



North Baddesley Infant School

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# Virtual Full Governing Body Meeting Minutes

Thursday 19<sup>th</sup> November 2020

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 and welcomed the Headteacher back to her first meeting since returning from maternity leave. Apologies were received from David W. David will continue to receive papers and contribute to meetings remotely via the Headteacher for the foreseeable future.

### 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 17<sup>th</sup> September 2020**

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

- Parent survey results – These have been circulated.
- Building SLA – James and David P received this.
- Multi-purpose building – Building regulations and electrical work has now been signed off.



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- KCSiE – most Governors have read this and reminders have been sent to those that have not completed the tick box on GovernorHub to confirm they have.
- Headteacher’s performance review – This has now been carried out.

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.

#### 4 **Headteacher’s Written Report**

David J joined the meeting at this point.

On the Headteacher’s return from maternity leave she met on a 1:1 basis with all staff. It has been noted that the schedule for data drops makes turn around for FGB meetings tight, so the dates for data drops will be reviewed.

The Headteacher highlighted that considering we are in the midst of a global pandemic attendance was good showing that our parents are happy with the provisions in place at school to ensure children are safe. However, it was noted that Covid related absence is recorded with a specific code which does not impact the overall attendance. The Headteacher confirmed Covid related absence is monitored and does not feel high although some families are self-isolating pending test results more than others which may be due to parental anxiety. Home learning is not being engaged with by those families self-isolating. Governors asked that the Headteacher feedback on attendance including Covid related absence at the next meeting.

HT

The following questions were asked by Governors:

Q What is the difference between the definitions used in CPOMS – incident and monitoring?

A An incident is any initial log of a contact, concern or event.  
Monitored is any follow up action from an incident.

Q There have been 75 incidents in safeguarding - is there anything as governors we should be aware of?

A An anonymous example was given of a safeguarding incident which has been recorded. The Deputy Headteacher clarified that 75 incidents didn’t mean concerns about 75 children and could be multiple incidents for one particular child to build a bigger picture.

Q There have been 2 restraints – are there any trends or reasons for this?

A Typically restraints are more of a “shuffle” as children of this age group are more portable. There are no concerns about these restraints and it was highlighted that a higher incidence of use has been recorded in the past.



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- Q Governors asked for clarification on staffing arrangements now the Headteacher was back from maternity leave.
- A Lynne Young has now returned to her class teacher role, however it has been decided that the Deputy Headteacher will not return to a teaching role due to Covid pressures and increase operational demand. Therefore a part time teacher will be advertised internally to maintain transparency and allow all staff the opportunity to apply.
- A What are your plans for increasing HLTA time temporarily? Will this compromise bubble arrangements?
- Q In the last 10 days 4 staff members have had to self-isolate while awaiting test results for family members which is likely to increase over the winter. Advice has been sought from EPS and the plan is to recruit for a temporary HLTA to start in the New Year when bubble changes can be made after the Christmas holiday period. This temporary post would protect staff wellbeing and minimise bubble mixing of staff providing PPA cover and potentially minimise the risk of having to close a bubble. The Headteacher and Deputy Headteacher are unable to carry out this role as it would compromise the office and site staff. Catch up funding could be used to fund this appointment. Governors agreed that the appointment of a temporary HLTA was the best way forward to protect staff and ensure the best outcomes for the children.
- A Are the 5 appointments to Treetops immediate or are they appointments to a pool on which to make a future appointment post Covid?
- Q Yes appointments are immediate. The Supervisor has stepped back from this role as planned. The Play Worker role by its nature attracts transient workers i.e. students or people gaining experience before starting teacher training.
- Q Can you provide an overview of the process for SLT Performance Management linked to Perspective Lite, which may be used for teachers next year?
- A Perspective Lite is the software the school use for school self-evaluation and was demonstrated to Governors at a meeting last year. It also has a performance management feature which we can access and the process can be used by all parties involved online and therefore enables Performance Management to be carried out remotely via Zoom which is particularly good at this time to minimise bubbles being compromised. SLT are trialing this process this year.



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Q There are a number of positives in the data reported. Transcription appears to be an issue. What does this entail and what can be done to address this? Likewise vocabulary and grammar in Year 2. Is catch-up impacting on the broader curriculum?

A The Deputy Headteacher explained that some areas of the curriculum had more range statements that children needed to cover to be considered on track in these areas. Because of this there are high order skills that teachers are only now approaching having spent time catching up on missed learning due to the lockdown school closures. There is more focus on reading and phonics at the moment but it is not felt that this is of detriment to other subjects.

The Headteacher confirms the Published Admissions Number remained the same at 90.

### 5 **Committee Updates**

#### **Curriculum and Standards Committee:**

At the last Curriculum and Standards Committee meeting the following was covered:

- Data – comparison of the last milestone to the current position.
- Website – checking we are compliant and publishing everything we are legally required to.
- The Hampshire Assessment Model will be discussed at the next meeting.

JT/MH

#### **Resources Committee:**

At the last Resources Committee meeting the following was covered:

- Budget – it was noted there is a shortfall in the budget due to Treetops being closed but the overall position is better than anticipated and improves as the years pass.
- Treetops.
- Pay Committee and financial benchmarking. In terms of benchmarking the School's budget is comparable with other similar schools.
- Special thanks to Graham Smith for getting the playground lighting in place ready for winter.

### 6 **Approve revised budget**

The Headteacher pointed out that the costs associated to the fire extinguishers had been added to the budget. Governors approved the revised budget.

### 7 **Training and Development Governor Update**

The topic for the next whole governing body training session will be on the effective use of Pupil Premium. The DTG is regularly contacting Governor Services to get some possible dates for an online session in February, March or April.

JC



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| <p>The Governing Body Development Plan has been circulated and comments should be sent to the DTG by the 27<sup>th</sup> November. It was noted that the results of the parent survey largely were a celebration of the good relationship the school has with its families. However the responses regarding Governors have slipped and had been incorporated in the development plan as the situation with Covid will have a negative effect this as well going forward. The DTG asked for Governors to send him suggestions of how to overcome this.</p>  | <p>All</p> |
| <p>Governing Body Self Evaluation forms have been issued to Governors. Please complete honestly and return to the DTG by the 31<sup>st</sup> December.</p>   | <p>All</p> |
| <p>The DTG informed the group that it was his intention to step back from the DTG role due to work commitments and that if anyone was interested in taking on this role to contact him and he was happy to go through what was involved.</p>   |            |
| <p><b>8 Membership Issues</b></p> <p>David Jones’ term as a Co-opted Governor comes to an end on the 28<sup>th</sup> November. David confirmed he was happy to continue as a Governor and the board unanimously voted to re-elect him to the role for a further 4 years.</p>   |            |
| <p><b>9 Plan for Off Site Visits</b></p> <p>Due to the pandemic no trips are planned at the moment, however the school have booked workshops to enhance children’s learning such as a drumming workshop and inflatable planetarium all following social distancing guidelines and DfE requirements.</p> <p>FoNBIS are organising a theatre group to perform the panto which would be watched in class via Zoom. The Christmas disco was also going ahead in individual classes via Zoom.</p> <p>Staff are uploading an advent calendar of Christmas stories to the school website. It was suggested that Governors could collectively read a Christmas Story with the book travelling through the video to them.</p> |            |
| <p><b>10 Governing Body monitoring opportunities and Governor visit plan</b></p> <p>This item was deferred due to the current National Lockdown in place until the 2<sup>nd</sup> December. The Headteacher and Deputy Headteacher will review the situation after the 2<sup>nd</sup>, but it was agreed that the safety of children and staff should be the priority. The Headteacher confirmed that there was no urgent business that wasn’t already underway remotely i.e. website scrutiny.</p>  | <p>All</p> |
| <p><b>11 Pay Policy and Performance Management Policy</b></p>  |            |



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The Performance Management Policy is part of the Manual of Personnel Practice that was adopted at the last meeting. The Pay Policy has also been adopted and the school are currently working on the revised pay scales.

12 **SEN Information Report**

The SEN Governor received this today and will review and send comments to Katie James.

MH

13 **AOB**

The following was discussed:

- Staff Wellbeing – It was noted that the Staff Governor was fulfilling her role very well and had feedback to the Headteacher that it had been a heavy couple of weeks for staff with 2 data drops instead of the normal one, progress meetings and parents evenings next week. Staff wellbeing has been impacted by the adjustment to working at full capacity under new measures i.e. tables in rows and wearing masks/visors. The Headteacher intends to continue to meet with staff on a 1:1 basis every term to monitor this. The Staff Governor said that the school were lucky to have good, supportive Governors interested in staff wellbeing.
- Jo and Mike are attending the virtual Governor Annual Conference next week.
- Open week – 1:1 30 minute Zoom meetings have been completed for families interested in a place in Year R for 2021. A virtual tour video is being produced for the website and the Headteacher thanked all staff for their involvement. The filming will be finished this Saturday and the final video will be sent to Governors.

HT/DHT

**NEXT MEETING – Thursday 11<sup>th</sup> February 2021 at 6pm**