



North Baddesley Infant School

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# Full Governing Body Meeting Minutes

Thursday 19<sup>th</sup> September 2019

Present: Nicole Perry – Chair  
Carla Lashmar – Headteacher  
Mike Hiscock – Vice Chair  
Becky Bailiff  
James Child  
David Jones (Arrived at Item 4)  
Olga Maslovskaya  
David Percival  
Julia Squires (Arrived at Item 3)

In Attendance: Sarah Hiscock – Clerk  
Pete Stuart – Deputy Head  
Dave Wilson – Associate Member

Apologies: Stacey Tiley  
Jo Tutton

Absent: None

## Action

- Welcome and Apologies for Absence**  
Apologies had been received and accepted from Stacey and Jo. James would be arriving to the meeting later. The Chair welcomed David Percival to the governing body and congratulated the Headteacher on her pregnancy.
- Update pecuniary interests register**  
Governors who had completed their declarations via GovernorHub signed the report produced by the Clerk. Those who had not completed it online, completed paper declarations. Clerk to publish final document on the school's website. Clerk
- Approval of the Minutes of the last Meeting held on 11<sup>th</sup> July 2019**  
During the review of the minutes the following points were raised:
  - Behaviour Policy:** Launch for parents "Looking at Behaviour" will be from 13<sup>th</sup> November, 5-6pm.
  - Marking Policy:** This has now been reviewed by the Curriculum & Standards Committee and all Governors in attendance were satisfied that this did not need to be ratified at FGB.
  - Single Equalities Policy:** Needs attention. To be discussed under Policies.
  - Training and Development Plan:** This is now available on the Governor Secure Area.



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- **Complaints Policy Working Group:** The Headteacher has contacted those on the Group to arrange the first meeting.
- **Officers for 2019-2020:** The revised membership and roles and responsibilities document has been uploaded by the clerk to the school website.
- **Child Protection/Safeguarding:** The Headteacher asked all Governors to read Part 1 Annexe A of the revised KCSiE (Keeping Children Safe in Education) document. The Deputy Head will email the link to all Governors and at the next FBG meeting Governors will need to sign to say they have read it. PS/All
- **Pay Committee meeting:** Date to be arranged.
- **Year Group Governors:** There was discussion about how effective this role was. It was agreed that as the role of the Year Group Governor was to ensure a Governor presence at all school events rather than link with the Year Group Lead that these were no longer needed. All Governors agreed to attend events across all year groups throughout the year and not just those related to their children/relatives. Julia arrived at this point in the meeting. The Chair agreed to continue as Contact Governor. All

The minutes were agreed and returned to the Clerk for filing, and will be published on the school's website.

#### 4 **Headteacher's Verbal Report**

##### ***Headteacher's maternity leave cover***

The Headteacher explained the cover that has been agreed for the school for her maternity leave. The Headteacher intends to work until the 17<sup>th</sup> January 2020, and the Deputy Head will step up to Acting Headteacher during her maternity leave. Lynne Young will step up to Deputy Headteacher working an extra day a week. The Headteacher plans to return to work in time for the October open week.

Q From a health and safety point of view what arrangements have been put in place in terms of the Headteacher and using restraint?

A The Headteacher has completed a risk assessment for her pregnancy, and is able to coach other members of staff in using restraint, as long as she is present. The Deputy Headteacher will receive restraint training before the Headteacher goes on maternity leave.

David J arrived at the point in the meeting.

##### ***Perspective***

The Headteacher demonstrated Perspective – the data dashboard tool that the School use, and have recently upgraded to the full version at a cost of £700 (seven hundred pounds) per year. LLP reports from Simon Mitchell Innes are



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received via this software. Governors were shown how Perspective will help with Self Evaluation, and transitioning from to the new OFSTED framework. All staff are able to contribute and Governors will be issued with logins to access specific elements. The Headteacher will circulate the self-evaluation questions to Governors in advance of the Ofsted/SIP EFGB on the 3<sup>rd</sup> October. Governors will then consider the responses to these in groups at the start of the meeting. The responses from the self-evaluation will automatically feed into the School Improvement Plan, 3 Year Plan and Annual Plan using the planning tool. As from next year Perspective will also be used for performance management and targets from the School Improvement Plan will be linked to specific members of staff and set as targets for their performance management. Perspective also draws on the school census to provide data about Pupil Premium, attendance, SEN, summer born and the boy/girl split.

HT

### ***Multi-purpose Building Update***

The Headteacher provided Governors with a building update as follows and Governors saw the most recent internal design for the multi-purpose building with additional storage for Treetops and the trough style sink retained. The building is now 2 metres bigger than the original design and costs have increased to £176,000 (one hundred and seventy six thousand pounds). Planning permission has now been granted. Conditions have been applied to the planning permission as follows:

- Regarding the times the building can be used (Monday – Friday 7.30am – 9pm and Saturday 9am – 5pm and no use on Sundays or Bank Holidays). It is the Headteacher’s intention to request an amendment to this so that the building could be used on Sundays and Bank Holidays for birthday parties etc...
- No amplified sound equipment.

The Stable Company are now ordering building materials and will then start the groundwork. This will be done before Christmas, and hopefully in November. The building will then take 7 weeks to complete, however the Headteacher is pushing for an earlier completion in 5 ½ weeks with increase manpower. The builders need to be off site by the 14<sup>th</sup> February so that the building is ready for use after the Spring half term.

Q What are the contingency plans if the building is not ready in time?

A The Headteacher will liaise with the Head of the Junior School. The Junior School are aware of the situation and timescales being worked to.

The tender for a pre-school to occupy the building is beginning to be drawn up with Hampshire County Council with the tender stating the building will be available as from Easter, but this will not be finalised until The Stable Company have confirmed their timeline for works. The Headteacher confirmed that the tender would be advertised on an Early Years website so that national and local companies would be invited to tender, and that the key elements of the remit



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would be that the pre-school would work alongside the Infant school, sharing the same ethos and culture and children attending would have school dinners. The companies who submit tenders would be interviewed by the Headteacher, governors and HCC Officers. It was agreed that the current co-opted Governor vacancy would be kept open for the pre-school or Forest School to join the governing body.

There has been no news regarding the grant application and the Headteacher is chasing this. The role of grant applications is increasing and Bryony and the Clerk have been asked to take on this responsibility, and the Headteacher will approach Nursling Primary School regarding the Clerk being released to attend training on the 29<sup>th</sup> November.

HT

### **Budget**

The budget for just the school, disregarding income from Treetops and any use of the multi-purpose building shows a £76,000 (seventy six thousand pound) deficit after 3 years. However, when the income from Treetops and the multipurpose building are added the deficit after 3 years reduced to £49,000 (forty nine thousand pounds). These figures are based on Treetops increased rates and an increase in the places available. The plan is to increase from 32 children to 40, but there is enough space to go to 52 and Treetops currently have a waiting list of 32. Figures are also based on the pre-school operating 5 days a week from 9am – 3pm, however the vision is for their provision to increase to provide wraparound care, and 7 hours a week of general lettings.

Q What level of interest has there been regarding general lettings?

A Several organisations have contacted the school showing interest including taekwondo, Slimming World and Weight Watchers.

Governors asked how the new teachers are settling in and the Headteacher reported that all new teachers and TAs are doing very well and are enthusiastic and creating a fun yet professional atmosphere. The new year R children are also settling well into school life. The school now has a staff of 42, and some staff are carrying out multiple roles i.e. TA and Lunchtime Supervisory Assistant.

## 5 **Committee Reports**

### **Curriculum and Standards:**

The first meeting of the school year focused on setting up for the year, and updating the Terms of Reference and subject leader presentations (this year RE, music, DT and history). Governors will attend teacher twilights on maths and English. The Marking Policy was revised and approved and work has started on the Strategic Plan.

### **Resources:**

No meeting has been held yet. It is booked for the 30<sup>th</sup> September at 4.35pm.



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### 6 **Membership Issues:**

- David Wilson was re-appointed for another 1 year term.
- Stacey's current term as staff governor has ended and so, in line with process, expressions of interest for this role will be sought.

Clerk

Clerk to update Membership documents, upload to school website and inform office so GiaS can be updated.

Clerk

### n7 **Update from Training and Development Governor**

Induction Programme is being tweaked to incorporate changes from County, and will be issued by the DTG before the next meeting. Whole Governor Body training needs to be booked. Governors were reminded to send eLearning certificates to DTG and add eLearning's manually to GovernorHub.

### 8 **Approval of Policies**

Governors agreed to review and feedback on Policies as follows:

- First Aid – Nicole
- Collective Worship – Nicole. May decide to retire this policy.
- Acceptable use of ICT – David J
- Attendance – Will be reviewed once staff have attended Penalty Notice training
- Drugs Education – Julia
- Single Equalities Scheme – Action plan needs to be written by a Governor alongside Headteacher and Deputy Head – Becky

The Safeguarding and Child Protection Policies are standard format policies, and as Safeguarding Governor, David Jones has reviewed these and they have been published online. After open discussion it was agreed to retire the Food, Collection of Children and Display Board policies .

### 9 **Ensure governor details (including pecuniary interest register, attendance and membership) are updated on website**

Attendance and membership information has been published online by the Clerk already. The Clerk will complete the pecuniary interest register following this meeting and upload to the school website.

Clerk

### 10 **Agree Terms of Reference for all committees and panels and agree delegated powers**

Governors agreed the Terms of Reference for the Curriculum and Standard Committee. Resources Committee Terms of Reference will be discussed at their first meeting of the year.

### 11 **Agree GB Code of Conduct**



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- Comments have been received from Jo. It was agreed that this would be reviewed every 3 years, and Governors accepted that they trusted that Hampshire’s website had up to date information. Governors agreed to the revisions suggested by Jo. Mike will update and circulate to the governing body. MH
- 12 **Adopt HCC Governors Good Practice Guide, Manual of Personnel Practice and Manual of Finance Practice and Procedure**  
 There was discussion regarding the Governors Good Practice Guide which states that the clerk for committees should be a trained individual and not a member of the committee. Governors were satisfied that the Committee Clerks were able to play an active part in the meeting and clerk and therefore to continue with the current system for clerking committee meetings.
- 13 **Approve School Improvement Plan**  
 This is on the agenda for the EFGB on the 3<sup>rd</sup> October. Clerk
- 14 **Arrange external advisor for HT performance review**  
 Simon Mitchell Innes has been booked to attend on the 5<sup>th</sup> December. Headteacher will contact him to discuss how her maternity will impact future targets. HT
- 15 **AOB**
- Self-Evaluation – To be discussed at the Autumn 2 FGB meeting. Clerk
  - Meeting dates – Changes were made to the meeting schedule. Clerk to revise the Schedule an issue to Governors and upload to school website. Clerk

**NEXT MEETING – Thursday 3<sup>rd</sup> October at 6pm**