



North Baddesley Infant School

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# Full Governing Body Meeting Minutes

Thursday 30<sup>th</sup> January 2020

Present: Nicole Perry – Chair  
Mike Hiscock – Vice Chair  
(Arrived at Item 4)  
Pete Stuart – Acting Headteacher  
Becky Bailiff  
James Child  
David Jones (Arrived at Item 4)  
Olga Maslovskaya (Arrived at  
Item 2)  
David Percival  
Julia Squires  
Jo Tutton  
Beth Waters

In Attendance: Sarah Hiscock – Clerk  
Dave Wilson – Associate  
Member

Apologies: Carla Lashmar – Headteacher      Absent: None

- |   | <b>Action</b> |
|---|---------------|
| <b>1 Welcome and Apologies for Absence</b><br>The Chair informed Governors of the safe arrival of baby Lashmar and all present sent their congratulations to Carla and her family.  |               |
| <b>2 Pecuniary interests in relation to the agenda</b><br>None declared   |               |
| <b>3 Review and approve the minutes of the last FGB meeting on 12<sup>th</sup> December 2019</b><br><br>The following points were discussed during the review of the minutes:   |               |
| • Girl/boy analysis of data – The latest data drop was on Monday and the Deputy Headteacher is still in the process of analysing this. Will be reported back at the next meeting.   | AHT           |
| • Building update – It was decided that it would be better for the school to manage the building work to maintain a good relationship and so a letter from the Governors was not sent. David P has reviewed the contract. |               |
| • Resources Committee – David P will attend the meeting on Monday.  | DP            |
| • Access to meeting room – The Chair gave Governors her mobile number in case of difficulties accessing the meeting room.   |               |



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- Governor Visit Plan – This had not been circulated. The Acting Headteacher will issue details of events in school coming up where a Governor presence is required.

AHT

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

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

##### *Multi-Purpose Building Update*

The Site Foreman has reported to Grahame that work is on track and they hope to complete ahead of time by working over weekends. There was a delay with the pile as a brick building was discovered, and it was decided to not investigate further and rather make safe. This additional cost has been swallowed by The Stable Company. The builders have been accommodating and understanding of the needs of the school and noise levels, and the Acting Headteacher reported that Grahame was doing an excellent job managing the work. NBJs have been very understanding about accepting deliveries which in the main are scheduled. The Acting Headteacher has contacted County regarding insurance and discussed setting up a dual security alarm with Premier that operates independently of the school alarm system. Governors were informed that the building compound was broken into and a tipper truck stolen, however there was no attempt to target the school. Again the cost of this robbery has been absorbed by The Stable Company.

Q Has there been any impact on the use of the playground?

A No, children have enjoyed watching the work and learning about the process and equipment used.

Q If work is "on track" is this to the original half term deadline or the revised deadline of the week after half term?

A Looks to be on track for the week after half term completion deadline but a level of tolerance has been factored in and Grahame and Governors are experienced in dealing with snagging issues.

Mike arrived at this point in the meeting.

James noted that the building looked to be higher off the ground than expected.

AHT

##### *Pre-school Tender*

The Headteacher informed Governors the pre-school's references went to the panel last week and a license is being drawn up by County, and the pre-school is looking into insurance for the multi-purpose building. The school will be inviting Ofsted to inspect the Pre-school once work is complete. As



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things stand the school are unable to formally announce who the successful pre-school are.

Q Are there any plans for the pre-school to extend their opening hours?

A Not immediately, but in the future that would be possible. There is capacity within the team and building to do so.

David J arrived at this point in the meeting.

### *Pastoral Issue*

Governors were informed of an issue concerning the health of child at the school and how the school and wider community were supporting the family, and how the school were supporting staff.

### *Kidzplay*

The Headteacher informed Governors that Kidzplay were closing their breakfast and after school clubs at half term. The school has been working very hard to accommodate not only the families on the Treetops waiting list but also the families affected by the closure of Kidzplay. Therefore once the multi-purpose building is complete Treetops will be increasing to approximately 50 for both breakfast and after school club. Two additional staff have been recruited for after school club and a further 2 positions are being advertised at the after school club. Places will be confirmed by the end of the week and offers sent out but it is thought that all families can be accommodated with the possible exception of Wednesday and Thursday, although some families may now have secured alternative childcare. The Chair thanked the school for working so hard on this and acknowledged the significant additional workload this had caused.

### *Staffing*

The school are seeking to recruit a skilled 1:1 Learning Support Assistant for a child who has an EHCP, and needs a full time Learning Support Assistant (to include lunchtimes). The first round of recruitment was unsuccessful and the current class Learning Support Assistant will become the 1:1 and a supply agency worker will be brought in to act as class Learning Support Assistant. This will have no financial implication on the school as the SEN team will make up any difference between wages and the agency fee.

## 5 **Committee Reports**

Meetings for this half term have not happened yet so no feedback was reported. Some FGB agenda items have been delegated to the Resources Committee.

The Chair asked that Committee Clerks send agendas and minutes to the FGB Clerk to aid with the agenda process for FGB. Beth will be joining the Resources

MH/JS  
BW



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<p>Committee, and the Acting Headteacher will circulate the school improvement priorities.</p>	<p>AHT</p>
<p><b>6 Update from the Training and Development Governor</b></p>	
<p>Copies of the updated Governing Body Development Plan were given out and the following points were discussed:</p>	
<ul style="list-style-type: none"> <li>• Parent Survey – Olga volunteered to look at this. The Acting Headteacher will send that last survey to her.</li> <li>• Termly coffee mornings. It was agreed informal coffee mornings with the pastoral team aimed at specific families would be more appropriate for engaging parents.</li> <li>• Baddesley Beadle – articles from school have not yet been submitted.</li> <li>• Co-opted Governor vacancy – The pre-school will be invited once tender process finalised and on site and settled.</li> <li>• Self-evaluation – This needs to be completed by the end of the summer term.</li> <li>• Whole governing body training booked for the 10<sup>th</sup> March 2020, 6-8pm.</li> </ul>	<p>AHT/OM</p>
<p>The Governing Body Development Plan was approved and electronic copies will be circulated to all.</p>	<p>JC</p>
<p><b>7 Staff well-being update</b></p>	
<p>A pastoral issue impacting on staff was discussed during the Headteacher’s report.</p>	
<p><b>8 Identify governing body monitoring opportunities and governor visit plan (linked to School Improvement Plan)</b></p>	
<p>This will be sent out so Governors can sign up to attend events. The main event coming up were parent’s consultation on the 4<sup>th</sup> and 5<sup>th</sup> March. David P, James, Mike, Julia, Olga and David W volunteered to attend.</p>	
<p><b>9 Policy review schedule</b></p>	
<p>All policies due for review have been uploaded to the Governor Secure Area. Governors agreed to review policies as follows and send feedback to the Acting Headteacher:</p>	
<ul style="list-style-type: none"> <li>• Pay Policy and Performance Management Policy – Jo</li> <li>• ICT Acceptable Use Policy – Becky and Beth</li> <li>• Charging and Remissions – Mike</li> <li>• Administration of Medication – James</li> </ul>	<p>JT BB/BW MH JC</p>
<p>The Admissions Policy has not been updated by County, and the Health and Safety Policy and Single Equalities Policy have now been updated. It was agreed to defer the update on the implementation of the Behaviour Policy to the Curriculum and Standards Committee, to be discussed at the Spring 2 meeting.</p>	<p>JT/MH</p>



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10 **Internal Data Overview**

The latest data drop was on Monday and data is still being reviewed. This will be shared with the Curriculum and Standards Committee on Tuesday 11<sup>th</sup> February.

JT/MH

11 **Consider Governor Services advise, support and training subscription**

It was agreed to continue to subscribe to this as Governor Services advice, support and training had proved invaluable over the past year.

12 **AOB**

- Pupil Premium course – Beth, Pete and Mike attended and Mike was one of only 2 governors who went.
- Year 1 Rocket Launch evening – parents have feedback that this event was enjoyed and worked well being held in the classrooms, past pupils attended so a whole family event.
- Attendance will be reviewed at the next meeting.
- The Buildings Service Level Agreement has been updated. James and David offered to look at this on behalf of the School.
- IT Service Level Agreement – Hampshire IT was withdrawing their hosted IT as from July 2021 so the school need to research third party providers to take this on. This will be led by the Resources Committee.
- Joint NBIS and NBSJ quiz on Wednesday 5<sup>th</sup> February, 6.30 – 9pm. Contact Becky if interested in attending.

Clerk

JC/DP

DJ/JS

**NEXT MEETING – Thursday 26<sup>th</sup> March 2020 at 6pm**