



North Baddesley Infant School

Virtual Full Governing Body Meeting Minutes

Thursday 2nd July 2020

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

In Attendance: Sarah Hiscock – Clerk

Apologies: Carla Lashmar – Headteacher
Dave Wilson – Associate Member

Absent:

Action

- 1 Welcome and Apologies for Absence**
The Chair opened the Zoom meeting. Apologies were noted from David W and Carla is still on maternity leave.
- 2 Election of Chair and Vice Chair**
The Clerk led this part of the meeting and reported that nominations had been received from Nicole Perry for the role of Chair and Mike Hiscock for Vice Chair. It was agreed the easiest way to vote via Zoom was for the nominated Governor to turn their back to the screen and Governors to vote by show of hands. Nicole and Mike were both unanimously voted to serve as Chair and Vice Chair for another 1 year term, to be reviewed at the Summer 2 2021 meeting.
- 3 Pecuniary interests in relation to the agenda**
None declared
- 4 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:



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- Parents survey results – The Acting Headteacher will send the results of this to Governors. AHT
- Administration of Medication Policy – James has reviewed this policy.
- Building SLA – The Acting Headteacher has still not received this and will get a copy and forward to James and David P. AHT/JC/DP
- Directory of Funds – The Acting Headteacher will ask the Finance Officer to get a copy. AHT

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.

5 **Headteacher's Written Report**

The following questions were received from Governors in advance of the meeting based on the Headteacher's report.

Treetops - how is this being monitored budget wise both in terms of the school finances and paying off the build costs? Given offers of places have gone out for September, do you foresee any issues around your "this will impact numbers" statement in the report should advice change?

The Government issued a 38 page guidance document to schools today, and the Acting Headteacher reported that largely he was pleased with the content. Wrap around care can be provided as from September and the guidance accepts that bubbles will be compromised by this. The guidance states bubbles will be either class or year group sized. Year group size bubbles are more relevant to secondary schools but the Acting Headteacher is aware some local primary schools are planning using a year group bubble system. At the moment NBIS are working on a class bubble system but this may change. The guidance states that SEN groups, interventions and wrap around care are able to go ahead across bubbles, provided children are within the same year group.

Treetops currently has 67 children on roll in September on the busiest day. It may not be possible to accommodate this many children and adhere to social distancing recommendations at that time. The Acting Headteacher has advised Mr Hardy that Treetops may not be able to admit children from NBS due to the risks of cross contamination from another school. It is worth noting that the guidance issued may change before September.



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The impact on the budget is still unclear at the moment. However, Treetops staff are on the furlough scheme receiving 100% of their wages from the Government and not school.

Staffing – The class taught by the Acting Deputy Headteacher will be a job share for autumn at least; are long term plans in place?

Currently this arrangement is only in place for the Autumn term. The Acting Headteacher confirmed that long term arrangements will be determined on Carla's return from maternity leave.

Year R intake - what steps are being taken to boost numbers? Do you believe some of this is due to Covid given the difficulties Admissions had? Is it in line with expectations?

At the moment it is not possible to do any sort of promotion, we cannot invite families for tours. This will be resumed when the time is right. There is some expected in year movement and numbers for year R are as expected.

Finance - has the School had to make any temporary changes to facilitate the bubble system that will lead to unexpected costs? Is additional funding being claimed for these?

The only costs related to setting up bubbles are associated to a staff member increasing their hours by 2 half days, additional resources and cleaning. There is no additional funding from the Government for this. The Finance Officer is exploring the possibility of claiming grant funding for the use of the community building for a bubble.

Safeguarding training and audit - Would suggest it may be easier logistics wise for Stephen to present to Safeguarding Governors with Acting Headteacher/Headteacher in attendance, then we comment back to the FGB?

Governors are welcome to join in for Stephen's feedback although it is anticipated that this will be virtual rather than in person. It has been announced that the Safeguarding Audit will be delayed by a month. To be added to the agenda for the Autumn 1 meeting.

Clerk

Updates to legislation

Revisions to Keeping Children Safe in Education have been delayed until September. Staff are all aware of these changes. COVID legislation and statutory guidance has meant that there have been temporary



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changes to risks assessments and some policies such as the behaviour and safeguarding policies.

Building work - how has the School's use of the building been managed with the Stable Company, given its not formally been handed over? What is the additional groundwork - if this is the ramped access, they were bound to provide this in their contract? Wipeable paint is a fitness for purpose question and must be corrected surely, ditto external grounds finish.

The school is using part of the building for one bubble. There is outstanding work on the ventilation air gap which is not rigid enough currently and wide enough for a child's foot to fit in. School favour the instillation of an eco-drain type system. Currently the Stable Company are not communicating with the school, the answer phone says they are closed due to COVID and working from home, but emails have gone unanswered. The Acting Headteacher has concerns that the company may have folded but Companies House still have them listed. Advice has been sought from the Legal Team. £4,500 (four thousand, five hundred pounds) completion fee has been withheld and the Site Manager has costed the eco drains, internal painting and this payment being withheld would cover the costs of this work.

Concerns remain around Willis Avenue, given continued use of flats car park and the need for parents to walk down the road to avoid the long queue that appears before it should be there.

The parents queuing are mainly keyworker parents who arrive early. Reminders to stick to bubble collection times have be put in the Bulletin. In September the staggered entry will still be in place and there will be 9 bubbles so school will need to be a lot stricter and turn parents away to reduce transmission risks. Traffic and careless drivers are also an issue. Acting Headteacher to put another reminder in this week's Bulletin.

AHT

Wellbeing of office staff. Acknowledge they are under immense pressure not helped by parents bombarding them. Want to acknowledge the job they are doing.

COVID has increased office workload, reports are now being sent electronically via email and dealing with increased inquiries via email and phone that would normally be dealt with by teachers and sourcing and sending responses as well DfE return and other COVID related tasks at an already busy time of year. The Chair asked the Acting Head to pass on the Governors thanks to all staff especially the office staff.

AHT



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Data - irrespective of what the DfE request, does the School have the opportunity to take a decision on things like KS1/phonics screening (i.e. use class based data rather than formal testing) instead of having to rush after a late directive imposed on you?

Key Stage 1 SATS and Year 1 phonics screening will resume next year. The Reception Baseline Assessment has been suspended for a year. When OFSTED resume inspections in January 2021 they will be looking at 2019 data. The Acting Headteacher is working on the assumption that Year 2 will need to do the phonics screening next year as they didn't do it this year, and therefore continue to track and monitor progress.

Position statements from subject leaders - Curriculum Committee members could receive written updates (progress will presumably be impacted by Covid and if we do receive statements a RAG version of the action plan may suffice). An alternative might be to discuss English and Maths plus those subjects in focus at first meeting in terms of what has been achieved or is being carried over?

The Acting Headteacher will share RAG rated action plans with the Curriculum and Standards Committee, as the detail required for a position statement would not be good use of teacher's time in the current situation. To be re-visited at the Autumn 1 meeting.

AHT

Clerk

Will there be an opportunity for Governors to say 'goodbye and thank you' to Max Fisher before the end of term?

There are low key plans in place to say goodbye and Governors are welcome to join in. One idea is a socially distanced drop in tea party in the lookout. The Acting Headteacher is mindful to balance what we want to do for Max with what all staff feel comfortable with. The Acting Headteacher will let Governors know what the plans are once decided.

AHT

Are there signs at this stage that there will be further Year R enrolments? Will we receive additional top up LA funding to cover the need to form 3 smaller classes?

The Acting Headteacher will clarify the position regarding top up funding with the Finance Officer.

AHT

Do we have any serious concerns about PP/SEN pupils who have not returned to school and have these been actioned with the LA?



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The SEN and Pupil Premium Governor thanked Kate and Beth for their enthusiasm and all the work they have put in throughout the year supporting SEN/PP pupils. The Acting Headteacher reported that some children had not returned to school due to shielding. SEN interventions are difficult to manage currently, however low bubble numbers mean more adult support for those who need it.

Leaks in YR2 block - Were carpets damaged and was any furniture affected? Have Kier accepted responsibility? Assume school will not be liable for any cost of repair or replacement?

The Headteacher informed Governors that the eco drains we not plumbed in to any drainage system so rainwater came under the door. This was compounded by NBJs drains also being blocked. Hampshire have cleared the drains and dehumidifiers were on site for a week. There is no lasting damage to the carpets or furniture.

Have any new intake parents indicated that they will have problems with the Zoom 'Home visits'?

The School Office set up Tapestry earlier than usual and all communications to new families have been sent this way including new intake PowerPoint and meet the teacher videos. The Office are now inviting families to bring in ID and proof of address and collect forms on an appointment basis and when families come in they are signing up for the Zoom "home visits". So far 70% have been in and no issues about Zoom have been raised.

Jo left the meeting at this point.

Year R and 1 Bubbles - Think this has all been handled brilliantly. Thanks to all for the hard work put in. Was any consideration given to splitting the final week of term between bubbles A and B? At the ages for these years one week isn't crucial and no big issue and a mid-week switch is presumably complicated. Just wonder if any parents have raised this?

When planning bubbles the school were expecting to be open to all year groups as per the Government's announcement, which has since been retracted. It has been decided to ensure that children in school are doing the same activities as the activities set for children home learning to avoid any disparity.

6 **Pupil Premium Update**

The Pupil Premium/SEN Governor has been unable to meet with Beth and Kate since February. Minutes of this meeting have been circulated.

7 **Committee Updates**



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- As per the agenda, due to Covid no committee meetings have been held this half term.
- The Chair of the Resources Committee asked that financial benchmarking be added to the Autumn 1 meeting agenda. Clerk
- 8 Training and Development Governor Update**
As per the agenda, due to Covid this item was deferred to the first meeting of the Autumn term.
- The Training and Development Governor reported that according to Governor Hub records Olga and Jo have completed the Headteacher Performance Management training. The Chair reported she had completed the training but it was a while ago and she would repeat it. The Training and Development Governor said that if any other governors (who weren't also staff) wanted to complete the training it was a webinar and run either as 2 evening sessions or a day session. If anyone is interested please email the Training and Development Governor and Chair.
- Whole governor body training – This has not been booked yet. The Acting Headteacher will seek the opinion of the Headteacher regarding the theme of the training as the school have a new LLP and will be unable to request a bespoke session. AHT
- 9 Plan and approve capital spend**
Due to Covid, this was deferred to the Autumn term, as per the agenda. Clerk
- 10 Appoint Training and Development Governor, Safeguarding Governor, Health and Safety Governor, Child Protection Governor and Pupil Premium/SEN Governor for 2020-21**
Appointments were agreed as followed:
- Child Protection/Safeguarding Governors – James Child and David Jones
 - Pupil Premium/SEN Governor – Mike Hiscock
 - Health and Safety Governor – TBC. The Chair will ask Jo if she is happy to continue in this role. Post meeting note – Jo has confirmed she his happy to continue in this role. Chair
- Following discussion it was agreed that the Safeguarding and Child Protection Governor roles were so similar that they would be combined.
- 11 Confirm meeting dates and times for new academic year**
The Clerk has consulted with NBJs clerk to ensure there were no clashes in either schools proposed dates. An error was noted, the 19th September is a Saturday, to be changed to the 17th. A governor pointed out that the Resources meeting on the 8th June was also an INSET day. Moving this date was discussed



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and it was decided to leave it as the 8th for now, and possibly hold the meeting by Zoom or re-arrange. To be confirmed nearer the time. Clerk to update the meeting schedule and circulate.

Clerk

12 **AOB**

Following discussion it was felt that the 17th September was too early to convene a face to face FGB meeting and so the first autumn term meeting would be a Zoom meeting. Future meetings would be discussed as social distancing guidelines may have changed.

Governor body self-evaluation is overdue. Training and Development Governor to complete in September.

JC

The Chair thanked Governors and staff for their flexibility and adapting to the new working arrangements and wished staff a lovely, relaxing summer holiday.

NEXT MEETING – Thursday 17th September 2020 at 6pm