



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 12th December 2019

Present:	Carla Lashmar – Headteacher Nicole Perry – Chair Mike Hiscock – Vice Chair Becky Bailiff James Child David Jones (Arrived at Item) Olga Maslovskaya David Percival Julia Squires Jo Tutton Beth Waters	In Attendance:	Sarah Hiscock – Clerk Pete Stuart – Deputy Head Dave Wilson – Associate Member
----------	--	----------------	---

Apologies:	None	Absent:	None
------------	------	---------	------

Action

Pete's NPQH Project Presentation

Before the meeting formally began Pete gave a 10 minute voice recorded presentation about coaching and CPD. At the end of the presentation Governors asked the following questions.

- Q Are middle leaders being coached or carrying out the coaching?
A Pete will be coaching them. The next step in the roll out would be for middle leaders to become coaches themselves.
- Q How regularly will coaching meetings happen?
A Initially once every half term. This is a trial program and Pete will initially only approach staff who need support or those open to taking part.
- Q How will the success of the trail be measured? What would be considered a success?
A We should see an impact on the teaching of phonics and behaviour management. This will be measured by talking to the teachers who have taken part.
- Q Do you have the capacity to take this on at the moment alongside the Acting Head role?
A At the moment because of taking on the Acting Head role the trail will remain small to fit within Pete's capacity. The intention is that the program will



North Baddesley Infant School

grow in Year 2. At this moment Pete will target only those teachers in need of coaching and those who are open to taking part in the trail.

1 Welcome and Apologies for Absence

No apologies had been received although a message had been received from David Jones to say he would be late. Beth was welcomed to the Governing Body and introductions were made.

2 Pecuniary interests in relation to the agenda

None declared

3 Review and approve the minutes of the last FGB meeting in 19th September and Extraordinary FGB meeting on the 3rd October 2019

19th September 2019

The Policy Schedule will be discussed in more detail at the next meeting. Olga has reviewed the Visits to School Policy and provided feedback which has now been approved. The minutes were agreed and signed, and were returned to the clerk for filing and publication on the school's website.

Clerk

3rd October 2019

The minutes were agreed and signed, and were returned to the clerk for filing and publication on the school's website.

Clerk

4 Headteacher's Written Report

The following questions had been received from Governors in advance of the meeting based on the Headteacher's Report.

Q Who is the member of staff currently absent from school?

A An LSA in Year R who works 3 days a week.

Q Is the Nurture Group currently running at a manageable number?

A Yes this is manageable and Nurture Groups are also now taking place in class once a week to reach more children as there is still a high need for this.

Q 2 restraints were reported. Is the Headteacher still doing this? Has cover been arranged for her maternity leave?

A The Headteacher did deal with these restraints due to the Deputy Head not being available or having received the training at those times. However, the Deputy Headteacher has now received training and this will not happen again.

Q 184 CPOMS incidents have been logged - is this particularly high or a sign the system is being used effectively?



North Baddesley Infant School

- A The Headteacher did not consider that this meant incidences were high as 1 incident that involves 5 children would be flagged 5 times.
- Q When are we required to introduce fining for unauthorised absence? Are we up against a deadline from County? Pupil absence is higher in Year 2 than the other years, and the absence was higher in the same cohort when they were in Year 1. Is there trends with the same families?
- A Penalty Notices have already been issued, although not every unauthorised absence will generate a Penalty Notice. The Headteacher is having conversations with families applying for absence and Penalty Notices will be issued if there is a pattern in absence. All absence is unapproved. Absence forms record final decision and conversations with parents are documented on CPOMS. The process of issuing Penalty Notices is admin intensive and it takes 2 hours to process one Penalty Notice therefore, the Headteacher is encouraging families to take shorter absence i.e. 4.5 days (below the threshold), however they can only do this once and are told if they request another unauthorised absence to expect a Penalty Notice. Letters have been issued to the parents of children with low attendance advising that a Penalty Notice will be issued if there is no improvement in their child's attendance.
- Q Who is covering the Headteacher's additional roles and duties during her maternity leave? Safeguarding, restraint etc?
- A We are lucky to have a lot of staff are Designated Safeguarding Leader trained now, but the Deputy will be the main DSL. The Deputy has completed restraint training and will take this on. Lynne Young will be meeting with Year Group Leaders. Coaching triads are now well established and will pick up any additional work. Lynne Young and Katie James have both taken on an additional ½ day during the Headteacher's maternity leave.
- Q Some staff movement at Treetops - one of the new items in the Ofsted framework is regarding wellbeing of staff. Is the wellbeing of the staff checked regularly - particularly those staff who are at Treetops and then in school throughout the day?
- A The Headteacher and Deputy do check in with members of staff who work in both Treetops and the School and there are strong lines of communication which staff have used to approach the Head and Deputy when needed.
- Q As there are some places in Year R has anything been put in place to try and increase these numbers?
- A The Headteacher explained that advertising spaces encouraged families who were having issues with their current school to move their children which in turn can bring challenges.



North Baddesley Infant School

David Jones arrived at this point in the meeting.

Now the Office staff ask what school a child is currently attending so that the Headteacher can contact that school and adapt the school tour to the needs and requirements of that family.

Q Treetops budget- shows income as less than expenditure. Is this correct?

A Figures are year to date and include the movement of £20,000 (twenty thousand pounds) for the multi-purpose building.

Q Year 1 boys at milestone 1 are already showing as secure or beyond. This is great and reading and maths are showing as higher percentage than the girls. Is this due to significant number of autumn boys in the class?

A Good point. The Deputy Head will check regarding boys birthdays as unaware of a trend. Will be investigated and reported back at the next Curriculum & Standards meeting.

Q Year 2 boys in writing are not achieving as well as girls in writing and reading. Are there any strategies for improvement?

A The Head and Deputy reported that this is something boys typically struggle with and that current thinking is that children are expected to write before they are developmentally ready and that this is particularly true for boys. Staff have had training recently and more hand gym skills are being introduced across all Year Groups to improve results. It was also highlighted that Year 2 are boy heavy.

HT/JT

Q Should the Safeguarding and Child Protection Governors be involved in the Child Protection Audit?

A The Headteacher confirmed that yes they should and explained the process. Governors were also reminded to sign to confirm they had read the KCSiE document.

Update on Pre-school Tender

Jo, Mike and Dave have agreed to be on the interview panel. 12 packs were requested, and one community pre-school application has been received and shortlisted for interview. The interviews will be held on the 17th December.

Update on Multi-Purpose Building

As noticed work has not started due to concerns about "pile" – this is the clay based ground and means the builders need to dig deeper and wider at an additional cost of £21,000 (twenty one thousand pounds) which the Headteacher has managed to negotiate down to £17,733 (seventeen



North Baddesley Infant School

thousand, seven hundred and thirty three pounds with the inclusion of the removal and making good of the ramp and builders supporting the Caretaker with moving the containers. This additional cost will be paid on a 12 month payment plan. Governors requested that The Stable Company be informed that we are very disappointed that the problem with the pile has only now come to light, and it was agreed that David P would draft a letter on behalf of the Governing Body.

Work will begin on the 18th December for 3-4 days with them working the Saturday as a 4th day if necessary, then the pile work will begin on the 1st January and The Stable Company are adamant that it will be completed by the start of term on the 6th. A paragraph regarding a penalty clause will be incorporated in the letter David is drafting regarding staged payments being linked to specific works. The Headteacher will forward this information to David.

DP

INSET Days 2020-2021

These have been agreed with the Junior School and are as follows:

- 23rd October 2020
- 27th November 2020
- 30th November 2020
- 7th June 2021
- 8th June 2021

HT

Staff have agreed to attend twilight sessions to enable them to have a long weekend before the busy Christmas period. Governors agreed these proposed dates.

5 Committee Reports

Curriculum and Standards:

The Committee had a presentation from Emma, subject leader for Music and carried out book scrutiny to monitor the use of the Marking Policy.

Resources:

The main focus of this half term had been the budget, tender process and multi-purpose building. Also had a presentation from Mark from Crescent Primary School regarding Pupil Premium spending. Mike will meet with him and feedback to the Governing Body. David P will attend the next Resources Committee before joining a Committee.

MH

DP

6 Membership Issues

Access to meeting room

The difficulties Julia encountered at the EFGB were discussed and the Chair will send Governors her mobile number. If she is not attending a meeting the Vice Chair will send his number out in advance.

NP/MH



North Baddesley Infant School

-
- 7 **Update from Training and Development Governor**
 The Training and Development Governor has circulated the details of the recording for the Ofsted Briefing Webinar and Governing Body Development Plan, any comments to be sent to James and will be agenda'd for approval at the next meeting. Whole Governor Body training was agreed to be held on the 10th March 2020, 6-8pm. All/Clerk
- 8 **Approval of Policies**
 The Single Equalities Policy and Health and Safety Policy were approved. The Policy Schedule will be discussed at the next meeting. Clerk
- 9 **Discuss Published Admissions Number (PAN) arrangements**
 There has been no changes to the PAN for the September 2020 admission – it will remain at 90.
- 10 **Receive and approve plan for off site visits**
 This was discussed in the Summer Term. Clerk to remove from Annual Planner for Autumn term meetings. Clerk
- 11 **Approve revised budget**
 This was approved by the Resources Committee. A budget with a deficit of £8,000 (eight thousand pounds) was approved as the school was not prepared to guess income from letting the multi-purpose building.
- 12 **Identify Governing Body monitoring opportunities and governor visit plan (linked to School Improvement Plan)**
 This will be discussed in greater detail at the next meeting. The Headteacher will issue dates of events in school for the Spring term and Governors were asked to reply signing up to attend by Wednesday 18th December. The main event was the parent's consultations when 4 Governors were needed. Clerk
 All
- 13 **Review Pay Policy and Performance Management Policy**
 This will be rolled forward to the next meeting. Clerk
- 14 **AOB**
- Jo attended Holding Leaders to Account training recently and asked if the School had a vision statement. This was discussed at the Ofsted EFGB and is a paragraph statement rather than one sentence. Also asked for complaints and positive comments received to be included in the Headteacher's Written Report, and Staff Well-being to become a standing item on the agenda as it is an Ofsted focus under the new framework. To be discussed twice a year at the Autumn 1 and Summer 1 meetings.



North Baddesley Infant School

The Chair and Headteacher closed the meeting, wishing everyone a Merry Christmas and a Happy New Year.

NEXT MEETING – Thursday 30th January 2020 at 6pm