



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 29th September 2022

Present: Mike Hiscock - Vice Chair
Carla Lashmar - Headteacher
Elisa Briggs
David Jones
Becky Mahoney
Pete Stuart
Bhupinder Siran
Julia Squires
Jo Tutton
Beth Waters

In Attendance: Emma Thompson – Item 1
Chris Boalch – Item 1
Bryony Page – Item 1

Apologies: Sarah Hiscock
Nicole Perry
Melanie Westmacott
Dave Wilson

Absent: None

Action

Prior to the main FGB meeting, Governors took part in a Subject Leadership activities with teachers.

1 Nursery presentation to include nursery budget

Emma started the presentation by sharing photos of current provision layout and explaining that external advisors have visited to develop the current layout to help children develop independence.

Bryony explained the nursery profit/loss breakdown 2022-2023 document that had been tabled at today's meeting and informed Governors that the EFS have approved these nursery projections. The Nursery has started this financial year with £21,855 (twenty one thousand, eight hundred and fifty five pounds) deficit, which increased to £36,862 (thirty six thousand, eight hundred and sixty two pounds) deficit by the end of August. However the nursery budget will close in March 2023 with a £4,306.50 (four thousand, three hundred and six pounds fifty pence) deficit. It is entirely possible that the nursery will break even if 720 hours are filled. This is the equivalent of 4 additional 15 hour funded hours a week for the spring term plus consumables fees. 744 hours are available currently.



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All calculations are based on 80% capacity and 4 full time staff. Breakfast and after school club numbers have been capped at 12, if demand increased we would increase staffing to accommodate this. It is entirely possible to end the year in the black, and as children come of age they will fill available sessions. New nursery enquiries are being received continuously.

The Governors asked the following questions:

Q Are children in nursery siblings of children in school, so only doing school core hours?

A There is a range of sessions being used. We have a mix of new and known families.

Q Is there contingency plan with costs going up?

A We will be reviewing this at budget meetings. Only consumables are charged to nursery budget, not energy costs and we always ere on side of caution with our projections.

Q Are new starters assumed new starters or are they committed to starting with the nursery?

A Families have completed the application process and paid the registration fee. We anticipate receiving enquiries for children wishing to start in the summer term soon.

Q Why is the session income lower for Spring 2023?

A This is because there is fewer weeks in the funding period for Spring 2023. The funding period for Autumn 2022 is 14 weeks, Spring is shorter at 12 weeks.

Q If the negative balance continues, will we start to become more assertive in advertising to attract children?

A We made the conscious decision to limit our provision to 24 children based on need in our area so as not to not impact other providers in the ward. We know local provision may change in the future and so at that point we could then seek to expand our provision. We could increase to 39 children in the building we have but don't really want to grow that big due to needs of our children and desire to provide high quality provision. We are aware that we are a year behind in our initial plans from a budgetary perspective and escalating costs are an unknown factor at the moment. Therefore a written report will be provided every term for FGB. We are also working to ensure that the nursery has a good profile on our social media, and need to shout out about the activities nursery do more i.e. bikeability and forest school sessions.



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Bryony left the meeting at this point.

The Nursery Teacher pointed out that we are lucky to have skilled and experienced Early Years Practitioners, with experience and skills with 2-4 year olds and with a skill set which compliments each other. The Nursery team are now having weekly team meetings on a Friday after school to plan provision. There is also a collaborative approach with staff from school working in the nursery in their own time to enable this meeting to happen.

The Headteacher asked Governors to email her with comments on the format for the termly report. A Governor requested that the report include full titles not acronyms going forward.

There are 2 applications for EHCPs for nursery children in process, which is positive as it is key to get these in place before children start in Year R. Parental feedback has been positive with children that are thriving with us that were unable to get additional hours at other local settings.

All

Chris and Emma left after this item.

2 **Welcome and apologies for absence**

The Vice Chair opened the main business of the meeting, welcomed Elisa to the Governing Body and apologies were noted as above.

3 **Election of Chair and Vice Chair**

In the clerk's absence the Vice Chair and Headteacher chaired this item based on the notes provided by the clerk. Nominations for the role of Chair had been received from Nicole Perry, and for the role of Vice Chair from Mike Hiscock. Both were unanimously voted back into office for another one year term.

4 **Update pecuniary interests register and pecuniary interests in relation to the agenda**

No pecuniary interests were received in relation to the agenda for this meeting. Governors are required to sign the Pecuniary Interest report at the next meeting as declarations had been made electronically.

Clerk

5 **Review and approval of the minutes of the last FGB meeting on the 14th July 2022**

During the review of the previous meetings minutes, the following points were discussed:

- SATS papers will be brought to the next meeting for the Governors to view.
- Policy review on the Attendance Policy has now been done and is on the school website.

Clerk



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- Governor Google calendar – Clerk has updated the Resources meeting dates.
- Return to work interviews – The Headteacher has spoken to EPS, decision made to complete return to work interviews for 3 continuous days absence or 3 ad hoc absence days.
- Staff absence – The figures for staff absence have been reported to staff at the recent twilight session. A Governor reported that staff were shocked that levels were so high.
- Wellbeing survey – This will be re-issued to staff shortly to give a comparison for Governors.
- OFSTED file will be prepared for Elisa.

Clerk

The minutes were agreed as an accurate record of the last meeting.

6 Headteacher's Verbal Report

Website review

The Headteacher recognises that the website requires change. The Deputy Headteacher is looking at alternative template website formats. The Headteacher reported that the content isn't right, something that she and the Deputy Headteacher are looking at with Julie Cundy because the nurturing culture is not understood on the website.

The intention is to strip back the school website so that statutory information remains available with a notice that the website is under serious review and then rebuild. The Deputy Headteacher is communicating with Governors involved in this process. The website is compliant for Ofsted and statutory requirements, but we want it to be slicker and connected to social media to showcase events in school such as Year 2 residential and bikeability. Mobile version of our website is also not user friendly, but template models are.

Q Are they accessible in other languages?

A Yes

Q Are the templates linked to social media? What social media do parents use?

A It was agreed to include a questions in the Governors survey regarding parental use of social media. It has been noted that Instagram engagement is lower than Facebook.

Q Is it worth asking parents what they want to see on the website?

A This will also be added to the Governor survey to find out the information parents would value in a few clicks.

Q Are we tied to Primary Site?



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A Our contract expires in February 2023. Primary Site carry out a website audit to ensure it is compliant.

Marketing

All

FoNBIS AGM is next week and fliers have been issued with offer of free fireworks tickets to increase attendance. Governor support has been requested at the Fireworks from 3.45pm – 8.30pm. FoNBIS are offering a free family ticket to all volunteers and volunteers can watch the display with their family. Please let the Headteacher know if you are able to help. The event promises to be bigger and better this year.

Open Week

This is happening the week before half term and will be a full on week. The Headteacher has worked on a new welcome pack, splitting information. The prospectus will now be a marketing tool alongside a Guide to Parents issued when a child is offered a place with day to day information about the school.

Parents Consultations

These are being held on the 11th and 12th October. Governors are required to meet and greet families and issue the iPad to complete the Governor Survey. Dave W and Mike have volunteered to attend both evenings. Jo can do the 11th and David J can help on the 12th. Need 2 stations: at office and Year 2.

GSA

The Headteacher asked if this was being used. After discussion it was agreed that loading Governor business as a matter of course is good practice for Ofsted and therefore to keep it but make it less visible to parents. Reminder for Committee Clerks to send meeting papers to the Clerk to be uploaded to GSA.

All

Ofsted Folder

The Headteacher asked all Governors to bring their folders to parents evening and these will updated while you are there. There has been an increase in monitoring in school due to being in an Ofsted window; 2 learning walks have taken place already this term and another is planned for next week. The Headteacher reported that needs of our children are growing, with another EHCP approved today and 2 more in progress. This means we now have more staff but this growth reflects the needs of the children and there is a similar picture in other schools.

Q How much interest has there been in the support staff 1:1 advert?

A Not sure yet, however the appointments made last term have been strong.

Assessment Period



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The Headteacher informed Governors that the previous 5 data drops have now been changed to 3 in line with guidance from Ofsted, hence change in the date of parents evening. This is important for staff wellbeing as so much is coming up for teachers and SLT are trying to manage that. It was reported that staff events such as the Test Way Walk have helped with this.

Staff Wellbeing

The Headteacher would like some Governors to help her to work on a staff benefits package working with Education Personnel. Jo and Mike volunteered.

All

Dates and Events

This document has recently be circulated via Parentmail. The Headteacher asked Governors to let the Clerk know what events you can help with. A Governors tea party to look at books with children will take place on the 4th November at 2.30pm. Please let the Clerk know if you can come. After discussion it was agreed in future to send all information for Governors via email rather than Parentmail.

Safeguarding Joint NBS Boundary Issue

Dave J and Jo supported at the Headteacher at a meeting with NBS. There is a big stretch of the NBS boundary that is open and at the end of the Summer term a member of the public was able to walk to the hall door, where a member of staff intercepted. We are reliant on joint working over safeguarding as we have a joint boundary. Grahame is supporting NBS to get quotes and there is another meeting next term to discuss this again as there are serious weaknesses in the NBS boundary, NBS are working on solutions decided together and their Headteacher is regularly updating the Headteacher with progress.

Landscape Project

As part of the School Improvement Plan and 3 Year Plan the Headteacher wants to holistically develop the whole site as site does not currently do what we need it to. The Deputy Headteacher and Emma Thompson will be leading on the development of the Year R area. Governor input was requested and Jo volunteered for this. This development will involve all stakeholders.

School Improvement Plan/3 Year Plan

Governors who attended the Twilight session in September where this was presented to staff said that it was good to talk to teachers and support staff and hear their input. Feedback received has been incorporated ensuring sufficient time will be given to explore and develop this further. Governors approved the School Improvement Plan with the amendments received at the Twilight incorporated. This will now be taken back to staff on 31st September.



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Expansion of Clubs

This an area that is moving rapidly. We now have a drum teacher in school on Mondays and have so much interest in drumming lessons that lessons are now happening in the morning, afternoon and after school, rather than just in the afternoon. Agreement to benefit a number of Pupil Premium children.

A parent volunteer will be supporting with girls grass roots football, as part of the Treetops sports clubs offer alongside the existing multi skills and yoga club run by an external provider. Staff are looking into starting additional teacher led clubs. However, space is not our friend and the development of a Treetops building/community café may need to be brought forward to support this development further.

Treetops provision is really changing. There is now a family time type session on arrival which is possible due to the lower numbers.

Q As this develops can we have update on logistics and financial implications and their impact?

Clerk

A This will be reported at the next FBG meeting.

Q With money getting tighter for our families are people going to pay to access clubs?

A As we are running our own clubs we can offer free places when appropriate, this feeds into the results of the resources survey.

David Wilson, Associate Governor

David has decided to step down from being an Associate Governor. He told the Headteacher it has been a joy to watch the growth of school and the children's learning and being involved with Monty and Winston, and be part of a Governing Body that is very strong. He will continue volunteering with maintaining grounds, doing tips runs, dog walks, delivering flyers, and gardening club to name a few aspects.

Governors expressed their thanks to David for his commitment and dedication over the years. He has been a remarkable support and continues to be.

7 **Membership issues**

Governor Details on the School Website

These have been updated over the Summer.

Committee Membership and Terms of Reference

There are concerns that the Curriculum and Standards Committee is too small and staff heavy if apologies are sent at meeting. After discussion it was agreed that Elisa would attend both Committee meetings with a view to reviewing committee membership when the new Parent Governor is in place.



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The Terms of Reference for both the Resources and Curriculum and Standards Committees were approved.

The Pay Committee membership remains unchanged – Julia, Mike and David J.

Delegated Powers

The Resources Committee will authorise any spend over £5,000 (five thousand pounds) and any spend over £8,000 (eight thousand pounds) will need to be authorised by FGB.

Key Governor Roles

The following key Governor roles were appointed:

- Development and Training Governor – Julia Squires
- Safeguarding Governor - David Jones
- Child Protection Governor – Melanie Westmacott
- Pupil Premium/Special Education Needs Governor - As this is such a large area and will be a focus of the Ofsted inspection it was agreed to share this role – Michael Hiscock and Bhupinder Siran
- Wellbeing Governor – Melanie Westmacott and Jo Tutton
- Health & Safety Governor – Jo Tutton
- EYFS Governor – It was agreed that this role was no longer needed and that giving the strength of the Governing Body and Governors other commitments, Governors would come to events in school as convenient provided coming as a Governor and parent doesn't compromise their experiences.
- English as Additional Language Governor – no longer relevant, to be incorporated in the PP/SEN Governor role.
- Subject Governors - after discussion it was decided this was not needed at this time

Headteacher Performance Review –

Louise Close has been booked as an external advisor alongside Jo Tutton, Julia Squires, and Melanie Westmacott. Melanie has been informed of upcoming training to support this role.

8 **Committee Updates:**

Resources Committee

At the last meeting the following was discussed:

- Terms of Reference
- Trip costings
- Budget – currently on track. Education Finance coming in November
- School Improvement Plan – specifically plan looking at funding impacts in more detail in November



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- Use of sports premium budget i.e. bringing in Personal Best Education, Bikeability and AFC Bournemouth
- Impact of EHCPs - financial impact ahead of bringing in staff.

Curriculum and Standards Committee

At the last meeting, the following matters were considered by Governors:

- Terms of Reference
- Created new Subject Leader presentations programme – SEND with Katie James at the next meeting
- Support for pupils following death of the queen
- Needs of new nursery and Year R children.

9 Development and Training Governor Update

Not many responses were received regarding the RAG rate of development plan. The DTG will re-circulate this. Self-evaluation to be brought to the November meeting.

JS

10 Review of Policies

Policies were allocated for review as follows:

- Child Protection Policy - Mel
- Safeguarding Policy - David
- First Aid Policy - Jo
- Early Careers Teacher Policy - Beth
- Intimate Care - Mel
- Recruitment Policy - Julia
- Whistleblowing Policy - Bhu
- KCSiE –All Governors to read section 1 and 5. The Deputy Headteacher will issue relevant links.
- Feedback policy – reviewed early last year so not due at this time.

MW
DJ
JT
BW
MW
JS
BS
All

11 Approve 3 year plan and School Improvement Plan

Governors approved the 3 Year Plan and School Improvement Plan.

12 Pupil Premium resources survey results

An updated survey has now been sent to all families, not just Pupil Premium families and covers learning at home, financial concerns, resources, access to outdoor space etc. The headlines on this year's survey will be shared at the next FGB.

Clerk/BW

Beth worked with Julie Cundy to make the survey more accessible to access the most vulnerable families and included cost of living. They are both committed to putting together resources/pathways based on the results of the survey i.e. coffee mornings with energy suppliers, working with other providers i.e. Barnardo's who offer parenting courses. Elisa is working with Octopus in a professional capacity and is happy to help support this. The aim



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with this survey is to do more this year to help families earlier. 160 responses since yesterday. Paper copies will be given to those that don't respond to maximise the number of responses we receive. Typically struggling families disengage from communication from school and technology is not accessible to all, so rate of response improves when paper copies are given out as well. Responses will be used to provide appropriate information at the next parent's evening.

13 **Confirm adoption of Manual of Personnel Practice and Manual of Finance Practice and Procedure**

Governors voted in favour of adopting the Manual of Personnel and Manual of Finance Practice and Procedure.

14 **Adopt HCC Governors Good Practice Guide**

Governors agreed to adopt Hampshire's Governors Good Practice Guide.

15 **AOB**

Governor services newsletter is very useful – it was recommended that Governors read it as it often includes information that schools don't get told!

16 **What have we done to make an impact at this meeting which impacts on school improvement or improves our effectiveness as Governors?**

Subject Leaders activity and nursery presentation.

Governors extended their thanks to the staff who attended for the Subject Leaders activity for giving us their time after a staff meeting at the end of the day to enable relationships to be built between staff and governors.

NEXT MEETING – Thursday 10th November 2022, 6pm