaphylaxis
- Assessment
- Attendance
- Attendance Management – guidance & toolkit
- Attendance Management Procedure
- Child on Child Abuse
- Children Missing in Education
- Collective Worship
- Curriculum
- First Aid
- OPAL Play
- OPAL Guidance
- Personal & Intimate Care
- Premises Management
- Prevent Action Plan
- Relationships & Health Education
- Remote Education
- Supporting Pupils with Medical Conditions
- Suspension & Exclusion

Governors **ratified** the approval of the policies.

The following policies were approved at the F&P meeting on 17th November 2025:

The following policies have been approved:

- Accessibility
- Anti-bullying
- Appraisal – policy & guidance
- Charging & Remissions
- Children with Health Needs who can't Attend School
- Code of Conduct
- Cyber Response Plan
- Equality – objectives & policy
- Flexible Working

- Freedom of Information
- Governor – allowances, behaviour, code of conduct, induction, visits
- Lettings
- Mental Health & Wellbeing
- Complaints – policy & procedure
- Pay – guidance, policy & toolkit
- Photography
- Recruitment & Selection
- School Uniform
- Searching, Screening & Confiscation
- Social Media
- Staff Induction
- Use of Reasonable Force
- Visits – policy & guidance
- Whistleblowing
- Young Carers

Governors **ratified** the approval of the policies.

Governors also approved the following:

- SEND report
- Finance Policy

Mrs Bowler reported that all policies for the year were therefore approved.

GB/06/26

Report from training co-ordinator including review of governor training audit and training requirements for 2026/2027

Mrs Bowler reported that Safeguarding and GDPR training remained outstanding for completion by Mrs Bradley.

KB

Governors were reminded that the *Prevent* training module on GovernorHub was required to be completed by all members.

All Govs

Training sessions for the Full Governing Body and Cyber Security were scheduled to take place in May.

All Govs

Q: Governors asked whether any action was required in relation to *Martyn's Law*.

A: It was reported that the *Check and Notify* training, which includes a virtual tour of a building to identify potential issues, was relevant to this requirement. Actions related to counter-terrorism training had been completed by all staff. The link to this training had been circulated to governors, who were invited to complete it, however it wasn't a statutory requirement.

Safeguarding mandatory training was noted as a continuing requirement for all governors.

Mr Shepherd reported that he was planning to undertake School Governor Finance training so support his position as Chair of Finance.

GB/07/26

Holding executive leaders to account:

Mrs Bowler had shared the Headteacher's Report ahead of the meeting, and it had also been made available on GovernorHub. The following points were highlighted and discussed:

- **Pupil numbers:** For F2 in September 2026, there were projected to be 57 children as first-choice applicants and 70 as second choice. There was a waiting list of 13 pupils

for the current F2 cohort. It was noted that it was looking positive that the 60 places would be full.

- **Pupil progress:** was covered in depth at the Curriculum and Standards Committee.
- **Attendance:** Attendance stood at 97.1%, which was higher than this time last year. Comparative reports showed the school's attendance was higher than that of other schools, and other settings continued to visit and contact for support. Attendance was embedded as part of the school culture.
- **Personal Development:** Work continued on teaching pupils about protected characteristics.
- **Behaviour:** Behaviour continued to be good.
- **Exclusions:** There had been no exclusions.
- **HLN:** There were 5 High Level Needs pupils. This additional funding was helping the budget. Three pupils were in F2; hours for staff had been increased. There was one pupil in Year 1 and one in Year 2.
- **Needs profile:** Communication and interaction remained the most significant area of need, with many autistic traits identified.
- **Staff absence:** Compared to last year, staff absence had increased but remained stable overall. Midday supervisor numbers were lower due to two members of staff having undergone surgery and one maternity leave.

Q: Should maternity leave sit as absence?

A: It is recommended, although it was acknowledged that it appeared unusual.

Governors suggested this be removed from future figures as including it could mask other issues.

Mrs Bowler added that teacher absence continued to remain low for the school which acts as an indication that the staff are happy within their roles.

- **Appraisals:** Teacher appraisals had taken place in October, and mid-year reviews were now underway. Mrs Bowler and Mrs Mitchell undertook these reviews.
- **Whizkids staffing:** Isabel Davidson, currently working in Whizkids and starting a PGCE in June, would be finishing at Easter. Four people had applied for the position, two had been shortlisted, and interviews were scheduled for the following week.
- **Safeguarding:** There was currently no pupils in receipt of social worker involvement.
- **School Improvement Plan:** This had been reviewed at Committee level.
- **Quality of teaching:** Teaching continued to be judged as good.
- **Drawing Club:** This initiative continued to operate successfully.
- **EAL:** English as an Additional Language had previously been identified as an area requiring improvement. The school was capturing data at admissions, assessing pupils termly, and ensuring staff had support strategies and adaptations in place.
- **School partnerships:** Last term, the school had made approximately **£9,500** profit from Whizkids.

Q: This is higher than last year?

A: Historically, Whizkids had been staffed with three staff every morning and three staff Monday–Thursday evenings, with two on Fridays. Due to absence and staffing pressures, the school had trialled having only two staff members in the morning, which worked well. Three staff continued to be used in the afternoons Monday–Thursday due to higher numbers, with two on Fridays. Attendance had increased with pupils reporting that they enjoyed attending and often wanted to come even when childcare was not required.

Governors felt uneasy about generating £9,000 profit from ASC while many ASC provisions were struggling financially.

A: The DfE had contacted the school regarding wraparound provision and what schools could offer. The school confirmed it could not feasibly offer the free places requested by government for 8:30 am starts. Income from ASC was helping to maintain the school budget. Fees were in line with other local providers. Adult interaction was high quality, all staff were fully trained, and resources were excellent. Governors commended the provision, noting that many parents chose to send their children because of its quality.

- **Community events:** A range of community events had taken place, as detailed in the report.
- **Lettings:** During October half-term, the school had been let to Rattle and Roll at £100 per day, generating £1,000 for the fortnight.

Q: Will this provision continue?

A: The school hoped so, although the building had not been left as expected on one occasion. The provider had run four days during February half-term. For Easter, eight possible dates were being considered depending on building work. Numbers attending were strong. A governor noted that children from other schools also attended these sessions.

Budget

- The budget reforecast carried out on 11 November 2025 showed a surplus of **£119,214**. This was due to:
 - a) changes in staffing, including appointing a teacher on the main scale to cover maternity leave
 - b) additional HLN and AFN funding
 - c) reduced spending on UIFSM due to actual numbers
 - d) income from holiday club lettings.
- The budget for 2026/27 showed an estimated surplus of **£103,565**, and the budget for 2027/28 showed an estimated surplus of **£53,490**.
- The next budget-setting meeting was scheduled for **4 March 2026**.

Governors thanked Mrs Bowler for her comprehensive report.

GB/08/26

Overseeing Financial Performance

The Governing Body considered a number of items relating to the school's financial performance.

- School Budget: It was noted that the budget meeting was scheduled for 4 March, after which the budget would be presented to the Finance and Personnel (F&P) Committee. **F&P**
- Schools Financial Value Standard (SFVS) 2025/2026: The SFVS for 2025/2026 was **formally approved**. **F&P**
- Year-End Re-Forecast: The year-end re-forecast would be reviewed by the F&P Committee following the budget meeting.
- Services for Schools – Buy Back of NCC Services: Governors agreed to continue with the current services as previously purchased.

GB/09/26

Update on Appraisal Process for the Headteacher and Staff, Including Wellbeing

It was noted that the information relating to the appraisal process and staff wellbeing had been included within the Headteacher's Report.

The Headteacher's appraisal review was scheduled to take place on **16 March 2026**.

With regard to staff wellbeing, Mrs Bowler reported that although a termly staff meeting slot was allocated for wellbeing, the school aimed to maintain an open-door culture, encouraging staff to raise issues as they arose rather than waiting for set meetings. She explained that she promoted an environment where concerns were addressed promptly, fostering a supportive and settled atmosphere. Informal acts, such as bringing cakes into school, also helped contribute to a positive environment.

A governor commented that staff absence remained low, which was a positive indicator of staff wellbeing.

GB/10/26

Safeguarding Update

The Governing Body received an update on safeguarding.

- Mrs Kay carried out a safeguarding monitoring visit once every term. The next visit was scheduled for Friday 6 March.

- All staff had completed their annual safeguarding refresher training.
- Safeguarding continued to remain a standing item on the agenda at both staff meetings and Curriculum & Performance (C&P) Committee meetings.

GB/11/26

Child Protection and Safeguarding Recording and Reporting Systems (CP Confidential File Audit)

The Spring Term confidential file audit was scheduled to take place on 6 March, during which the Child Protection and Safeguarding recording and reporting systems would be reviewed.

GB/12/26

Corporate Directors' reports

School Attendance Update – Nottinghamshire

Post-pandemic, both overall and persistent absence rates rose sharply nationally and locally. Nottinghamshire's rates are slowly improving but remain above pre-pandemic levels. In 2024/25, overall absence was 6.4% (~2.51M sessions), authorised absence 4.2%, with 18,253 persistent absentees and 2,514 severe cases (~2.3%). Live data for Dec 2025 shows severe absence at 1.6%. The government is introducing Attendance Baseline Improvement Expectations (ABIE)—minimum improvement targets tailored to each school—piloting in 2025/26 and rolling out in 2026/27. Schools can track ABIE via DfE's View Your Education Data (VYED) platform, which also provides benchmarking and similar-school comparisons. Local authorities must hold Targeting Support Meetings to agree plans for severely/persistently absent pupils. Nottinghamshire began these in 2024/25 but uptake needs improvement.

Additional support includes the RISE Attendance and Behaviour Hubs, and a new DfE attendance campaign promoting school's social and emotional benefits through local stories and health advice.

Actions for governors

- Governors to familiarise themselves with the Attendance Baseline Improvement Expectations (ABIE) for their school and what actions are being taken to achieve the target
- Governors to check that their schools have access the Targeting Support meeting with a member of the Education and Attendance Team within the local authority.
- Consider with Senior leaders whether your school would benefit from the support available through the RISE Attendance and Behaviour Hubs programme.

Governors noted the Corporate Directors Report.

GB/13/26

Communication

From chair – Nothing from the Chair

From Headteacher

Mrs Bowler provided an update on operational matters within the school.

- **Website:** A new school website was required as the current system was outdated and approaching shutdown. Work was progressing, and the new site was expected to be in place for the summer term. The cost had been reduced as the school had no alternative but to transition to a new system.
- **Drainage:** A message had been shared with parents on Dojo regarding ongoing drainage issues. VIAEM had attended on 22 January but had been unable to identify the cause. They were scheduled to return the following week, and it was hoped the issue would be resolved.
- **Martyn's Law:** A red folder containing templates relating to fire evacuation, bomb threats, invacuation, and lockdown procedures had been prepared. Mrs Mitchell shared this folder with governors.

Q: Are these documents available for after-school staff and lettings?

A: Yes, these would be put in place for both.

- **Communication Between HT and Governors:** Consideration was given to whether there might be a more efficient way to share information between the Headteacher and the Governing Body. Mrs Bowler added that this point was discussed in her appraisal and asked that governors give this some thought. **All Govs**

See Confidential items

From clerk - Governor Newsletter first spring term edition

The Clerk gave a brief overview of the Governor Newsletter and advised that the fuller synopsis would be added to the minutes.

Governors' Newsletter – Spring term (1) 2026

ACTION FOR GOVERNORS:

Admissions Updates - Community and voluntary controlled schools will receive notification in the spring term confirming that NCC has determined the admission arrangements for 2027-2028 and governors must ensure this is noted and the school website updated. Own admission authority schools must determine their admission arrangements by 28 February. See article for further details.

Keeping Children Safe in Education Updates - Child Protection/Confidential Files Audit Tool are being refreshed, ready for rollout in early 2026. The updated version will reflect the latest expectations under KCSIE 2025, Working Together 2023, and UK GDPR.

HR Updates – Information on how to support a headteacher who is absent. Key actions for Chairs include notifying HR and Payroll promptly, enabling access to support services including Occupational Health, and holding regular welfare meetings. See article for further details.

Nottinghamshire Governor Conference – Shaping Inclusive Education Together, Friday 6th March 2026 at Eastwood Hall. See article from Em-Ed for information on speakers and how to book a place.

ARTICLES FOR GOVERNORS' INFORMATION:

- Curriculum Assessment and Review
- NCC's Education Improvement Service
- New Governors – what is needed and induction guidance
- School Complaints – new toolkit available
- East Midlands Education Support Service (Em-Ed) – training updates
- Understanding Equality Duties
- Publishing Governance Data
- Role of the Chair – how to build and lead an effective team
- Governor Monitoring Visits – recording on GovernorHub
- DfE Updated Guidance and Regulations
- National Updates
- Celebrating Governance – long service awards
- Message from the Chair of the Nottinghamshire Association of Governors
- Governor Termly Briefings – please access at a time that suits you
- Changes to NCC Early Help Service.

GB/14/26

General Data Protection Regulations (GDPR)

Mrs Bowler provided an update on GDPR compliance and activity for the term.

- **FOI Requests and Data Breaches:**
There had been no Freedom of Information (FOI) requests received.
One data breach had occurred involving a photograph of a child posted on Dojo. The

parent had been notified immediately, and the photograph was removed without delay.

- **Audit and Register Updates:**

The Data Protection and Cyber Security audits had been completed during the term.

- **Training:**

Staff training on GDPR requirements had been completed.

Two governors still had outstanding training, and the Headteacher was following this up to ensure it was completed.

The Governing Body reviewed and confirmed the following appointments:

- **Data Protection Officer (DPO):** Mrs Mitchell
- **Senior Information and Risk Owner (SIRO):** Mrs Bowler
- **GDPR Link Governor:** Mr Andy Lau

GB/15/26

Review of all recent governor monitoring visit reports in line with the 2025 Ofsted inspection framework (Safeguarding, SEND, PP and LAC plus link governors to School Improvement Priorities).

The Governing Body reviewed all recent governor monitoring visit reports. All completed visits had been logged on GovernorHub.

Feedback and Key Areas of Learning

The following monitoring visits had taken place:

- Mrs Bradley – OPAL
- Mrs Jacques – Curriculum, including phonics and the Maths Evening
- Mrs Green – Pupil Premium (PP)
- Mrs Kay – Safeguarding and Health & Safety

Key findings and areas of learning had been documented in the individual reports on GovernorHub. Governors noted the positive engagement across the visits and the alignment with School Improvement Priorities.

Governors agreed that maintaining the current cycle of visits helped provide strong assurance against Ofsted inspection expectations.

Link Governor Visit Schedule – Outstanding Visits

The following link governor visits were still required:

- Mr Lau – SEND, GDPR, and DEIB
- Miss Collins – Curriculum
- Mrs Jacques – Maths
- Mrs Bradley – SEMH

Governors noted these outstanding visits and agreed that they would be scheduled during the Spring and Summer Terms to ensure full coverage of the monitoring programme.

GB/16/26

Evidence of governing body impact on school improvement

- Held leaders to account through questioning and monitoring (attendance, behaviour, SEND, HLN, EAL, curriculum).
- Ensured safeguarding compliance through visits, audits and training oversight.
- Strengthened financial oversight by reviewing budgets, approving SFVS and monitoring income streams.
- Supported staffing decisions, wellbeing and appraisal processes.
- Improved compliance in GDPR and data security through audits, training and appointed roles.

- Enabled curriculum and school improvement through link governor visits aligned to Ofsted 2025 framework.
- Supported operational improvements (website upgrade, drainage, wraparound care decisions).

GB/17/27

Review of how the governing body has held the school's leaders to account.

- Asked probing questions on attendance, behaviour, pupil numbers, HLN needs, EAL progress and staff absence.
- Challenged leaders on safeguarding practice, audits, monitoring and staff training completion.
- Questioned leaders on curriculum delivery, teacher workload, appraisal processes and staffing capacity.
- Challenged SEND provision, Foundation Stage needs and impact of staffing adjustments.
- Considered and scrutinised HR decisions, including flexible working and leave requests.
- Reviewed governor monitoring reports to verify leaders' self-evaluation against Ofsted priorities.

GB/18/26

What have the governing body been doing?

Monitoring visits as detailed above.

GB/19/26

Confirmation of dates for 2025/26Summer - Tuesday 2nd June 2026 – 6.00pm**Dates 2026-27**

- Autumn - Tuesday 6th October 2026 – 6.00pm
- Spring - Tuesday 23rd February 2027 – 6.00pm
- Summer - Tuesday 8th June 2027 – 6.00pm

GB/20/26

Determination of confidentiality of business

Governors

ResolvedParts of items **GB/07/26** and **GB/13/26** be confidential

All other papers will be available on request.

The meeting closed at 7.20pmSigned (chair) Date2nd June 2026.....