



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 11th July 2019

Present:	Nicole Perry – Chair Carla Lashmar – Headteacher Mike Hiscock – Vice Chair Becky Bailiff James Child David Jones Olga Maslovskaya Julia Squires Jo Tutton	In Attendance:	Sarah Hiscock – Clerk Pete Stuart – Deputy Head Dave Wilson – Associate Member Wendy Osborne (Observer) Katie James – Item 1 only Lynne Young – Item 1 only
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Apologies:	Stacey Tiley	Absent:	None
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1 Behaviour Policy Presentation

Katie and Lynne presented the Governors with the history and journey over the past 3 years, explaining that the foundations of the new policy and procedure are based on research and to teach children empathy and have an impact in terms of changing our society. All staff have been consulted.

Governors agreed this policy should be reviewed annually, with a monitoring agenda item to be scheduled for 6 months' time. Governors were invited to attend an INSET training session lead by the Headteacher of Wolverdene School on the morning of Friday 25th October.

It was reported that the Lorraine Lee training was valuable and well attended and more parents had already expressed an interest for the next two sessions she was running for the school. Positive feedback has been received from those who attended.

Governors asked the following questions:

Q Are the pre-schools engaged with the development of the policy?

A Their engagement differs between settings currently, but the offer is the same for all. They will be invited to join the INSET training in October

Q How and when will the Policy be implemented?

A If Governors ratify the Policy today, the policy will be issued to staff and parents in September. A staff twilight training session is planned for early

Action

Clerk

HT



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September and there will be an evening launch meeting for parents in Autumn term.

Q How does the new Policy compare with NBJs's Behaviour Policy?

A New Policy is not comparable to NBJs at present. NBJs's Headteacher and SENCO attended the Paul Dix conference and the Headteacher will share the new NBIS policy with them.

HT

2 **Welcome and Apologies for Absence**

Apologies had been received and accepted from Stacey.

The chair informed Governors that the complaint being investigated at Panel had now been closed, and all involved were thanked for their hard work.

3 **Election of Chair and Vice Chair**

The Clerk took Chair for 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. The nominees left the meeting for the vote to the respective positions. 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 2020 meeting.

The Headteacher thanked the Chair and Vice Chair for their support and dedication during the past year and for agreeing to continue. NBIS is incredibly lucky to have a strong, challenging and effective Governing Body.

3 **Pecuniary Issues in relation to the Agenda**

None.

4 **Approval of the Minutes of the last Meeting held on 16th May 2019**

During the review of the minutes the following points were raised:

- **Pupil Premium Strategy-** – This is due to be discussed at the next Resources Meeting.
- **Single equalities and accessibility policy** – NBJs's new format has been issued to Governors following the previous meeting. Governors agreed to adopt this format and the Deputy Headteacher will personalise the policy for NBIS and send out to Governors for ratification.
- **Marking Policy** – Curriculum and Standards have not reviewed this. The Headteacher and Deputy Headteacher will be meeting over the summer holidays to streamline policies.
- **New Co-opted Governor** – David Percival joining the Governing Body in September. The Deputy Head will set up NBIS email account, and the Clerk will then contact him re GovernorHub and meeting dates.
- **New intake meeting** – This was well attended despite clashing with an event at the junior school.

PS

HT/PS

PS/Clerk



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- **Designated Safeguarding Lead training** – The Governors who attended found this training helpful.

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

Clerk

5 **Headteacher's Written Report**

The Headteacher's Report was discussed and the following questions asked by Governors:

Q There are more significant behaviours in Year R. Is there the same criteria for classing significant behaviours in each of the year groups? Is this the same child?

A The Headteacher confirmed the criteria is the same for all year groups and explained that in a cohort of 90 there are 8 children with social and emotional needs who display these significant behaviours. These stem from inappropriate exposure to technology, parenting capacity and abuse/trauma. The school has regular meeting with these families.

Q The overall attendance and unauthorised absence figures have got worse. Are these the same families? Is there anything we need to be doing as a school?

A There has been a lot of holidays requests, and as from September the school will start issuing penalty notices for absences of more than 5 days to be in line with other schools locally. However, this is a lengthy process and involves a lot of admin work/hours. Children who have time off to work can have a certain number of days authorised for this each academic year.

Q The number of late marks has declined. Is there anything that has been put in place that has caused this improvement?

A This may be due to the Willis Avenue entrance now being locked during the school day, and parents not wanting to walk round to the Botley Road entrance/lack of parking at this entrance. Attendance, included patterns of lateness is also discussed at Pupil Progress meetings and at parent's evenings, by the class teacher in the first instance.

Q How many pupils are due to start in September?

A We have 80 children starting in Year R in September, this may increase by 1 or 2 over the summer with people moving into the catchment area. Local schools are also not full for Year R which suggests it was a low birth rate year. Teachers have been appointed on a temporary contracts in line with this.

Year 2 moderation was tough, as had limited preparation time and was a rigorous process as the moderator was also being moderated on our data by the DfE. However the moderator was supportive of the school and has asked to



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return to observe a maths and English lesson with the maths and English leads from their school. Both Megan and Wendy have now been invited to become HCC moderators.

Q There has been a 1% drop in reading at GDS. As the school has been focussing on disadvantaged pupils, has this resulted in less focus on greater depth children?

A No, this is not a significant drop as 2% is equivalent to 1 child. Pupil Premium and SEN results are good and wave 3 interventions will be introduced for next year for children who are both Pupil Premium and SEN.

Q Does the £5,000 (five thousand pounds) overtime bill mean that Treetops isn't generating an income?

A No, the overtime was to cover sickness/absence.

The Headteacher outlined the changes in subject leadership, and confirmed that the subjects in focus for 2019-2020 are DT, music, history and RE.

The Headteacher confirmed that it was helpful for her to have questions on the Headteacher's Report in advance of the FGB meeting so that she could prepare her responses.

6 Committee Reports

Curriculum and Standards: The committee has reviewed end of year position statements from subject leaders with the Deputy Headteacher, carried out pupil premium monitoring, and revisited the 3 year strategic plan.

There will be an extra meeting for Governors regarding the new OFSTED framework on Thursday 3rd October at 6.30pm.

Clerk

Resources: Main focuses have been budget monitoring which is looking good with no concerns, and the multi-purpose building – the planning application deadline was today so should hear from them soon. The new play equipment has been sourced and comes in under budget. The Headteacher showed Governors the plans for the new equipment.

The Summer Fayre raised £5,300 (five thousand, three hundred pounds) of which £800 (eight hundred pounds) has been given to NBIS to recognise their contribution for the first collaboration in addition to the funds raised on their personal stalls. There was discussion about how to announce how much had been raised by NBIS and how much NBIS stalls raised as although billed as a joint Summer Fayre to parents FoNBIS lead on the Fayre and NBIS had more stalls to manage and prepare. Also going forward FoNBIS are making provision for Pupil Premium to receive a £10 voucher for the second hand uniform shop, free disco entry and pop up shop items. Some of this began this year.



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7 **Membership Issues:**

There were no membership issues to be discussed at this meeting.

8 **Update from Training and Development Governor**

The Development and Training Governor has reviewed training attended by Governors and has concluded that the subscription to Governor Services is good value for money. Governors to inform the Training and Development Governor if they have completed any eLearning courses so these can also be tracked.

All

The Training and Development Plan was issued prior to the meeting. This will be reviewed at every other FGB meeting. It was decided to add to the Plan that all Governors are required to complete the Complaints eLearning.

JC/All

County have recently launched a new version of the Induction for new Governors. More work is needed to bring our induction programme in line with this. To be discussed at the Autumn 1 meeting.

JC
Clerk

Governors on the Headteachers Performance Management Panel have attended or are booked on the relevant training.

9 **Approval of Policies**

- **SEND Policy** Approved with amendments suggested by Jo made. Amendments to be made and then Policy will be published.
- **Behaviour Policy** It was agreed to refer to the Physical Intervention Policy and state that only staff trained or coached in physical intervention can use this. The Policy was approved for publication and issued to parents ASAP with these changes. Governors will formally review the policy annually and monitor its implementation and progress 6 monthly at FGB.
- **Complaints Policy** Stockbridge Primary School's Complaints Policy was shared with Governors prior to the meeting. It was agreed to set up a working group to consider this and to invite NBS to be involved in this group. Mike, Nicole and Jo volunteered to do this. The Headteacher will invite Mr Hardy and a governor from NBS to join the group.

HT

10 **Plan and approve capital spend**

This has been carried out by the Resources Committee.

11 **Discuss officers for the following academic year**

Officers were agreed as follows:

Curriculum and Standards Chair – Jo Tutton
 Curriculum and Standards Clerk – Mike Hiscock
 Resources Chair – David Jones
 Resources Clerk – Julie Squires



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GDPR Governor – Becky Bailiff
Training and Development Governor – James Child
Safeguarding Governors – David Jones and James Child
Pupil Premium and SEN Governor – Mike Hiscock

The Year Group Governors will be discussed at the next meeting. Clerk to update Governor membership document and re-issue/publish online. Clerk

- 12 **Review child protection/safeguarding arrangements (audit to be completed by 31st October)**
This will be completed by the Safeguarding Governors and Headteacher. The Headteacher invited Governors to attend compulsory safeguarding training on Friday 29th November from 8.30 – 11.30 am. HT/DJ/JC
- 13 **Receive report from designated teacher for Children in Care**
There are currently no Children in Care at the school.
- 14 **Consider Pupil Premium, PE Sports Premium and SEN funding and the impact of this additional funding**
This has been discussed at the Resources Committee.
- 15 **Confirm meeting dates and times for the new academic year**
The Draft 2019/2020 meeting schedule was discussed and amended. Clerk to make changes and distribute to Governors and publish online. Clerk
- 16 **AOB**
- **Pay Committee meeting** This will be rearranged for September.
 - **Contact Governor** This role is now being covered by the Chair. The Deputy Head will alter the forward in place for the Contact Governor email address. PS
 - **Treetops Parent Survey** The feedback from parents is extremely positive. Only negative points were regarding booking and payments.
 - **Education Awards** There is a whole school assembly on Monday 15th at 9.30am to award these to Grahame Smith and Dave Wilson as whilst they were unsuccessful this year, the school want to acknowledge their significant contributions.

NEXT MEETING – Thursday 19th September at 6pm