



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 7th March 2019

Present: Nicole Perry – Chair
Carla Lashmar – Headteacher – Arrived at item 9
Mike Hiscock – Vice Chair
Becky Bailiff
James Child
David Jones – Arrived at item 8
Julia Squires

In Attendance: Sarah Hiscock – Clerk
Pete Stuart – Deputy Head – Arrived at item 7
Dave Wilson – Associate Member – Arrived at item 8
Ben Lowe – Item 10 only
Graham Smith – Item 10 only

Apologies: Stacey Tiley
Olga Maslovskaya
Jo Tutton

Absent: None

- | | Action |
|--|---------------|
| 1 Welcome and Apologies for Absence
Apologies had been received from Stacey, Olga and Jo. Carla, Pete and David W will be joining as soon as parents evening had finished and David J had said he would be late. | |
| 2 Pecuniary Issues in relation to the Agenda
There were no pecuniary interests in relation to this meeting. Julia completed her pecuniary interest form and returned it to the Clerk. | Clerk |
| 3 Approval of the Minutes of the last Meeting held on 17th January 2019
The minutes were agreed as being an accurate reflection of the previous meeting. | |
| The following points were discussed when approving the minutes: | |
| • Policies – These have all been reviewed | |
| • Pupil Premium Strategy – This will be discussed at the next Resources Committee meeting. | DJ |
| • Numbers on roll – A rolling banner had been seen by a Governor on the schools website advertising vacancies in Year 1 but on checking was not there now. | |
| • Dates of Resources Committee meetings – These will now be held on Tuesdays, the week after Curriculum and Standards Committee meetings at 4.30pm. The Clerk will update the meeting schedule and circulate. | Clerk |



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- **Governor Training** – A Safeguarding twilight has been arranged for staff on the 2nd May, 3.30-6pm. Governors are invited to attend.
- **Code of Conduct** – This has been updated and will be published online.
- **Photos of the new building** – A Governor checked the school website and confirmed there were now internal photos of the new building on the school’s website.

4 **Committee Reports**

Curriculum and Standards: The Governors received presentations from Pete as English subject lead and Lynne Young and Wayne Gavin on Maths. Wayne will be taking on the role of Maths subject lead. The SEN monitoring visit was delayed due the SEN Governor being involved in other governing body work. This will be re-arranged.

MH

Resources: At the previous meeting the NBIS/NBJS school boundaries were agreed, and are now with HCC to be finalised. The budget was reviewed and is on track and the numbers on role were reported and we will be full next year. The Headteacher, David J and James have completed the SFVS and this has now been signed and submitted to Hampshire. Pupil Premium and Sports Premium reports have been approved and now need to be put on the school’s website.

PS

5 **Approve SFVS return for LA by 31st March**

This has been approved and submitted to Hampshire.

6 **Membership issues – Rebecca Bailiff, Co-opted Governor, Term ends 25/03/2019**

Becky agreed to extend her term for another 4 year period on the condition that if needed she step down to recruit a Governor who was not also a member of staff.

7 **Update from Training and Development Governor**

Governors were advised to complete the Complaints elearning if they have not already done so. Julia to complete as part of her induction. There is a safeguarding elearning available but there is a cost associated with this, and therefore it was thought attendance at the safeguarding twilight session could be done instead.

All
JS

8 **Review progress against GB development plan**

The Training and Development Governor talked through the progress made on the development plan so far and the following actions were agreed:

- Becky will take over the School Council Baddesley Beadle articles while Stacy is on maternity leave and will prepare an article for the next edition in April.

BB

JS



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- Review of governor induction pack is being carried out by the Training and Development Governor to be in line with the staff induction. Julia agreed to look at this as well.

Pete Stuart arrived at this point.

The Training Plan has been completed by the Training and Development Governor and Vice Chair and will be presented alongside the governor induction pack. Julia to also review this. This will be brought to FGB in May for approval.

JS/Clerk

9 **Agree updated equalities information and progress against equality objectives for publishing (and every 4 years agree new objectives)**

This is the Single Equalities and Accessibility Policy. There was uncertainty as to when this was last done as it may have been reviewed when OFSTED inspected. Clerk to clarify the situation.

Clerk

David W and David J arrived at this point.

10 **Parking Consultation/Travel Plan**

Vicky Wooton has contacted the school regarding how the new parking restrictions on the Borden Road estate and Fleming Avenue will affect the schools travel plan. It was reported that the double yellow lines outside the junior school are being extended so parents will need to park further away from the school, and that The Ox was changing hands so may now be able to use their car park as a Park and Stride site.

Carla, Graham Smith and Ben Lowe arrived at the meeting at this point.

The Chair will look into the parking consultation in more detail and Becky will forward her the Travel Plan in order to compile a response to Vicky from the Governors.

Chair/BB

11 **Presentation by Ben Lowe from The Stable Company**

Ben Lowe explained the background of The Stable Company, and the type of work they do before talking through the design for the multi-purpose building. After the presentation Governors asked the following questions:

Q How much regular maintenance will the building need and how much would that cost?

A The cladding is western red cedar which is a hardwood, and will last in excess of 30 years. The building comes with a 10 year guarantee, but the firestone roofing may need to be replaced after 15 years. The building is be built for longevity.

Q What heating method will the building have?



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A Heating will be provided by an air conditioning unit which will either be ceiling mounted or sited at the back of the building. Governors asked about the amount of noise this would generate if sited at the back of the building and if it would cause disturbance to neighbours. Ben said noise was minimal and that the building would be located as far away from the difficult neighbour as possible.

Q Have there been any soundings as to whether planning permission would be granted?

A No, generally applications such as this go through ok, regardless of neighbours' complaints.

Q Will the fence need to be removed for access?

A Materials and equipment will be brought onto site in 2-3 deliveries and this would not be using an artic lorry.

Q Do you need much space for a site compound?

A In an ideal world they would like the size of the building plus the same size again, but this is not always possible. Realistically they site compound will need to include storage and a worker welfare unit/rest area. Carla assured Governors that as the work will be taking place in the summer term the field will be used as much as possible. If due to poor weather this wasn't possible the school would stagger lunchtimes. Ben informed Governors all workers are enhanced DBS checked and deliveries would be planned to avoid peak times.

Q Do workers need to check in and off site?

A There is a register in the welfare unit for workers to check in and out, along with the rules for the site (i.e. no swearing or radios). The school will be given a list of all people who will be working on site along with their DBS numbers before work starts, and workers wear their DBS numbers on their sleeves.

Q Is there a retention in payment terms?

A Yes, 6 months at 2.5%. However, if we are unhappy with any aspect of the work contact Ben and he will ensure its rectified asap.

Q Is September completion still viable?

A It will be tight. Planning takes 8-10 weeks and would be on site 8 weeks later (mid July), with the building expected to take 7-8 weeks to complete. The last 2 weeks are spent decorating, installing flooring and landscaping around the building.

Q Is there a Plan B if planning permission is refused?



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A Objections are submitted online and changes to the plans can be made during the process of applying for planning permission if needed. Ben cannot foresee any reason for planning permission not to be granted even if the neighbour were to object as her complaints are not serious or relevant. Any planning queries will be dealt with by The Stable Company.

The Headteacher and Chair thanked Ben for his presentation and Graham for joining the meeting. Ben and Graham left.

The Headteacher talked through the business plan explaining that profit from Treetops to date had paid for the planning permission application. The figures discussed were based on the current numbers on roll at Treetops and did not take into account any expansion as a result of the move into the multi-purpose building. Currently Treetops are full and have a waiting list.

The figures were discussed as follows:

	2019-20	2020-21	2021-22	2022-23
Total Expenditure	£166,050 (One hundred and sixty six thousand and fifty pounds)	£18,649 (Eighteen thousand, six hundred and forty nine pounds)	£18,937 (Eighteen thousand, nine hundred and thirty seven pounds)	£19,230 (Nineteen thousand, two hundred and thirty pounds)
Total Income	£41,166 (Forty one thousand, one hundred and sixty six pounds)	£52,339 (Fifty two thousand, three hundred and thirty nine pounds)	£27,602 (Twenty seven thousand, six hundred and two pounds)	£27,868 (Twenty seven thousand, eight hundred and sixty eight pounds)
In Year Surplus/Deficit	£124,884 (One hundred and twenty four thousand, eight hundred and eighty four pounds)	£33,690 (Thirty three thousand, six hundred and ninety pounds)	£8,665 (Eight thousand, six hundred and sixty five pounds)	£8,639 (Eight thousand, six hundred and thirty nine pounds)
Surplus/Deficit Brought Forward		£124,884 (one hundred and	£91,194 (Ninety one thousand,	£82,529 (Eighty two thousand,



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		twenty four thousand, eight hundred and eighty four pounds)	one hundred and ninety four pounds)	five hundred and twenty nine pounds)
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Governors asked the made the following questions:

Q How much bigger can Treetops get in the multi-purpose building?

A Could quickly expand to 45 places, with spaces organised to separate out of school care for pre-school, infant and junior aged children using other areas i.e. the hall and library when not in use.

One of the local pre-schools has already expressed an interest in tendering for occupation of the building and Carla is meeting with them next week. Carla asked Governors to look into other possible grants that can be used to support the building work.

Once the Forest Pre-school opens they will be paying £390 (three hundred and ninety pounds) a month until they reach full capacity, when it will increase to £600 (six hundred pounds). Based on current Treetops capacity the building will break even in 5 years, but in all likelihood it will break even sooner due to expansion and evening, weekend and holiday lettings.

Q Ben had said that fencing wasn't included in their quote/work. Has that been factored into the business plan?

A No, previous fencing has been donated i.e. Monty's Garden.

Q How will people access the multi-purpose building during the school day?

A Via Botley Road.

Governors approved work to commence and agreed to a spend of £160,000 (one hundred and sixty thousand pounds).

12 Agree individual governor monitoring responsibilities and schedule Year Group Governor activity for the Summer Term

This will be allocated electronically.

13 Headteacher's Written Report

There is no data in this Headteacher's report as the data drop has not come out yet. Governors raised the following questions:

Q Attendance is low again, why is this?

A There has been a nasty flu virus, diarrhoea and vomiting bug and chicken pox in the school



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Q Are late registrations the same families?

A Trends have been noticed in lateness, although it is worth noting that there are very good reasons for this and that most children involved are receiving nurture or Pupil Premium. This is being tackled by the school.

Q Has anything been done to promote the 10 vacant spaces in Year 1?

A The scrolling banner was put on but has now been removed in favour of more discrete promotion on the Year 1 page.

Q 14 significant behaviours were reported in Year R. Why is this figure so high?

A There is a trend for more social, emotional and mental health issues at the moment (about 20% of the cohort) and attachment is key so the school is facing big challenges, but they are not alone and other schools are reporting the same issues. NBIS is ahead of the game as we have a nurture and sensory room these children can benefit from. Training more staff in Team Teach is being looked into, funding is available for this and staff have been asked if they would be willing to do the training. The Headteacher reported that she has attended the Non Violent Resistance meeting and that NBIS will be hosting an evening session for parents, and Romsey Primary a daytime session. These will be open to parent from all local schools.

Q The number of applications for Year R places for September 2019 is lower than in previous years. Are we losing children to other schools?

A No, other schools also have lower numbers so it just a low birth year.

The Headteacher highlighted that the dates of the safeguarding twilights for staff this year and next year are detailed in the report, this year's being the 2nd May. As safeguarding is such an important area it has been decided to make this training compulsory for Governors to attend. Also the Headteacher asked if any Governors wish to attend the Designated Safeguarding Lead training on Thursday 23rd May from 9am to 3.30pm. David J and James volunteered. Pre-schools will also all be invited to attend this training.

14 **Approval of Marking Policy**

This item was deferred to the Curriculum and Standards Committee.

JT

15 **AOB**

The Chair advised Governors to prepare for the possibility of a Complaints Panel being formed. Due to the specific situation a lot of Governors are tainted, therefore if a panel is required only Julia, David J and possibly Nicole will be able to be involved.

Governors considered the logo samples prepare by Skoolkit. Governors voted and the log with the school name embroidered in white and green received equal votes. The Headteacher will ask staff to vote between these two logos.

HT



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NEXT MEETING – Thursday 16th May at 6pm