



North Baddesley Infant School

---

# Full Governing Body Meeting Minutes

Thursday 7<sup>th</sup> December 2023

Present: Nicole Perry - Chair  
Elisa Briggs – Vice Chair  
Carla Lashmar - Headteacher  
Amy Boniface  
Russell Duff  
Beverley Harnett  
Mike Hiscock  
Kayleigh Leonard  
Becky Mahoney  
Julia Squires  
Beth Waters  
Melanie Westmacott

In Attendance: Lynne Young

Apologies: Sarah Hiscock - Clerk  
David Jones  
Bhupinder Siran  
Pete Stuart

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 12<sup>th</sup> October 2023**

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

- Road safety concerns on Rownhams Road – The Headteacher has emailed HCC. Governors have also raised concerns in terms of general crossing and road safety and continue to collect evidence to support this. The local MP will also be updated regarding the concerns.



## North Baddesley Infant School

---

- Working parties - Mike and Bhupinder have volunteered to join the staff benefits working party. No other volunteers so far. The Admin Officer is overseeing policy review during the Deputy Headteacher's secondment. Volunteers for induction party to the Chair and Headteacher by 8<sup>th</sup> December 2023. All
- Waiting list for Nursery – Capacity has increased from 24 to 32. Waiting list is as follows:

Monday	19
Tuesday	18
Wednesday	25
Thursday	20
Friday	18
- Holiday club feedback – All comments have been shared with holiday club and addressed by the team to make improvements where needed.
- Resources Committee - Julia will chair the Resources Committee, which means a committee clerk is needed. Volunteers to contact Julia. Last meeting was virtual, this worked well for the committee members. All
- Agreed delegated powers - Following the Resources Committee meeting the amount the Headteacher can spend without Governor approval is unchanged - £8,000 (eight thousand pounds).
- Governors DBS checks – New Governor DBS checks have been actioned.

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**

The Leader's Report was circulated with the agenda and the following questions raised:

Q Presumably we are saving the Deputy Headteacher's salary whilst he is seconded. Are we using this to reward individuals taking on extra responsibility.

A This will be discussed at the Pay and personal Committee and as well as awards to others.

Q Will the Deputy Headteacher's secondment impact on our capacity to continue coaching staff, as identified through the PDR process?



## North Baddesley Infant School

---

- A Coaching will continue in school, led by other leaders who are also trained to do this.
- Q What steps have been taken to increase attendance of child with 85% attendance?
- A Regular attendance meetings are held, and staff follow flow chart to support these. The Admin Officer supports monitoring of these children and makes calls home in her admin/pastoral role. She also supports getting children back into school through appropriate challenge. We can refer families to LIT when attendance is poor. School will collect children where there is the need to support safeguarding and there is human intervention within the system – staff know our families and where it is appropriate to call.
- Q What are the current levels of lateness? Has this been reduced by the earlier registration time at NBSJ?
- A We are looking into changing the start time for the school day to a hard start of 8.45am.
- Q Is the current level of funded Breakfast/after school Club and Holiday Club financially sustainable?
- A A new system has been created with a clear process of offered support for 6 weeks, with a check in at 5 weeks as to ascertain whether need for this level of support is still there.
- Q The number pupils assessed as secure + in Year 1 looks better this year – is this correct?
- A Year 1 data is better this year compared to last due to the cohort needs.
- Q In Year 2 writing appears to be an issue. Whilst not a surprise, what is being done to address this?
- A Year 2 writing data is lower due to handwriting and learning to join letters which is being addressed.
- Q Are there any patterns in terms of physical restraints?
- A Not necessarily. Children reflect after restraints, and this enables them to stop and think. Restorative conversations also support this. Restraints are conducted by the Headteacher, and class staff have walkie talkies which SLT respond to, to support teachers.

### Community Hub Update

The pastoral team is supporting this, in terms of family links, community pop up café, links with school nursing team to carry out 2-year checks on site,



## North Baddesley Infant School

---

county courses being run from school, MULTIPLY supporting courses here, unity, Barnardo's, school readiness, and foodbanks.

Discussions have been held with other local groups, and they welcome a virtual hub currently. Lauren Denham is also working with these other groups to support creating a website for the virtual hub. Grahame is making a pop-up café from a locally sourced horse box to support our families. The Headteacher and Kate Calder have visited Stoneham Community Hub for advice.

Christmas jumper and costume swaps are being introduced to support families. School uniform is available in the school library for all to access. Food parcels are available from school which have been advertised to the school community.

Work has started on a business plan for the building which will be shared with Governors when ready. Grants are being investigated and EFS have set up and agreed a budget to support this.

Governors thanked the community hub team and pastoral team for their extra work and efforts.

### Nursery Update

Currently there are no spare modular buildings, and North Baddesley is not currently an area of need for extra resources. Conversations are continuing with Lynn Nicholls from Services for Young Children.

The Headteacher is part of a working party with Mountbatten School to support children with alternative needs to prevent suspension in future years.

Potential INSET days for 2024/2025 have been shared with NBS, with INSET days planned to support maximum attendance. The dates for twilight training session are within leaders reports, and all governors are invited to attend.

### Published Admissions Number (PAN)

There is no intention to change our admission numbers for 2024/2025.

## 5 **Membership issues**

### Staff Governor Update

Staff were informed of the opportunity to share an interest in joining the Governing Body - no expressions of interest have been received and therefore Beth will continue as staff governor for another 4-year term. The Chair welcomed Beth back to the FGB.



## North Baddesley Infant School

---

### Governor Hub

The Headteacher and Clerk are looking to make better use of this to improve and streamline Governor communication.

### The Key

This software has been purchased to support leaders and governors in their roles and all Governors will have received an email to register for an account.

## 6 **Committee Updates:**

### Resources Committee

Julia Squires has replaced David Jones as Chair meaning the Committee are looking for a new committee clerk. Please contact Julia if you are interested.

All

At the last meeting, the following was discussed:

- Going out to tender for catering as a single school but agreed some further market analysis needed around this.
- Agreed delegated powers at £8000 (eight thousand pounds)
- Looking at being out of a deficit budget by the end of the year. The Committee Chair and Business Manager will look at spending around the SIP.
- Discussed moving school from group 2 to group 3 based on capacity as we are a growing school. The Committee will look at the implications of this on the budget and apply if appropriate.
- Approved terms of reference.

### Curriculum and Standards Committee

The next meeting is to be held on the 9<sup>th</sup> January 2024 at 4.30pm (virtual option). Becky Mahoney will lead on this. Curriculum rag rated SIP shared to support Governors prior to meeting.

Governors are invited to come into school to do a deep dive with subject leaders rather than subjects leaders attending the Curriculum and Standards meetings. This year's deep dives will be in Maths, English, DT, PE and Geography. Governors to express an interest via email to the Headteacher by Wednesday 13<sup>th</sup> December.

All

Mike Hiscock is currently the Chair and clerk, therefore a volunteer for is needed for the role of committee clerk needed.

All

## 7 **Development and Training Governor Update**

### Agree topic for WGB training

After discussion it was agreed the focus of this year's whole governing body training would be working as a team. This will be booked for Tuesday 5<sup>th</sup> March 2024, starting at 6pm.



North Baddesley Infant School

	<u>Agree GB development plan</u>	
	A working party has been set up to look at the development plan. The Headteacher and Vice Chair will join this working party.	HT/EB
	Clerk to schedule some time at the next meeting to discuss producing a document regarding the terminology used within schools.	Clerk
8	<b>Review of Policies</b> Policies have been allocated as follows for review: <ul style="list-style-type: none"> <li>• Behaviour policy - Becky</li> <li>• Code of conduct - Headteacher</li> <li>• Dignity and conduct at work - Headteacher</li> <li>• Fire evacuation plan - Russell</li> <li>• Fire safety management plan - Russell</li> <li>• Pupil Premium Strategy - Mike and Beth</li> <li>• Recruitment Policy - Elisa</li> <li>• Relationships and Sex Education - Kayleigh</li> <li>• Whistleblowing – Beverley</li> </ul>	
	The Clerk will email copies of the policies with the allocated Governors.	Clerk
9	<b>Identify GB monitoring opportunities and governor visit plan(linked to School Improvement Plan)</b> Governors were invited to sign up to subject deep dives in Maths, English, DT, PE and Geography. Dates and events requiring Governor presence are published on the weekly School Communication.	All
10	<b>Review Pay Policy and Performance Management Policy</b> Governors have identified concerns around these policies. The Headteacher will explore this with Louise Close.	HT
11	<b>Agree SEN information report</b> This report was circulated with the agenda and is now on the school website.	
12	<b>AOB</b> <u>Staff Celebrations</u> The Vice Chair asked in what way Governors can celebrate the school staff. The Headteacher will explore this further at ESLT and the Wellbeing survey will be updated to include feelings around recognition.	HT
	<u>Linked In</u> There was a discussion around setting up a Linked In profile to promote the school.	
	<u>Deputy Headteacher's Secondment</u>	



## North Baddesley Infant School

---

The Headteacher updated Governors regarding the Deputy Headteacher's secondment.

### Christmas North Pole

Governors extended their thanks to Emma Thompson for her efforts to create the Christmas North Pole.

### 13 **What impact have Governors had on school improvement or the boards effectiveness?**

- Questions on leader's report
- Governor's aspirations for community hub

**NEXT MEETING – Thursday 8<sup>th</sup> February 2024, 6pm**