



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 14th March 2024

Present: Nicole Perry - Chair Elisa Briggs – Vice Chair Carla Lashmar - Headteacher Russell Duff Beverley Harnett Mike Hiscock Kayleigh Leonard Becky Mahoney Bhupinder Siran Julia Squires Beth Waters	In Attendance: Sarah Hiscock - Clerk
Apologies: None	Absent: Melanie Westmacott Amy Boniface

		Action
1	Welcome and apologies for absence The Chair opened the meeting and absences 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 8th February 2024 The minutes were agreed as an accurate record of the last meeting. The Clerk will upload the minutes to the school website.	Clerk
4	Leader's Written Report <u>Services for Schools</u> Governors discussed the options for secure document storage – Services for Services which has been introduced by Governor Services, or using GovernorHub which we have access to until November 2024 as part of the subscription to The Key, or to join up with Mountbatten and use a system they are developing.	



North Baddesley Infant School

<p>Some Governors are finding Services for Schools hard to navigate. The Clerk informed Governors that she would need to maintain Services for Schools regardless of our decision for document storage as it is the database Governor Services use for Governing Body membership records, and training will need to be booked using it as well. Governor Services are working on feedback received following the Clerk and Governor introductory training sessions particularly in terms of developing a package of webinars and making improvements to the forum functionality.</p> <p>It was proposed to stick with GovernorHub until November 2024 as it was felt GovernorHub was more user friendly and that The Key was a very good resource. At the next meeting and interactive session looking at Services for Schools will be scheduled to enable Governors to make an informed decision.</p> <p>Q Are we looking to move away from the Governor Services SLA in the future? A No, purely considering other options for communication and record keeping.</p> <p>All correspondence will be sent via GovernorHub going forward.</p> <p><u>Effective Questioning training</u> Having looked at the training materials provided following the whole Governing Body training, SLT feel that they are able to deliver this training in house rather than have a WGB training session on it. This would enable the Governing Body to select another topic for our Governor Services WGB training session. This will be done at the next FGB meeting.</p> <p><u>Deputy Headteacher's Secondment</u> Hampshire have requested this continue for another four terms. There was discussion around the impact of this.</p> <p>Q Is it manageable for SLT if the secondment is extended? A The Headteacher felt the interim arrangements have been working well, and that it has given other leaders opportunities for development and growth.</p> <p>Governors supported the Deputy Headteacher's decision to return to NBIS for September or earlier if it was deemed appropriate by the Headteacher and Deputy Headteacher.</p> <p><u>Proposed change to school hours</u> The Headteacher has been reviewing current school hours and is proposing to make the soft start of day a 10 minute window rather than the current 15 minutes. The Headteacher will share the options with Governors prior to</p>	<p>Clerk</p> <p>Clerk</p> <p>HT</p>
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North Baddesley Infant School

<p>consulting with parents. The hard 3.15pm finish will remain. Staff feel lunchtime is too long, at 1hr 15mins, so an option to reduce this is also being discussed. Any changes to the start of the school day will be discussed with NBJs and take into consideration their school hours.</p> <p>Q Will there be an impact on contractual arrangements and financial implications? A Yes, however it is hoped having a shorter lunch will balance this out.</p>	<p>HT</p>
<p><u>Tender arrangements for catering</u> The Headteacher at Mountbatten School has invited us to collaborate with them to tender for catering. There was discussion about us also contacting the companies used by other schools and going to tender as a solo school. Governors authorised the Headteacher to explore working with Mountbatten School further.</p> <p><u>Twilight training</u> The final twilight of the year will now be Team Teach and attachment/trauma training due to needs of the current cohort. The training on the 5/10 year vision will be re-scheduled for September. The Headteacher is looking into becoming a Team Teach trainer to offer courses to other schools with another trainer who works in a local school. This will be an additional source of income for the school and the LLP is supportive of this venture.</p>	<p>HT</p>
<p><u>LLP visit feedback</u> The Chair shared the feedback Governors received following our LLP visit. Governors who had attended the feedback session added what they had been told. This included that the Headteacher was praised by the LLP for her transparency demonstrating that she has a very good grasp on where we are as a school at point in time, and the extended leadership team was recognised for the support given during the Deputy Headteacher’s secondment. SEN and Pupil Premium provision and attendance were also commended. Writing was identified as an area to focus on, especially Greater Depth which was something leaders had already identified. The EYFS Lead was praised for the improvements in the nursery and Year R curriculum. The leadership team was praised for the work that is being done with other schools to build a name for the school, and with Early Career Teachers.</p> <p>The LLP noted that she had confidence that feedback given would be acted on. Governors were asked at the feedback meeting how they knew how well the school was performing. Examples provided included monitoring activities and deep dives. There was no safeguarding question for Governors, but SLT were asked about this and were reminded to invite Governors to DSL meetings to observe. Kayleigh and Mel as Safeguarding Governors will arrange to observe a meeting.</p>	<p>KL/MW</p>



North Baddesley Infant School

	<p><u>Admissions</u></p> <p>It was noted that ninety first choice, 15 second choice and 22 third choice applications have been received, which is a marked increase on last year's seventy-eight. ,</p> <p>Q How many of these are out of catchment? A That level of information is not available from Admissions until the 16th April. However, the Headteacher will share this at the next meeting and will be able to plot the area the new cohort come from.</p> <p>Q What would happen for families out of catchment with children already attending our school, and applying for a place for a younger sibling? A Admissions criteria for offering places would apply and this prioritises out of catchment children with siblings already attending the school.</p> <p><u>Year 2 Leaders Secondment</u></p> <p>The Year 2 Lead has been seconded to Hightown Primary School for 2 days a week for 4 weeks until Easter.</p> <p>Q In view of the Deputy Head's secondment is this manageable? A The Staff Governor gave an outline of the position at Hightown and reason for her secondment. She confirmed it had increased her workload but not to an unmanageable level and she has learnt a lot through the experience. For example, she will adapt the writing curriculum alongside the Year 1 lead to include practice observed at Hightown. The Schools Direct teacher is well supported by experienced LSAs on days she is teaching, and she is also gaining valuable teaching experience.</p> <p>Q Is the secondment likely to continue? A No, Hightown has already requested the secondment continue but the Headteacher has politely declined, however other leaders will continue to support them with Pupil Premium, Curriculum and Phonics.</p> <p><u>Attendance</u></p> <p>Overall, the attendance trend for the past 4 years is positive, and the LLP commented on this too.</p> <p>Q Gypsy, Romany and traveller children's attendance is concerning. How many children does this cover and what is being done to support these particular families to secure improvements? A This group is only three children, one of which also has an EHCP. The school are working with the Ethnic Minority and Traveller Achievement Service to help one family understand the importance of good attendance and staff have had training to better understand this area.</p>	<p>HT</p>
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North Baddesley Infant School

	<p><u>Safeguarding</u> The Headteacher will be reviewing the way behaviour information is presented to Governors in the next Leader's Report</p> <p><u>Staff Changes</u> Q Staff turnover seems higher than normal. Are Governor exit interviews planned? What response has there been to the adverts to fill these posts? A The Headteacher reported that turnover was comparable with this time last year and staff leaving had valid reasons for leaving. The adverts have had a positive response and parents have expressed an interest. A Governor was invited to join the panel for interviews.</p> <p><u>Data</u> Governors preferred the data being displayed as a graph, but asked for clearer labelling to be used to help understanding of educational terms. The data will be discussed at depth at the next Curriculum & Standards meeting. The Staff Governor talked Governors through the data, and it was agreed that rather than referring to milestone 1 and 2 the data drop dates would be more meaningful. The gradings were explained and Governors requested that a key be included to make this clear to all.</p> <p>Q Do we compare to national data? A At this point no because it is not available until the end of the academic year. The Headteacher will circulate comparative data at the end of the year which includes Hampshire and national data.</p> <p>New Governors were encouraged to attend a Curriculum & Standards or Pupil Progress meeting as part of their induction.</p> <p>Q Do Curriculum & Standards produce highlights of data for the Governing Body? A Not currently, but this is something they are looking to develop and class context will be discussed.</p> <p>The improvement in the Nursery has been noticed by both Governors and the LLP.</p> <p><u>Expansion of nursery and community Hub</u> There has been no progress in this with County, so the Headteacher is meeting with Ann Trueman (Primary School Improvement Manager) with the Vice Chair shortly.</p>	<p>HT</p> <p>MH</p> <p>HT</p> <p>MH</p>
5	Governors Code of Conduct	



North Baddesley Infant School

	<p>This outlines Governor’s roles and responsibilities, commitment, and communication with stakeholders. The Clerk will share the Code of Conduct following the meeting and the Vice Chair requested comments be sent to her by the 28th March.</p> <p>The Vice Chair has produced a Governor role description which will be shared via GovernorHub. The role description for Chair, Vice Chair and Clerk will be circulated once complete. These documents will aid with Governor recruitment.</p> <p>There was discussion around the expected contribution and attendance or Governors and the introduction of a benchmark of attendance expectation. The Vice Chair has drafted Governor Attendance Policy which will be put on GovernorHub.</p>	<p>Clerk All</p> <p>Clerk/Vice Chair</p> <p>Clerk/Vice Chair</p>
<p>6</p>	<p>Development and Training Governor Update Work on the Development Plan is ongoing. It was agreed that the recent whole Governing Body training was different and helped us to get to know each other better and develop ideas. Governors welcomed the social aspect of the training.</p>	
<p>7</p>	<p>Policy Review The following policies have been reviewed:</p> <ul style="list-style-type: none"> • Data Protection Policy • Disciplinary Policy • Emergency Response Plan • Early Career Teachers Policy • Health and Safety Policy <p>Nominated Governors have read, and comments will be feedback to the Headteacher. The Chair of Curriculum & Standards highlighted online training “Policies – Evaluating their Impact” (GT729A) on 29th April which he is attending and may be useful for new Governors. Governors can book a place via Services for Schools.</p>	
<p>8</p>	<p>Discussion regarding Instrument of Governance The Vice Chair explained that this was a legal document which defines the constitution of Governing Body that was last reviewed in 2014. The current Instrument of Governance will be shared via GovernorHub.</p> <p>The strategic vision of the school means there is a strong intent, and we need to ensure we now have enough Governors to challenge, monitor and support with this. If we want to reconstitute it is a timely process. If we start this now, the new constitution will not be in place until September.</p>	<p>Clerk/Vice Chair</p>



North Baddesley Infant School

	<p>It was also highlighted that Associate Governors have restrictions on the roles they can fulfil, they are unable to vote or chair a committee, and currently we have one co-opted vacancy. Both our Associate Governors are already having a positive impact and having an additional full Governor would support in terms of attendance and being quorate for voting. Both Associate Governors reaffirmed that they are fully committed regardless of whether we reconstituted to make them both full Governors.</p> <p>It was agreed that this would be fully discussed at the next FGB meeting and in the meantime Governors would meet to do a mind map exercise in terms of roles and responsibilities and sharing of 5/10 year vision session in first half of May in preparation for this discussion. The Headteacher will circulate potential dates via WhatsApp.</p>	<p>Clerk</p> <p>HT</p>
9	<p>Committee updates: There have been no committee meetings this half term. The next scheduled meetings are as noted below.</p>	
10	<p>Approve SFVS return for LA by 31st March Work on this is still ongoing. The Headteacher will set up Teams meeting with the Chair and Chair of the Resources Committee. It will then be circulated to all Governors for approval via email.</p>	<p>HT</p>
11	<p>AOB</p> <p><u>Governor Volunteers needed for School events</u> A volunteer was requested to support on the Year 1 trip on Wednesday 20th. Bhu and the Vice Chair volunteered to go on the Arundel Castle trip and Bhu can support at sports day.</p> <p><u>Deep Dive</u> Kayleigh, Bev and Mike will attend the next Deep Dive on the 26th March from 12.30 – 2.30pm. The PE deep dive will need to be rescheduled in view of the Sports Coach leaving at Easter. A team of teachers will lead on PE for summer term, but it would not be appropriate to ask them to lead on a deep dive now. A safeguarding deep dive will be done instead with the Headteacher in the summer term.</p>	
12	<p>What have we done at this meeting which impacts on school improvement or improves our effectiveness as Governors?</p> <ul style="list-style-type: none"> • Discussions regarding the constitution. • Data run through with the Staff Governor. • The Headteacher noted that there was a good level of challenge from Governors. 	



North Baddesley Infant School

NEXT MEETING DATES

FGB - Thursday 16th May 2024, 6pm

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

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