



North Baddesley Infant School

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# Full Governing Body Meeting Minutes

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

Present: Nicole Perry - Chair  
Elisa Briggs – Vice Chair  
Carla Lashmar - Headteacher  
Russell Duff  
Beverley Harnett  
Mike Hiscock  
David Jones  
Kayleigh Leonard  
Becky Mahoney  
Bhupinder Siran  
Julia Squires  
Beth Waters

In Attendance: Sarah Hiscock - Clerk  
Pete Stuart

Apologies: Amy Boniface  
Melanie Westmacott

Absent: None

## Action

- 1 Welcome and apologies for absence**  
The Chair opened the meeting and apologies were noted as above. The 3 new Governors were welcomed, and introductions made.
- 2 Election of Chair and Vice Chair**  
Nominations for the role of Chair had been received from Nicole Perry, and for the role of Vice Chair from Elisa Briggs. Both were unanimously voted into office for a one-year term. The previous Vice Chair, Mike Hiscock will support Elisa in her Vice Chair as needed.
- 3 Pecuniary interests in relation to the agenda and annual update pecuniary interests register**  
No pecuniary interests were received in relation to the agenda for this meeting. The Clerk confirmed that the annual update to the pecuniary interests register has been completed and uploaded to the school website.
- 4 Review and approval of the minutes of the last FGB meeting on the 13<sup>th</sup> July 2023**  
During the review of the previous meetings minutes, the following points were discussed:



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- *Exit Interviews:* Two exit interviews were completed by the Safeguarding Governor at the end of the summer term. Feedback will be shared with the Headteacher or Chair as appropriate.
- *Cycle Path:* The Vice Chair attended the Parish Council meeting on Monday and was informed there was little they could do, but asked to be kept updated. Feedback from the Police is that video evidence is needed to prosecute for dangerous driving at the crossing. The Vice Chair will email Hampshire County Council, our local police liaison officer, Caroline Noakes, MP and Cllr Alan Dowden to raise our concerns with the proposed cycle path on this dangerous junction. Following discussion, it was agreed to put a piece in the School Communication to raise awareness of the concern and details of how to upload video evidence of any dangerous driving to the Hampshire Police Portal EB
- *Catering Tender:* NBJG Governors have been approached and have replied that this is not a priority now as parents pick up the full costs of school dinners. HT
  - Q Has this been raised at Primary Heads?*
  - A Yes, and some other local schools have already been through this process and moved away from HC3S.*
  - Q Is it worth considering tendering as a sole school?*
  - A The Headteacher said this was a possibility. To be discussed further at the next Resources Committee meeting.* DJ
- *Approval of Cloud based server:* The Headteacher will send this information to Governors for approval. HT

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

**5 Leader's Verbal Report**

Budget

The Headteacher presented an update on the budget – the anticipated main budget deficit of £106,767 (one hundred and six thousand, seven hundred and sixty-seven pounds) has been reduced to £76,723 (seventy six thousand, seven hundred and twenty three pounds). Treetops credit has increased from £41,188 (forty-one thousand, one hundred and eighty-eight pounds) to £64,877 (sixty-four thousand, eight hundred and seventy-seven pounds) and the Nursery credit has also increased from £11,996 (eleven thousand, nine hundred and ninety-six pounds) to £17,955 (seventeen thousand, nine hundred and fifty-five pounds). This means that the combined budget now stands at a £6,108 (six thousand, one hundred and eight pounds) credit rather than a deficit of £53,582 (fifty-three thousand, five hundred and eighty-two pounds).



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The key reasons for this are:

- Changes in the Office staffing structure. Julie Cundy and Julia Rayner have been appointed as Admin Officers on a job share.
- The demand for Treetops places has increased and numbers have been increased to 70 on a Wednesday. The Nursery capacity has also increased to 32.
- Sports Premium has been carried forward and there are creative plans in place for its use.
- We also received funding for two historic pupils from Ukraine.
- All staff linked to children with EHCPs were already appointed before EHCPs were finalised.

### Working Parties

Governors were invited to join the following working parties:

- Induction working party.
- Policy working party
- Staff benefits working party

Governors were asked to email the Headteacher before half term if interested in joining these working parties.

All

### Governor Monitoring

The Headteacher will circulate Governor monitoring opportunities to include learning walks linked to the School Improvement Plan, and a poll regarding the best times for these will be issued via WhatsApp.

HT

### Safeguarding Update

The Headteacher informed Governors that already this half term there had been 6 restraints and 5 violent/aggressive incidents. This has been an increase in the number of children on a child protection plan and Early Help Hub referrals have also increased.

*Q Is this a higher than usual figure and was this expected?*

*A Yes. Part time timetables and 1:1s are in place for those children that need them.*

*Q Is this increase linked to children with EHCPs.*

*A The restraints and violent incidents are linked to children with an EHCP; however, the child protection plans, and Early Help Hub referrals are not.*

10 families are currently attending the Family Links evening course run by Julie and Kate. Julie Cundy will continue in her pastoral role alongside working in the School Office.

### Building Update



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Cllr Dowden has invited the Headteacher to speak about the Community Hub joint development with NBS at a Council event. The Headteacher reported that Francesca Godden, Strategic Planning Officer is enthusiastic about our proposals. A Business Plan for a second nursery is being written with support from Lyn Nicholl from Services for Young Children. We are in a unique position as the school funded the first nursery building so we are hopeful that the second building will be funded by County.

*Q What is the waiting list like for the nursery? Will we quickly fill the second nursery?*

*A The Headteacher will bring this information to the next Resources Committee. The intention is for the second nursery to be operational by Easter 2024 when the extended 2 year old funding starts.*

HT

### Holiday Club Feedback

This was passed around and is largely positive.

*Q What is the plan for addressing the negative comments?*

*A The Headteacher, Deputy Head along with Kate Calder and Becky Horn will reflect on this.*

HT/DHT

## 6 **Membership issues**

### Membership and Attendance Information

The Clerk has updated the Governor membership details on the school website and published meeting attendance information for 2022-2023.

### Headteacher Performance Review Panel

Mel, Julia, Nicole and Elisa will be on the Headteacher Performance Review Panel this year. Louise Close has been booked to attend as an external advisor.

### Committee Chairs and Membership

Mike was appointed a Curriculum and Standards Committee Chair, leaving a Clerk to be nominated at the first meeting.

David will continue in the role of Chair of the Resources Committee with Julia as Clerk for the first meeting of the year but will be stepping down from his Governor position next calendar year and a new Chair will be appointed at that point.

DJ

RD,BH,KL

The new Governors will attend both Committees for this first cycle of meetings to enable them to make an informed decision regarding their membership.



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### Agree Delegated Powers

This is the amount that the Headteacher can spend without Governor approval and is currently set at £8,000 (eight thousand pounds). This will be discussed at the first Resources meeting and referred to FGB for approval if changed.

DJ

### Appoint Key Governor Roles

Julia confirmed that she would be continuing in her role as Development and Training Governor.

Governors were invited to contact the Chair by half term if they were interested in the roles of Safeguarding Governor, SEND/PP Governor or Health and Safety Governor. POST MEETING NOTE: Russell Duff has been appointed Health and Safety Governor

### Staff Governor

Beth's term ends on the 21<sup>st</sup> October. She confirmed that she is willing to stand for a second term, however staff will need to be informed and given the opportunity to nominate themselves. If another member of staff steps forward for this role a vote will be held.

## 7 **Committee Updates:**

### Resources Committee

The first meeting of the year is due to be held on the 20<sup>th</sup> November.

### Curriculum and Standards Committee

Meeting planned for Tuesday 2<sup>nd</sup> January 2024 to enable data analysis.

## 8 **Review of Policies**

Governors were talked through how to sign into their new Microsoft 365 accounts to review policies. The Deputy Headteacher will send out temporary passwords to all once IT have set these up.

DHT

There was discussion about using Outlook instead of Gmail for our emails and sharing meeting papers, and the calendar function. This will be looked into once all Governors have set up their accounts.

Governors were grouped as follows to review policies:

### Bhu, Russell, David, Mel and Amy

- Child Protection Policy
- Emergency Plan
- First Aid Policy
- Safeguarding Policy



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Mike, Julia, Kayleigh, Becky

- Early Career Teacher Policy
- Parent Communication Policy
- Privacy Notice
- Protection of Biometric Information Policy

Nicole, Elisa, Beverley, Beth

- Intimate Care Policy
- Supporting Children with Medical Needs Policy
- Compatibility
- Staff Performance Management

Governors to submit any comments by Monday 30<sup>th</sup> October at 9am. All

Governors will use the comments function to annotate the policies and instructions on how to manage the shared files will be issued by the Deputy Headteacher. DHT

The Clerk will circulate the Governing Body Code of Conduct and HCC Governors Good Practice Guide which needs to then be adopted. Clerk

The Manual of Personnel Practice and Manual of Finance Practice and Procedure were adopted.

**9 Review child protection/safeguarding arrangements**

MeI, David and Nicole will arrange a convenient date to meet to review the school's child protection and safeguarding arrangement and approve the safeguarding audit. Chair, DJ & MW

**10 Governing Body Strategic Direction**

Beth and Elisa summarised the Governor Conference they both attended. The focus was on attendance and deprivation. It was suggested to establish an Attendance Governor role to challenge school leaders and do deep dives into trends in attendance. For comparison NBIS current attendance stands at 97.3%.

*Q How much that that is holidays, illness and persistent absentees?  
A The Headteacher will provide a full breakdown in next half terms  
Written Leaders Report.* HT

**11 AOB**

FoNBIS Update



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Volunteer sign up for the fireworks evening on the 4<sup>th</sup> November will be circulated to Governors. FoNBIS are also planning a Christmas light trail using the lights that were installed for the Open Evening. New families have joined FoNBIS in key roles.

### Grounds Maintenance

Dave Wilson and Grahame Smith have now removed the willow dome.

### DBS Checks for New Governors

Bryony Page will initiate these – Governors to provide the School Office with 2 forms of photo ID and a utility bill as proof of identity and address.

BH, KL & RD

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

- Reviewing policies electronically
- Budget update.

**NEXT MEETING – Thursday 30<sup>th</sup> November 2023, 6pm**