



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 10th November 2022

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

In Attendance: Sarah Hiscock - Clerk

Apologies: Elisa Briggs
Melanie Westmacott

Absent: None

Action

Prior to the main FGB meeting, SATs papers were made available for Governors to view.

1 Welcome and apologies for absence

The Chair opened the main business of the meeting and apologies were noted as above.

2 Pecuniary interests in relation to the agenda

No pecuniary interests were received in relation to the agenda for this meeting.

3 Ofsted activity

At every meeting Governors will be asked to consider how they would respond to a question to help prepare for our Ofsted inspection. The question for this meeting was how do we use our Governor visits to inform our views?

Governors discussed this question and the following were highlighted:

- Looking at children's behaviour and their interactions with teachers and other adults in school.
- Governor tea parties are focussed on a specific area e.g. reading/impact of Little Wandle.
- Pupil voice – Governors speak to children on their visits.



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- As part of the Safeguarding Audit the Safeguarding Governors speak to children.
- Safeguarding Governors have been invited to come in to look at CPOMs and to join DSL meeting.
- It was felt it would be helpful for Governors to be given specific questions to ask children at monitoring visits.
- Learning walks have showcased the progress in phonics and made the process come alive for Governors.
- Playground monitoring.
- Governors always feel welcomed by staff, and can see interactions are genuine.
- Governors have supported with trips, assemblies and FoNBIS events.

HT/PS

4 **Review and approval of the minutes of the last FGB meeting on the 29th September 2022**

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

- Website review. This is progressing well. Now at the point of reviewing documents ready for the roll out of the new website in January. Some content is being removed to make it lighter and information accessible with 2 clicks, however schools are legally required to publish a lot of content on their website. New website will have a click counter to identify what is accessed the most. And the nursery will be more visible and added to the logo, letterhead, uniform and bags.
- Staff benefits package– The Headteacher is liaising with MH and JT on this project.

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

5 **Headteacher's Written Report**

The Headteacher apologised for not circulating the report prior to the meeting and explained this was due to current safeguarding and complex HR priorities. Format will be updated for Spring 2..

Staffing

Wayne Gavin is leaving at Christmas, an advert will be placed for a replacement teacher and in the interim period Lynne Young and Stacey Tiley will cover his class for Spring 1.

The Headteacher informed that a Governor panel could be required for January. There are 2 Teaching Assistant vacancies and a Midday Supervisory Assistant vacancy. These positions are currently being advertised after an unsuccessful round. The Vice Chair volunteered to support with interviews for all roles currently being recruited to.



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There has been internal movement of staff to ensure the most vulnerable children have the most experienced staff to support them.

Governors congratulated staff on their special achievements, particularly the Headteacher's MA completion and Pete and Lynne for being asked to lead training in other settings.

Q Is it possible to appoint with a commitment to train the right candidate to enable Teaching Assistants to develop in the role?

A A training pathway (tree) is already in place, and this needs to be added to the adverts to make our positions more attractive. Already have staff that are being supported to complete Level 1 and 2 Teaching Assistant courses and improve GCSE grades.

Q Is there something we could do to develop people who can't hit the floor running, without compromising our standards?

A We have done this previously and always ask at interview what we can do to help in terms of career development. However, we need to have the circumstances to be able to do this.

Admissions

Numbers are currently looking similar to last year. Open week went well and 2 more open events are planned to catch anyone who was unable to attend open week. There is a lot of out of catchment interest.

Q How are the absence categories i.e. service, gypsy romany traveller, and English as an additional language identified?

A They are declared by parents either as part of the application process and information is passed to us by Admissions, or through parents completing the data collection forms when accepting a place at our school.

Safeguarding

Since preparing this report the Child Protection figures have changed, and there has been movement overnight.

Q How is this impacting on the Headteacher's workload at the moment?

A Currently gathering evidence for referrals, and have increased fortnightly 1 hour DSL meetings to weekly. 2 families reached the inter agency referral level yesterday. The Headteacher is liaising with social workers whilst maintaining relationships with parents.

Q What is the impact of this on staff wellbeing?



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A Once an inter agency referral has been made the burden is on the Headteacher and not other staff. However, this is very time consuming and requires direct conversations with parents which can be draining. It is noted that we are lucky to have 9 DSL trained staff as most schools have just a DSL and Deputy DSL. On average there are 50 CPOMs incidents reported a day, this can include scenarios such as a bruise being noticed that does not have a reasonable explanation, behaviour, or new adults in a child's life.

Catering Tendering Process

This is moving forward with 9-10 local schools interested in moving away from HC3S for catering, likely to be 6 schools that sign up including us, NBJs and Romsey Primary School.

Governor Monitoring Opportunities

The Deputy Headteacher will circulate a Google Poll for Governors to sign up to attend events.

The Wilson Garden

The Year R garden will be renamed the Wilson Garden and named during Tree Week on the 29th November. There is also a landscaping strategy meeting on the 2nd December at 1pm. 5 groups will look at different areas of the school and how they can be developed. The Deputy will send further information to Governors.

PS

Governors Survey

When asked "Is my child happy at school?" 100% said they either strongly agreed or agreed. 100% answered yes to "My child is safe at school". This will be discussed in further detail at the next meeting and results will be reported to parents via the weekly school communication and social media.

PS

Q Are the number of responses comparable with last year?

A More parents completed the survey than last year.

Governors agreed it was important to find a way to have qualitative conversations with parents regarding response to the survey, for example the Deputy Headteacher sent information about the Parent Governor vacancy to all parents who had expressed an interest in becoming a Governor. It may be useful to have the focus of our whole Governing Body training on parental engagement. Governor pen portraits to be updated and included on the school communication weekly.

Clerk

Governors noted the extra pressure in school at the moment.



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- Clerk
- 6 **Membership issues**
Parent Governor Vacancy Update
Amy Boniface has applied to become a Parent Governor and an appointment letter has been prepared. The Clerk will issue this and inform the Chair once this has been issued and a governor email address has been set up for Amy so that contact can be established. Join the next meeting. Clerk/Chair
- Nicole Perry, Co-opted Governor
Nicole was unanimously voted in for another 4 year term as a Co-opted Governor.
- 7 **Committee Updates:**
Resources Committee
At the last meeting the following was discussed:
- Budget. This has gone from a credit to a deficit. See item 11 for the details.
 - Staffing
 - Tree week and grounds work
 - Financial benchmarking booked for the 2nd December.
- Curriculum and Standards Committee
Next meeting is booked for the 22nd November.
- 8 **Development and Training Governor Update**
Development Plan Clerk/JS
The RAG rated development plan was tabled and Governors completed this at the end of the meeting. The DTG will collate the result and report this back at the next meeting.
- Self-Evaluation JS/NP/BS
This will be emailed out to Governors to be completed by the end of term and then used along with the RAG rated development plan to compile a new development plan between January and March. The Chair and Bhu volunteered to help with this work.
- Whole Governing Body Training
There was discussion around the topic of our whole governing body training for this year. It was agreed that the setting strategic direction and communicating with the community topics if able to be combined and delivered by Louise Close our LLP would be the most valuable and worthwhile option. The Headteacher will contact Louise to find out if this is possible. HT
- 9 **Review of Policies**



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Policies were allocated for review as follows:

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|---|----|
| • Pay Policy | BS |
| • Special Educational Needs and Disability Policy | MH |
| • Pupil Premium Strategy | MH |
| • Recruitment Policy | JS |
| • Emergency Response Plan | JT |

10 **Pupil Premium Resources survey result headlines**

82.5% of parents responded to the survey, of which 38.5% were not sure if they were eligible for Pupil Premium or not and 4.5% had no garden.

Q Is there any evidence of the impact of issuing the Pupil Premium leaflet?

A We now have one additional pupil premium child since issuing the leaflet.

Q Are subsidised places still offered at Treetops for pupil premium children?

A Yes, and to other vulnerable families as well, but need to be mindful of this. The resources committee are looking at this further. School's generosity requires limits.

BW/All

Full results will be emailed to all Governors and questions can be sent to Beth.

11 **Approved revised budget by 30th November**

The revised budget is now a deficit budget due to support staff pay rises and an increase in EHCPs. Education Finance Services are not overly concerned due to the school's financial strength with the Nursery and Treetops budgets that complement. Projections for an increasing deficit budget continue for the next 2 years based on a worst case scenario.

The previously approved budget included a 2% pay increase, the agreed pay increase is 5.9%, and there has also been an increase to the cost of school lunches which the school has to pay for (39p per meal). None of these could have been factored into the previous budget and they were not known at the time. The revised budget also incorporates the teacher salary increase, and the salary for the Wrap Around Provision Leader once appointed.

The Nursery is now full apart from 2 half days as from the summer term and operating a waiting list. The Headteacher and Business Manager are liaising with Lyn Nicholl to increase out numbers, however this will involve a consultation period.

The budget was approved as follows:



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Main budget

	Value (£s)
Income	1,478,344.95 (one million four hundred seventy-eight thousand three hundred forty-four pounds and ninety-five pence)
Expenditure	1,448,165.61 (one million four hundred forty-eight thousand one hundred sixty-five pounds and sixty-one pence)
In Year (Deficit)	30,179.34 (thirty thousand one hundred seventy-nine pounds and thirty-four pence)
Surplus (Deficit) Brought Forward	-51,253.00 (negative fifty-one thousand two hundred fifty-three pounds)
Cumulative Surplus (Deficit) C/Fwd	-21,073.66 (negative twenty-one thousand seventy-three pounds and sixty-six pence)

Treetops

	Value (£s)
Income	137,700.00 (one hundred thirty-seven thousand seven hundred pounds)
Expenditure	194,163.51 (one hundred ninety-four thousand one hundred sixty-three pounds and fifty-one pence)
In Year (Deficit)	-56,463.51 (negative fifty-six thousand four hundred sixty-three pounds and fifty-one pence)
Surplus (Deficit) Brought Forward	80,589.00 (eighty thousand five hundred eighty-nine pounds)
Cumulative Surplus (Deficit) C/Fwd	24,125.49 (twenty-four thousand one hundred twenty-five pounds and forty-nine pence)

Nursery budget

	Value (£s)
Income	139,525.00 (one hundred thirty-nine thousand five hundred twenty-five pounds)
Expenditure	151,201.72 (one hundred fifty-one thousand two hundred one pounds and seventy-two pence)
In Year (Deficit)	-11,676.72 (negative eleven thousand six hundred seventy-six pounds and seventy-two pence)
Surplus (Deficit) Brought Forward	-21,855.00 (negative twenty-one thousand eight hundred fifty-five pounds)



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Cumulative Surplus (Deficit) C/Fwd	-33,531.72 (negative thirty-three thousand five hundred thirty-one pounds and seventy-two pence)
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The governing body is aware of the future year deficit as shown on this plan, and will take action to address it

12 Identify Governing Body Monitoring Opportunities and Governor Visit plan (linked to School Improvement Plan and LLP feedback)

The Deputy Headteacher has circulated this via email. Please let Pete know if you are able to attend any events.

All

13 Agree SEN information report

This is being dealt with by the Pupil Premium and SEND Governor and will be discussed further at the Pupil Premium/SEND meeting on the 17th November.

MH/BS

14 AOB

Governor Services Conference

Jo attended this conference and shared her takeaways with all. It was agreed further discussion was needed regarding how we can improve how outcome focussed we are as a governing body at the next meeting.

Clerk

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

- Discussion regarding using time effectively.
- Whole governing body training discussion.
- Feedback from Governor progress particularly regarding improving outcome focus and pupil voice.
- RAG dated development plan task completed.

The Chair closed the meeting by wishing everyone and merry Christmas.

NEXT MEETING – Thursday 9th February 2023, 6pm