



North Baddesley Infant School

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# Full Governing Body Meeting Minutes

Thursday 20<sup>th</sup> September 2018

Present:	Nicole Perry – Chair Carla Lashmar – Headteacher Mike Hiscock – Vice Chair Becky Bailiff James Child Jessica Eyre David Jones Richard Kimber Olga Maslovskaya Stacey Tiley Jo Tutton	In Attendance:	Sarah Hiscock – Clerk Pete Stuart – Deputy Head Dave Wilson – Associate Member
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Apologies:	None	Absent:	None
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## 1 Welcome and Apologies for Absence

Prior to the meeting formally starting the Headteacher gave the Governors a tour of the new building. The Chair formally started the meeting asking Governors for the opinion of the new building and all feedback was very positive. No apologies were received.

The Chair informed all present that this would be Jessica's last meeting as her term was ending and she had made the decision not to continue in her Governor role. The Chair thanked Jessica for her involvement with the Governing Body and wished her well for the future. Also Richard Kimber's term ends in December and he will also be stepping down. There is an opportunity for a handover period and the Chair asked Governors to give consideration to taking on Richard's Health and Safety responsibility to facilitate this. Richard outlined what was involved in this role. Anyone interested in this role, was asked to contact the Chair.

**Action**

All

## 2 Pecuniary Issues in relation to the Agenda

All Governors completed the Register of Pecuniary Interests 2018-2019 form and these were returned to the Clerk to be collated into one Register to be put on the Governor pages of the School's website. There were no pecuniary issues relating to the agenda for this meeting.

Clerk



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3 **Approval of the Minutes of the last Meeting held on 10<sup>th</sup> July 2018**

The minutes were approved. Actions from the last meeting were discussed as follows:

- **Baddesley Beadle:** An article was not submitted for the September edition due to volume of work at the end of term. However, the School Council have been asked to work on a submission for the next edition to be submitted before Christmas. Becky confirmed that she had the submission dates for future editions.
- **Development Plan:** This has now been issued.
- **Attendance:** Data to compare attendance against previous years will be available at the next meeting in November.
- **Data:** The minutes of the Pupil Premium meeting have been circulated.
- **Approval of Site Visits and Charging Policy:** This will be discussed later.
- **Staff Governor Role:** The Chair confirmed that the Clerk had sought clarification and that Miss Tiley was able to continue in her role as Staff Governor during her maternity leave if she wished to. Stacey confirmed that this was her intention.
- **Governor Training:** this was to be considered later in the meeting.
- **2018-2019 meeting dates:** This has been issued to all Governors.
- **Expression of interest in joining Governing Body:** Mike reported that the response was positive from the parent who was interested in the Governor role.
- **Headteacher Performance Review:** Jessica is on the Headteacher Performance Panel so the Chair requested that another Governor join the panel. The next meeting is on the 29<sup>th</sup> November at 9am and will last at the most 1 ½ hours. The Governor who joined would need to do the Headteacher Performance Management training and there are lots of courses available. Olga volunteered to join the panel

Clerk/HT

4 **School Self Evaluation Activity**

In light of the Governors having a tour of the new building, this will be deferred to the meeting in November.

Clerk

5 **Headteacher's Verbal Report**

**Trips schedule and cost**

The Headteacher outlined the planned trips for each year group as follows:

Year R	Ferneham Hall Living Eggs Andrew Wheal author visit Longdown Activity Farm Hilliers	£37.28 (thirty seven pounds and twenty eight pence)
Year 1	Ferneham Hall Mobile Zoo Arundel Castle – itenary changed with a later return so that they can get the most from the trip	£59.87 (fifty nine pounds and



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	Open Box Theatre Company Seacity Museum	eighty seven pence)
Year 2	Ferneham Hall Two visits from Open Box Theatre Company Author visit Marwell Zoo Beaulieu Motor Museum	£52.31 (fifty two pounds and thirty one pence)

The whole school theatre trip to Ferneham Hall will be funded jointly by Mr Wilson’s Go Ape fundraising and FoNBIS. Governors unanimously approved this trip schedule and pricing.

**Staff Questionnaire**

This has been repeated and compared to the results from the questionnaire issued 2 years ago. Majority of staff added their names to questionnaires this time round and feedback was constructive and honest. Parent questionnaires have also been repeated and compared to previous results. The Headteacher provided Governors with the results from both questionnaires and it was noted that results were positive overall.

**Focus Subjects**

The Headteacher advised Governors that the focus subjects for this year were Science, Art, PSCH, and British Values. Stacey and Wayne have produced Subject Leader Position Statements and class data which has identified training needs for some staff. Stacey reported that the process was straightforward once the data was available, and highlighted that NBIS are making good progress in this area. The Headteacher will provide this information to the Governors annually, in this new easier to read format. Governors will review 2 focus subjects a year at the Curriculum and Standards Committee meetings. The Core Subject Leaders will also report annually at Curriculum and Standards Committee meetings. Governors commented that the new visual format helped them to identify key questions.

**Draft School Improvement Plan**

The Headteacher handed out copies of the Draft School Improvement Plan and reported that most of the old plan had been achieved. Having looked at the priorities for the School it has been decided to have an annual plan that feeds into the 3 year plan, with the same headings. The Headteacher advised that the SIP had not yet been shared with staff. The main change is in the format: Aim, Impact and Actions now being used and ‘When’ and ‘How’ having been removed for the year plan. The Headteacher advised the Governors to focus on the Strategic Aim sections. The Headteacher invited Governors to consider the plan and email her with any comments, questions or observations by next Friday (29<sup>th</sup> September).

All



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The Headteacher informed Governors that she has recently become aware that NBJS use a different tracking programme and so are unable to access the same assessment information on SIMS.

Q Can NBIS recommend that NBJS buy into the Hampshire Assessment Model?

A The Headteacher confirmed that collaborating with data was something that herself, Neil Hardy and Simon Mitchell-Innes would be discussing going forward.

The Headteacher advised Governors that the Behaviour System (sun and cloud) had been removed. Teachers have had training this week which all staff, including lunch staff attended. Staff are now expected to focus on the teaching to change negative behaviour, rather than give sanctions that action research demonstrates has limited impact. Teachers are encouraged to work on developing their own behaviour systems which are tailored to the particular needs in their class rather than a one size fits all system. The response so far from staff has been positive although naturally there have been a lot of questions initially. The Staff Governor highlighted that the training last night pointed out that some methods were already being used, albeit given a different name. The new behaviour system will be routed in the school's values of resilience, respect and independence and backed by action research. Currently it has been observed that once a child had moved their peg their day was over and behaviour deteriorated. With the new system it is hoped that there will be more conversations with children about the Learning Pit and questions such as "what are we going to do about it?"

Q How long will it be until a new Behaviour Policy is issued to parents? Are the pre-schools involved in this process as they use the sun/cloud system to mirror the school?

A The Headteacher said that she hoped to have the new Policy in draft form by the end of the year and share with parents in January, but that she didn't want to be held to that deadline as this is a big task and may take longer to do well. The Pre-schools will be informed as soon as the School are satisfied that they have the answers to any potential questions.

The Headteacher invited Governors to attend Growth Mindset twilight training sessions to find out more. These are on the 28<sup>th</sup> February and 22<sup>nd</sup> May from 3.30-6pm.

The Headteacher talked about the 3 year coaching plan and informed Governors that herself, Pete, Lynne Young, Katie James, Wendy Osborne and Wayne Gavin had attended training led by Jonathan Hannam. This training will be cascaded to all teachers during staff meetings.

### Treetops



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Treetops is proving very successful with positive feedback from parents already. Numbers are high, however the class currently being used will be needed for next year and it is not ideal to use the room upstairs. The Headteacher is proposing the possibility of a multi-purpose building opposite the hall for the Breakfast Club and After School Club and letting it out during the day – potentially to a pre-school. Headteacher has met with Cllr Dowden and his wife to discuss grants and Martin Shefferd who is coming out the School to discuss plans.

Forest Pre-school is already in discussions with the possibility to open Easter 2019.

### **FoNBIS**

Becky reported that they had had a positive meeting last week. The Summer Fair raised just under £4,000 (four thousand pounds). Their next task is to spend the money and make parents aware of what the money is being spent on. Already agreed to spend 70% of monies on the ongoing playground refurbishment although the Headteacher advised that as the school are due a refurbishment through County in the next 2 years she is trying to push this through sooner so that FoNBIS money can be utilised elsewhere, and so she is delaying this for now. FoNBIS have purchased books to be given to children from Father Christmas and there are discussions taking place about a lighting and PA system for the hall.

Q A Governor asked if the cheque from the previous PTA had been banked.

A Cheque has been paid into the school account as FoNBIS account is not set up yet, but the money has been earmarked. Beccy reported that FoNBIS meetings were more open and transparent under new membership and not “closed door”.

### **6 Committee Reports**

No committee meetings have taken place yet this term.

David said that at the next Resources meeting the Terms of Reference would be revised to incorporate FoNBIS. Curriculum and Standards will review their Terms of Reference at next weeks meeting as well.

There was discussion about the membership of the Resources Committee as both Jessica and Richard sit on this committee. Mike offered to sit on both Committees until the new Governors are appointed.

It was agreed to postpone the Resources Committee meeting as David was unable to attend, will be held on either the 2<sup>nd</sup> or 9<sup>th</sup> October – David will confirm. The Curriculum and Standards meeting will still take place on the 25<sup>th</sup>

DJ



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<p>September but at the earlier time of 4.30pm. Mike will re-issue the agenda to reflect this.</p>	<p>MH</p>
<p><b>7 Membership Issues</b></p> <p>As already discussed Richard Kimber is stepping down. Governors were reminded to contact the Chair if they want to volunteer to take on the Health and Safety role. Richard has offered to provide a handover to the person take on this work.</p> <p>Nicole Perry’s term as a Co-opted Governor is due for re-election. The Vice Chair took the lead for this process and Nicole was unanimously voted in for another 4 year term. David Wilson was also unanimously voted in for another 1 year term as an Associate Governor.</p>	
<p><b>8 Approval of Policies</b></p> <p>In order to keep to time it was agreed that Governors would review a Policy each and send any comments to Pete, and then the Policies would be formally approved at the next FGB meeting. Policies will be reviewed as follows:</p> <ul style="list-style-type: none"> <li>• Safeguarding – David</li> <li>• Child Protection – Nicole</li> <li>• Marking and Handwriting – Becky</li> <li>• Educational Visits – Stacey</li> <li>• Code of Conduct – Mike</li> <li>• First Aid – Jo</li> <li>• Pay Policy – it was agreed not to review this policy now in view of the impending pay settlement and to postpone the review of this policy until the settlement is available</li> <li>• Performance Management and Capability – Jessica</li> <li>• Disaster Recovery – James</li> </ul> <p>Pete has review the Policy Schedule and this will ensure an even spread of policies for approval throughout the year.</p>	<p>PS/Clerk</p>
<p><b>9 Agree governing body Code of Conduct</b></p> <p>The Headteacher suggested that Governors adopt the staff Code of Conduct, however a Governor pointed out that the governor body Code of Conduct includes details of the process for dealing with poor Governor practice.</p> <p style="padding-left: 40px;">Q Could a section be added to the Staff Code of Conduct to incorporate any conditions specific to Governors.</p> <p style="padding-left: 40px;">A Mike volunteered to look into what needed to be added to the Staff Code of Conduct that was particular to Governors.</p>	<p>MH</p>
<p><b>10 Adopt HCC Governors Good Practice Guide</b></p> <p>This was discussed during the item above and will be incorporated into the Staff Code of Conduct.</p>	
<p><b>11 Approve School Improvement Plan</b></p>	<p>All</p>



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This was covered during the Headteacher’s Verbal Report. Governors will review the Plan and email the Headteacher with any questions or comments by Friday 28<sup>th</sup> September.

**12 Arrange external advisor for HT performance review**

The Headteacher advised Governors that it is no longer necessary for an external advisor to be involved with the Headteacher performance reviews.

**13 Confirm adoption of the Manual of Personnel Practice**

Governors agreed to adopt the Manual of Personnel Practice.

**14 Confirm adoption of Manual of Finance Practice and Procedure**

Governors agreed to adopt the Manual of Finance Practice and Procedure.

**15 Approve Pupil Premium Strategy**

There is a new format for the Pupil Premium Strategy due to be released shortly.

Q Could the approval of the Strategy be delegated to the Resources Committee?

A It was agreed that the Resources Committee would review this and the Strategy would be ratified at the next meeting

Resources Clerk

**17 Arrange Governor Visits Schedule**

Before the meeting formally started Governors were asked to sign up to attend events at the School throughout the year. Pete volunteered to send out the Visits Schedule electronically so that this can be completed online after the meeting.

PS

**18 AOB**

The Training and Development Governor provided a training update to all Governors in terms of the Governing Body Development Plan. The Training and Development Governor will update this document and issue to all Governors. The Headteacher suggested that Governors take over what was the Headteacher Tea Party for monitoring purposes as a pupil conference and opportunity to look at workbooks.

JC

Currently the governing body has 2 Co-opted Governor vacancies and 1 Parent Governors vacancy to recruit to. The Clerk had advised to advertise the Co-opted Governor vacancies via the Newsletter and school website. The Headteacher will approach contacts at Draper Tools and the Co-op to generate interest from their employees, the Clerk also suggested approaching John Turner from Outlook. The Headteacher will also arrange for information about the Parent Governor vacancy to be included in this week’s newsletter.

HT

The Training and Development Governor suggested School Self Evaluation and Child Protection/Safeguarding as topics for the whole governing body training. It was felt that both were particularly relevant and the moment.

Q Which would be best in terms of the Governors demonstrating impact?

A Self Evaluation.



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The Training and Development Governor will obtain possible dates for both topics and see which is available on a Thursday or Tuesday in November. JC

The Chair again thanked Jessica for her involvement with the Governing Body.

**NEXT MEETING – Thursday 29<sup>th</sup> September 2018 at 6pm**