



North Baddesley Infant School

# Full Governing Body Meeting Minutes

Thursday 13<sup>th</sup> July 2023

Present: Nicole Perry - Chair  
Mike Hiscock - Vice Chair, Arrived Item 3  
Carla Lashmar - Headteacher  
Elisa Briggs – Until Item 6  
David Jones  
Becky Mahoney  
Pete Stuart  
Bhupinder Siran  
Jo Tutton  
Beth Waters  
Melanie Westmacott – Until Item 6

In Attendance: Sarah Hiscock - Clerk

Apologies: Amy Boniface  
Julia Squires

Absent: None

## Action

### 1 Welcome and apologies for absence

The Chair opened the meeting and apologies were noted as above. Today is Jo Tutton's last meeting and the Chair and Headteacher thanked Jo for her support over the past 8 years.

### 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 11<sup>th</sup> May 2023

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

- *Replacement for Governor Secure Area:* The Deputy Headteacher and Bhu have investigated Google Drive and One Drive to share and edit working documents. Neither are suitable for editing documents however it was agreed that Google Drive would be used to share and store documents electronically. The Clerk will be responsible for maintaining this.
- *Exit interviews:* Melanie is doing these on the 14<sup>th</sup> July and will report back to the Headteacher in the first instance unless concerns are

Clerk

MW



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raised regarding the Headteacher, in which case this will be shared with the Chair.

- *Staff Well-being:* The Well-Being Governors met with Sarah Celik and Julie Cundy to discuss the staff survey results.
- *Expansion of the Nursery:* As from September the nursery has an increased capacity of thirty-two following consultation with local providers and no objections being made. An additional member of staff has been employed and conversations regarding an additional nursery building behind Year R for a nursery for 3-4year olds are ongoing to further increase capacity.
- *Planning Permission for Nursery:* The Deputy Headteacher issued the link regarding the proposed ninety place nursery on the A3057 from Ashridge to Nursling. All Governors were asked to look at this and send any comments to the Chair for a response to be drafted.

All

Mike arrived.

- *Cycle Path:* The Headteacher will draft a letter of opposition to the Parish Council and communicate to parents that near misses and dangerous driving can be reported via a Portal. Year 2 will write to the Parish Council and Elisa will attend the next Parish Council meeting to raise this on behalf of the Governing Body.
- *Catering tender:* The Chair has contacted the NBJs Chair and the NBJs Governing Body will consider and respond in due course.
- *Policies:* There was discussion on how best to review policies – all Governors to read and comment on all policies or policies to be allocated to a specific Governor to review. The Chair and Deputy Headteacher will discuss this further outside of the meeting.
- *Pay and Personnel Committee Meeting:* This meeting was re-scheduled and has taken place.

HT

Year 2  
EB

Chair/DHT

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 Written Report**

Committee Meetings

It was agreed to reduce the number of Committee meetings from 6 to 3 and to schedule them to maximise attendance and impact, with the offer of committee meetings being in person or virtual. This will enable Governor input in monitoring to increase and raise the profile of Governors. The Deputy Headteacher will issue a WhatsApp poll. Key school dates calendar was circulated.

DHT

Community and Nursery Buildings



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The Headteacher is pursuing these with Hampshire and a Business Plan for the second nursery building is being produced by the Business Manager.

### Staff Absence

Trends have been noted with staff absence and it was agreed that it was appropriate for this to be challenged, initially by Year Leaders, then Deputy Headteacher and finally the Headteacher if necessary.

### Pupil Absence

A robust process for dealing with persistent absence has been drawn up but is not always implemented currently. Since Covid there has been a marked increase in families taking term time holidays and introducing fines has not been a deterrent. The Headteacher informed Governors that the Legal Interventions Team are involved with one family who are persistently absent. There are no longer trends in attendance for a particular category indicating it is due to shift in parental attitude.

It was agreed to add attendance headlines to the School Communication and to periodically highlight the impact of persistent absence on children's education long term on the school's social media accounts.

### Data

Governors congratulated the Year 2 team and children on their hard work to achieve impressive results.

### Staff Benefits

Jo and Mel have been working on this and will circulate their ideas to Governors. The option of TAs being able to have a week's term time holiday unpaid was discussed to enable staff without children to take cheaper term time holidays.

### Staff Well-Being

Sarah Celik has been given 2 afternoons protected time to move forward with this work.

## 5 **Strategic Direction of Governing Body Activity**

Governors voted on priorities for the strategic direction of the Governing Body. The key priorities were:

- Partnership working with NBJs
- Partnership working with local organisations.
- Developing 2-way communication with the wider community
- Promoting school services.

Governors then selected a strategic direction that they had a keen interest in helping to move forward. The next steps are to consider how this will feed



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into the School Improvement Plan and Governing Body strategic direction and a 30-minute activity will be scheduled for the next FGB meeting on this. Clerk

### 6 **Membership issues**

Governors congratulated Beth on her recent marriage. The Chair thanked Jo for her dedication to the Governing Body over the past 8 years.

#### Co-opted Governor Vacancy

Six strong applications were received. As they are applications with various skills that the Governing Body was currently lacking it was agreed to also appoint 1-2 Associate Governors to help with succession planning. Associate Governors do not have voting rights but as there are not many occasions when we hold a vote this would not be an issue. The Vice Chair suggested re-constituting the Governing Body to enable us to appoint 2 Co-opted Governors and explained the process.

Following discussion, it was agreed to appoint Russell Duff as Co-opted Governor and Beverley Harnett and Kayleigh Leonard as Associate Governors with a view to one of them filling the Co-opted Governor vacancy when David's term ends, and re-constituting at that point. The Chair will inform all applicants of the outcome.

Melanie and Elisa left the meeting.

#### Agree Election Arrangements

Any Governors wishing to nominate themselves for the position of Chair, Vice Chair or Committee Chair roles to email the Clerk by the 1<sup>st</sup> September. The Clerk will check if it is possible for Governors who are also members of staff to be Committee Chair.

All  
Clerk

#### 2023-2024 Meeting Schedule

The meeting schedule drafted by the Clerk was approved. A new speaker will be purchased to facilitate virtual attendance.

### 7 **Committee Updates:**

#### Resources Committee

At the last Resources meeting the following business was discussed:

- Approved the reduction in Committee meetings.
- Budget – on track, but still deficit budget
- FGB approval needed for cloud-based server. The Headteacher will email Governors further details for approval via email outside of the meeting.

HT

#### Curriculum and Standards Committee

There has been no meeting since the previous FGB.



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**8 Review of Policies**

The system and process for policy review is under review and will be presented at the next FGB meeting to make clear Governor roles and responsibilities.

Clerk

**9 Review child protection/safeguarding arrangements**

As the Safeguarding Audit is not due to be completed until the 31<sup>st</sup> October this item was deferred to the next meeting.

Clerk

**NEXT MEETING – Thursday 12<sup>th</sup> October 2023, 6pm**