



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 11th May 2023

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

In Attendance: Sarah Hiscock - Clerk

Apologies: Elisa Briggs
David Jones

Absent: None

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 23rd March 2023

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

- *Review of Policies:* The equalities information is still outstanding. The Supporting Children with Medical Needs policy is still being updated. All other policies from the last meeting have been updated and approved.
- *Website:* The Governors' Secure Area is no longer available on the new website. Committee meeting papers and presentations will be uploaded and shared via Google Drive or OneDrive. The Deputy Headteacher will investigate setting up one of these for the storage of these documents.

DHT



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- *Ofsted report:* This has had a further amendment and been circulated to Governors. This version is on the school website and an article will be in the local newspaper regarding our Ofsted in due course.
- *Intruder Procedure:* ESLT have decided to have more detailed discussions using specific scenarios and then feedback this information to all staff as appropriate.

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

4 **Leader's Verbal Report**

Transition Arrangements

There are ninety children starting in Year R in September, 5 of which already have EHCPs. There will be eighty-two children in Year 1 and ninety-one in Year 2 in September. The transition offer has been slimmed down following a successful trial last year. Transition events are as follows:

- 13th June – induction meeting for parents only, 5-6pm. Governors are invited to attend this.
- 5th July -Story session with Monty and Winston.
- 14th July – Stay and Play session. Parents will attend a meeting in the hall with PTA also attending. Social stories and a video from the class teacher will be issued at this event as children can then watch the video again before starting school.

Q Do we seek feedback from parents to find out why they choose our school as this may be helpful as numbers have increased?

A It was agreed to give out a feedback form and pens at the meeting on the 13th June to inform planning for next year's intake.

Open week will be the week beginning the 9th October for the 2024 cohort, and at the request of teachers will only be morning tours, with an open evening on the 11th October from 6pm – 8pm with all staff attending. Governors are also invited to attend. A video of a typical day in Year R is being produced as the weather in October does not always mean parents can see the outside space being used.

The Year 2-3 transition has been expanded this year. Already Year 2 children have taken part in a Christmas story swap with Year 3 children and teachers and two collaborative art afternoons. They will also attend two events with their Buddies and the Year 2 and Year 3 teachers will be swapping classrooms for an English and Maths lesson.

Staff Well Being Information

This was shared with the Headteacher yesterday, and today's daily diary session focused on this. The headlines will be shared with Governors and the



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Wellbeing Governors once more context to the results has been given. It has been decided to move the staff social and well being board into the staff room and the information board in the staff room will be moved to the corridor outside the staff room to make the staff room a protected space.

Exit interviews will now be conducted by Governors as not being taken up with the Headteacher and may get more honest feedback if conducted by a Governor. These will be conducted using the EPS recommended format. "Stay interviews" for longstanding staff members will be conducted as part of the appraisal process to find out why those staff are staying with us. The Headteacher will contact all Governors when someone is leaving. The Safeguarding Governors will arrange to meet with Julie Cundy and Sarah Celik regarding the staff wellbeing results.

HT

JT &MW

3-year Strategic Plan

This has already been approved and Governors had no further questions or comments on this.

Nursery Monitoring

Jo has today completed a monitoring visit in the nursery and was satisfied that it was running smoothly. Alice Kilcoyne will be based in the nursery next year and then the nursery will return to being practitioner led with the Early Years Lead overseeing the planning.

Budget

Louise Close met with the Headteacher today regarding the bespoke WGB training and the deficit budget. She was reassured about our financial position due to our established income from Treetops, holiday club and the nursery and our plans to expand the nursery.

Q Have HCC given a timescale for a second nursery building?

A The Headteacher has informed HCC that the building will be needed for September, and Louise is in support of this development. HCC have offered the school a yurt.

The nursery has requested increased capacity from twenty-four children to thirty-two children as from Summer 2. Currently the nursery is full two days a week in the Autumn term and full everyday from Spring Term. Little Saints closes in July and twelve children will be needing provision. Governors discussed the need for a clear admissions policy for the nursery that was also financially viable. The Headteacher will investigate the legal position regarding this. There is a desire to have a second nursery class sited between the Year R outside area and Outdoor Learning area where the Forest Pre-school was, specifically for 3-4 year-olds, with the existing nursery building

HT



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being for 2-3 year olds, which would be more appealing to parents and help with transition.

The Deputy Headteacher informed Governors that planning permission has been sought for a 90-place nursery on the A3057 from Ashridge to Nursling. The link to the proposal will be shared with Governors and a response prepared opposing the development.

DHT/Chair

Cycle Path

This week surveyors have been on Botley Road looking at drainage with a view to creating a cycle path to St John's Church. Governors agreed this was dangerous as there have been several near misses with children outside the school gates on Botley Road. The Headteacher will log our opposition as it is a concern for safe access to school for the children.

HT

5 **Membership issues**

Local Authority Governor Re-appointment

Mike Hiscock, Local Authority Governor and Vice Chair was unanimously voted in for another 4-year term. Mike explained that this would be his final term as a Governor, and he intended to step back from his duties over time so the board needed to consider succession planning. The Chair asked that Governors contact her or Mike if they were interested in either the Chair or Vice Chair roles to ensure a smooth handover and transition to enable the Governing Body to remain strong. Clerk to contact Cllr Dowden to get his support for Mike's re-appointment.

Clerk

2023-2024 Meeting Schedule

It was suggested that Monday would be a better day for Resources Committee meetings, starting at 4.30pm still. The Clerk will contact David to seek his thoughts on this before preparing a draft meeting schedule for approval at the next meeting. Curriculum and Standards and FGB meetings will continue to be held on Tuesday and Thursdays respectively.

Clerk

6 **Committee Updates:**

Resources Committee

At the last Resources meeting the following business was discussed:

- *Budget* – The combined main school, Treetops and Nursery budgets are in a £17,000 (seventeen thousand pounds) deficit, with deficit budgets predicted for the next 3 years. A 3-year recovery plan has been drawn up to come out of a deficit budget with EFS support. This is indicative of the budgetary crisis within schools now and not within our control, and the income from Treetops, holiday club and the nursery have reduced the deficit.

Q Will we be out of deficit after the 3-year deficit plan ends?



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A No, predictions are that we would still be in a deficit due to growing salary costs. However, nationally, teachers are striking due to opposing salary increases coming from the school’s budget.

- *Catering Tender* – All other interested schools have dropped out of the process as they have other priorities now. It was agreed that collaborative working with NBJs Governing Body would be helpful on this issue and the Chair will speak to Julia and David and then contact the NBJs Chair regarding this. Chair

Curriculum and Standards Committee

There has been no meeting since the previous FGB. The next meeting is due to be on the 16th May at 4.30pm.

7 Development and Training Governor Update

The Development and Training Governor reminded Governors that the whole Governing Body training session is on Thursday 25th May at 6pm.

Booking is now open for the Governors annual conference which is being held on the 4th October in Botley.

8 Review of Policies

Policies requiring review were issued with the agenda. The Deputy Headteacher asked Governors to look at these and send any questions or comments to him by the 19th May. All

Governors suggested using Google Docs or One Drive to share documents now the Governor Secure Area is no longer operational. The Deputy Headteacher will investigate this. DHT

9 Approve Budget

Governors voted in favour of approving the budget as follows:

Main Budget

	Value (£s)
Income	1,459,542 (one million four hundred fifty-nine thousand five hundred forty-two)
Expenditure	1,551,916 (one million five hundred and fifty-one thousand, nine hundred and sixteen)
In Year (Deficit)	92,374 (ninety-two thousand three hundred and seventy four)
Deficit Brought Forward	14,393 (fourteen thousand three hundred ninety-three)



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Cumulative Deficit C/Fed	106,767 (one hundred and six thousand seven hundred and sixty-seven)
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Nursery Budget

	Value (£s)
Income	205,500 (two hundred five thousand five hundred)
Expenditure	162,712 (one hundred sixty-two thousand seven hundred twelve)
In Year (surplus)	42,788 (forty-two thousand seven hundred eighty-eight)
Deficit Brought Forward	30,792 (thirty thousand seven hundred ninety-two)
Cumulative Surplus C/Fwd	11,996 (eleven thousand nine hundred ninety-six)

Treetops Budget

	Value (£s)
Income	158,421 (one hundred fifty-eight thousand four hundred twenty-one)
Expenditure	144,636 (one hundred forty-four thousand six hundred thirty-six)
In Year (Surplus)	13,785 (thirteen thousand seven hundred eighty-five)
Surplus Brought Forward	27,403 (twenty-seven thousand four hundred three)
Cumulative Surplus C/Fwd	41,188 (forty-one thousand one hundred eighty-eight)

The governing body is aware of the future year deficit as shown on this plan and will take action to address it.

10 **AOB**

Health and Safety Policy and School Emergency Plan

These documents need to be updated and the Deputy Headteacher asked Governors to contribute by contacted him to express an interest in doing this.

All

Pay and Personnel Committee

The meeting on the 20th June has been cancelled. The Headteacher will consult with the Chair, David and Julia to re-arrange this meeting.

HT



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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?**
- Partnership working regarding planning survey and proposed nursery development
 - Cycle path opposition
 - Collaborative working with NBS
 - Exit interviews and discussion regarding stay interviews for long serving staff members.

NEXT MEETING – Thursday 13th July 2023, 6pm