

Kilburn Infant & Nursery School

MONDAY 14th JULY at 7:00 pm

Joanne Baillie (JB) Head teacher
Jo Morrell (JMo) LA Governor
Laura Scott (LSc) Parent Governor

Louise Swinfield (LSW) Staff Governor
Shaun Kearney (SK) Co-Opted
Shane Brown (SB) Parent Governor

J Knight (JK) Minutes Clerk

01/07.25 Welcome to all and apologies for absence

LB and AB sent their apologies and as AB (Vice Chair) was also absent, SK opened the meeting and welcomed everyone present.

02/07.25 Governing Board Matters

2.1 Declarations of Interest in meeting agenda items

No declarations of interest.

2.2 DCC 'Governing Board Newsletter'

The Governors read through at the meeting.

2.3 Approval for fundraising events in school

The Governors approved the following fundraising events:-

Ice Pop Sales
Nursery Sponsored Event
Leavers Show tickets and programme
Smartie tubes

Minute Number: 02/07.25.02

Approver: SK
Secunder: LSW

03/07.25 Any Other Urgent Business

A confidential matter was discussed at the meeting

3.1 Correspondence

Letter from a member of staff – Request for planned absence, holiday in term time.

The Governors read the letter and discussed that staff are role models for our children as it sends the wrong message regarding holidays in term time, if authorised.

The Governors will write back to the member of staff and school will contact HR.

04/07.25 Minutes of the previous meeting – 28th April 2025

The minutes were accepted by the Governors.

Approved for website.

Minute Number: 04/07.25

Approver: JMo

Seconder: LSW

05/04.25 Delegated Responsibilities – Governing Board Committees

5.1 Personnel – 21st May 2025

The following policies were reviewed

Grievance – Statutory, no changes. Recommendation to adopt policy
Violence at Work – Two changes, Governing Body to Governing Board.
Recommendation to adopt policy.

Zero Tolerance – No changes, recommendation to adopt policy.

RC moving to a relief contract due to class sizes, the staff will be sad to lose her.

5.2 Safeguarding – 18th June 2025

The following policies were reviewed:-

First Aid, Accident and Incident – A few changes and JB to enquire about Teachers doing the course too.

Extremism – Few changes and additions. Reducing permissive environments and the 'Accountable to OFSTED'. No changes to the referral procedure.

Physical Intervention – This is the latest guidance from 2022 so no changes.

My Concern, the staff should be careful with the information they write down. This can be kept and referred to for many years and needs to be clear, concise and accurate.

5.3 Finance & Premises – 9th July 2025

The following policies were reviewed:-

Debt Management – No changes to this policy

06/07.25 Governing Board Work

6.1 Governors Visits into School – 'Pupil behaviour and Attitudes'

These will be organised early into the Autumn Term.

6.2 DCC Training Programme

All of the dates have passed but the types of training available, if any of the Governors are interested these can be arranged.
JB attending 'Preparing for OFSTED', JB and LB attending 'Governor Strategic Briefing'

6.3 Parent Questionnaires – OFSTED Parent View questions

The Questionnaire, OFSTED Parent View version - most have been handed in but JB giving them a few more days to see if anymore come in. They were very positive.

07/07.25 Head teacher Report – July 2025

The admission numbers remain strong with 30 joining us in September but Nursery numbers are very high, we have 18 new starters and 13 staying. We have 42 going into Year 3 from Year 2.
We have 25 Pupil Premium and all of these children have individual 'Next Steps' target plans and extra interventions/support from all staff.
Attendance is at 95%, JB is hoping we can improve on that figure in 2025 –2026.
The School Improvement Plan Priority One will be SEND for 2025/26 and Writing for 2026/27.
Pupil Premium - We are intending to fund trips, to give first refusal on uniform and Early Bird places.

08/07.25 School Improvement

8.1 Review School Data for Y1 National Phonics Check – June 2025

The Phonics test result is 96% of Year 1 Students which is in the top 4% of Schools
Year 2 had 100% pass rate.

8.2 Review School Data for end of Year2 – Summer 2025

JB explained that this was a good achievement as the cohort has a high number of SEND including 3 x children with EHCPs, if these children were taken out of the data we would be above the National 2023.

09/07.25 Safeguarding

9.1 Visit by LA SIP – May 2025

School had a visit from Alison Wain. The Governors read through the agreed school actions, she noted that the Phonics outcomes are expected to be very strong.

9.2 Report to Safeguarding Committee

JB explained that this report contains information on Vulnerable Children, Referrals, Early Help, Accidents, Exclusions etc. We have a high percentage of SEND and LSW's workload never decreases – We have received lots of lovely comments about our SEND provision.

10/07.25 School Website

The Website has been checked and amended.
JB and JK to meet with Juniper, who are taking over from Primary Site, to discuss the proposed new Website.

11/07.25 Any other business

No other business.

12/07.25 Proposed dates and times of next meetings:

Teaching & Learning	Tuesday 24 th September	1.30pm
Personnel	Wednesday 8 th October	3.30pm
Full Governing Board	Monday 20th October	7.00pm
Safeguarding	Wednesday 12 th November	3.30pm
Finance & Premises	Wednesday 26 th November	3.30pm

What have we achieved at this meeting to improve the outcome of our children?

Safeguarding and safety
Other Fundraising
Parent View feedback

Governor Corner – What information from this meeting can we share with parents on the next school newsletter??

The good Phonics result