
School:	Woodthorpe Infant School
Meeting title:	Summer term meeting of the governing body
Date and time:	Tuesday 3rd June at 6:00pm
Location:	At the School

'A' denotes absence

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

In attendance Jenny Kirkwood (Clerk to the governors)

GB/18/25 Apologies for absence **Action**
Dr Haessly formally welcomed all members of the Governing Body to the meeting.

It was noted that no apologies for absence had been received. Mr Lau and Mrs Green were not in attendance, and no apologies were submitted on their behalf.
The Governing Body **consented** to the absences of Mr Lau and Mrs Green.

GB/19/25 Declaration of interest

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

GB/20/25 Review of membership and terms of office ending in the next 12 months

The Clerk reported that there were no vacancies and no governors were nearing the end of their term of office.

Resignation of Dr Haessly

Dr Haessly informed the Governing Body that she had agreed to remain in her role as Governor until the end of the academic year, in order to complete a number of outstanding actions requiring her attention.

Thanks were formally recorded to Dr Haessly for her continued service, and for the dedication and commitment she has shown to Woodthorpe Infant School throughout her tenure.

It was agreed that JK would notify Governor Services of the extension.

JK

- GB/21/25 Election of Chair**
Mr Shepherd indicated that he would be prepared to stand for the position of chair. There being no further nominations, it was:
Resolved
that Mr Shepherd be elected chair for a period of office expiring at the date of the 2027 autumn term meeting.
Dr Haessly agreed to chair the rest of the meeting
- GB/22/25 Election of vice-chair**
Mrs Bradley indicated that she would be prepared to stand for the position of vice-chair. There being no further nominations, it was:
Resolved
that Mrs Bradley be elected vice-chair for a period of office expiring at the date of the 2027 Summer term meeting.
- GB/23/25 Approval of minutes of Spring term meeting and any additional special governing body meetings**

The minutes of the Spring term meeting held on **Tuesday 25th February at 5:00pm**, 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. *Dr Haessly confirmed that the document had been circulated to Governors and advised that she would complete her analysis prior to her departure from the Governing Body.* **KH**
- Mrs Bowler confirmed that all other actions had been completed.
- GB/24/25 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.
There were no matters arising.
- GB/25/25 Report from training co-ordinator including review of governor training audit and training requirements for 2025/2026**

The following update was provided to the Governing Body:
 - Governors were reminded to complete any outstanding training requirements.
 - Prevent training has been completed by all Governors.
 - Whole school safeguarding training has been attended by Governors.
 - Mrs Bradley completed HR training in March.**All**
- GB/26/25 Financial reporting**
 - **Schools Financial Value Standard (SFVS) 2024 -2025 (deadline 31.03.25)**
Governors were informed that this had been completed and returned ahead of the deadline.
 - **Approval of school budget (if not already agreed in actions from committees)**
The school budget was approved at the F&P Spring committee meeting.

- **Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return**
Mrs Bowler shared the Financial reporting out-turn statement and the BO2 return with the F&P committee via email last week.
- **Approval of services for schools/review of contracts (if not already approved in spring term).**
The services for school and review of contracts took place as part of the budget approval at F&P.

GB/27/25

Summary of headteacher's report and governors' questions and challenge

Mrs Bowler circulated the Headteacher's report prior to the meeting, which was also available on GovernorHub. The following points were highlighted and discussed:

- The school has filled all 60 places for the 2025 reception, with a waiting list in place.
- The percentage of Pupil Premium pupils remains at 7%, consistent with the previous year.
- Pupil progress was discussed in depth at the C&P Committee and is in line with expected trends.
- Attendance figures are consistent with last year and remain above the national average, reflecting effective and rigorous attendance management.
- Persistent Absence stands at 4%, which is well below the national average.
- Personal Development has been updated with new posters reflecting all nine characteristics.
- Behaviour across the school is reported as good, with incidents reduced.
- Special Educational Needs pupils account for 11%, remaining roughly stable.
- Two Foundation 2 starters are expected in September; a High Needs Funding bid has been submitted.

Q: Will these pupils be placed in separate classes?

A: They are currently in the same class at their pre-school provision, though it has been advised they be separated due to their needs.

- Staff absence has reduced by 50%.
- HR support continues to assist with staffing matters.
- PPA and Leadership time are covered by Teaching Assistants who were formally thanked for their strong and invaluable contribution, which has helped improve the budget position.
- Staffing updates are included within the Headteacher's report.
- The School Improvement Plan is included within the report and was discussed in detail at the C&P Committee.
- The quality of teaching is effective across the school; Education Improvement Adviser visits have been conducted, and monitoring activities have taken place.
- Since the Ofsted inspection, staff were permitted to reduce workload intensity for three weeks leading up to half term. A Governor suggested that the Headteacher should also consider taking some time for rest.
- Continuing Professional Development is included within the report.
- The Little Wandle phonics programme is in its third year and continues to be effective. Thanks were given to Mrs Jaques for her support. It was noted that some of the reading books appear worn and may need replacement.
- The Drawing Club has been very effective.
- WIZ Kids provision has a new staff member who has made an excellent start. This provision generates approximately £9,500 profit annually.
- Trips and events have taken place as planned.

- Premises and site management issues were noted: the brook at the bottom of the site is overflowing, causing spillage; there is also a blockage on Arnold Vale site, for which the school is awaiting resolution.
- Budget update: The budget is currently in surplus by **£79,867**. Governors expressed their delight, noting this is a significant achievement given earlier projections.

Q: Is the teachers' pay rise fully funded?

A: It is likely that 3% will be funded, with the school covering 1%. Mrs Bowler emphasised the importance of careful financial management moving forward.

Q: Regarding the rolling yearly contracts, is there an expectation that staff will remain in post and after 2 years, do they have employment rights?

A: No; SEN contracts are linked directly to the child.

Q: Could there be marketing efforts to increase pupil numbers for WIZ Kids?

A: Yes; the new post holder and subject leaders are reviewing curriculum resources, with any surplus materials potentially passed to WIZ Kids. Efforts are being made to make the provision more appealing for families.

Dr Haessly suggested implementing a monthly timetable to attract pupils, which could be included as part of the school newsletter.

Mrs Bowler expressed her thanks to all staff and Governors for their collective efforts, particularly for the full Governing Body presence during the Ofsted inspection, which was described as incredible. Staff worked exceptionally well together.

Thanks were offered to Mrs Bowler for the comprehensive report.

GB/28/25

Safeguarding update

Safeguarding was reported to be effective across the school. A recent file audit has been completed, and the results have been submitted accordingly.

Mrs Kay visits the school each term, and to date, no concerns have been raised during her visits.

A further visit is scheduled for **6th June 2025**, during which Mrs Kay will undertake a Single Central Record check, review CPOMS records, and conduct a Health and Safety walkaround.

GB/29/25

Update on appraisal process and wellbeing for headteacher and staff

The appraisal schedule was noted as follows:

- Teaching Assistants appraisals completed in January and February.
- Teachers' appraisals conducted in February.
- Headteacher appraisal took place in March.

No concerns were reported, and all appraisals are progressing according to plan.

Mrs Bowler reported that she was working on a presentation to feedback the findings from the well-being survey conducted on 25th February, with comparisons drawn against the survey from February 2024.

Well-being initiatives include social events such as meals out or providing staff with additional time off. It was noted that there is a very positive culture within the school, with strong mutual support among staff members.

Q: Has there been any response to the advertisement for Mrs Ball's maternity cover position?

A: One candidate was shown around the school last week, with a further four visits scheduled for the following week. It was noted that Mrs Ball is keen to assist with the handover to the person covering her role.

GB/30/25

Information from the Corporate Directors for consideration and action**Education Improvement Service Updates and Ofsted**

The Education Improvement Service (EIS) focuses on partnerships to utilise funding and resources effectively, empowering schools for continuous improvement. EIS Support Levels are:

- Universal Support: Available to all LA maintained schools.
- Targeted Support: Tailored to specific areas of improvement and unique challenges.
- Enhanced Support: Intensive support for schools facing significant challenges, involving deeper intervention and ongoing monitoring.

Ofsted Updates (from September 2024):

- No single overarching grade: evaluations are made across sub-categories.
- Ungraded inspections (Section 8) assess maintenance of previous standards.
- Inspectors can suspend inspections for safeguarding issues.
- Schools with 'requires improvement' judgments may undergo monitoring.
- Schools with inadequate key judgments or ineffective safeguarding are placed in a formal category of concern.

ACTIONS FOR GOVERNORS

- Governors should ask informed questions about school improvement with focus on specific areas of the School Improvement Plan and with an understanding of the support currently being provided by EIS.
- Governors should ask questions which demonstrate their understanding of their role in holding leaders to account for the quality of education.
- Governors should consider whether collaboration or networking with local schools might be appropriate.

Building Relational Schools: Attachment Aware and Trauma Informed Schools

This is an initiative by Nottinghamshire County Council's Virtual School and Educational Psychology Service, which aims to create a safe, inclusive environment where children feel secure, develop trust in adults, and experience meaningful connections. This approach is based on psychology and evidence-based practices, emphasising relational models like Responding in the Moment and Emotion Coaching to support children's emotional regulation and repair relationships.

The initiative provides headteachers and school leaders with knowledge, frameworks, strategies, and follow-up supervision to implement relational practices tailored to their schools' needs. An action research model with supervision sessions helps school leaders adapt these practices to their specific contexts. Nottinghamshire County Council is dedicated to promoting relational practices to support the behaviour and inclusion of all children and the wellbeing of staff.

ACTION FOR GOVERNORS

Governors should familiarise themselves with the training and guide headteachers to utilise it for whole school inclusion.

BACKGROUND INFORMATION

This approach aligns with Nottinghamshire County Council's Strengths Based Approach, aiming to enhance the strengths of schools, foster stronger relationships, and ensure high-quality education for children, young people, families, and communities. Building Relational Schools is part of the council's broader inclusion strategy, benefiting all children, especially those who have experienced trauma, including looked-after children. Governing Bodies are responsible for ensuring school policies reflect the needs of looked-after and previously looked-after children and advocating for their wellbeing.

It was agreed that this be put on the agenda for C&P.

C&P

GB/31/25

General Data Protection Regulations – report from the DPO/Information Governance Link Governor

Mrs Mitchell provided the following update:

- There were no Freedom of Information (FOI) requests.
- Two GDPR breaches were reported:

One involved a whole-class photograph where a child took the wrong photograph to after school club.

The other involved a mix-up of names on attendance letters, resulting in a letter being sent to the wrong parent of a child with the same first name in the same class.

Staff were reminded to exercise caution regarding data handling.

Q: Were the parents involved satisfied with the resolution?

A: Yes, the parents were informed and were satisfied with the outcome.

Mr Lau has conducted a GDPR Link Governor monitoring visit. A formal report is to follow.

AL

GB/32/25

Receive report from the Designated CLA (Children who are Looked After) teacher

Mrs Bowler reported that there are no CLA pupils at the school.

GB/33/25

Communication received and updates**Chair's Report**

Following her resignation, Dr Haessly expressed her gratitude to all Governors for their support during her tenure. She commented that it had been a pleasure to work with such a supportive group.

Headteacher's Report

Sincere thanks were extended to Dr Haessly for her unwavering support, noting that she was always readily available and provided invaluable guidance, particularly during the early stages of Headship.

WIZ kids' prices

Mrs Bowler reported that Arnold Vale Junior School intends to increase the prices for before-school and After School Club sessions by 50p, effective from September 2025.

It was suggested to the Governing Body that Woodthorpe Infant School consider implementing a similar price increase, with changes taking effect from January 2026, to provide parents with sufficient advance notice.

Q: What is the rationale for the proposed price increase?

A: If the decision was made to increase the price, a letter will be sent to parents explaining that the increase is due to rising staffing and food costs.

Miss Collins noted that the provision is currently generating a profit of approximately £9,500 and felt that the time wasn't right to justify this increase.

Q: Did the junior school provide any explanation for their price increase?

A: No explanation was given.

Following discussion, it was agreed that the current prices would remain unchanged for the time being. A communication will be sent to families to inform them of this decision. It was further agreed that the pricing structure will be reviewed again in one year.

Clerk's Report

Governor Newsletter – first summer term 2025 edition and actions for Governing boards

- Governor Conference: Focus on courageous leadership with insights from Ofsted and Local Authority teams.
- HR Updates: Introduction of the Nottinghamshire Headteacher Wellbeing Support Package and the HSE Wellbeing Survey.
- Safeguarding: Emphasis on training and reminder on the revised Child Protection and Confidential File Audit Toolkit.
- Governor Roles: Responsibilities in supporting vulnerable children and useful questions and challenges
- Dealing with complaints – support for governors and urgent actions for all boards
- National Updates: New resources from the National Governance Association (NGA) including RISE teams, Prevent duty and school food standards.
- Recruiting great governors! – revised toolkit available on GovernorHub

Key Actions for Governors:

- Review HR and safeguarding updates.
- Ensure all governors complete required training.
- Completed the end of year check list – highlight actions
- Update Review and Implement the new Scheme of Delegation and Annual Planning Documents (2025/2026)
- Prepare for governor panels and complaints handling.
- Engage with the Governor Termly Briefings and other provided resource

GB/34/25 Approval of in-service training days (5) 2025-2026

Governors approved the following in-service training days:

- Day 1 - 1st September 2025
- Day 2 - 3rd November 2025
- Day 3 - 23rd February 2026
- Day 4 - 3rd July 2026
- Day 5 - 27th July 2026

GB/35/25

Review of planning document: delegation and organisation of committees:

- Agree committee structure and membership of committees and committee Chairs, as per the scheme of delegation
Governors **agreed** the committee structure and membership of committees and committee Chairs and appointed the link governor roles as per the following table:

Structure & Membership of Committees, Chairs & Link Roles – 25-26

- Approval of scheme of delegation 2025-2026
Mrs Bowler confirmed that this was complete and available to view on Governorhub.

Name & Category of Governor	Term of Office	Committee	Attendance 2024-25	Roles & Responsibilities
Colin Shepherd <i>Chair of Governors Chair of F&P LA Governor</i>	25.2.25 to 24.2.28	F&P Pay	F&P FGB	Finance Appraisal
Katie Bradley <i>Vice Chair of Governors Parent Governor</i>	21.12.23 to 20.12.27	C&P	C&P 1/1 FGB 2/2	OPAL Anti-bullying SIP Priority 4 (OPAL)
Louise Kay <i>Chair of C&P Co-opted Governor</i>	2.3.25 to 1.3.29	C&P	C&P 3/3 FGB 3/3	Appraisal Safeguarding Health & Safety
Andy Lau <i>Co-opted Governor</i>	1.11.24 to 31.10.28	F&P Pay	F&P 4/4 FGB 3/3	GDPR SEND DEIB
Sheila Jacques <i>Co-opted Governor</i>	5.3.23 to 4.3.27	C&P	F&P 4/4 FGB 3/3	SIP Priority 1 (English) LAC
Katherine Collins <i>Co-opted Governor</i>	6.6.23 to 5.6.27	C&P	C&P 3/3 FGB 3/3	SIP Priority 2 (Curriculum) Appraisal QA Wellbeing
Vacancy <i>Co-opted Governor</i>		F&P		
Elizabeth Green <i>Parent Governor</i>	26.11.24 to 25.11.28	F&P FGB	F&P FGB	Pupil Premium
Tracey Mitchell <i>Staff Governor</i>	17.09.24 to 16.09.28	All	C&P F&P FGB	DPO
Emma Bowler <i>Head Teacher</i>	1.9.23	All	C&P 3/3 F&P 4/4 FGB 3/3	Assessment Attendance Curriculum CPD

- Note annual planner 2025-2026 to support agenda setting
Mrs Bowler confirmed that this was complete and available to view on Governorhub.
- Policy checklist 2025-2026 statutory policies for schools
Mrs Bowler confirmed that this was complete and available to view on Governorhub.

GB/36/25

Pupil Attendance

Governors were reminded to review attendance rates for each pupil group, as detailed in the View Your Education Data (VYED) report. This data should inform Governors' questions and monitoring.

A breakdown of attendance data was included within the Headteacher's report, with further details covered in the Finance and Personnel (F&P) committee meetings.

Miss Collins noted the importance of continued monitoring of attendance figures.

Q: How is the pupil-led reward system progressing?

A: The Headteacher met with the pupil ambassadors and made some adjustments to the

system. Class 1 held a non-uniform day as a reward. However, a parent of a child in Class 2 expressed dissatisfaction, feeling that Class 2 should have been informed about the event. Governors were satisfied that the matter was addressed appropriately.

GB/37/25 Review of governor monitoring visit reports

The following governor monitoring visits have taken place this term:

- Mrs Jaques - Literacy and new parents meeting
- Miss Colins – Curriculum visit
- Mrs Bradley – Opal governor report
- Mr Lau - SEND
- Mr Lau - GDPR.
- Mrs Kay - Safeguarding (taking place Friday 6th June 2025)

All

Governors were reminded to complete their monitoring reports and upload to Governorhub.

GB/38/25 Confirmation that the school website is compliant with the statutory requirements

Mrs Bowler confirmed that the school website was reviewed in December 2024 and is fully compliant with statutory requirements.

It was noted that information regarding Forest School will be added to the website.

GB/39/25 Evidence of governing body impact on school improvement

- Whole governor presence at Ofsted Inspection.
- Ensured leadership continuity by supporting Dr Haessly's extended term.
- Actively monitored key reports and asked relevant questions.
- Maintained governor training compliance to support effective governance.
- Oversaw budget management, resulting in a financial surplus.
- Supported staff well-being and appraisal processes.
- Monitored safeguarding effectively with regular audits and visits.
- Made informed decisions on pricing and provision to benefit the school community.
- Supported leadership through recognition and workload management post-Ofsted.
- Used attendance and performance data to guide monitoring and improvement.
- Ensured compliance with statutory and data protection requirements.

GB/40/25 Review of how the governing body has held the school's leaders to account.

- Reviewed and discussed detailed Headteacher report, including pupil progress, attendance, staffing, and budget updates.
- Asked targeted questions about staffing, pupil welfare, budgeting, and school provisions (e.g., WIZ Kids, maternity cover).
- Monitored safeguarding through regular audits, visits, and GDPR compliance checks.
- Scrutinised financial management, questioning budget surplus and teacher pay rise funding.
- Oversaw appraisal and well-being processes for staff to ensure leadership supports school culture and effectiveness.
- Reviewed data (e.g., attendance, safeguarding) to inform questions and challenge school performance.
- Maintained regular updates on policy compliance, including website statutory requirements and GDPR matters.

GB/41/25

What have the governing body been up to?

- Ofsted visit – all governors attended which was commended.
- Recruitment for WIZ Kids
- Shortlisted for maternity cover
- Monitoring visits

GB/42/25

Confirmation of dates for 2025/26

- Autumn - Tuesday 7th October 2025 – 6.00pm
- Spring - Tuesday 24th February 2026 – 6.00pm
- Summer - Tuesday 2nd June 2026 – 6.00pm

GB/43/25

Determination of confidentiality of business

Governors

Resolved

that the part of **GB/27/25** be confidential

All other papers will be available on request.

The meeting closed at 7.20pm

Signed  (chair) Date7th October 2025.....

School Display