



North Baddesley Infant School

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# Full Governing Body Meeting Minutes

Thursday 16<sup>th</sup> May 2019

Present: Nicole Perry – Chair  
Carla Lashmar – Headteacher  
Mike Hiscock – Vice Chair  
Becky Bailiff  
James Child  
David Jones  
Julia Squires  
Jo Tutton

In Attendance: Sarah Hiscock – Clerk  
Pete Stuart – Deputy Head  
Dave Wilson – Associate Member

Apologies: Stacey Tiley  
Olga Maslovskaya

Absent: None

## Action

### 1 Attachment Training

Katie James, Julie Cundy and Kate Skinner gave a presentation to Governors about Attachment Disorder and the work they do to support children in ELSA, Nurture Groups and FEIPS sessions.

Governors found this presentation very informative and thanked them for coming to the meeting.

### 2 Welcome and Apologies for Absence

Apologies had been received and accepted from Olga and Stacey.

### 3 Pecuniary Issues in relation to the Agenda

James informed Governors that since the last meeting he had been elected as a Co-opted Governor at the Junior School. He has updated his pecuniary interest form to reflect this and the Clerk will update the register for the website.

Clerk

### 4 Approval of the Minutes of the last Meeting held on 17<sup>th</sup> January 2019

- **Pupil Premium Strategy** – This has not happened due to Governor workload. Will be reviewed and discussed at the next Resources Committee.
- **SEN monitoring visit** – This has been re-arranged.
- **Pupil Premium and Sports Premium reports** – These are now on the School's website.

DJ



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- **Governor training** – Julia confirmed that she had attended the new Governor training course and would be complete the Complaints eLearning. JS  
BB
- **School Council Baddesley Beadle articles** – The School Council are writing an article for the June submissions deadline. JS/Clerk
- **Governor Training Plan and Governor Induction** – This has been circulated in draft form and will be reviewed by Julia for approval at the next meeting.
- **Single Equalities and Accessibility Policy** – This was reviewed before the last Ofsted, however the Deputy Headteacher reported that NBS have adopted the new version. Governors were asked to review the NBS policy with a view to amending ours to be in line with their version. All
- **Parking Consultation/Travel Plan** – The Chair has replied to Vicky Wooton thanking her for bringing it to Governors attention.
- **Marking Policy** – This is due to be reviewed and approved at the Curriculum and Standards meeting next week. JT
- **Uniform Logo Samples** – The Headteacher showed Governors the logo voted for by staff.

The minutes were agreed with an amendment to the end of point 11, page 6 – Clerk to remove “so that if there are any unforeseen expenses there is no need for Governors to re-approve additional spend” and circulate revised minutes to all. Clerk

5 **Headteacher’s Verbal Report**

The Headteacher shared the report following the recent LLP visit which focussed on SEN, however it was highlighted that this was in draft format as it contained errors. Overall the visit was positive. Subject Leadership is being revised for September.

Q Did the Actions come as a surprise or were they expected?

A The Actions were as anticipated and not a surprise.

Q Is there are resource issue in terms of SEND?

A Not a resource issue, we need to increase teacher’s knowledge of cognition and learning.

The Headteacher shared a glowing email from Andy Hayes, District Manager, following his visit to the school with 18 Headteachers from the Test Valley area. All the visitors were impressed with what they saw and the validation of everyone’s hard work and commitment was very timely. More showcasing visits from other Headteachers have been arranged on the back of this including a cluster meeting for 20 Headteachers next week, and Headteachers from Romsey Secondary School and Mountbatten have asked to join too. Brian Pope, Assistant Director of Children’s Services has also visited the school and left with a very positive impression.



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NBIS are working in partnership with Romsey Abbey and Halterworth to provide a Non Violent Response course for parents. 100% of the parents targeting by NBIS have attended, the course has been well received and parents have requested further workshop opportunities.

The multi-purpose building has been delayed due to Hampshire County Council not having The Stable Company set up as an approved vendor. This has had a knock on effect. We are now at the planning stage with the 2<sup>nd</sup> July being decision day. The Stable Company intend to be on site by the beginning of August with works taking 8-10 weeks and a completion date in October.

**6 Committee Reports**

**Curriculum and Standards:** The Committee received presentations from the Subject Leaders for PSHE, British Values and Art.

**Resources:** Main focuses were the budget, delays with the multi-purpose building and a presentation from Wayne Gavin regarding the new play equipment which is being paid for with Sports Premium and fundraising at an estimated cost of £20,000 (twenty thousand pounds).

**7 Membership Issues:**

- Mike’s term as Local Authority Governor is due to end on 18<sup>th</sup> May, Mike wishes to continue his term and Cllr Dowden is in support of this. The Governing Body supported Mike’s reappointment for another 4 year term. Clerk to notify Governor Services and Cllr Dowden of Mike’s re-appointment and update membership list. Clerk
- An application has been received from David Percival for the Co-opted Governor Vacancy. The Chair and Vice Chair explained David’s skills and background. Governors approved his appointment to start in September. Clerk to inform Governor Services. Clerk

**8 Update from Training and Development Governor**

The draft Governor Induction Pack and Training Plan were circulated prior to the meeting. Julia agreed to look at these and report back to the Training and Development Governor. Clerk to add approval of both to the agenda for the July meeting. Clerk

**9 Approval of Policies**

These are all are on the Governor Secure area, apart from the Complaints Policy which was circulated at the meeting, and is based on the new DfE model policy which has been adopted by NBIS recently. Governors were asked to send any comments on the Complaints Policy to the Headteacher by 9am Tuesday 21<sup>st</sup> May. Comments all the other policies were requested by Monday 3<sup>rd</sup> June to the Deputy Headteacher. All



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**10 Discuss LLP Annual Report**

This item was covered at part of Item 5 – Headteacher’s Verbal Report.

**11 Approve Budget Plan for 2019/2020 by 31<sup>st</sup> May**

Becky left the meeting for this item. The Headteacher circulated copies of a proposed budget plan based on the Deputy Headteacher having a non teaching role and the full time return of a teacher currently on maternity leave, as a worst case scenario.

Income	£1,106,447 (one million, one hundred and six thousand, four hundred and forty seven pounds)
Expenditure	£1,118,377 (one million, one hundred and eighteen thousand, three hundred and seventy seven pounds)
In Year (Deficit)	£11,929 (eleven thousand, nine hundred and twenty nine pounds)
Surplus Brought Forward	£93,467 (ninety three thousand, four hundred and sixty seven pounds)
Cumulative Surplus C/Fwd	£81,538 (eighty one thousand, five hundred and thirty eight pounds)

Q Can the school have a 3 year budget that is in deficit?

A Yes it is ok to have a 3 year budget in deficit, but not a budget that is in deficit with a year. Governors were reminded that in 2 years the school would be bringing in money from the conservative estimates for income generated by the multi-purpose building.

Governors approved the budget.

Becky returned to the meeting.

**12 Approve 3 Year Strategic Plan**

Governors approved the Strategic Plan

**13 Review Transition Arrangements**

A different admission pattern was agreed for Year R in September 2019 as follows. Cohort split into older and younger groups with each group in for 2 full days, then the whole year group in for Friday. This would be repeated for a second week and after that the whole year group would be in school full time, 5 days a week. This pattern was agreed by Governors.

Governors were invited to attend the New Intake Parents meeting on the 19<sup>th</sup> June at 5pm.



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14 **Note and Agree Professional Day Closure Dates for the New Academic Year**

These are in line with NBS and in some instances, Mountbatten. Governors agreed the proposed dates.

15 **Consult on Schedule for GB Meetings for Next Year**

Clerk to prepare a draft meeting schedule consulting with the NBS Clerk to ensure there are no clashes. It was agreed to hold meetings on Mondays and Thursdays.

Clerk

16 **AOB**

Governors reported that the Safeguarding training was very good. Designated Safeguarding Lead training is being held on the 23<sup>rd</sup> June, 9am – 3pm.

A request has been received from Wendy Osbourne to attend the next meeting as an observed to further her professional development. Governors agreed to this request.

**NEXT MEETING – Thursday 11<sup>th</sup> July at 6pm**