



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 17th January 2019

Present:	Nicole Perry – Chair Carla Lashmar – Headteacher Mike Hiscock – Vice Chair Becky Bailiff James Child David Jones - Item 3 Olga Maslovskaya Julia Squires Jo Tutton - Item 3	In Attendance:	Sarah Hiscock – Clerk Pete Stuart – Deputy Head Dave Wilson – Associate Member Andy Milligan - observer
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Apologies:	Stacey Tiley	Absent:	None
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Action

1 Welcome and Apologies for Absence

The Chair welcomed Julia Squires to the FGB and introduced Andy Milligan who is Chair of Governors at Newlands Primary School in Southampton and is attending as an observer to share good practice between the two governing bodies.

The Chair thanked everyone for coming for an earlier start as there was a full agenda due to the November meeting having to be cancelled because of a power cut at the school.

2 Pecuniary Issues in relation to the Agenda

The Clerk has sent Julia Squires a Pecuniary Interests form to complete. There were no pecuniary issues relating to the agenda for this meeting.

JS

3 Approval of the Minutes of the last Meeting held on 20th September 2018

Jo Tutton arrived at this point in the meeting. The following points were discussed when reviewing the minutes:

- **Health and Safety Governor:** Richard Kimber's term has now ended. Jo Tutton confirmed she was happy to take over the Health and Safety Governor role and had received a handover from Richard. The Chair will contact Richard to thank him for his work as Governor.
- **Attendance Data:** Previous 3 years data will be included in the Headteacher Report at the next FGB meeting.
- **Draft School Improvement Plan:** No changes have been made.

Chair

Clerk/HT



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- **Behaviour Policy:** Katie James and Lynne Young are working on this and will be sharing with staff for their input. It will be ready to share with Governors at the next FGB. The Headteacher reported that the behaviour workshops were well received, however the parents targeting hadn't attended. Clerk
- **Pupil Premium Strategy:** This has not been approved yet as the last Resources meeting was cancelled, it will be discussed at the next meeting. Resources Clerk
- **Co-opted Governor Vacancies:** The Headteacher has approached both the Co-op and Cheaters, Drapers and John Turner from Outlook, but so far only interest is from Cheaters and arranging a meeting is problematic. Another option would be to appoint an unsuccessful candidate from the Parent Governor elections, however this would make the governing body parent heavy. Governors suggested approaching the Vicar, pre-schools or doctors surgery. It was agreed in the first instance to discuss with the pre-schools but to delay this until after the tender for the use of the new building had been decided so as not to show favouritism.

David Jones arrived at this point. The minutes were approved as an accurate record of the meeting and returned to the clerk for filing. Clerk

4 **Headteacher's written report including strategic projects and data dashboard**

The Headteacher's report that was prepared for the cancelled November meeting was discussed and further updates provided as follows:

- **Staffing:** Stacey is now on maternity leave following the birth of Edward. The Deputy Head is covering her class in the morning for core subjects and Caroline Shuttleworth, who is a HLTA and also a qualified teacher is leading the class in the afternoons. Kate Skinner, Teaching Assistant and Treetops, has broken her foot and will be off until just before half term. Staff from Treetops have provided cover for Kate and Lunchtime Supervisory Assistants are helping in Treetops .

Q Will Kate be off long enough to be able to claim her pay back for her absence?

A Yes the school will be able to claim a bit back.
- **Recruitment:** Currently in the beginnings of the recruitment process for the 9th class that will be needed in September. Adverts have been drawn up for the following positions:

 - Permanent teacher
 - Temporary teacher
 - Teaching Assistant
 - Higher Level Teaching Assistant
 - 2 x Playworkers
- **Attendance:** Governors requested that 3 years attendance figures be included for the attendance comparison. The Headteacher informed



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Governors that the infant school were not fining parents for taking their children out of school during term time for holidays as the SLT feel it would be detrimental to the school's relationships with families.

However, County expect schools to fine and this change is necessary to bring in line with other schools. It is worth noting that attendance data for Year 1 is low due to the stomach bug that spread in school before Christmas, and that data for the next Headteacher's Report will also be skewed by this, as the bug was particularly bad and took staff and children several days to recover. The Headteacher explained the process for dealing with poor attendance and persistent lateness, and how this is monitored.

- **Numbers of roll:** There was discussion about the Year 1 numbers on roll.

Q Why have the numbers dropped?

A Due to families moving out of area. A governor suggested putting a banner on the school website to advertise these spaces.

HT/Deputy

- **SEND:** FEIPS to be added to the abbreviation list.

HT

Q 4 restraints and 1 exclusion were reported for the Autumn term. Are these 4 restraints for the same child or 4 separate children?

A No, not all the same child, but the use of restraint is increasing due to a shift in the needs of children.

Exclusion is not common place. The Headteacher re-assured Governors that restraint is only used to keep the children and others safe, for example a child required restraint after hitting the teacher 7 times. The Deputy reported that there is a noticeable change in the needs of children and that other schools are noticing these changes as well. The Headteacher will do an input at the next FGB on Attachment as in most cases of the use of restraint it is because children have attachment issues. Significant behaviour has not been reported as there is a chance it would identify the child/ren. There was discussion about the use of CPOMS to record welfare, SEN, behaviour and community. Figures from CPOMS regarding behaviour recorded will be included in the Headteacher's Reports each term. The Headteacher is Team Teach trained and the only member of staff trained in restraint, however can coach someone else so the Deputy Head can now also carry out restraints. There was discussion about the need to train someone else. Andy reported that at Newlands Primary all teachers are Team Teach trained and that by only having one member of staff trained in restraint that left the school in a vulnerable position.

Clerk/HT

HT

Q Are teachers at the junior school Team Teach training?

A Don't know, that could be an option to explore.

- **Governor Badges:** ID badges will be ordered for Governors. It was agreed these would be surname only and include a photo in line with



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school staff. Headteacher to book photographer to come in before the next meeting at 5.30pm.

- **Data:** KS1 progress over time data has now been confirmed. The dip in EXS+ (working at expected standard and working at greater depth combined) was due to the higher proportion of Pupil Premium children in that year group. Phonics progress over time is consistent. The EYFS progress over time data has dropped from 80% in 2017 to 50% in 2018. The Deputy said that this was due to Pupil Premium children also having SEN. HT

Q Was internal moderation in Year R last year overly cautious?
Was there any changes to data following the external moderation?

A No, moderation was accurate across the board.

There is a data drop due next Monday which will be discussed at Curriculum and Standards and shared with all Governors via email.

- **Strategic Projects:** The Headteacher outlined the successful bid for the contract for the multi-purpose building on the playground. The school has applied for £25,000 Community Asset Funding, and the school will know if this has been successful in April and can then make a second application for re-developing the playground. The building will house a pre-school, but not a new pre-school, the building will offered to the existing pre-schools in the village to tender for. The school have had interest from groups wishing to use the building in the school holidays, evenings and at weekends and as it will be a standalone building the main school will be secure. The playground will be developed to extend down the side with a second climbing area, and the intention is to manage the playground in zones. The new building will have its own smaller outside area at the rear. HT

Q Will having an L shaped playground mean more Lunchtime Supervisory Assistants are needed?

A No as the playground is L shaped now.

There was discussion about the risk of accidents increasing with more play equipment. The Headteacher informed Governors that a staggered lunch system would help to reduce this along with the management of the zones. The tender for the pre-school will include a clause that childcare will be provided from 7.30am to enable parents to drop off pre-school aged children at the same site as their school aged children. Planning application process is 8 weeks and indications are that it will be approved.

Q Will the unsupportive neighbour be an issue?

A Planning will not be turned down because of one objection.

A Business Plan is being developed which sees the building having broken even within 3-5 years. It was agreed to send the plans via email and once Business Plan is complete to convene an EFGB to discuss this in more detail. HT



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	<p>The preferred tender is The Stable Company and plans have been further enhanced with an estimated cost of £157,000 (one hundred and fifty seven thousand pounds).</p>	Clerk
	<p>Q How did the other tenders compare to this proposal?</p>	
	<p>A All 3 quotes were submitted with the application for Community Asset Funding to ensure transparency and demonstrate that a fair process was followed. Only the preferred tender from The Stable Company has had more details added to the quote.</p>	
	<p>The Headteacher advised Governors that if a decision to go ahead with the multi-purpose building as detailed by The Stable Company is approved the building will be ready for September. However, if the Governors do not approve the proposal the Junior School have agreed to house Treetops temporarily.</p>	
	<p>Q If planning is not approved what is the cost to the school?</p>	
	<p>A The Headteacher will circulate details of the planning costs with the plans.</p>	
	<p>Governors to send any questions/comments to Headteacher by 9am Monday.21st January.</p>	HT
		All
5	<p>Committee Reports</p>	
	<ul style="list-style-type: none"> • Curriculum and Standards: The focus of the last meeting was data trends. 	
	<ul style="list-style-type: none"> • Resources: At the October meeting the Terms of Reference were approved, and a Pay Sub Committee was set up to review the Headteacher’s pay. David Jones worked with Bryony Page regarding the budget as the last FGB meeting was cancelled. 	
	<p>There was discussion about the scheduling of committee meetings as meeting on the same days was not ideal. The next meetings were agreed as follows:</p>	
	<ul style="list-style-type: none"> • Resources on the 29th January at 4.30pm • Curriculum and Standards on the 22nd at 4.30pm 	
	<p>The Resources Committee will set meeting dates for the year at their next meeting.</p>	DJ
6	<p>Governor Training and Development Plan</p>	
	<p>The Training and Development Governor reported that as a governing body we are well trained and that the new training course are due to release very soon. Responsibilities in terms of the Development Plan will be re-allocated at the next FGB meeting. If Governors carry out any eLearning courses please let the Training and Development Governor know so this can be recorded, as this is a requirement of Ofsted.</p>	Clerk



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<p>The induction of new Governors needs updating. The Headteacher suggested that the Staff Induction may be suitable. This will be looked into in more detail at the next FGB meeting.</p>	Clerk
<p>Reminder: Whole Governing Body training is booked for next Thursday at 6pm. The Headteacher is organising a Safeguarding twilight training session for staff and invited Governors to attend. Details to follow once booked.</p>	All HT
<p>7 Governor Services Annual Subscription It was unanimously agreed to renew the governing body's subscription.</p>	
<p>8 Advise on Published Admissions Number (PAN) Arrangements The Headteacher informed the governing body that the PAN for September was 270 (two hundred and seventy).</p>	
<p>9 Membership Issues The Clerk had highlighted that Joanne Tutton's Co-opted Governor term was due to expire at the end of the month. Joanne confirmed that she was happy to continue as a Governor but would be reviewing her position on a year by year basis due to family commitments. Governors unanimously agreed for Joanne's term to be extended.</p>	
<p>10 Discuss and agree priorities for next financial year based on school improvement priorities This item was delegated to the Resources Committee.</p>	DJ
<p>11 Approval of policies At the last FGB governors took responsibility for reviewing a policy each and sending feedback to the Deputy Head. This approach worked well, and all the policies that were reviewed are now available on the school's website.</p>	
<p>The Code of Conduct and Standing Orders have been revised and amendments are in red. A Governor highlighted that Treetops needed to be included in the Code of Conduct. Joanne Tutton has looked at this and will forward her feedback to the Vice Chair to update. These documents were approved once Joanne's suggested revisions were made.</p>	JT/MH
<p>Governors agreed to review policies as follows:</p> <ul style="list-style-type: none"> • Administration of Medication – James Child • Visits, Volunteers and Parent Helpers – Julia Squires – The Deputy Head will email the policy to Julia. • Joanne has reviewed all other policies due to be approved. 	JC JS/PS
<p>12 Identify Governing Body monitoring opportunities and governor visit plan (linked to School Improvement Plan)</p>	



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The Headteacher invited Governors to attend a joint twilight session with NBJs regarding growth mind-set run by John Hannan on the 28th February. The Headteacher will send Governors Spring term dates. Governors Tea Party dates will also be circulated by the Deputy Head. This is an opportunity for children to share their books with Governors and have squash and cake in the staff room.

Q Is safeguarding monitoring up to date?

A Yes the SCR has been checked recently. However, we need another Safeguarding Governor. James Child volunteered to take this on.

JC

13 AOB

- **Logo change:** Governors agreed to change the uniform logo provided it was a phased change, and uniform with the old logo was still able to be worn. The Headteacher will contact Skoolkit and bring samples to the EFGB meeting for a final decision.
- **Photos of the new building:** A Governor has noticed that there aren't any photos of the new year 2 building on the website. The Deputy Head has photos from Keir and will ensure these are added to the website.
- **Dates of Governor meetings:** It was reported that NBJs include the dates of their Governor meetings on their online school calendar and in newsletters. It was decided to publish dates of meetings online and including the link in weekly bulletins once a term.
- **Open mornings:** The Headteacher reported that open mornings were no longer a learning opportunity for children and that parents were chatting, children were reluctant to let parents leave and children whose parents could not attend were becoming upset and so there was little value for children to continue these. It was agreed to honour open mornings scheduled from the Spring Term and as from Summer Term to hold a celebration of learning showcase whereby each year group invited their parents into school once every half term to showcase their work. It was felt that holding these showcases on different days and at different times may mean more parents are able to attend.

HT

DH

HT/DH

NEXT MEETING – Thursday 7th March at 6pm