



North Baddesley Infant School

Virtual Full Governing Body Meeting Minutes

Thursday 25th March 2021

Present: Nicole Perry - Chair
Mike Hiscock - Vice Chair
Carla Lashmar - Headteacher
James Child
David Jones - arrived at item 2
Olga Maslovskaya
Julia Squires
Pete Stuart
Jo Tutton
Beth Waters
Melanie Westmacott

In Attendance: Sarah Hiscock – Clerk

Apologies: Becky Bailiff
David Percival
Dave Wilson

Absent:

Action

1 Welcome and Apologies for Absence

The Chair opened the meeting by thanking Governors for agreeing to meet for a brief FGB meeting before the WGB training and welcomed Melanie, the new Parent Governor. Apologies had been received from Becky, Dave and David P. The Chair informed Governors that due to his commitments with the church and food bank David P had decided to step down from his post as a Co-opted Governor with immediate effect. The Chair thanked David for all of his support to the school and the Governing Body and the FGB wished him well.

2 Pecuniary interests in relation to the agenda

No pecuniary interests were declared.

3 Review and approval for the minutes of the last FGB meeting on 11th February 2021

The following points were discussed during the review of the minutes:

- Governor Development Plan – The re-drafting will now be carried out by the new Development and Training Governor.

JS



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- Staff wellbeing meetings – The Headteacher has received emails from Governors volunteering to take part in these meetings and is now looking at possible dates.

The minutes were agreed by all. The Chair will email the Clerk approving the minutes instead of signing the minutes. Email will be printed and filed with minutes by Clerk once school access resumes for Governor meetings, and the minutes will be uploaded to the school's website.

4 **Headteacher's Written Report**

The Headteacher will forward the LLP report to the Clerk for circulation to Governors. The report was good and there were no surprises.

HT/Clerk

The Headteacher confirmed that Admissions had indicated that there were 68 first place applications for Year R September 2021, but that it is likely that this will increase and funding may be available if the cohort is not full.

Co-opted Governor vacancy - it was agreed to approach the two other Parent Governor candidates and ask if they would be interested in filling this vacancy as the parent bias will shift in September when some members of the board will no longer be parents of children attending the school. Governors agreed that as historically Co-opted Governors have proved difficult to recruit that this was the best course of action. The Headteacher will liaise with the candidates and complete a skills audit.

HT

Governor Secure Area - The Headteacher explained that the school were looking to strategically use this more effectively as a long term log of Governing Body business to be maintained by the Clerk, and to include FGB and committee agendas, minutes and supporting documents, policy review and monitoring reports, as a good evidence base for Ofsted. To be discussed in more detail at the next meeting.

Clerk

The Headteacher will respond to questions submitted before today's meeting and Clerk will circulate this document.

HT/Clerk

Q How are staff coping now all children are back in school?

A There has been fatigue from teachers this week. Fortunately, planned building work means that staff are unable to come into school during the Easter holidays. There has been an increase in staff and pupil absence due to colds, croup etc which has meant the Headteacher and Deputy Headteacher have been helping in Year R.

The Headteacher informed Governors that school would be becoming more "normal" for children after Easter. Staggered drop off and pick up times will still be in place, along with bubbles and face masks but the tables will no longer be



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forward facing. This will improve the quality of teaching and learning and staff and children's wellbeing. Staffing will continue to be static with 1 PPA staff member who will be working across the whole school wearing a visor.

Q Has this change been discussed with NBSJ?

A No, because Key Stage 2 is different to the EYFS and Key Stage 1, and as site and parental expectations are unchanged this is not necessary. The decision to revert back to the previous classroom layout is supported by the LLP.

Inset days were approved by Governors for 2021-2022 and are the same as NBSJ.

5 **Membership issues**

The Chairs of both the Resources and Curriculum and Standards Committees agreed to update their Terms of Reference to confirm the voting rights of all Governors i.e. that the Associate Governor has voting rights at Committee meetings.

DJ/JT

The new Parent Governor has been invited to join the Curriculum and Standards Committee. The clerk will send meeting schedule to Mel.

Clerk

6 **Approval of SFVS return**

The Resources Committee have completed work on the SFVS return and this was approved.

7 **AOB**

Pen Portraits

Please can Governors write a pen portrait to highlight Governors skills and impact and send to Clerk to be published on the school website.

All

Covid vaccinations for staff

Mel offered to contact North Baddesley Health Centre as there is currently a vaccine surplus and GPs are prioritising teachers and school staff.

MW

NEXT MEETING – Thursday 13th May 2021 at 6pm



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Appendix

Following the FGB meeting Stuart Adlam lead a training session regarding supporting Pupil Premium and disadvantaged children. During this training he referred to the following documents which may be useful for Governors to refer to:

- Hampshire County Council's SEND Support document, including the features of high quality teaching.
- Education Endowment Foundation (EFF) Guide to becoming an evidence informed school governor.
- EFF Covid 19 Support guide for schools.
- EFF Toolkit
- EFF DIY Evaluation guide.