



North Baddesley Infant School

# Full Governing Body Meeting Minutes

Thursday 11<sup>th</sup> July 2024

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

		Action
1	<b>Welcome and apologies for absence</b> The Chair opened the meeting and absences were noted as above. Melanie Westmacott has resigned from her Parent Governor position with immediate effect. Governors thanked Mel for her support especially during covid. The Clerk has prepared a letter to be issued to parents requesting parent governor applications at the end of the week.	HT
2	<b>Pecuniary interests in relation to the agenda</b> No pecuniary interests were received in relation to the agenda for this meeting.	
3	<b>Review and approval of the minutes of the last FGB meeting on the 16<sup>th</sup> May 2024</b> The minutes were agreed as an accurate record of the last meeting. The Clerk will upload the minutes to the school website.  The following actions from the previous meeting were discussed: <ul style="list-style-type: none"> <li>• <i>External provider for staff wellbeing survey</i> – This will be reported under Leaders Report for the Autumn 1 meeting.</li> <li>• <i>Reviewing Policies</i> – Governors were reminded to look at the resources on GovernorHub about how policies are to be reviewed.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• <i>SIP Board</i> – This will be done over the summer as a working wall and will evolve and develop over the year. A Governor pointed out that the boards in reception with staff and governor information are out of date (safeguarding and first aid). This will be updated for September.</li> <li>• Curriculum position statements – Statements are done, and the content has been agreed. The team are reviewing these collectively and will put on GovernorHub in advance of the next meeting. Feedback is welcome. Any questions on content can be asked at the FGB meeting on the 3<sup>rd</sup> October as subject leaders will be invited to attend from 5-5.45pm.</li> <li>• Battery energy storage building – The Vice Chair will feedback on this at the next meeting.</li> <li>• Safety concerns regarding trees – The Deputy Headteacher has chased HCC on this and feedback to Health and Safety Governor. To confirm, HCC have declared that the trees are safe.</li> </ul>	<p>BW/BM</p> <p>PS</p> <p>BM</p> <p>Vice Chair</p>
4	<p><b>Leader’s Written Report</b></p> <p>The following questions had been submitted by Governors in advance of the meeting:</p> <p>Q Has any thought been given yet to how the Year 2 teacher’s responsibilities for pupil premium and attendance are going to be covered during her maternity leave?</p> <p>A The Headteacher confirmed she was working on options currently and needs to discuss with the Year 2 teacher and will share this with Governors asap.</p> <p>Q It is sad to learn that TAs with extensive experience have left us – have exit interviews been conducted?</p> <p>A It is unfortunate that we have lost experienced TAs. Exit interviews were offered and Mel conducted these for Karen Bowman and Helen Barnes, however Sarah Celik declined to have an exit interview. The Chair will request feedback from exit interviews from Mel.</p> <p>Q Houses on the Mountbatten Estate are starting to be occupied - are any children from there starting this year or on the waiting list?</p> <p>A The Headteacher will provide this information at the next meeting.</p> <p>Q CAMHS referrals - Is this level of referrals a cause for concern?</p> <p>A This is a sign of the times and a trend in all schools and has caused a backlog in assessments by CAMHS. The school is encouraging parents to complete the Family Links 10 week course before completing CAMHS referrals as this course can empower parents without the need for a referral. There was discussion around the cause and impact of this</p>	<p>HT</p> <p>Chair</p> <p>HT</p>



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	<p>increase in CAMHS referrals particularly in terms of medical advancements, and social changes.</p> <p>Q No across year group TA is allocated to Year 2. Could you explain the reason for this please?</p> <p>A The Headteacher reported that there are staffing situations which cannot be shared now and that as there are less EHCPs in Year 2, they will be well staffed for September. It is positive to note that we have casual staff waiting for permanent positions to become available.</p> <p>Q Whilst the numbers of pupils assessed as 'Close to' but not converting to 'Secure,' in general, does not appear to be high, have any development areas been identified this year to reduce the numbers next year?</p> <p>A Not yet, teachers will review and challenge data at granular level via their Pupil Progress meetings.</p> <p>The Headteacher outlined the Acorns Programme which focuses on social emotional learning. This programme has been developed in consultation with PBS and is a bespoke programme in the Acorns room in the mornings and may be linked to global developmental delay or attachment/trauma. ELSA and TALA will continue to be provided in Acorns in the afternoon. The children attending the Acorns Programme will still enter via classroom and will come to Acorns at certain points in the morning as per their needs. This is a trail programme for 3-4 children and if successful the provision could be expanded. The parents of the children who are taking part in the programme have welcomed this approach. Governors felt this was an exciting development as the needs of children are set to continue on this trajectory and so NBIS are r ahead of the game in trailing this now.</p> <p>The Headteacher confirmed that there have been no racist incidents this year.</p> <p>Q Is it just racist incident data that needs to be discussed? Not sexist incident data as well?</p> <p>A The Headteacher informed Governors that only racist incident data has to be reported to HCC.</p>	
5	<p><b>Membership Issues</b></p> <p><u>Agree election arrangements for GB officers</u></p> <p>The Clerk asked for nominations for the roles of Chair and Vice Chair by the end of August . An additional member of the Headteacher's Performance Management Panel is needed to replace Mel. The role was outlined, as well as the need to complete training for this role, and Beverley volunteered to join the panel.</p>	<p>All</p> <p>BH</p>



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	<p>The Clerk confirmed that the Staff Governor did not need to resign due to going on maternity leave.</p> <p><i>POST MEETING NOTE:</i>  <i>The Clerk has confirmed that the Staff Governor can either continue in her role and send apologies for the duration of her maternity leave or continue to attend FGB. However, the governing body can also consider asking the staff team to suggest another member of staff who could be appointed as an associate member for the duration of the Staff Governors maternity leave.</i></p> <p><u>Discuss officers for the following academic year</u>          The Clerk will prepare a document outlining the Key Governor roles and what is required to support the appointment to these roles at the next meeting.</p> <p><u>Meeting schedule and agenda setting</u>          The meeting schedule and dates and events documents for 2024-25 were issued. Governors were asked to select events they wish to attend and inform the Headteacher. Key events that were highlighted for Governor attendance were:</p> <ul style="list-style-type: none"> <li>• 26<sup>th</sup> September – School photographer in school from 8am Governors who have not got a lanyard/photo to attend.</li> <li>• 16<sup>th</sup> October - Marketing event for new parents. Governor attendance needed.</li> <li>• 4<sup>th</sup> March – LLP visit. Governors are welcome to attend the feedback session which is usually at 1pm.</li> </ul> <p>Key dates will be included in Leader’s written report as a reminder.</p> <p>The Clerk will add meeting dates to the GovernorHub calendar.</p>	<p>Clerk</p> <p>All</p> <p>Clerk</p>
6	<p><b>Development and Training Governor Update</b>  <u>Decide topic for whole Governing body training for 2024/25</u>          It is felt that there is no appropriate off the shelf training topic and that therefore the Headteacher will speak to our LLP regarding booking a bespoke session regarding our strategic intent. The DTG invited Governors to share their thoughts regarding subjects with her by end of term.</p> <p><u>Review governor training and receive report from DTG on value for money</u>          The DTG reported that training and events organised by Governor Services this year were well attended, with 3 Governors attending the annual conference, nineteen other courses attended, as well as webinars and the whole governing body training.</p> <p><u>Agree governor training and development plan</u></p>	<p>All</p>



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	<p>The DTG has now completed this and will share with Governors. It will be RAG rated in Autumn 2 to track progress. Self-evaluation will also need to be completed in the Autumn term.</p> <p><u>Review arrangements for induction of new governors</u> Elise is working on finalising this by the end of July and will share with Governors once complete.</p> <p><u>Ensure training is booked for new members of HT performance management panel</u> Beverley volunteered to replace Mel on the panel and will complete the training.</p> <p>Governors have been invited to attend the following INSET and Twilights training sessions:</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> September - Safeguarding 9am-12.</li> <li>• 16<sup>th</sup> and 17<sup>th</sup> September– Team Teach training – 3.30-6.30pm</li> <li>• 12<sup>th</sup> November – 5-10 Year vision</li> <li>• 16<sup>th</sup> November – wellbeing</li> <li>• 24<sup>th</sup> February – workshop session</li> <li>• 10<sup>th</sup> March – Keynote session with Marc Rowland at Romsey School with Romsey Partnership Schools</li> <li>• 1<sup>st</sup> May – signature pedagogies (attachment, thrive, growth mindset)</li> <li>• 1<sup>st</sup> July – meta cognition. In Leaders report. To check.</li> </ul>	<p>JS</p> <p>EB</p> <p>BH</p>
7	<p><b>Policy Review</b> There are no policies due for review currently.</p>	
8	<p><b>Committee updates:</b> <u>Resources Committee</u> There has been no meeting this half term.</p> <p><u>Curriculum and Standards Committee – 9<sup>th</sup> July 2024</u> Governors discussed the following at the most recent Curriculum and Standards Committee meeting:</p> <ul style="list-style-type: none"> <li>• Data</li> <li>• SIP</li> <li>• White Rose maths curriculum – It was agreed that the maths lead would attend a Curriculum and Standards meeting next year to feedback on this.</li> <li>• SEN/PP meeting</li> <li>• The Headteacher thanked Becky for leading on this, this year.</li> </ul>	
9	<p><b>Reconstitution of Governing Body</b></p>	





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	The Chair and Headteacher thanked everyone for their commitment and support over the year.	
14	<p><b>What have we done at this meeting which impacts on school improvement or improves our effectiveness as Governors?</b></p> <ul style="list-style-type: none"> <li>• Leader's report</li> <li>• Acorns programme conversation</li> <li>• Discussions regarding clarifying the expectations governor roles to enable us to work smarter.</li> </ul>	

**NEXT MEETING DATES**

FGB– 3<sup>rd</sup> October 2024, 5pm

Resources – 1<sup>st</sup> November 2024 at 4.30pm

Curriculum & Standards – 24<sup>th</sup> September 2024 at 4.30pm

**PREVIOUS MEETINGS ACTIONS CARRIED FORWARD**

Item no.	Action	By who	By when
4	Investigate external provider for staff wellbeing survey and produce a plan of next steps	HT	3 <sup>rd</sup> October
4	Speak to college regarding supporting with independent and anonymous survey as a volunteer	EB	3 <sup>rd</sup> October
11	Create brainstorming board regarding the SIP for 2024/25	BM/BW	3 <sup>rd</sup> October
11	Upload the curriculum position statements to GovernorHub and Governors to submit comments	BM/All	3 <sup>rd</sup> October
12	Respond to approval of battery energy storage building on behalf of school	EB	3 <sup>rd</sup> October

**ACTIONS FROM THIS MEETING**

Item no.	Action	By who	By when
1	Parent Governor vacancy letter to be issued to parents	HT	12 <sup>th</sup> July
3	Safeguarding and First Aid information to be updated to reflect staff and Governor changes.	PS	September
4	Update Governors regarding maternity cover arrangements for Year 2 teacher	HT	ASAP
4	Feedback from two exit interviews conduction by the Wellbeing Governor to be requested.	Chair	3 <sup>rd</sup> October
4	Feedback to Governors if there are any children from the Mountbatten Estate joining in September or on the waiting list.	HT	3 <sup>rd</sup> October



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5	Nominations for the role of Chair and Vice Chair to be sent to the Clerk by the end of the summer holidays.	All	31 <sup>st</sup> August
5	Beverley to book onto Headteacher's Performance Management Panel training	BH	3 <sup>rd</sup> October
5	Document outlining key governor roles to be compiled and circulated	Clerk	3 <sup>rd</sup> October
5	Governors to inform the Headteacher which school dates they will attend	All	31 <sup>st</sup> August
5	Meeting dates to be added to GovernorHub calendar	Clerk	31 <sup>st</sup> August
6	Ideas for whole governing body training topic to be sent to DTG Governor	All	23 <sup>rd</sup> July
6	Governor Training and Development Plan to be shared	JS	23 <sup>rd</sup> July
6	New Governor Induction to be issued to Governors	EB	31 <sup>st</sup> July
10	Complete safeguarding audit	HT	2 <sup>nd</sup> September
11	Discuss the impact of pupil premium, PE sport premium and SEN funding at the next Resources Committee meeting	JS	11 <sup>th</sup> November
13	Pen portraits to be sent to Clerk	RD/BH/KL	31 <sup>st</sup> August
13	Dates for 2024-25 Deep Dives to be shared	HT	3 <sup>rd</sup> October