



North Baddesley Infant School

Virtual Full Governing Body Meeting Minutes

Thursday 11th February 2021

Present: Nicole Perry - Chair
Mike Hiscock - Vice Chair
Carla Lashmar - Headteacher
Becky Bailiff
James Child
David Jones - arrived at item 4
Olga Maslovskaya
David Percival
Julia Squires
Pete Stuart
Jo Tutton
Beth Waters

In Attendance: Sarah Hiscock – Clerk

Apologies: Dave Wilson

Absent:

Action

1 **Welcome and Apologies for Absence**

The Chair opened the Zoom meeting. Apologies were received from David W, although David has now been set up with a Zoom account. The Chair and Headteacher thanked Governors for the support and co-operation they had given to each other and the school during the 3rd lockdown.

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 19th November 2020**

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

- SEN Information Report – The SEN Governor sent his comments on this report to Katie.

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



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minutes by Clerk once school access resumes for Governor meetings, and the minutes will be uploaded to the school's website.

4 **Headteacher's Verbal Report**

Due to the 3rd lockdown and schools being closed for a 2nd time the Headteacher circulated a written report in advance of the meeting as this was more appropriate in these circumstances.

The following questions were asked by Governors:

Q Parents with children in both NBIS and NBJs will inevitably make comparisons regarding practice in managing home learning. Have you discussed our practice (i.e. pupil feedback and home contacts) with NBJs? Have any issues been identified?

A The Headteacher has consulted with NBJs and felt that the differences in our offer (i.e. no live lessons) were due to the young age of our children being a barrier to them accessing this. To date no criticism of our home learning has been made. The Headteacher informed Governors that local heads are in regular contact and a video is being produced regarding home learning for release to parents after half term.

Q Has any damage been done to our property by trespassing youths? Given the height on the NBJs fencing there is not much we can do to reduce this other than monitor CCTV - does this need extending? Do we have any decent images to present to the police?

A There is no CCTV in the areas youths have been accessing – the bell tent by its nature appeals to teenagers. The biggest impact of the trespassers has been on staff wellbeing, for example the Year R team had set up resources on the Friday after school for the following week which by Monday were damaged and the Year R area has been urinated on and needed to be cleaned. Signs have been put up to deter vandalism to no effect. It is thought that youths are accessing the school grounds via the area of scrubland at the bottom of the field. School are continuing to log further vandalism and will report it to the Police if it increases or becomes more serious. A Governor raised concern about the risk of fire following a recent fire at the allotments which was started by teenagers. The Headteacher is meeting with the Forest Pre-school and will ask if they can manage without the bell tent now they are using the multi-purpose building to have lunch in due to the cold weather.

Q What are the Strategic changes proposed for Treetops?

A The intention is to develop the Treetops provision further to include childcare for INSET days and during school holidays. Gillian Wilkins



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has been appointed as Play Leader and has the vision to develop the provision as a fun, play based club rather than a continuation of the school day. She has ideas for activities for the junior school children such as a homework zone and chill out area.

Q Have all SEND pupils been offered the chance to attend school during lockdown?

A The Headteacher confirmed the all SEND pupils had been offered a place but that only 7 had taken up the offer.

Q What criteria has been used to determine 'School vulnerable' pupils offered school places to during lockdown? Have there been any challenges to this strategy by other parents?

A Teachers have used their gut instinct to determine school vulnerable pupils, some children are considered vulnerable for financial reasons, others due to safeguarding concerns. The decisions are made based on the schools knowledge of the family, the needs of the family and in consultation with CPOMS records. The number of children considered school vulnerable is increasing.

Q Do we need to replace Danni Rutter straight away following her resignation from Treetops without reducing capacity?

A The Headteacher is awaiting guidance on the reopening of schools before recruiting, as if we were to recruit now we could then have to furlough the person appointed.

Q Are contacts with parents regarding home learning during lockdown split between the Lockdown and Welfare CPOMS categories?

A CPOMS only added the Lockdown category in the 3rd week of lockdown, and multiple categories can be selected i.e. lockdown and behaviour.

Q Are there any common themes emerging from parental feedback? Could you give some examples of feedback which led to your comment.

A The Headteacher reported that there is a range of parental engagement from parents collecting food parcels but not engaging with home learning at all to other parents who send in a lot of home learning and lengthy messages requiring teacher feedback. The majority are doing their very best in their own family circumstances. Pupil Progress meetings last week focussed on children who are home learning and the key points discussed were are the children safe, happy and doing their level best with home learning. Teachers are managing communicating with families as best they can, but it is time consuming.

Q Why are the number of children attending keyworker provision so much higher in this lockdown?



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- A The Headteacher felt that more parents this lockdown were not prepared to do home learning again. There was discussion about carrying out a parent survey regarding home learning and it was agreed now was not the best time to do this as feedback would be very emotionally driven. Agreed to send a survey to parents once school had reopened and parents had the time to give reflective feedback.
- Q What steps have you taken to ensure only genuine key worker children are being catered for?
- A The Headteacher confirmed that on the first Monday back after Christmas the school had sent out a letter asking which families would require keyworker provision as school closures looked likely. Following the Prime Minister's announcement the school was open to keyworkers from lockdown 1 only on the Tuesday and from the Wednesday for all keyworkers – 98 children in total. A second letter has been sent recently asking those children with only one parent who is a keyworker to remain at home, and some children have stopped attending. Initially all children with frontline keyworker parents were offered a place Monday to Friday, now only NHS frontline workers children are able to attend Monday to Friday. However numbers have increased from 98 to 104 due to families struggling for 6 weeks to juggle work and childcare/home learning themselves and this now being unmanageable.
- Q Have you a way of identifying the amount of engagement from children in the home learning? Are there any concerns that you aren't reaching all you'd like to be?
- A Teachers are tracking home learning engagement daily – 1 is an acceptable level of engagement, 0 unacceptable, meaning teachers act fast. If there is an unacceptable level of engagement for 2 consecutive days this triggers a call home from the teacher and support being offered. The Headteacher praised the enthusiasm and creativity of staff in their approach to home learning.
- Q The work packs that are being sent home for certain children, are these being delivered because they either can't or wouldn't be collected otherwise?
- A Some packs are dropped at the door or hand delivered, others are collected when parents collect food parcels. Teachers are writing postcards as are the Deputy Head and Headteacher's and Headteacher's stickers are being sent home for good work.
- Q The report mentioned whole school activities and events online, including quizzes and the like. Are there any ways the Governors can be visible in supporting these?



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- A There is a Year R quiz coming up that Governors with links to Year R are welcome to join. Quizzes are planned for Year 1 and 2 families as well. Governors have been invited to the Lorraine Lee training on the 23rd February and to training with the Educational Psychologist on the 3rd March.
- Q There are only 2 pupils in Year 1 identified as SEND - have some pupils not been identified due to pupils not been in school? Is there a risk of some pupils having been missed?
- A More children have not been identified as the children are not in school, however there are 2 children on the schools radar as possible SEND, which are being monitored and the children are attending keyworker provision so this figure is likely to grow.
- Q Safeguarding Audit – It would be good to see Stephen Mellor’s final report and decide from there whether we need any further information. However be good to show we have reviewed and any comments from governors are captured to show governors’ support and challenge.
- A Feedback has been delayed due to Lockdown, however when this does take place it will be a 1 day process and Governors involvement is welcome.
- Q How are you managing the lateral flow tests? Have we had any positives from it?
- A This is being managed well, despite a lot of retching!
- Q What impact are the staff absences you’ve recorded having on wider team resilience?
- A Staff absence has reduced since lockdown and a reduction in the number of children in school. This may change as lockdown is eased and more children return to school.

It was noted that this lockdown was an entirely different lockdown to last years.

Governors asked the Headteacher to pass on their thanks to staff for all they are doing to support pupils, parents and the school at the moment. Special thanks also to Dave W for all his work on the grounds and FONBIS for their support in these difficult times.

Data analysis

The Deputy Headteacher talked through the data in more detail using Year 1 as an example, explaining that prior attainment was where the children were assessed as working at the end of Year R, as assessed by teachers in November and January. This demonstrates that the recovery curriculum for reading is



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working as the data show it was successful. However it is hard to assess children currently home learning as teachers have no way to know how much parental support is involved with the work submitted.

For children in Year 2 there are more red areas due to teachers focusing on the key catch up areas, and these tend to have more learning objectives, an example of this is number and place value which has a range of learning objectives a child must achieve to be assessed and so tends to be harder and take longer to achieve, whereas geometry does not. However, this has meant that other smaller areas i.e. shape in maths have not yet been taught. These topics could be set as home learning as generally they will be easier for parents to teach.

The Deputy Headteacher highlighted the differences in the Year 1 and Year 2 cohorts – Year 1 having lower pupil premium and SEND children and Year 2 have higher and therefore are more challenging. The jump from close to achieving and secure also tends to happen later in the school year.

The Staff Governor informed Governors that phonics data for year 2 was strong and the Deputy Headteacher agreed to circulate this to governors, and the Curriculum and Standards Committee will look into this in more depth.

- Q Does the Government still expect that children should have “caught up” on missed time in school by the end of this academic year, bearing in mind we are now in a second period of school closures for all pupils? DHT/JT
- A There has been nothing from the Government about this and no indication of what schools are expected to put in place i.e. during school holidays.

5 **Committee Updates**

Curriculum and Standards Committee:

- February’s meeting was cancelled due to Covid pressures.

Resources Committee:

At the last Resources Committee meeting the following was covered:

- Budget – looks to be ok, but the impact of a second closure of Treetops is not yet known.
- Outstanding invoices
- SFVS has been delayed until May.
- New school IT contracts are going live over half term.

6 **Training and Development Governor Update**

Whole Governor Body training booked for the 25th March.

Governor Body Self Evaluation



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Results showed that the Governing Body agreed that they needed to engage more with parents and the wider community, however at the moment this is not easy to do because of Covid. Generally, the self-evaluation showed that we were largely in the same position as when it was last carried out and that was a good place to be considering the challenges of Covid.

Governing Body Development Plan

This will be re-drafted to reflect the self-evaluation. It was agreed that virtual meetings for staff well-being would be valued, and parent and pupil conferencing when the time is appropriate. Governors were asked to let the Headteacher know if they would like to be involved in this after the meeting.

All

7 **Membership Issues**

Election of James Childs to Co-opted Governor Vacancy

Governors unanimously voted James into the Co-opted Governor vacancy.

Parent Governor vacancy

A letter has been sent inviting applications for this vacancy. The closing date is the 12th February and so far one application has been received.

Development and Training Governor

Julia has agreed to step into this role. The Chair thanked James for all his work during his time as the Development and Training Governor.

Contact Governor

James volunteered for this role.

Clerk to updated GovernorHub with the above membership changes and ensure report is sent to the Office to update GIAS.

Clerk

8 **Review of Policies**

The Deputy Headteacher has updated the Policy Review Schedule and will issue this to all Governors after the meeting.

DHT

9 **Governing Body monitoring opportunities and Governor visit plan**

This will be circulated via email following the meeting.

HT

10 **Discuss and agree priorities for next financial years based on school improvement priorities**

It was agreed that this item would be delegated to the Resources Committee to discuss at their next meeting.

DJ

11 **Receive report on issues arising from strategic financial planning**

As with the above item, this was delegated to the Resources Committee

DJ



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12 Agree decision regarding subscription to Governor Services

All Governors agreed to continue with the subscription to Governor Services.

13 School Self Evaluation Activity

The Headteacher shared the Perspective Self Evaluation report on screen and asked Governors to stamp to rate the school either requires improvement, good or outstanding against certain criteria. Governors were able to seek clarification as needed. Governors completed the Leadership and Management and Behaviours and Attitudes sections in this way, and each statement was thoroughly discussed. The Headteacher will circulate the completed Self Evaluation report and invited Governors to send any comments to her by the 19th February.

HT
All

14 AOB

The Headteacher thanked Governors on behalf of all staff for the Christmas gifts from the Governors.

Health and Safety Audit – The Health and Safety Governor asked if the Headteacher knew if this was to go ahead as usual. The Headteacher confirmed nothing had been received yet.

Website Working Party – Mike, Becky and Jo have reviewed the website and sent feedback to the Deputy Headteacher. The working party would more forward this this scrutiny.

NEXT MEETING – Thursday 25th March 2021 at 6pm