



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 8th February 2024

Present: Nicole Perry - Chair
Elisa Briggs – Vice Chair
Carla Lashmar - Headteacher
Amy Boniface – arrived during Item 4
Russell Duff
Beverley Harnett
Mike Hiscock
David Jones
Kayleigh Leonard
Becky Mahoney
Bhupinder Siran
Julia Squires
Beth Waters – arrived during Item 4

In Attendance: Sarah Hiscock - Clerk
Lynne Young

Apologies: Melanie Westmacott
Pete Stuart

Absent: None

Action

1 Welcome and apologies for absence

The Chair opened the meeting and apologies were noted as above. The Chair thanked David Jones for his contribution to the Governor Body over the last 7 years as it is his last meeting.

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 8th December 2023

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

- Working Parties: Staff benefits working party met today and are exploring options and have clear next steps.
- Committee Clerks: Elisa will clerk for the Resources Committee with Beverley clerking for Curriculum and Standards.



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- ***Deep Dive Feedback:*** The first deep dive focussed on maths and Elisa and Mike participated and a monitoring report has been circulated.

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**

Community Hub

Parents have been surveyed and eighty-seven responses received in less than a week showing a clear desire for leisure, sports and play areas, a café, warm space and a food bank. The Headteacher also reported that she had attended a workshop regarding Community Workshop at Crossfield Hall in October alongside Romsey, Chilworth, North Baddesley and Chandlers Ford. The Headteacher and Business Manager have also met with Francesca Godden (Strategic Planning Officer) and are now waiting for an agreement in principle for a community hub in collaboration with NBS. A virtual Community Hub has been established in the first instance to drive collaboration with other groups.

This will be discussed further at next meeting.

GovernorHub/Services for Schools

Hampshire County Council have developed their system for Schools to use to access their services – Services for Schools – and Governor Services have developed their own section which will replace GovernorHub on the 1st April 2024. This new system enables all communications and Governor documents to be stored all in one place rather than using multiple system and issues meeting invites which can be added to electronic calendars. All training will need to be booked by Governors via Services for Children and documents can be amended live. Notifications for any meetings, communications or documents will be sent to Governors Gmail email address.

Q Can you still private message individual Governors?

A Yes

Q Can we still access The Key via Services for Schools?

A The School subscribe to The Key separately. This will continue and we will be able to access this through The Key, but all other functions of GovernorHub will disappear.

Q Can Services for Schools be accessed it on phone or tablet?

A Yes

Clerk to take down other communication methods trialled previously.

Clerk



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Policies going forward

Going forward it was agreed to allocate Governors to specific policies as part of the agenda, so Governors can review prior to the meeting.

Julie Cundy has been working to ensure policies have a uniform appearance. The Headteacher asked for a volunteer to review policy templates and the policy review schedule.

BS

Q Do all policies need to come to the GB? Some are more operational school procedures than statutory and strategic policy?

A Clerk to check with Governor Services which policies Governors need to review across the year.

Clerk

INSET days

These were shared with Governors for 2024-2025. Our INSET days are the same as NBJS and will be circulated tomorrow (enter date) to parents.

Governors are invited to an INSET day on 19th February. The programme will be shared with times so Governors can drop into sessions of interest. Clerk to share with following meeting with Twilight training sessions.

Clerk

Amy arrived.

Attendance

The Romsey Partnership attendance letter was tabled.

School Improvement Plan (SIP)

The SIP was reviewed last night at SLT. The Clerk will circulate the current version. Going forward the curriculum element will be a standard item on the Curriculum and Standards Committee agenda.

Clerk

Governing Monitoring Roles

Following the previous meeting, Governors have volunteered for the following roles:

- Safeguarding Governor - Kayleigh and Amy
- Health and Safety Governor - Russell
- Wellbeing Governor – Beverley and Mike

Deputy Headteacher's Secondment

The Deputy Headteacher's secondment has been challenging and our Business Manager has also offered support. This is chargeable work. The Headteacher will ascertain how long his support will be required. The Deputy Headteacher is doing an incredible job.

HT

Beth arrived.



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Restraints

The number of restraints remain high and reflects rapidly changing needs of our cohorts.

Staff and Governor induction

The Headteacher has been approached to provide outreach work with local schools and Hampshire services. The Headteacher has also visited High Town Primary School in Harefield, which has a cohort with 80% receiving Pupil Premium, to develop their Pupil Premium support and curriculum and Beth, Megan and Becky will be supporting with this.

School hours – September 2024

The need to review hours for 2024 has been highlighted. This will be done in conjunction with NBIS to ensure 5 minutes difference between NBIS and NBIS drop off and collection times.

5 **Induction process for new Governors**

Elisa and Julia have drawn up an induction process that was shared with all present. The Key and National Governors Association documents have been used to produce a live document for NBIS Governors to dip in and out of. New Governors were asked to look at the draft induction pack and provide feedback to Elisa. The Code of Conduct would remain as a standalone document and Elisa is working on preparing a draft, which will be issued for the next FGB meeting.

RD/BH/KL

6 **Development and Training Governor Update**

Development Plan

The Headteacher, Training and Development Governor and Vice Chair have identified three key areas to develop:

- Governor induction programme - continuous improvement for all Governors to include an annual self-review.
- Supporting strategic objectives and sustainable financial viability to include collaboration with other school regarding shared issues.
- Staff and Governor wellbeing – surveys with focus on evaluation and actions.

The Development and Training Governor informed Governors that the SLA for Governor Services is due for renewal for £1700 (one thousand, seven hundred pounds) and that the deadline to opt out is the 9th February. It was agreed to continue to subscribe to this.

The Training Programme is now live and has been circulated by Governor Services. Clerk to circulate to all with other documents.

Clerk



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Reminder for all Governors that the Whole Governing Body training is on the 5th March 2024 at 6pm.

7 **Governor Monitoring – Curriculum focus**

Becky requested feedback from Governors involved in the recent maths deep dive. Governors found the sample questions helpful as they gave direction for the discussion with the subject leader and increased Governor's confidence going into the classroom. It was agreed that it would also be helpful to have the School Improvement priorities included as well as prompts for other areas such as safeguarding, pupil voice. On reflection would have been helpful to have had site of lesson plans to understand context of what they were seeing.

The next monitoring may give less opportunity to speak to children and is on the 1st March. Questions will be circulated first week after half term.

8 **Policy Review**

The following policies have been reviewed by Bhu:

- Admissions
- Collection of children
- Charging and remissions
- Governor induction
- Sun protection

As part of the review of the above policies Governors questioned the legal position regarding collection of children by a 14-year-old. The Headteacher reassured Governors that where children have been authorised to be collected by older siblings, the school have knowledge of the families and would challenge if not appropriate, however there is no legal minimum age, only guidance.

There was also discussion regarding the use of artificial intelligence to support policy writing and review and the curriculum for this. To be discussed at a future date.

Clerk

All outstanding policies will be allocated to Governors on the next agenda.

Clerk/HT

9 **Membership issues**

The Clerk has sourced a document with acronyms commonly used in education. The Vice Chair will incorporate this into the Governor Induction

10 **Committee updates:**

Resources Committee

The following was discussed at the last Resources Committee meeting:

- Budget reported as being in a stronger position



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- Spending linked to the School Improvement Plan
- Pupil Premium strategy
- Nursery income was reviewed

Curriculum and Standards Committee

At the last Curriculum and Standards meeting Governors discussed:

- Maths deep dive
- Pupil Premium
- Pupil Progress data
- SIP – this will be covered in more detail at the next meeting

11 **AOB**
None

NEXT MEETING DATES

Whole Governing Body Training – 5th March, 6pm

FGB - Thursday 14th March 2024, 6pm

Resources – Monday 29th April 2024, 4.30pm, virtual meeting

Curriculum & Standards – Tuesday 16th April 2024, 4.30pm at school