



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 23rd March 2023

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

In Attendance: Sarah Hiscock - Clerk

Apologies: David Jones

Absent: Melanie Westmacott

Action

1 **Welcome and apologies for absence**

The Chair opened 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 **Review and approval of the minutes of the last FGB meeting on the 9th February 2023**

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

- *Review of Policies:* The Complaints and Serial Complaints Policies have been updated and approved following Governor consultation.
- *KCSiE:* All Governors have signed to confirm they have read KCSiE.
- *Governor Monitoring Opportunities:* This will be issued by the Headteacher or Deputy Head.

HT/DHT

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.

4 **Leader's Written Report**



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The Headteacher explained the rationale for the new format Headteacher's Report which was tabled at the meeting, recognising other members of SLT contributions to the report and thanked Governors for their support with Ofsted and other issues recently. Any questions on the content of the report or comments on its format to be sent to the Headteacher.

Discuss predicted pupil numbers (PAN) and budget implications

It has been confirmed that we have 78 first choice applicants and 10 second choice applicants for September 2023. These figures include applications from Southampton City Council. To be financially viable we need 80 applicants, so this is healthier position than initially thought.

The Headteacher also informed Governors that a new pupil has been admitted into Year 1 taking us over PAN in this year group due to exceptional circumstances.

Review of Ofsted Inspection

The Headteacher explained the situation when the notice of inspection call was received and that the Deputy Head initially spoke to the inspector as the Headteacher was unavailable. The inspection itself was a great experience and everyone felt very calm due to the amount of preparation that had gone on beforehand. The draft report was shared with Governors. There are some comments that the Headteacher will query. The new format Leaders Report provides evidence of Governors meeting statutory requirements in line with questioning from the Inspector.

NBJS Ofsted report has been published today and has 2 development points.

Staffing

Willow class provision is being reviewed currently and changes will be communicated to parents to come into effect as from the Summer term.

Governors asked the following questions:

- Q How much interest has there been in the external HLTA position?
A So far we have received one strong application. The vacancy is for 3 days which makes it a more attractive job and gives us greater flexibility. The advert is still open.
- Q What is being done about replacing the 1 ½ days Mrs Mintrim spent working with children in the garden/outdoor learning area? Is there support for Mr Wilson?
A The newly appointed TAs have an interest in gardening. Mr Wilson has agreed to run a Gardening Club. We will be requesting volunteers to support this via social media and in the Baddesley Beadle. Sarah West is continuing the work of the Green Team, and Year R are already using the garden and planting more than previously.



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Opportunities

This item was minuted confidentially.

5 **Membership issues**

Becky Mahoney was unanimously re-appointed as Co-opted Governor with the understanding that if it became problematic having 2 members of the board who were also members of staff, that she was willing to step down.

6 **Committee Updates:**

Resources Committee

The last meeting was cancelled as it was the first day of the Ofsted inspection. There are no issues to report to FGB and the business will circulate financial reports to Governors as usual.

Curriculum and Standards Committee

Next week's meeting has been cancelled due to high teacher workload. The previous meeting was a few days before the last FGB meeting and was reported on at that meeting.

7 **Development and Training Governor Update**

Whole Governing Body Training

Beth Waters has given apologies for this due to it clashing with the Year 2 residential.

Governing Body Development Plan

The key themes for this are:

- Wellbeing for all and staff wellbeing
- Self-funding future
- Governor induction process
- Governor monitoring opportunities
- Expansion of Governing Body opportunities and networking with other schools.

This will be RAG rated at the end of the Summer and termly thereafter. Please send any feedback on the documents sent via email today to the Development and Training Governor. Governors approved the Development Plan as live document.

It was suggested that as last years Whole Governing Body training had been postponed and we now will have 2 training sessions this year that our second session be on Question and Challenge to form part of our new Governors induction training and as a refresher for experienced Governors. This was agreed.



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8 Review of Policies

The policies reviewed at the previous meeting have now been updated and approved. The NQT policy is not due for review until September. The Deputy Headteacher will update the figures in the Equalities information and circulate to all Governors.

DHT

Policies requiring review are:

- Data Protection Policy
- Privacy Notice
- Collection of Biometric Information Policy
- Health and Safety Policy
- Supporting Children with Medical Needs Policy.

The Deputy Headteacher will send these to all Governors for their consideration.

DHT

9 Approve SFVS return for LA by 31st March.

This has been completed and approved by the Resources Committee. The Chair will sign the document after the meeting.

Chair

10 AOB

Intruder Procedure

A Governor asked what our procedure was in case of an intruder on the school site as recently Barton Peveril had an armed intruder on campus. This is part of the Emergency Plan, and there is a process for a lockdown of the school but due to the age of our pupils and the amount of work required for pupils with high level needs to prepare them for drills, we do not practice this currently. Our site safeguards are robust so it would be harder for an intruder to gain access. It was agreed there was no value in drilling children, but that it would be worthwhile to refresh and remind staff at the inset day in September. To be discussed further at ESLT.

HT

Website Review Update

Feedback has been received from Julie Cundy and the new website will hopefully go live after Easter.

Q When can the Ofsted report be published?

A Once it has been approved. The Chair will write a letter to be sent to parents, staff and Governors with the report when made public.

Chair

INSET Days

These have been agreed with NBS and will be issued to parents in tomorrow's School Communication.



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- 11 **What have we done to make an impact at this meeting which impacts on school improvement or improves our effectiveness as Governors?**
- Review of Ofsted Inspection
 - Opportunities discussion
 - Leaders Report.

NEXT MEETING – Thursday 11th May 2023, 6pm