



North Baddesley Infant School

Virtual Full Governing Body Meeting Minutes

Wednesday 6th May 2020

Present: Nicole Perry – Chair
Mike Hiscock – Vice Chair
Pete Stuart – Acting Headteacher
Becky Bailiff
James Child
David Jones
Olga Maslovskaya (Arrived at
Item 3)
Julia Squires
Jo Tutton
Beth Waters

In Attendance: Sarah Hiscock – Clerk

Apologies: Carla Lashmar – Headteacher
Dave Wilson – Associate Member

Absent: David Percival

Action

1 Welcome and Apologies for Absence

The Chair thanked all Governors for being available for a Zoom meeting at short notice and congratulated Julia on the safe arrival of baby Paxton.

2 Pecuniary interests in relation to the agenda

None declared

3 Review and approve the minutes of the last FGB meeting on 30th January 2020

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

- Governor Visit Plan – This is on hold now due to the pandemic. It is likely that Governors will not be able to visit school until next year.
- School Improvement Priorities – These have now been circulated.
- Parent Survey – This was issued at the last parents evening.

Olga joined at this point in the meeting.

- Governing Body Development Plan – This has been issued.



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- All policies have been reviewed with the exception of the Administration of Medication policy which James will read and send comments to the Acting Headteacher. JC
- Behaviour Policy – This was due to be discussed at the last Curriculum & Standards meeting which was cancelled. This will be rolled forward to the next committee meeting. JT
- Building SLA – This was to be reviewed by James and David P, but has not been received in school yet. Acting Headteacher to make enquiries and send to them. AHT/JC/DP
- IT SLA – The Acting Headteacher has had a meeting with Hampshire IT but due to the pandemic no further action has been taken and this is currently on hold.

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 re-opens. Chair/Clerk

4 **Headteacher’s Written Report**

Keyworker Childcare

Numbers have been as low as 4 children over the Easter holidays, currently 15-16 but maybe up to 20 next week. There are 76 families that qualify for keyworker childcare due to at least one parent being a keyworker. The Acting Headteacher and Acting Deputy Headteacher called all these families the weekend after school closed offering places but as the situation became more serious and the purpose of keyworker childcare was clarified by the Government as being for emergency childcare only, the majority had dropped out by Monday.

The purpose of Keyworker Childcare is childcare not education, children complete the home learning activities set by their teachers in school in the morning and then take part in gardening, arts and craft and sports activities for the rest on the day. The Acting Headteacher reported that staff had been incredible. Currently 4 members of staff are working every day, on a 1 week working, 2 weeks off rota. The school was open over the Easter Holidays and the rota means that everyone has been able to have a 2 week holiday. Teachers are still “working” when not in school, but able to manage their own time. Teachers are calling families and speaking with children and their parents every fortnight. Parents have been open with the teachers and explained their challenges be it financial, regarding home learning or the restrictions of living in a flat.

Governors reported that parents felt the pitch of the Acting Headteacher’s letters was right and very supportive and that the message of wellbeing being more important than learning was well received. The school has had great feedback regarding the “We’re all in this together” You Tube video.



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Q How are our vulnerable families being supported i.e. Free School Meal children?

A HC3S initially produced packed lunches which families collected on a daily basis. Now they are offering weekly lunch bags containing a variety of items i.e. bread, jacket potatoes, tuna, pasta, yoghurts, fruit etc. Most families have taken up this offer. Those that haven't are due to reasons such as lack of transport or distance lived from school.

School are also providing food parcels via Fairshare. This is food from supermarkets that is near the sell by date. Teachers are making food parcels using this food for Pupil Premium families and also families where the school is aware through teacher's fortnightly calls that parents have lost their jobs or are self-employed and struggling financially due to the pandemic.

Q How is social distancing being managed currently, and how will it be managed when school re-opens?

A Social distancing is very hard to enforce with such young children. The unions are pushing Government to provide details of how they anticipate schools operating once they re-open. The changes that have been made to the way children and families arrive on site now is a big change from the norm, families standing apart and not talking and that we need to be mindful of how that appears to the children. Teachers wearing PPE would be very intimidating and frightening to young children. The next phase in opening schools will be a lot harder than closing schools. The Acting Headteacher is attending an online NEHT briefing tomorrow and Local Heads meeting on Monday. Simon Mitchell Innes has advised in his weekly calls that there is little point making detailed plans for re-opening until Government makes the announcement and that school will be given 3 weeks' notice to re-open in order to make plans and get social distancing measures in place.

Q Is there a tipping point for when it is reasonable to re-open?

A It is thought that only a 1/3 of the cohort can be in school at any one time and that children will attend on rotation with all staff in school. We will need to co-ordinate with NBS to ensure siblings are in school on the same days to help parents return to work. However, if all 76 keyworker families want their children in school, it may only be possible to have keyworker and vulnerable children in school. At the moment it is not clear if, when schools re-open schooling will be compulsory or if parents will be able to choose to keep their children at home.

Q How are staff?



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A The Acting Headteacher reported that by and large they were ok, but like us all, they have had moments they have struggled. The School is encouraging all staff to keep in touch with colleagues who are shielding or not working due to low number of hours worked (i.e. dinner ladies) or due to childcare issues.

Treetops/Pre-school

Treetops is not currently open and workers are furloughed. This has had implications on the budget as there is not income from Treetops. Current families have been asked about their requirements for September 2020 and it is expected that needs will change as lockdown measures are relaxed. Staffing for Treetops is ok, as an appointment was made before closure.

Hollytree are operating with Year R for a vulnerable child, one staff member is present on the days the child attends. Ofsted are not currently inspecting so the new building is unable to be inspected and the Pre-school cannot move in yet. There is a clause in the licence which requires the pre-school to convert to a good rating at their next inspection. It was unanimously agreed by Governors that they supported the progress going forward to finalise the agreement with Hollytree to occupy the building from September in advance of their Ofsted re-inspection, as the income from the rent of the building was needed, provided the school supported them with safeguarding. Emma Thompson is a member of the Pre-school committee and staff from Hollytree also attend School Safeguarding training. The Acting Headteacher will move forward with this.

AHT

Multi-Purpose Building

There are some outstanding snagging issues to be resolved:

- Internal paint is not washable and wipes off easily, which is not suitable for a pre-school setting as it needs to be durable.
- The green Containers have not been moved.
- External finish is not to the standard expected and poses a risk to children as the air gap between building and kerb stones is the same width as a 5 year old's foot. The Acting Headteacher is liaising with The Stable Company regarding these issues.

Contract cleaners were meant to clean the building before handover but due to the pandemic our school cleaners have done this and we will not be charged for the contract cleaners. The Stable Company had requested an extra £5,000 (five thousand pounds) for the additional works and the Acting Headteacher is in discussions with them over this and will update Governors. We need to be able to use the building by September for Treetops.



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2020-2021 Admissions

Hampshire Admissions team has had IT issues which have delayed the final figures coming out. Currently 81 offers were made, of which 79 have been accepted so far. 84 year 2 children will be leaving. Other local schools have reported a drop in numbers.

Attendance

Governors questioned Year 2's low attendance. The Acting Headteacher explained the reason for this and that in one case, although a fine had been issued, a subsequent holiday had been booked meaning the case would be referred to an attendance panel and could potentially go to court.

5 Committee Reports

Thank you to Jo and David who prepared a summary of the work of their Committees for circulation prior to the meeting (see supporting documents issued with the agenda).

Curriculum & Standards

The Pupil Premium report was circulated with the Committee Summary. Any questions from Governors should be emailed to Mike. The Behaviour Policy and Hampshire Assessment Model will be discussed at the next meeting.

All
JT

Resources

Resources had a useful session on financial issues regarding the School Improvement Plan. It was highlighted that we need to do financial benchmarking comparing our spending against other schools of a similar size and a comparable social demographic. This will be completed remotely outside of the meetings.

DJ

In view of the lockdown situation it was agreed to suspend Committee meetings and bring urgent business into the FGB agenda.

Clerk

There was concern about the membership of the Curriculum & Standards Committee and that if a non-staff member was absent from the meeting, it may make some discussions difficult as there would be more staff members than non-staff members. The Chair will ensure she is available to attend this committee meeting going forward.

6 Update from the Training and Development Governor

Due to the pandemic courses are currently cancelled, but Governors are still able to access e-learning.



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7 Budget

The budget had been circulated prior to the meeting. The Headteacher explained that because the school had approved a deficit budget they had additional support from EPS and that this budget had been looked at in depth by them.

There will be savings linked to the school being closed because of the pandemic, such a funding from Universal School Meals still being received despite meals not being provided, but it is not possible to predict these savings at this time.

Questions had been received from Governors which the Acting Headteacher answered at the meeting:

Q Has Bryony requested a copy of the Directory of Funds with regards to possible sources of grants?

A The Acting Headteacher will check and report back.

AHT

Q Why is there an increase to security costs?

A This is due to security costs linked to the new building.

Q Is the ICT increase due to Hampshire withdrawing support.

A Yes, Hampshire will only now provide SIMS support (and the cost for this is also increasing). We also need to renew our Microsoft licences, upgrade Wi-Fi and there will be costs associated with setting up with a new IT provider.

Q What is the risk of approving this budget?

A The risks are minimal. EFS have looked at this budget in detail with Bryony remotely and have agreed it is a “best guess”. Their support mitigates any risk as they have looked at every detail of the budget. They have highlighted that there will be variances at the budget review due to the current situation and the unknowns linked to the pandemic.

Governors voted and approved the budget based on the figures below.

Income	£1,256,881 (one million, two hundred and fifty six thousand, eight hundred and eighty one pounds)
Expenditure	£1,210,077 (one million, two hundred and ten thousand and seventy seven pounds)
In Year (Surplus)	£46,804 (forty six thousand, eight hundred and four pounds)
Deficit Brought Forward	£38,029 (thirty eight thousand and twenty nine pounds)



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Cumulative Surplus C/Fwd	£8,775 (eight thousand, seven hundred and seventy five pounds)
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The governing body is aware of the future year deficit as shown on this plan, and will take action to address it.

8 Discuss meeting dates for the new academic year

It was agreed that meetings would continue to be held on Tuesdays and Thursdays at the same times they are currently. The Acting Headteacher will forward the dates of the Data Drops to the Clerk so that meetings can be planned around them. The Clerk will prepare a draft meeting schedule for approval at the next meeting.

AHT
Clerk

It was agreed to continue with virtual meetings using Zoom for the foreseeable future.

9 Discuss and agree election arrangements for Governing Body officers (Chair, Vice Chair, DTG)

A Governor advised that the licenced version of Zoom had a facility voting in meetings (polls). The Acting Headteacher has a licenced account and will look into how this can be done. Nominations for officers to be sent to the Clerk by the 25th June.

AHT
All

10 AOB

Health and Safety Audit

The Health and Safety Governor asked if Hampshire had delayed this. The Acting Headteacher wasn't aware of any Schools Communication being sent about this, but would check.

AHT

NEXT MEETING – Thursday 2nd July 2020 at 6pm