

**MINUTES OF A MEETING OF  
THE VILLAGE INFANTS SCHOOL QUALITY OF EDUCATION COMMITTEE  
HELD ON 27 MARCH 2025  
IN SCHOOL AND BY VIDEO CONFERENCE  
(5:15 pm – 6:45 pm)**

**Present:** Councillor Harriet Spoor (Chair)  
Bernadette Thompson **R**  
Debbie Rosaman  
Glen Spoor  
Lee Buckingham  
Louise Sparks  
Naureen Akhtar  
Nicola Bridge **R**  
Richard Wells  
Su Joy  
Yolanda Cattle

**Also present:** Amy Whiffin, Deputy Headteacher  
Jackie Day, BDSIP Governor Services **R**

**R** = attended remotely

**MINUTES – PART 1**

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Jo Archer, Andy Carr, Louise Sparks and Sunday Aladetoyinbo.

**2 DECLARATION OF INTERESTS**

Governors had no personal or business interests to declare.

**3 MINUTES**

The minutes of the meeting held on 12<sup>th</sup> December 2024 were confirmed as a true record. There were no matters arising.

**4 POLICIES AND DOCUMENTS**

The following updated policies and documents were **approved**:

- Asthma
- BACS Payments – governors **asked** how soon this would be implemented, and they were informed that staff were awaiting training from the bank.
- Equality Information and Objectives
- Menopause – policy provided by LBBD
- Reasonable Force & Restraint – governors **asked** who uses restraint, and they were informed that a lot of staff have been trained.

- Relationship Education
- Remote Learning
- School Fund
- Supporting Pupils with Medical Conditions
- Schools Flexible Working – governors **enquired** about the process for requesting flexible working. They were informed that applications are made to the headteacher for discussion by SLT, e.g. working at home to complete paperwork. Other staff are informed who is absent through the staff diary. Requests are reviewed if necessary.
- Shared Parental Leave
- Updated Staffing Structure – governors **asked** if the Acting Assistant Headteacher post (1 day/week for 1 year) would be advertised to the whole school staff. They were informed that it had been and there had been some expressions of interest. Governors **agreed** that there should be a formal application process including interviews, and there should be a job description. HR had been asked for guidance on the appointment process and salaries as some staff salaries were already above the L3 range. The person appointed may be asked to take the role for experience only as there may be no monetary gain. Governors **agreed** that the recruitment should proceed subject to HR advice on salaries and procedures. The Organisational Change Committee will receive an update.

## 5 SCHOOL IMPROVEMENT PLAN UPDATE

Governors received an update on the School Improvement Plan 2024-25.

### 5.1 Priority 1: Teaching and Learning

Subject leads had been focusing on developing key skills.

### 5.2 Priority 2: Writing

Talk for Writing and Power of Reading strategies were being developed to ensure consistency across the school. An INSET session on Oracy to help improve attainment in Writing. Children join the school with low language skills, vocabulary walls are produced for each subject.

### 5.3 Priority 3: Reading

Staff coaching on Reading had been successful. Parent workshops on Little Wandle were organised, and parents were invited to observe teachers reading stories to the children. Feedback from parents showed that they found these useful and interesting.

### 5.4 Priority 4: Science

The draft application for the Primary Quality Science Mark had been submitted and feedback was awaited.

### 5.5 Priority 5: Edukey

Staff had received training on using Edukey and they now found it a useful tool. It will help to pass on information for the transition to Key Stage 2. Mr Buckingham would like to visit to look at Edukey. He was informed that William Ford Junior School already uses the system, but it might be known by another name.

## 5.6 **Priority 6: EYFS**

- a) A further increase in GLD was predicted. Data was on target to reach at least 68%. This priority will continue next year as it will be an Ofsted area for development.
- b) Quotes were being obtained for development of the EYFS outdoor learning environment. Funding is available for the project. The forest school will be set up on the land beside the Nursery. It was suggested that a gate at the back of the school into the park could provide additional emergency access to the site, and the forest school area could be another access point. The LA would be asked if this was allowed. Mr Wells agreed to look at the area with the Headteacher to consider the best use of the space.

## 5.7 **Priority 7: Inclusion**

The school has done a lot of work on Inclusion to support children who cannot access the mainstream curriculum. Provision is more consistent across the school now, and Ofsted commented on this. Governors **asked** if the school had considered applying for the Inclusion Quality Mark. They were informed that the school had started the application process and would like to continue.

# 6 **ANY OTHER BUSINESS**

## 6.1 **Organisational Change**

- a) Governors noted that the Organisational Change Committee would need to meet again. They discussed whether it was appropriate for a member of staff to attend as it could appear that there was a conflict of interests. The Chair wanted the process to be fair and transparent.
- b) A governor **asked** if staff should be informed what is happening yet. The Headteacher replied that no decisions had been made yet, but staff were aware that there was a budget deficit. They may not realise how serious it is. The Chair offered to speak to staff.
- c) Governors suggested that staff should be given clear information at every level so they understand the position. Staff will want to know what it means for them, and they should be told about the options.
- d) The Headteacher informed governors that staff know that some colleagues have had their hours reduced and not all leavers have been replaced. Staff can't be given further information until the Organisation Change Committee has decided what actions need to be taken to reduce costs, such as redundancies. HR would advise on redundancy procedures, e.g. a skills audit and interviews, or inviting applications for voluntary redundancy. A consultation process would be arranged with support from HR.
- e) Governors **agreed** that staff should be kept updated on the deficit and possible spending cuts. Difficult conversations should be held with kindness and respect because the actions will have impacts on families. It was human nature that people will think cuts won't happen to them. It was agreed that staff should be informed when the Organisational Change Committee will be making these decisions and why. The staff will be informed of the committee's decisions as soon as possible. Messages to staff must be consistent.

## 7 MEETING DATES

Governors noted that the Summer Term committee meeting would be held on Tuesday 13 May 2025 at 5:15 pm, and the full governing board would meet on Thursday 15 May at 5:15 pm.

The suggested date for the Organisational Change Committee meeting was Friday 29 April 2025.

<b>Actions/Follow up</b>		
Min 4	<ul style="list-style-type: none"><li>• Policies and documents approved as listed.</li><li>• Agreed that there should be a formal recruitment process for the temporary Acting Assistant HT post.HR to advise on procedures and salaries.</li></ul>	Headteacher
Min 6	Organisational Change Committee to meet to consider options for reducing costs. All staff to be kept informed of the financial position and possibility of restructure.	Headteacher/School Business Manager