

Kilburn Infant & Nursery School

MONDAY 26th JANUARY at 7:00 pm

Joanne Baillie (JB) Head teacher
Elizabeth Boyd (LB) Chair
Laura Scott (LSc) Parent Governor
Stephanie Hancock (SH) Co opted

Louise Swinfield (LSW) Staff Governor
Jo Morrell (JMo) LA Governor
Helen Frost-Briggs (HF-B) Co-opted

J Knight (JK) Minutes Clerk

01/01.26 Welcome to all and apologies for absence

SK and AB sent their apologies, LB opened the meeting and welcomed everyone present. AGDF and SB sent in their resignations - the Governors thanked them for their contribution to the Governing Board.

02/01.26 Governing Board Matters

2.1 Declarations of Interest in meeting agenda items

There are no declarations of interest.

2.2 Headteacher Performance Management

JB told the Governors that her Performance Management had taken place before Christmas and it went very well, it had been completed by Elizabeth Stanley-Wainwright, Head Teacher at Stanley St Andrews; Mrs Charlie Dean, Chair of Governors at Mapperley and Horsley; and Mrs Marie Edinborough, Chair of Governors at Risley Primary.

Minute Number: 26/01.26

Approver: LB
Seconder: JoM

2.3 DCC Governing Board Newsletter

This is out of date but no Spring Newsletter out yet.

2.4 Approval for fundraising events in school

The Governors approved the following events:-

Comic Relief, wear spots
Movie Nights – All years

There will be no Pancake Day event as this is in February Half Term.

03/01.26 Any Other Urgent Business

3.1 Correspondence

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

JB had contacted the Local Authority for advice but they were unsupportive and said it was a decision the School and Governors should make.

The Governors discussed the options and they are all in agreement that the absence can't be authorised due to their stance on term time holidays but they also couldn't stop the member of staff from taking the holiday.

The conclusion was that the Governors would write to the member of staff with a warning but as this was the first instance wouldn't be taking any disciplinary action but wanted to make it clear that they didn't condone any term time holidays.

04/01.26 Minutes of the previous meeting – 20th October 2025

The Governors read through the minutes, there are no amendments

Approved for website.

Minute Number: 04/01.26

Approver: SH

Secunder: LS

05/01.26 Election of Vice-Chair of Governing Board

The position of Vice Chair will be LS.

06/01.26 Delegated Responsibilities

6.1 Committee membership and Class Governors

There was a change to the membership due to the Governor resignations:-

SH is now on Personnel as well as T & L

The Governors discussed if the Committees are quorate, JB to advertise.

6.2 Class Governors

H F-B is now the MM Class Governor as JoMo has moved to FF.

6.3 Safeguarding – 12th November 2025

Policies amended: -

Child Protection & Safeguarding- School uses the LA DDSCP template, information and changes added as required then policy to go on website. Policy adopted.

Health & Safety – No changes. Policy adopted

Exclusion – No changes. Policy adopted

All staff and some Governors attended the Cluster Annual Safeguarding training. Other training in school has included 'Good Autism Practice in Schools' and 'Educational Visits Leader training'

6.4 Finance & Premises Committee – 26th November

Policies reviewed:-

Information Retention – JB completed and shared with Governors.

Teacher Pay Policy – No changes to this policy, this is purely a reference document.

The School Budget is healthy at this time, JB and JK to have a Budget Meeting in March to set the Budget for 2026 – 2027.

6.5 Teaching & Learning Committee – 21st January

Meeting cancelled, not quorate. Rearranged for 25th February at 4pm.

07/01.26 Governing Board Work

7.1 Class Governor meetings with teacher

JB provided the Governors with a list of questions they could ask when they meet with Teachers, an example – Governors can amend it, or add different questions. Governors to arrange meetings this term.

7.2 Governor visit into school

Some of the Governors visited on 15th January 2026 to gather evidence for the OFSTED grading criteria, the visit went really well. HF-B's commented on the 'warmth of the staff with all children' and the 'pride that the children showed in their work'. The Governors read through the Summary and the positive feedback. JB thanked the Governors for their time.

7.3 Training

HF-B's attended 'Welcome to Governance and said she found it very interesting. JB, LSW and HJ to attend 'Inspection ready' then JB, LSc and HF-B's attending 'Governor Inspection ready'.

08/01.26 Headteacher Report

Our Pupil Premium numbers have increased to 23. Our attendance has increased to 96.3% and is a SIP 2025/26 priority, JB explained that we would probably keep it on as attendance is always a priority.

09/01.26 School Improvement

9.1 LA SIP Record of Visit – 05.11.25

School had a visit from Alison Wain (LA School Improvement Partner). The Governors read through the agreed school actions and discussed. Alison will be visiting again after Half Term and working with JB and HJ with the focus being 'Communication & Language in the EYFS' – KINS Priority Four.

HF-B's questioned how JB planned to ensure all of the staff knew which children were Pupil Premium? JB answered that all staff knew who the children were as there were interventions in place for every PPDA child. LSW said that everyone had access to 'Class on a page' which listed all of the Pupil Premium, SEND and Summer born children. JB said she wanted to look more closely at PPDA funding to ensure that it was all being accounted for & spent appropriately on the PPDA pupils, including money spent for free places on visits.

10/01.26 Safeguarding

10.1 Annual Staff Training

All of the Staff and some of the Governors attended the Safeguarding training in October 2026.

10.2 Report to Safeguarding Committee

The Governors read though the report which contains information on vulnerable children, referrals, Early Help, Exclusions, bullying, accidents, Educational Visits and Training Courses.

11/01.26 School Website

The School Website is compliant. LSW has just completed the Local Information Support, it's now interactive and more user friendly.
LSW has sent out SEND questionnaires and they are very positive so far.

12/01.26 Any other business

No other business.

12/01.26 Proposed dates and times of next meetings:

Personnel	Wednesday 4 th February	3:30pm
Safeguarding	Wednesday 4 th March	3:30pm
Finance & Premises	Wednesday 25 th March	3:30pm
Full Governing Board	Monday 27th April	7:00pm

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

Class Governors arranging meetings
Communication and liaison between Staff and Governors
Reflected on the behaviour reported from the Governor visits
Budget is stable
New priority for SIP
Ensuring each committee is quorate
Elected a Vice-Chair
Safeguarding remains a priority through training
Head teacher Performance Management has taken place

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

Class visits, pupil behaviour
Recruitment of Governors
New Vice-Chair
Class Governors, some with new Governors