



North Baddesley Infant School

Virtual Full Governing Body Meeting Minutes

Thursday 17th September 2020

Present: Nicole Perry – Chair
Mike Hiscock – Vice Chair
Pete Stuart – Acting Headteacher
Carla Lashmar - Headteacher
Becky Bailiff
James Child
David Jones
Olga Maslovskaya
Julia Squires
Jo Tutton – left during Item 6
Beth Waters

In Attendance: Sarah Hiscock – Clerk

Apologies: David Percival
Dave Wilson – Associate Member

Absent:

- | | Action |
|--|---------------|
| <p>1 Welcome and Apologies for Absence
The Chair opened the Zoom meeting and thanked the Headteacher for joining the meeting in advance of her return from maternity leave. Apologies were noted from David W and David P.</p> | |
| <p>2 Update pecuniary interests register and pecuniary interests in relation to the agenda
The Clerk advised that all Governors had completed their declaration on GovernorHub with the exception of David W who would complete a paper form. This has been published online and will be amended to include David W when complete. None declared</p> | DW |
| <p>3 Review and approval for the minutes of the last FGB meeting on 2nd July 2020
The following points were discussed during the review of the minutes:</p> <ul style="list-style-type: none">• Parents survey results – The Acting Headteacher will send the results of this to Governors.• Building SLA – The Acting Headteacher will forward to James and David P. | AHT
AHT |



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- Directory of Funds – The Acting Headteacher will ask the Finance Officer if she has received a copy. AHT
- Safeguarding Audit feedback with Stephen Mellor is on Monday 23rd October via Zoom. The Acting Headteacher will forward the meeting details to the Safeguarding Governors. AHT
- The Acting Headteacher reported that Max Fisher had a low key retirement celebration. They held a cream tea in the lookout and incorporated video messages from past staff members.
- Growing School Funding – The Finance Officer is looking into this further with Education Finance Services.
- Jo has confirmed she is happy to continue as Health and Safety Governor.

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 filled with minutes by Clerk once school access resumes for Governor meetings.

4 **Headteacher's Verbal Report**

Year R have settled well into school life and will be full time as of Monday 21st September. All children are now attending school, notably the most challenging aspect of getting everyone back has been parents on site at drop off and pick ups. The Acting Headteacher admitted that this was in part due to communication about the 10 minute windows for drop off and pick ups not being clear to begin with and since this was clarified there has been a big improvement in this area.

The Health and Safety Executive are making ad hoc phone calls to Headteachers regarding procedures used in school and other schools who received these calls have shared the questions. The Acting Headteacher is confident that NBIS have in place the appropriate procedures and a comprehensive risk assessment.

The Senior Leadership Team are on the playground every morning and afternoon to guide parents, and are also helping to cover lunch duty. Treetops is now open, but currently only to NBIS pupils and siblings who are at NBJS. It is hoped to fully open after half term once new staff have been recruited. Kate Skinner has stepped down from her role as After School Club Leader and the school are looking to recruit a leader who will take over the admin duties such as invoicing from the office team.

Q Do we have room to increase numbers and still adhere to Covid guidance?

A Yes. Treetops is using year group bubbles and NBJS children are accommodated in the hall. At the moment most activities are outside but come the winter this will change.



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Hollytree Pre-school have withdrawn from taking over the multi-purpose building for various reasons mainly to do with the conditions of the lease linked to them obtaining a good OFSTED rating. The Acting Headteacher believes this is the right decision at this time and allows the school to use the building for bubbles and Treetops, whilst still hiring it out privately.

The Acting Headteacher reported there had been no contact from The Stable Company, and that on the advice of the Legal Team the school have sent a letter informing them no further monies will be paid. Manuals for sliding doors and warranties and electrical certificates are outstanding.

Q Do we now own the building?

A Yes. The issue with the threshold has been remedied so the building is safe and secure.

Q Was the handover manual sub-contracted?

A Yes it was but the School have no way of knowing who to as all workmen signed in as site rather than their company names. James advised the Acting Headteacher to look in at the main board as the company who did the electrics is likely to have left a sticker with their name on, and will also look into the sign off of building regulations and pass information to the Acting Headteacher.

JC

Staffing – Jo Oakley has left so have recruited 2 strong Teaching Assistants to work mornings only; Sarah West and Lucy Glasspool. The Acting Headteacher is conscious that the school needs to have the staffing capacity to cover in the case of staff becoming ill, and if needs be staff have been warned that PPA or non-contact time may need to be withdrawn.

The Acting Headteacher informed Governors of the pay rise that comes into force in October. This equates to the 3.6% school budget increase.

Provision has been set up for remote learning via Tapestry. In lockdown this was optional, but the line from Government not is that children who are self-isolating should be learning and that schools need to make provision for this, with work set and marked by teachers. All staff have been trained in the use of Tapestry and logins will be set up by the end of September for all children. Teachers are also working to identify gaps in children's learning to plan a catch up curriculum, it is likely that this will largely focus on reading and phonics. Mike pointed out that in a recent Governor Services communication Catch Up Premium was mentioned. When the Acting Headteacher enquired about this will Education Financial Services they only had the information as per the DfE's website – 3 payments of £80 (eighty pounds) per child based on the census return. This money could be used for a programme of catch up phonics interventions, Tapestry and Rising Stars reading package.



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KCSiE – This has been updated. Governors were asked to read Section 1 and tick the box on the declarations page of GovernorHub to record this. The Safeguarding Policy has as a result been updated based on the model policy.

All

Q How are staff?

A NBIS are really lucky because all staff are really positive and glad to be back with all the children which is not the case in all schools. There are some frustrations in the discrepancies in the guidelines i.e. having to sit at forward facing desks but children are allowed to use climbing equipment and be in close proximity face to face.

Q When will it be possible for Governors to resume monitoring responsibilities?

A Governor Services sent an email just before the meeting stating essential meetings and monitoring can resume if in line with the School's risk assessment. It was agreed that essential, non-class based monitoring could resume especially regarding Pupil Premium and SEN. Beth and Katie have sent some suggested dates to Mike to arrange this meeting in school.

The following policies are due for review and Governors volunteered to review them as follows:

- Bullying Policy – Jo
- Charging and Remissions Policy – Mike
- Code of Conduct – Mike
- First Aid Policy – James
- SEND Policy – Mike
- Medical needs in School – Julia
- Whistle Blowing Policy – Julia.

The Headteacher is due to return to school on the 19th October (the week before half term) and return to the headship after half term. This will enable the Headteacher to meet 1:1 with all staff and attend the Friday inset day.

The Chair asked for the Governors' thanks and appreciation to be again conveyed to all staff during these strange times.

5 **School Improvement Plan**

The School Improvement Plan curriculum, culture and community documents were circulated prior to the meeting. The Acting Headteacher pointed out that because of the situation currently some items had been removed as they weren't applicable during the pandemic, and that subject leader's action plans would be based on this version of the plan. Not all Governors had received the documents, therefore the Acting Headteacher will re-send the documents and Governors were asked to send their feedback by the end of the day on the 25th September.

All



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6 Committee Updates

A vote was held regarding resuming committee meetings and it was unanimously agreed to resume, but have virtual meetings via Zoom instead of face to face meetings in school. Mike will draft a Curriculum and Standards agenda ready for 6th October meeting. The Chair requested David J ensure the budget and financial benchmarking are agenda items for Resources. MH
DJ

It was agreed that committee membership would remain the same for Resources and that James would also join Curriculum and Standards to ensure it was not staff heavy. JC

Governors were asked to review the Terms or Reference for the committees and send any feedback to the relevant committee chair for discussion at the next committee meeting. All

It was agreed that committee delegated powers would be unchanged.

7 Training and Development Governor Update

The Training and Development Governor reported that some face to face courses had re-started but the full programme of training is still available either as a webinar or zoom course. The Governor self-evaluation paperwork is being re-drafted and will be booked to complete in the new year. Whole Governor training to be booked for March/April. Topic to be decided. JC

The Governor Code of Conduct was approved.

8 Membership Issues

Elections were held for Dave Wilson, Associate Governor for a 1 year term and Nicole Perry, Co-opted Governor. Both were unanimously voted back into these roles.

9 Safeguarding Audit

The Deputy Headteacher has completed the Audit and requested Governors send any feedback to him by the 25th September.

Q How do Governors get sight of the Single Central Register during the pandemic as part of the safeguarding monitoring?

A This is an essential safeguarding task that Ofsted would want to see was still being done. One of the Safeguarding Governors will arrange to visit school to complete this with the Finance Officer in the lookout, using the projector to enable social distancing procedures to be adhered to. DJ/JC

10 Receive subject leaders position statements (RAG rated action plans)

Any questions or feedback from Governors should be sent to the Acting Headteacher by the 25th September. This will then form the core of the next Curriculum and Standards meeting to ensure discussion is minuted. All
JT



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11 Adopt HCC Governors Good Practice Guide

Governors voted in favour of adopting the Governors Good Practice Guide.

12 Confirm adoption of Manual of Personnel Practice and Manual of Finance Practice and Procedure

Governors unanimously voted to adopt both these documents.

13 Arrange external advisor for Headteacher Performance Review

The Acting Headteacher's mid-year review was due to take place but because of covid restrictions hasn't yet been done, the deadline for this to be carried out is December. The Chair will look into this and feedback to panel members. External advisor is not needed until the end of year review and as the school have not yet met the new LLP this will be deferred until he has visited the school.

Chair

14 AOB

As this is the Acting Headteacher's last meeting in his acting head role the Headteacher thanked him for doing a stirring job and extended her thanks to the governing body in supporting him. This sentiment was echoed by the Acting Headteacher.

The Acting Headteacher informed Governors that Derrick Meyers – the new District Manager would be visiting the school informally the week before the Headteacher returned from Maternity Leave. Governors are not required to attend as this is not a review and no feedback will be given.

The Chair thanked the Acting Headteacher for his work during the Headteacher's maternity leave.

NEXT MEETING – Thursday 19th November 2020 at 6pm