

Kilburn Infant & Nursery School

MONDAY 20th OCTOBER at 7:00 pm

Joanne Baillie (JB) Head teacher
Elizabeth Boyd (LB) Chair
Laura Scott (LSc) Parent Governor

Louise Swinfield (LSW) Staff Governor
Jo Morrell (JMo) LA Governor
Shane Brown (SB) Parent Governor

J Knight (JK) Minutes Clerk

01/10.25 Welcome to all and apologies for absence

SK and AB sent their apologies, LB opened the meeting and welcomed everyone present. The Governors welcomed 3 potential Governors – Helen Frost-Briggs (HF-B), Amayranis Garcia de Fones (AGDF) and Stephanie Hancock (SH)

02/10.25 Governing Board Matters

2.1 Introducing and voting for new Co-Opted Governor

JB introduced the potential Governors and explained that there would have to be a formal vote in support of each of them. The Governors read through the information on each potential Governor and voted in agreement for all 3 to join the Governing Board as Co-opted Governors.

2.2 Declarations of Interest

There was no declarations of interest.

2.3 Terms of Reference

Read through and signed by LB.

2.4 Governors Code of Conduct – NGA 2025

The Governors agreed to adopt the NGA Model Code of Conduct, LB signed the paperwork.

2.5 Governor Skills Audit

JB collected in the Governor Skills Audits, each Governor should've completed with their individual skills and knowledge.

2.6 Parent Questionnaire – Summer 2025

The Governors read through the summary of the questionnaire and discussed the feedback. A number of the feedback statements are already actioned in School for example drinking water and written plans in place for SEN but a number of the statements were not appropriate to our school and although discussed, are not viable e.g. higher fencing and Clubs other than Sports. JB explained to the Governors present that Afterschool Clubs had seen a decline in numbers and we hadn't held one on Thursday this term due to lack of numbers.

03/10.25 Any Other Urgent Business

3.1 Correspondence

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

JB explained that she had contacted HR and read through 2 Personnel Policies on Authorised Leave of Absence. The Governors have to write to the member of staff then she completes the documentation and returns it to JB. Depending on the outcome, there may be a need for a Formal Panel of 2 Governors, LSW asked if there was a time limit?

04/10.25 Minutes of the previous meeting – 14th July 2025

LSW told the Governors that there was an amendment to the Minutes and instead of the priority being Writing and SEND, the focus will be SEND for 2025. The minutes were accepted by the Governors.

Approved for website.

Minute Number: 04/10.25

Approver: LB
Secunder: JoM

05/10.25 Election of Chair and Vice-Chair of Governing Board

The Governors unanimously voted for LB to remain as the Chair of Governors. The position of Vice Chair will be moved to the next meeting.

06/10.25 Delegated Responsibilities

6.1 Committee membership and Named Governors

All of the Governing Board are remaining on their Committees. The new Governors are joining:-

Amy – Teaching and Learning; and Personnel
Stephanie – Teaching and Learning
Helen - Teaching and Learning; and Finance

6.2 Overview of Committee Work

JB has put the Policy cycle on the website.

6.3 Teaching & Learning – 23rd September 2025

Policies amended: -

Acceptable IT use for staff – Minor changes, changes to School IT Technician to LA IT Support and Business Manager. Titles of staff removed.

IT & Disaster Recovery – Policy had not been reviewed since 2020 and needed multiple small changes, mainly for Cyber Security.

Sun Protection – No changes

SEND – Policy updated for 2025 – 26 by LSW, and needs to go on website.

The Governors discussed the School Data with the Phonics check at 96%, in the top 7% nationally.

6.4 Personnel Committee – 15th October 2025

Admissions – Statutory and annual review needed, no changes. Recommendation for the policy to be adopted.

Authorised Leave of Absence & Flexible Working – This is an LA policy not previously adopted by KINS but this policy may be needed in future. Recommendation to adopt policy.

Code of Conduct – Statutory and annual review needed. No changes. Recommendation for the policy to be adopted.

Formal Competence Procedure – Statutory and annual review needed. LA policy. Recommendation to adopt policy.

Disciplinary Procedure for all School Staff – This is an LA policy not previously adopted by KINS but this policy may be needed in the future. Recommendation to adopt the policy.

There have been a few staffing changes – Mrs Chadwick covering relief hours and Mrs Moss joining us from September 2025.

The Governors discussed the School Budget.

07/10.25 Head teacher Summary Report – October 2025

JB explained that all costs with School Trips have increased, we are now offering these free to Pupil Premium children and School will be paying for them.

The attendance is good at 96.7%, the Local Authority congratulated JB on the high attendance.

When the SIP visited she congratulated the school and the SENDCO for the high quality provision for SEND students.

As part of the School Improvement Plan, we aim to increase well-being and achievement of all vulnerable pupils and EYFS, further develop communication and language skills of pupils.

08/10.25 School Improvement

8.1 Review National Test Results and School Data

There was no KS1 Data due to no SATS and no comparable data nationally and locally.

8.2 School Improvement Plan

JB explained to the Governors that the Local Authority had a staff res-shuffle and a Senior Advisor would be attending for the first visit and she read through the SIP.

Priority One on the SIP is SEND, with the focus being every Teacher seeing themselves as a Teacher of SEN, SEND Pupils Data is showing good+ progress, the school is fully inclusive and SEND will have consistent procedures in place across the school.

Priority Two is Attendance, achieving a target of 95% or more – the success criteria is measured on persistent absenteeism decreasing, number of pupils taken out of school for non-essential reasons e.g. long weekends, pupil birthdays etc will decrease.

Priority Three is Vulnerable Pupils & Priority 4 is Early Years (Communication & Language).

09/10.25 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.

10/10.25 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.

11/10.25 Any other business

No other business.

12/10.25 Proposed dates and times of next meetings:

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 achievement
Feedback from Parents via questionnaire
Governor Visits