



North Baddesley Infant School

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# Full Governing Body Meeting Minutes

Thursday 9<sup>th</sup> February 2023

Present: Nicole Perry - Chair  
Mike Hiscock - Vice Chair  
Carla Lashmar - Headteacher  
Amy Boniface – via Zoom  
Elisa Briggs  
David Jones  
Becky Mahoney  
Pete Stuart  
Bhupinder Siran  
Julia Squires  
Jo Tutton  
Beth Waters

In Attendance: Sarah Hiscock - Clerk

Apologies: Melanie Westmacott  
Absent: None

## Action

Prior to the formal business of the meeting Governors took part in a Safeguarding scenario activity.

- Welcome and apologies for absence**  
The Chair opened the main business of the meeting and apologies were noted as above.
- Pecuniary interests in relation to the agenda**  
No pecuniary interests were received in relation to the agenda for this meeting.
- Ofsted activity**  
NBJS had their Ofsted inspection this week. The Vice Chair shared with those present the process as he was involved as a member of their Governing Body. Governors asked the following questions:  
  
Q Are Staff Governors able to be involved in the Governors meeting with inspectors?  
A Yes, they Can.



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Q Could a document be added to the Ofsted folder, detailing Governor roles and responsibilities? What would happen if the Safeguarding, Well-being or SEN/Pupil Premium Governor was unable to attend the inspection?

A There is a lot of safeguarding information already in the Ofsted folders. Governors in these key roles to prepare a summary to be added to the Ofsted file. The Chair will arrange to come in to observe a DSL meeting.

HT/Clerk

Q Is it worth preparing a crib sheet of questions the inspectors may ask?

A It was agreed this would be helpful based on our knowledge of other schools who have recently been inspected. The Headteacher and Chair agreed to produce something to be circulated and for all Governors to revisit the file over half term to refresh their memories.

HT/Chair/All

4 **Review and approval of the minutes of the last FGB meeting on the 10<sup>th</sup> November 2022**

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

- Governor Survey – Pen Portraits and survey results have been shared with parents in the weekly School Communication this half term. There was discussion about what to do next to raise the Governors profile. It was suggested to use social media to poll parents and share graphics. At the next Parents Consultations Governors will ask parents in conversation for their opinions regarding Parentmail, Tapestry, social media, and the School Communication. The Headteacher will prepare some questions for Governors to ask.

HT

The minutes were agreed as an accurate record of the last meeting. The Clerk will upload the minutes to the school website and Governor Secure Area.

5 **Headteacher's Verbal Report**

Published Admissions Number (PAN)

The Headteacher informed Governors that there has been a noticeable drop in the birth rate which means that for the 2023-2024 cohort 64 first choice applications have been received. This is comparable with applications to other schools in the locality. On average we also receive approximately 10 out of catchment applications, however Southampton do not share this information until the end of February. 80 applications are needed to be financially viable. This will have a massive financial implication for schools and some are considering reducing their PAN to avoid having classes that are not full. This would be unpopular in our community, damaging to our reputation and a difficult decision to reverse. If other schools in the area reduce their PAN our admissions may increase. Split year group classes are another option, but this is not in the children's best interest and not something the Headteacher wants to pursue. Governors supported this.



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The Headteacher informed Governors that the nursery is full for all morning and afternoon sessions as from the Summer term and that she was investigating the possibility of 9 raising 5 children from nursery visiting Year R as part of their transition to enable parents to increase their sessions to get them ready for school. This possibility is being explored with the Local Authority.

Q Does the birth rate continue to decline, and therefore projected admissions reduce?

A No, projections show the birth rate rises so admissions will also rise. It was agreed we should ride the storm as other schools locally had much lower numbers of applications.

The school have had support from EFS due to setting a deficit budget. Infant schools are more effected by costs rising as they spend more than junior schools supporting children to meet their needs prior to EHCPs and funding being made available. EFS are satisfied that we are committed to a self-funding future and that this sets us apart from other schools and they are not concerned about our plans for a community building. Recently we have received income from County and other schools referring parents to our Family Links programme, the holiday club and HIAS hiring the professional learning room.

### Ofsted

The Headteacher recently attended an Ofsted briefing in London for Early Years Leaders. As a result the 2-hour Ofsted call with inspectors the day before the inspection will now involve the Extended School Leadership Team (Headteacher, Deputy, SENDCO, Year Group Leaders and the Maths and English Lead). Agreed structure.

### Safeguarding

The Headteacher updated Governors on the ongoing challenges in school and thanked Governors for their support and understanding.

### Website Update

The new website will go live after half term and Governors will be needed to review this. The Deputy Head will inform Governors when the website is live and has ensured the new website has representation of children by gender and race and is compatible with all devices.

### Whole Governing Body Training

Louise Close is now unable to offer us bespoke training on the date originally booked (23<sup>rd</sup> February) and as the off the shelf packages do not tie in with our school priorities it was agreed to delay the bespoke training to May. A poll will be issued regarding the date.



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6 **Membership issues**

Jo Tutton was unanimously voted to continue as Co-opted Governor until the end of this academic year,

7 **Committee Updates:**

Resources Committee

At the last meeting the following was discussed:

- Budget – this is on track.
- Pupil Premium plan
- Personnel and recruitment – adverts will be re-instated tomorrow for fixed term contracts. Recruitment is a struggle for all schools currently and one local school has 7 TA vacancies.

Q Will staffing and recruitment still be an issue next year with lower admissions?

A Yes it will still be an issue as we know that there are children in the nursery with EHCPs and are aware from open week that there are other children with SEN and EHCPs who will be joining us.

Curriculum and Standards Committee

The following was covered at the last Curriculum and Standards meeting:

- Behaviour
- History
- Data
- SEN and Pupil Premium.

The next meeting has been changed to the 28<sup>th</sup> March 2023.

8 **Development and Training Governor Update**

Development Plan

The focus of the Development Plan will be the Governor Induction Program.

Self-Evaluation

This was circulated at the meeting. Governors were asked to complete the evaluation at the end of the meeting or take it away and return to the School Office by the 21<sup>st</sup> February. The Chair and Bhupinder volunteered to work with the Development and Training Governor to analyse the results on the 23<sup>rd</sup> February.

Governor Services Training Programme

This has been recently published and again has a mix of in person and webinar course options including new courses on well-being and diversity.

Agree decision regarding subscription to Governor Services



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It was agreed to renew our subscription to this valuable service.

9 **Review of Policies**

Previously policies were assigned to individual Governors to review because a lot of policies were due for review at the same time. Now we have adapted the schedule to a more manageable level it was agreed that going forward policies would be reviewed in advance of the FGB meeting.

All Governors were asked to review the Complaints and Serial Complaints Policies and to send and comments to the Deputy Head by the 23<sup>rd</sup> February.

All

10 **How can we improve how outcome focussed we are as a Governing Body?**

We need to ensure we are outcome focussed and ask ourselves why are we doing this. A working group will be set up to review the Governor Monitoring Forms.

11 **Consider Analyse School Performance/IDSR data**

The Inspection Data Summary Report was tabled. This is what Ofsted look at before an inspection, along with the school website. Analyse School Performance data was also shared, and it was noted that there are no areas of concern.

Q Could greater depth writing be a line of enquiry when inspected?

A This is a trend in all schools due to Covid recovery as the impact is still being felt. Not necessarily a line of enquiry.

12 **AOB**

Year 2 Marwell Trip

Please contact Beth if you can help on this trip.

KCSiE

Governors were asked to sign to say they have read KCSiE after the meeting.

All

Traffic concerns

There have been 2 recent near miss incidents which have been reported to the police. Headteacher to contact the police and copy in Elisa.

HT/EB

Governor Monitoring Opportunities

The Headteacher will circulate the dates for the Spring and Summer term.

HT

Battery Storage Facility

There is a proposal to build a battery storage facility on Castle Lane and the local community are angry about how close it is to the schools and it being a fire hazard because it will be hard to extinguish any potential fire and the fumes would be toxic. The Deputy will send the link to the Planning Portal to

**Commented [MH1]:** Have expressed concern about close it is schools and houses



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the Chair to liaise with the Chair of NBS to prepare a letter on behalf of the Governing Bodies asking if Fire Service regulations have been considered to protect local people especially the children attending our schools.

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

- Ofsted activity
- Safeguarding scenarios
- Discussion around becoming more outcome focused.

**NEXT MEETING – Thursday 23<sup>rd</sup> March 2023, 6pm**