

**School:** Woodthorpe Infant School  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Tuesday 7<sup>th</sup> October 2025 at 6:00pm  
**Location:** At the School

'A' denotes absence

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

**In attendance** Jenny Kirkwood (Clerk to the governors)  
 Louise Bennison (Shadow Clerk)

**GB/44/25** **Apologies for absence** **Action**  
 Mr Shepherd formally welcomed all members of the Governing Body to the meeting.

Apologies for absence were received from Miss Collins.  
 The Governing Body **unanimously consented** to her absence.

Mrs Bowler reported that she had spoken to Mr Lau who apologised for his lack of meeting attendance and mentioned he hoped to return in early September. However, he wasn't at the meeting and didn't send apologies. It was agreed that the Headteacher would get in touch with him, just to check in, see if he still wants to be involved, and make sure everything's okay.

**HT**

The Governing Body **consented** to his absence.

**GB/45/25** **Declaration of interest**

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

**Confirmation of completion of governor annual declarations (updates to school website and GIAS)**

Mrs Bowler confirmed that this had been updated.

**Actions for governors**

- **Register of Business Interest (2025/2026)**  
 Governors were asked to review and sign this via Microsoft Forms.

**All Govs**

- **Declaration of Eligibility (2025/2026)**  
This was shared with governors and completed during the meeting.
- **Governor Code of Conduct (2025/2026)**  
Governors were asked to review and sign this using the Microsoft Forms link.

All Govs

GB/46/25

**Review of membership and terms of office ending in the next 12 months**

The Clerk reported Mr Shepherd's nomination was considered by the Service Director who has recommended the nomination on behalf of the County Council, as a Local Authority governor, to the governing body.

The governors **unanimously agreed** to appoint Mr Shepherd as the Local Authority Governor. The clerk agreed to notify Governor Services of this approval and informed the meeting that this will then leave 1 co-opted governor vacancy.

Clerk

The Headteacher shared that a Year 1 parent had asked about the governing body and whether it might be something they could get involved with.

The clerk advised a bit of caution, explaining that having too many parents on the board could affect its overall balance.

Mrs Kay suggested advertising the role more widely, perhaps by reaching out to local businesses and nearby schools.

Governors were shown the results of the recent skills audit, which showed a strong mix of skills already in place.

The Chair noted that the board could either leave the vacancy open for now or consider the skills and experience of the parent who expressed interest.

After some discussion, governors agreed to keep the vacancy open and continue exploring other options.

**See confidential items**

GB/47/25

**Approval of minutes of Summer term meeting and any additional special governing body meetings**

The minutes of the Summer term meeting held on **Tuesday 3<sup>rd</sup> June**, having been previously circulated were confirmed as a true record and were signed by the Chair.

**Review of actions****GB/06/25 - Skills audit**

Dr Haessly agreed to circulate the skills audit to all governors to complete which would identify any gaps on the governing body. *This was completed and circulated to governors during the meeting.*

**GB/31/25** - GDPR and SEND visits conducted however waiting for reports. *The reports are still outstanding.* **AL**

Mrs Bowler confirmed that all other actions had been completed.

**Confirmation of completion of annual planning documents - policy check list and annual planner**

Actioned in the summer term and available to view on Governorhub.

**Approval of 2025/2026 scheme of delegation**

Actioned in the summer term, and available to view on Governorhub.

**GB/48/25 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.

**Approval of policies**

Governors **approved** the following policies:

- Child Protection Policy
- HR Pay Policy
- Complaints Policy

**GB/49/25 Report from training co-ordinator**

- **Governor Skills Audit & Gap Analysis**  
This has been completed and shared with governors. It shows a good overview of current strengths and any areas to develop.
- **Governor Training Needs (2025/2026)**  
Mrs Bowler reported that a new Training Coordinator is needed.

**Q: What does the role involve?**

A: It involved pointing governors towards relevant training opportunities and making sure any required (statutory) training is completed.

Mrs Bradley kindly agreed to take on this role going forward.

**GB/50/25 Overseeing Financial Performance - Financial reporting**

- **Schools Financial Value Standard (SFVS) 2025/2026**  
Mrs Bowler reported that the school are still waiting for the updated form. It's due by **31st March 2026**. Mr Shepherd will help with this when the time comes.
- **Year-End Re-Forecast**  
Meeting scheduled for **11th November 2025**.
- **Governors' Year-End Financial Statement 2024/2025**  
This includes the Committed Balances Return for 2024/2025 and was approved that the summer F&P meeting.

CS &amp; HT

**GB/51/25 Summary of headteacher's report and governors' questions and challenge**

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

- **Pupil Numbers** - There's been a bit of movement this year, three gaps in Year 2 and two in Year 1 due to families moving out of the area. Mrs Bowler stressed that there was nothing unusual or concerning which led to the pupil departures.
- **Pupil Progress** - Progress is looking really positive and was discussed in detail at the Curriculum & Performance (C&P) meeting. Results were also shared with parents.
- **Attendance** - Attendance is strong at 96.7%, compared to the national average of 94.8%. The school ranks 9th out of 20 locally. This was also covered in depth at C&P. Systems in place are working well.
- **Personal Development & Behaviour** This continues to be a real strength of the school.

- **SEN Update** Two HLN bids were submitted for new F2 starters and both were successful.
- **Staff Absence** - This has improved compared to last year.
- **Staffing Changes** - Details were included in the report.
- **Wiz Kids (After School Club)** Staffing changes have led to more pupils wanting to attend, even if they don't need to. Activities in the club now link to what's happening in school, and numbers have gone up.
- **New Year 1 Teacher** - Settling in really well, great behaviour management, a lovely manner with the children, and consistent teaching. Adaptive teaching is strong. A governor noted the clear support in place for this ECT.
- **School Improvement Plan (SIP)** Covered in detail at the C&P meeting.
- **PE & Sports Premium** - The strategy for **2023–24** has been reviewed and is now on the website. The DfE reporting tool has been completed.
- **Curriculum Plans** Long-term plans are available on the website. An update and breakdown were included in the HT report.
- **Friends of Woodthorpe Infants (FOWI)** Raised £7,000 last year, huge thanks to the team. Every penny goes back to the children, which is especially important given the school's demographic and the low pupil premium funding generated.
- **Rattle and Roll** Trialled in the summer. They'll be back for two weeks in October, bringing in £1,000 in rent.
- **Premises Management** There's been flooding at the bottom of the site. The school has been in touch with the Junior School and NCC, who said they'd consult the school on any future proposals, but there's been no follow-up yet. Exploring the idea of an F1 unit on site is something to consider down the line.

**Q: Is it school property?**

**A:** It belongs to NCC. The school no longer pays for maintenance and has been refunded £850 for previous payments.

- **Complaints** None received. A lovely review was posted on the school's Facebook page.

GB/52/25

**Update on appraisal process for headteacher**

- **External Adviser**  
Simon Thompson has been confirmed as the External Appraiser for the first meeting in the autumn term.
- **Appraisal Governors**  
Mr Sheperd and Mrs Kay will carry out the appraisal and have completed the required training.
- **Quality Assurance Governor**
- Miss Collins will take on this role, in line with the Appraisal Policy.
- **Pay Recommendation Process**  
Arrangements are in place for the appraisal governors' pay recommendations for the Headteacher, effective from 1st September 2025. The Pay Committee will meet on **17th November 2025** and includes Mr Sheperd, Mr Lau and Mrs Bradley. Mrs Green agreed to be on standby if required.

GB/53/25

**Receive and scrutinise headteacher's annual report on whole school appraisal process.**

Governors received and reviewed the Headteacher's annual update on appraisal arrangements across the school. The following points were discussed:

**Appraisal Policy Review** - The current policy will be reviewed once recommended updates are received from the HR provider.

**Teacher Appraisals** - Appraisals are taking place this week and next. (Mrs Mitchell is leading two of the teacher appraisals.)

Targets are focused on:

- Maths (linked to SIP priorities)
- Curriculum and medium-term planning
- A third, personalised target based on each teacher's role in school

**Appraisal Arrangements for All Staff** Governors confirmed that effective systems are in place for both teaching and non-teaching staff.

**Pay Recommendations** Arrangements are confirmed for reviewing pay recommendations in line with the scheme of delegation and the school's pay policy. Each board must have:

- A Pay Committee made up of three non-staff governors
- An Appeal Committee of three additional non-staff governors, ready to be called if needed

**GB/54/25**

**Update on headteacher and staff wellbeing.**

Mrs Bowler shared that she's doing well and keeping a close eye on the Reception team, who've had a busy start to the term. Staff wellbeing is a regular agenda item each week, and the school continues to foster a proactive, caring culture, making sure everyone feels supported.

There's an open-door policy, with both the Headteacher and Deputy Headteacher available to talk. The aim is to have happy staff who enjoy coming to work. HT and DHT work closely together and support each other well.

There's no expectation for staff to reply to messages outside of school hours, although some choose to do so.

**Q: Do you get a lot of messages out of school hours?**

**A:** Not really. If any do come through, they don't usually need an immediate response. Some staff do send updates via Dojo after hours.

**Q: How is Dojo working out?**

**A:** There was some hesitation at first, but it's working well now. It's a great way to share updates with parents, especially those who work and can't always be at school. It's also become a two-way tool, with parents sharing things from home too.

**GB/55/25**

**Safeguarding update**

- Mrs Kay carries out a safeguarding monitoring visit once every term.
- All staff have completed their annual safeguarding refresher training.
- Safeguarding remains a standing item on the agenda at both staff meetings and Curriculum & Performance (C&P) committee meetings.

**GB/56/25**

**Ensure clarity of vision, ethos and strategic direction, set by governors.**

Governors reviewed the school's vision, ethos and strategic direction, as reflected in the School Improvement Plan (SIP).

- The SIP was shared with governors ahead of the meeting, and the rationale behind its priorities was explained.
- Governors confirmed their alignment with the SIP priorities and appreciated that the plan had also been shared with parents.

- Arrangements to formally approve the SIP were confirmed, in line with the scheme of delegation

GB/57/25

**Corporate Directors' reports****Summary of Corporate Director's Report - HR - Safer Working (recruitment and selection), Teachers Pay and HR updates - September 2025****Recruitment and Selection Safer Working Documents 2025**

All Safer Recruitment HR Policies and procedures 2025 are updated and include updates regarding DBS identity checks - available on the School's Portal

**Teacher's Pay Award September 2025 and related policy updates**

details available on the Schools Portal under the heading Pay Policy 2025.

- Teachers: Flat 4% increase to all pay points and allowances from 1 Sept 2025.
- Support Staff: Flat 3.2% increase backdated to 1 April 2025, paid in August payroll.

**School Teacher's Review Body 2026 (STRB) and School Teachers' Pay and Conditions Document (STPCD) –**

Gathering of evidence and make recommendations on future teacher pay and conditions. No additional funding will be provided for any pay awards.

**Employment Tribunal statistics**

- National ET claims up 32% (Jan–Mar 2025).
- 22% unfair dismissal, 14% breach of contract, 13% discrimination.
- Nottinghamshire schools not yet affected, but vigilance is key.

**School Support Staff Negotiating Body (SSSNB)**

- Proposal to reintroduce SSSNB from 2027–28 and create a national pay and conditions framework for support staff.

**HR Training – Autumn 2025 available via EMED**

- Topics cover a wide range of school-specific HR issues.

**Governor Actions**

- **Review & Adopt Updated Policies** by the FGB or committee as per the boards scheme of delegation. Ensure the 2025 Safer Recruitment and Selection documents are reviewed and adopted. such as the revised Pay and Appraisal Policies 2025 and any additional policies published throughout the year. (Ensure policies are personalised to reflect the specific context and needs of your school).
- **Safeguarding Compliance** - Confirm anyone working with children has read part 1 of KCSIE 2025 and governors have read all of KCSIE. Ensure robust systems are in place for recruitment checks (staff, governors, volunteers, contractors). Plan a review of the Single Central Record (SCR) and conduct a Pre-Ofsted Safer Working Check if needed.
- **DBS** - Ensure ID checkers follow the revised DBS procedures (effective from 1 April 2025). Maintain ID check records for two years.

- **Staff Conduct & Induction** - Include the School Employee Code of Conduct 2025 in start-of-term meetings. Ensure all staff (including new starters) sign to confirm understanding. Conduct staff inductions in line with school policy.
- **Staff Wellbeing** - Access wellbeing resources from the School Portal to support HT wellbeing. Ensure the school have plans to carry out a whole-school stress survey

#### **Summary of corporate director's report - Reduced timetable**

All children of statutory school age are entitled to full-time education.

**Reduced timetables should only be used in exceptional circumstances**, such as reintegration after absence, medical recovery, or to support SEND needs—not as a behaviour management tool.

**They must be agreed with parents/carers** and include a clear reintegration plan with review dates.

**Schools must ensure safeguarding and legal responsibilities are met**, avoiding any form of illegal exclusion. Accurate records, including signed parental agreement, must be kept. Vulnerable pupils (e.g. those with EHCPs, LAC, CIN, or CP plans) require close monitoring.

**Attendance must be recorded correctly:**

- Code C: agreed absence under a reduced timetable.
- Code B: supervised off-site education only—never for unsupervised or home-based learning.

**Schools must notify the Local Authority** via the Schools Portal when implementing a reduced timetable. A senior leader should oversee the provision and ensure it remains effective. If not, alternative strategies must be explored, and referrals made where necessary (e.g. Health Related Education Team).

**Governors should ensure registers are accurate** and that reduced timetables are used appropriately and safely.

#### **Questions Governors will want to ask:**

- In cases where a reduced timetable is implemented, is this appropriate for the needs of the child and with clear objectives? Are Governors satisfied that the school has sought parental/carer consent and that there is regular review of provision?
- Is a named senior leader responsible for overseeing the provision of students on a reduced timetable and decisions relating to it?
- Is the reduced timetable effectively and regularly reviewed?
- Are students on a reduced timetable being marked correctly on the attendance register?
- Is Nottinghamshire County Council being notified of all children and young people who have a reduced provision offer via the School's Portal, and are further requests for information being met?
- Has the school followed a full graduated response for the child?
- Governors will specifically want to ask the Headteacher about children and young people with an EHCP, who are LAC, CIN or CP and who have a reduced timetable, and be satisfied that these students do not have increased vulnerability due to being placed on a reduced timetable.

GB/58/25

#### **Safeguarding information for consideration and action:**

- **Statutory Safeguarding Arrangements**  
Whole-school annual safeguarding training was completed in February, in line with statutory requirements for Nottinghamshire schools, colleges, and independent providers.

- **Safeguarding Children in Education: Self-Audit Tool (2025/2026)**  
The school is currently waiting for the updated document from NCC.
- **Keeping Children Safe in Education (KCSiE 2025)**  
Governors are expected to confirm they've read the full document via Microsoft Forms.
- **Safeguarding Training for New Governors**  
No new governors have joined, so no induction training is currently required.
- **Annual Safeguarding Refresher for Governors**  
All governors are expected to complete their annual safeguarding refresher via Microsoft Forms.

GB/59/25

#### **General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:**

Mrs Bowler provided the following update:

- **FOI Requests and Data Breaches**  
There have been no Freedom of Information requests and no data protection breaches to report.
- **Audit and Register Updates**  
The data protection and cyber security audits have been completed this term.
- **Training**  
Staff training has been completed. Two governors are still outstanding, and the Headteacher is following up to ensure this is completed.

GB/60/25

#### **Communication received and updates**

**From Chair** – nothing to report

**From Headteacher** –

- **Bollards at the Bottom of the Drive** A parent of a new F2 pupil suggested installing bollards at the bottom of the driveway to improve safety. The Headteacher explained that staff usually stand at the bottom of the drive and rely on parents to supervise their children. Managing bollards would be difficult.

**Q: Does the school have a risk register? Could this be added and reviewed?**

**A:** Yes, it was agreed that the concern would be added to the risk register and the parent would be informed.

- **Wiz Kids Parking Concern** A parent raised concerns about parking at 3:30pm and asked if they could collect their child early. The Headteacher explained that this wasn't possible. The parent was offered a place in the after-school club but wasn't willing to pay the full rate, requesting a reduced fee if the pupil was collected before 4.00pm.

Following discussion, governors **agreed** that it wouldn't be feasible to offer tailored solutions to individual concerns, and staffing a reduced session would be difficult to manage.

See confidential item:

**From Clerk** – Governor Newsletter key points and actions

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

Governor Newsletter – Autumn term (1) 2025:

- Launch of the 2025 model complaints policy – policy to be adopted and a new toolkit is available on GovernorHub to support schools and governors at every stage. Safe

- guarding – Welcome to the new SCIEO, Zain Iqbal
- Children Safe in Education 2025 - there have been minimal updates in this review. There is a new model NSCP child protection policy and the safeguarding audit will be made available later in the term with the intention to move this to an online system. There is information about free Prevent Duty training for governors/trustees and best practices for managing images and videos on school websites.
- HR updates – as per the directors’ report - Changes to recruitment and selection working, DBS checks, teaching and non teaching pay awards, STRB review, employment tribunal and HR training see also HR director’s report and actions required.
- Budget reforecasts - The formal Reforecast should be submitted to School Finance by 30th November 2025. School Financial Value Standard (SFVS) should be completed by Governors by the 31st of March 2026.
- Early Years Foundation Stage (EYFS) Statutory Framework 2025. The changes aim to strengthen safeguarding and are effective from 1st September 2025.
- The DfE new Writing Framework (2025) – key messages in article and questions to support governor monitoring.
- Improving School Attendance – View Your Education DATA (VYED) – Action for governors.
- 2025 DfE Changes to the Maintained Schools and Academies Governance Guides – Important changes to the governance guides - summarised in the article.
- Effective Governance – the DfE governance guidance says that an effective governing body should review its own performance regularly. Governor Services has a new and free governing board self-evaluation on their Governorhub page.
- Strengthening Headteacher Appraisal with EM-Ed Support - It is a statutory requirement for governing bodies to appoint an external adviser to support the Headteacher appraisal process. The East Midlands Education Support Service (EM-Ed) offers a comprehensive Headteacher Appraisal package tailored to support governing bodies.
- Using AI in Education - responsibilities of the governing board and DfE resources.
- National Updates – including: Free school meals eligibility extended • New procurement advice for governing boards • New DfE fraud reduction guidance published • DfE extends support for neurodivergent children in mainstream schools.
- Ofsted Restructure for Inspection Teams - from November 2025 there will be a new inspection framework with HMI lead inspections and all graded inspections.
- Training for Governors and Trustees – reminder of required governor training and there is free webinar training as part of your GovernorHub package.
- Messages from the Nottinghamshire Association of Governors (NAGs)
- East Midlands Education Support (EM-Ed) Service – Governor Training Update and 2026 Governor Conference.
- Holiday Activities and Food (HAF) programme – updates.

**GB/61/25**      **Pupil Attendance**  
Included within the Headteacher’s report.

**GB/62/25**      **Required monitoring reports from all link governors** – (including Safeguarding, SEND, PP and link governors attached to school improvement priorities).

This term the following visits have taken place with reports available to view on Governorhub:

- Mrs Jacques – Maths
- Miss Collins – Curriculum
- Mrs Bradley – SCMH – Anti bullying.
- Mrs Kay – Safeguarding
- Mrs Jacques – Phonics and Curriculum

GB/63/25

**What have the governing body been doing?**

**Parent and Curriculum Evenings** Governors have been actively present at both parent evenings and the curriculum evening, helping to strengthen school–community relationships and showing visible support for staff and families.

**Recruitment** Governors have been involved in the recruitment process for maternity cover and the appointment of Fiona, ensuring the right candidates were selected to support the school’s needs.

GB/64/25

**Evidence of governing body impact on school improvement**

- Attended parent and curriculum evenings
- Involved in staff recruitment
- Reviewed and aligned with SIP priorities
- Oversaw appraisal and pay processes
- Monitored safeguarding and GDPR compliance
- Supported staff wellbeing
- Engaged in financial oversight

GB/65/25

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

- Asked questions about staff wellbeing and workload
- Queried risk management and added items to risk register
- Scrutinised SEN provision and funding
- Confirmed appraisal and pay procedures
- Monitored safeguarding training and compliance
- Reviewed GDPR audits and training status

GB/66/25

**Confirmation of dates for 2025/26**

- Spring - Tuesday 24<sup>th</sup> February 2026 – 6.00pm
- Summer - Tuesday 2<sup>nd</sup> June 2026 – 6.00pm

GB/67/25

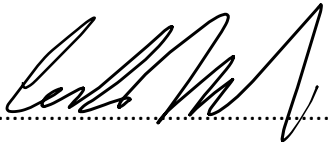
**Determination of confidentiality of business**

Governors

**Resolved**Parts of items **GB/46/25**, **GB/ 51/25** and **GB/60/25** be confidential

All other papers will be available on request.

**The meeting closed at 7.20pm**

Signed  ..... (chair) Date ..24<sup>th</sup> February 2026.....

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