

# North Baddesley Infant School

## Minutes of the Full Governing Body Meeting

held on 23<sup>rd</sup> Jan 2018 at 6.00pm

### Present

Nicole Perry (Chair)  
Carla Lashmar (HT)  
Richard Kimber  
Joanna Tutton  
Becky Bailiff  
Mike Hiscock  
Stacey Tiley  
David Jones  
James Child

### Apologies

Jessica Eyre  
Gemma Porter

### In attendance

Cristina Mitchell (Clerk)  
Pete Stuart (DHT)  
Dave Wilson (Associate Member)

### Absent

The meeting started at 6.00pm.

#### 1. Welcome, apologies and absences

The Chair welcomed everyone to the FGB meeting. Apologies from Jessica Eyre were received and accepted. Apologies from Gemma Porter were received shortly after the meeting and were accepted.

#### Key Roles

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

None on the agenda.

#### 3. Minutes of previous meeting (23<sup>rd</sup> November 2017)

The minutes of previous meeting held on 23<sup>rd</sup> November 2017 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

One of the action points was to report the plan for communicating the Governor's Cup process. Governors were informed that the working group met and consulted with children's representatives and staff about the Governor's Cup.

Governors agreed to involve the school council, engage the local community groups, parents as well as staff in nominating children for the award. It was proposed and unanimously agreed that the

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award is offered to those children who have gone an extra mile and to ensure the reason for nomination capture the exceptional behaviours or actions. The aim is to launch the new Governor's Cup for Easter. A pro-forma is going to be sent to all parents before half term with clear explanation of the criteria for nominations.

Governors also agreed that the winner could keep the trophy at home for the period of time this is awarded.

The other matters were either followed up or were on the agenda.

**5. Activity – encourage and guide engagement for the live SEF/SSE**

**Strategic view  
Accountability**

Governors had previously discussed about the live SEF. The HT invited governors to take part in an activity to look at the SEF in relation with the SIP and Ofsted criteria from governors' prospective. Governors worked in teams to find aspects that they can contribute to impact on the progress of the school and provide the required evidence.

After working in the teams, governors shared their ideas with everyone. Governors found that the Whole Governing Body (WGB) training was very valuable and raised governors' confidence to challenge the data. The HT showed how this aspect relates and has an impact on the effectiveness of leadership and management section of the SEF. Governors agreed they have to be more consistent and pro-active in their approach, to challenge and question deeper and to use more transparent communication.

One governor mentioned about the importance of having subject leaders and how this aspect gives governors the opportunity to engage with staff and build relationships.

Another group of governors discussed how the children are feeling about learning. Governors can evidence this aspect by speaking to children on different occasions (e.g. school trips), pupil's conferencing, listening, observing, watching school nativity or HT tea party.

The accountability for Health and Safety was discussed and governors agreed that this is supported by a robust monitoring and audit system. Governors agreed that the monitoring plan should be more detailed, focused and structured.

Governors agreed with the process and to take responsibility to  
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look at one particular aspect and find evidence that impacts the school's improvement.

The HT will provide all questions and this will be circulated to all governors and added on the Governor's Intranet.

**6. Agree complaint governor for this term**

David Jones volunteered to be the complaint governor for this term.

**7. HT report**

**7.1. Spring SIP action plan**

The HT distributed a paper copy of the SIP action plan. The highlighted parts will be reviewed based on the next data drop. The new aspects in bold have been added this term to help with the comparison with previous drafts of the SIP.

The HT invited all governors to review the plan and email any questions to her.

<p><b>AP: CL to send the SIP action plan electronically for distribution to all governors. Governors to email questions to the HT.</b></p>
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**Strategic view  
Accountability**

**7.2. Website update**

The DHT provided a website update. Some governors had problems with logging in and the DHT confirmed their passwords would be reset. Governors drew the attention to the curriculum pages on the website and asked to check how these compare with other schools. Governors commented that the website is very easy to navigate around and looks very good. They were pleased to notice that the governor's area has been shaped and the resources can be shared to make it more accessible to governors. One governor suggested that adding content to the class pages in the year group section should be considered to ensure visitors not visit the page once, find nothing there and fail to visit again.

**8. Committee reports**

**8.1. Resources committee report**

The Chair of Resources informed governors that the completion date for the build is currently scheduled for 11<sup>th</sup> May. The committee looked at the budget, which is on track, discussed the SFVS, the data protection changes and some of the community and welfare activities.

**Strategic view**

**Financial  
probity**

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## 8.2. Curriculum and Standards committee report

Governors were informed that the C&S Committee had an English subject presentation and a detailed discussion about the action plan and next steps related to the subject.

## 9. **Decide subscription to Governor Service training and LA clerking service**

The Governing Body agreed to continue their subscription to Governor Service training and LA clerking service.

## 10. **Governor's learning and involvement**

## **Accountability**

### Recruitment

The Chair of governors informed that no applications have been received for a potential new co-opted governor and the GB still has one vacancy. However, the Chair and HT identified a potential governor and asked governors if they would be in agreement for this individual to be approached with the view of an appointment as a co-opted governor. The prospective governor has the right skills needed by the GB and is a current parent at the school. Governors agreed with the Chair's proposal of approaching the new prospective governor.

### 10.1. Governor's self-evaluation

The Chair thanked all governors for completing and returning the self-evaluation forms and to the Vice Chair for compiling and analysing the responses.

The Vice Chair explained the format of the analysis.

The most significant change in the governors' responses was the drop in the number of "outstanding" markings comparing with the last set, which governors felt was positive, as it shows appreciation that the expectations of governors have changed since the school was last judged outstanding and has recognised areas of improvement.

Governors looked at the results in detail and addressed the following aspects:

- a) Where more than 4 governors have marked a criteria "Outstanding", what evidence is there to support this marking.
- b) For criteria marked 2-4, what specifically do governors need to do to improve practice and how.

Governors focused on the two questions as a platform to identify the content of a 2018 Governor Development Plan.

Governors looked at criteria and provided examples for each of

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the aspects that were identified as outstanding. It was agreed that several competencies discussed and marked as “Outstanding” can still be improved and more evidence is needed. The competencies marked as “outstanding” included the following: 2a (Educational improvement where support and challenge can be provided), 2c (Financial frameworks and accountability), 2d (Financial management and monitoring), 2e (staffing and performance management), 3a2 (GB fostering and learning culture where constructive challenge is welcome), 4c (GB working as a team), 4d (all meetings focus on strategic priorities are effectively led and well attended), 5a (compliance with all statutory and contractual requirements) and 5d (governors are aware of their responsibilities in respect of complaints).

Governors further focused on those competencies, marked as “requires improvement” and identified evidence for improvement.

The competencies identified by governors that required improvement included the following: 1d (keeping parents well informed and collaborative working with stakeholders and partners), 2b2 (overall understanding of the standards of quality of teaching and learning), 2b4 (triangulation of progress and attainment information), 2b5 (governor visits are focused on SIP), 4b (GB is proactive in ensuring full complement of governors with relevant skills), 4c (GB works as a team, sharing responsibilities and tasks) and 6a (managing self-review and development).

Following the analysis of competency 1d, governors agreed that a parents’ survey is drafted and parents are asked to complete this during the parents evening.

**AP: PS to work with NP to draft the parent survey.**

Following analysis of the competency 2b5, governors agreed that they started engaging with the SEF and agreed that activities that have an impact on SEF should be built into meetings.

Governors agreed that the training needs for governors need to be identified and suggested a training template.

The Vice Chair suggested creating a working group to look at the governors’ development plan. The working group was formed and consists of NP, DJ, BB, JC, MH and CL. The group will meet and draft the plan and the progress will be discussed at the next FGB meeting.

**AP: The working group to report to FGB the progress on**

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**drafting governors' development plan.**

All governors thanked the Vice Chair again for his tremendous analysis.

**10.2. Governors' visits**

The dates for visits were circulated. No other visits were reported.

**10.3. Governors' training**

Several governors will attend the Data protection (GDPR) training.

**10.4. Dates for year group governors**

The dates for year groups' governors and other opportunities were circulated to all governors.

The HT informed governors about the World challenge 2019 and invited them to participate in the related activities. One of the activities is the Quiz Night on 2<sup>nd</sup> March 2018.

**11. Dates and items for future meetings**

The next FGB meeting will take place on 22<sup>nd</sup> March 2018.

The meeting finished at 8.04pm.

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

Date: .....

<b>Action point</b>	<b>Who</b>	<b>Initially discussed</b>	<b>Time frame</b>
<b>CL to send the SIP action plan electronically for distribution to all governors. Governors to email questions to the HT</b>	CL + All	Spring 1	Spring 2
<b>PS to work with NP to draft the parent survey</b>	PS + NP	Spring 1	Spring 2
<b>The working group to report to FGB the progress on drafting governors' development plan</b>	MH	Spring 1	Spring 2

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