

# North Baddesley Infant School

## Minutes of the Full Governing Body Meeting

Held on 22<sup>nd</sup> March 2018 at 6.00pm

### Present

Mike Hiscock (Vice Chair – acting Chair for meeting)  
Carla Lashmar (HT)  
Jessica Eyre  
James Child (acting as Clerk)  
Becky Bailiff  
Stacey Tiley  
Richard Kimber  
Jo Tutton  
Gemma Porter  
David Jones (arrived at 6.20pm, during HT Report)

### Apologies

Nicole Perry (Chair)

### In attendance

Pete Stuart (DHT)  
Dave Wilson (Associate Member)

### Absent

The meeting started at 6.13pm

#### 1 Welcome, apologies and absences

Apologies from Nicole Perry were received and accepted. In her absence, Mike Hiscock took the chair for the meeting and welcomed everyone.

Apologies were also received and accepted from Cristina Mitchell, and in her absence, James Child was asked to act as Clerk.

#### 2 Declaration of pecuniary interests on the agenda items

None on the agenda.

#### 3 Minutes of the last meeting (23<sup>rd</sup> January 2018)

The minutes of the previous meeting held on 23<sup>rd</sup> January 2018 were agreed to be a true and accurate record of the meeting and were signed by the Chair.

#### 4 Matters arising, including review of next steps

The HT confirmed that the SIP action plan was circulated to all governors, and that questions had been received in return as requested. Questions to be covered within the HT Report later within the agenda

The parent survey was developed by the DHT and issued as planned on the recent parent's evening. Results have been collated and circulated to the governors, with a review of them to

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be carried out in the May FGB.

**AP: Item to be added to the agenda for the next FGB meeting**

The working group met to discuss and draft the governors' development plan. This will be covered under item 7 on the agenda.

**5 HT Report**

The HT presented the report to the governors electronically in advance of the meeting for their review and to generate questions as required.

**Strategic view  
Accountability**

The HT advised that a review of the report in its current format is being carried out in conjunction with the DHT. It is felt that the current format used doesn't provide the level of forensic analysis the governors require. Also, the timeframe for publication is to be looked at to ensure it can come to governors sooner to allow additional review time.

**AP: CL/PS to review format and timescales of HT Report and update for next FGB**

Following a recent LLPR meeting, the School is now no longer on medium support measures. HCC will only now support when requested going forward, with the School now classed as being low risk.

Data sets were issued both electronically in advance and also in hard copy format at the meeting. The timing of the data release for milestones doesn't line up well with the issue of the HT Report. The next data drop is in late April, which will be reflected further at the next FGB.

SENCO – a report has been prepared by KJ to show progress with respect to the looked after children. Tracking has been carried out in great detail but objective based. It has been hard work but allows for the progress of individuals to be monitored to give a fair indication. This is rather than showing them as not meeting the standards on the overall school tracking. The specific tracking has informed interventions to address learning gaps. The HLTA are covering foundation subjects to allow class teachers to focus on the gaps. Logistics of this are not easy due to space and staff management; works well with a full complement of staff.

It was observed that the tracking enables SEN pupils to master the curriculum that they are working in before moving on with the constant focus of "catching up" with their peers. Improvements in the SEN tracking are evident.

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Handwriting analysis – has been carried out by PS and will be looked at further by the Curriculum and Standard Committee separate to the FGB.

Phonics – the data presented to the meeting shows an improvement in the average marks and the percentage pass rates in 16/17. The data relating to pupil premium was particularly impressive. A governor asked whether there was any reason the boys had performed far better than the girls in year 2; the response was that the cohort in that year was made up of those retaking their test, hence reflected the gender split. It was suggested that future data sets would benefit from having the number of children in each band highlighting to give clarity to the numbers.

EYFS – being moderated this year, so the data reflects a conservative approach to evidence gathering. A governor had requested the year R data in advance of the meeting, and the HT thanked them for doing so. It was discussed that the children are assessed within age bands during the year then against standard data at the end of the year; can lead to some discrepancies as a result.

There are some children with significant needs within the cohort currently, which the data reflects. Overall the year group are on track to hit attainment targets.

Governors asked about the data for the Understanding the World aspect, due to differing largely from the rest of the sets. This aspect doesn't have many sub-criteria to check off during the year, so the children go from having no evidence to all rather than gathering gradually; confident it will be fully achieved by the year end.

Data generally – the current year 2 are starting from a lower base, have the highest incidence of pupil premium in the school.

Monitoring has increased with every child visible on a red/amber/green basis against targets half termly.

Greater depth of the children has increased through the SIP focus. There has also been a greater understanding amongst the staff of the curriculum to support this

Attendance analysis – at the end of Autumn the figure was 96.8% with the aspiration being for 97%. Currently the Spring attendance is also showing 96.8%.

Absences:  
Session missed to overall absences

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2015 – 3.3%  
2016 – 2.8%  
2017 – 2.8%  
*National average – 4%*

#### Persistent absentees

2015 – 4.1%  
2016 – 3.2%  
2017 – 5.2%  
*National average – 8.7%*

It was noted that this reflects a significant increase, which will not be allowed to continue. The School can usually predict the most likely to be absent.

A governor asked if there is anything within the cohort to explain the persistent absences. It was advised that there is a high incidence of pupil premium coupled with children not being sent in when “ill”; information will be sent out to re-educate the parents on what is acceptable.

A working group has been set out within the southern Test Valley area to look at standard fines and penalty notice across all schools locally. These will be supported and implemented.

LLP reports – talked about developing leadership in line with the Ofsted report. From Sept 2018 all subjects (including the core) will be re-allocated to staff who wish to run them. Maths and English ideally to be allocated to full time staff. Intent is to allow all staff to develop their skills and also develop skills of other staff to take on new challenges. This has challenged some and enthused others. The HT stated the intention is for no-one to manage a subject for more than 3 years to ensure building capacity.

4-5 staff are to attend leadership training in twilight sessions and will be a combination of NQT/other teaching staff.

The DHT is liaising with NBJs to co-ordinate feedback methods and descriptions to provide consistency across the two schools.

WALT – the children have been using this but not always clear they know what it means. To be called “the learning” going forward – child friendly, easy to understand.

Task design – the DHT has focussed this on Maths in Year 2, to match tasks to the learning and focus back to the learning at the end of the day. Allows for greater depth in some without stopping those less able from achieving the learning goal.

Use of open ended questions by teachers to get the children to generate their own analysis. Next step is how to apply system into

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other subject areas in lieu of Red/Yellow/Green. More inclusive as removes segregation of ability within the classroom.

Achievements – PS is now a Specialist Leader in Education for the Halterworth Consortium, allowing him to support other schools in their development. Kirsten Young is now an autism ambassador. Julie Cundy has been commended for considerable work in having a positive impact on special attachment needs. Sarah Harley to become a Schools Direct student from September 2018. The governors recorded their thanks to all the above.

Staffing – TA adverts to go out shortly for two positions requiring filling.

Budget – surplus reduced due to sign up to a CPD SLA with the HTLC. Further analysis required to understand this.

2018 intake – expected to get 90 children from the first choices, which will fill Year R to capacity; this is positive and reflects the efforts made to publicise the school.

Meetings are being held with the local pre-schools to look at EHCP needs after Easter as there is potential for there to be a large cohort.

Questions – Is there a plan to deal with defects indicated in the maintenance log? Yes, GS and RK picking these up.

INSET days? – once again these will match with NBS. The intention is that the proposed dates offer more opportunities for families of the school community to take holiday at relevant time as NBIS pupils. Many INSET's will be organised as Twilight sessions to secure appropriate training needs.

Days are:

Mon 3<sup>rd</sup> September

Mon 29<sup>th</sup> October

Friday 21<sup>st</sup> December

Monday 22<sup>nd</sup> July

Tuesday 23<sup>rd</sup> July

## **6 Committee Reports**

### **6.1 – Resources Committee**

Clear budget improvements and increased accuracy, with small difference between forecast and actual. Surplus in line with future plans for next year. Budget setting showing changes on 5yr plan; further analysis to be required prior to May FGB and may be more cautious on future spend. The committee highlighted how well the budget now is maintained and managed.

Building works delayed to 25<sup>th</sup> May; no further contingency for

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**Strategic view**

**Financial  
probity**

delays. Y2 to be in after May half term.

H&S audit highlighted no major concerns.

Breakfast club – options being looked at by the HT to bring this in house in lieu of Kidzplay. The recent parent survey supports this.

6.1.1 SFVS – this has been reviewed, updated and signed off prior to the FGB.

#### 6.2 Curriculum and Standards Committee

Minutes to be circulated after Easter.

Data was reviewed in greater detail. IT replacement cycle has begun with visible benefits of investment, is far more accessible and training on use is in progress. iPads have been replaced.

Handwriting and Philosophy for Children sessions have taken place and were reported upon.

### **7 Governor Learning and Development**

MH asked to take these in reverse order

**Accountability**

#### 10.3 – Governors Development Plan

The working group met to flesh out the plan following the work at the last FGB. Seeking FGB approval with the way forward and selling the governing body to the wider community. Profile to be developed for the website and generic governor email for use by termly complaints governor.

**Strategic view  
Accountability**

Complaints governor to be re-badged externally as “contact governor” and published on the weekly bulletin; should lead to better engagement.

Monthly coffee morning to be run from September with governor focussed sessions as part of the programme.

Community – Baddesley Beadle to be used for advertising school and governor action.

**AP: BB to check publication dates for the Baddesley Beadle**

Staff – discussed staff questionnaire and subject leaders at the C&S committee meeting.

Pupils – very engaged and getting involved within School Council meetings.

Data triangulation and visit focus – HQT&L

Improving forward planning of visits – not delivering to plan.

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Suggest a more focussed sign up to visit, potentially via flip chart available in advance of FGB meetings. Visit reports to be written and submitted.

Pupil progress data – did year group governors ask about their own year? Focus on appointed year for detailed data analysis.

Governor recruitment – co-opted vacancy can now be filled. Olga Maslovskaya met MH recently. She is a statistician at Southampton University with a child in Year 1 and one more to follow. She is happy to join the C&S committee if appointed. The governors approved the co-option and will still look to develop further links with the business community if possible.

The governors were happy for MH to populate the rest of the plan and gave their thanks to him for turning it around. MH advised at this point he has recently been co-opted as a governor at NBJs as well following consultation with both the HT and Chair; this will allow a consistency of approach between the two bodies to be promoted through the dual links. The FGB unanimously supported this appointment.

#### 10.2 – Governor training

No training has been carried out since the last FGB.

#### 10.1 – Governor Visits

The next half term is not looking full; a list of events was circulated for the governors to populate and a copy to be sent out to confirm attendances.

**AP: Copy of populated governor visit list to be circulated as a reminder**

Safeguarding monitoring – to be carried out prior to May FGB, to review the Single Central Register. DJ/GP to arrange.

### **8 Governor's Cup**

Three nominations were received for the Cup, which were whittled down to two by the School Council. The governors voted on the two choices and unanimously chose Child A as the winner. The Cup will be presented in the second week after Easter, with all other nominations to receive suitable recognition of their efforts.

Future nominations will be circulated around the governors via the governor website, with voting to be carried out prior to FGB meetings on a flipchart available at the start.

### **9 Contact Governor**

As noted within the Governors' Development Plan, the complaints

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governor is to be renamed but will carry out the complaints role as before. A generic governor email address will be set up as a mail forward, which will be directed to the contact governor for each term. Details of the contact governor will be published in the weekly bulletin for the duration of each term, and the email address permanently advertised on the school website.

Gemma Porter volunteered to be the contact governor for the ensuing term.

**AP: PS to create generic governors email address and set up initial mail forward. Details to be added to weekly bulletin.**

**10 Any Other Business**

Data Protection – JT to be the nominated GDPR governor.

RK attended the Governor Forum although noted due to the presentation being cancelled it was of little use. Worth noting that waste is to be charged by weight, although this was identified as unlikely to change the budget.

DW's parachute jump has now got a JustGiving page, details of which have been circulated. He has also been working with a vulnerable child, for which he received thanks.

**11 Dates and items for future meetings**

The next Full Governing Body meeting will be Tuesday 15<sup>th</sup> May at 6pm.

The meeting finished at 8.13pm.

Minutes agreed and signed by Chair:.....

Dated:.....

<b>Action Point</b>	<b>Who</b>	<b>Initially discussed</b>	<b>Time frame</b>
<b>Item to be added to May agenda to discuss parent survey</b>	Clerk	Spring 2	Summer 1
<b>HT Report format and timescales for issue to be reviewed</b>	CL/PS	Spring 2	Summer 1
<b>Dates of Baddesley Beadle publication to be checked</b>	BB	Spring 2	Summer 1
<b>Copy of populated visit list to be circulated</b>	CL	Spring 2	Summer 1
<b>Generic governor email forward to be set up and publicised</b>	PS	Spring 2	Summer 1

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