



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 3rd October 2024

<p>Present:</p> <p>Nicole Perry - Chair Carla Lashmar - Headteacher Elisa Briggs – Vice Chair Russell Duff Beverley Harnett Kayleigh Leonard Becky Mahoney Bhupinder Siran Julia Squires Beth Waters</p>	<p>In Attendance:</p> <p>Sarah Hiscock – Clerk Pete Stuart – Deputy Headteacher Reuben Pengelly</p> <p>For Subject Leader activity only:</p> <p>Caroline Shuttleworth Summer Waterhouse Lynne Young Erin Stacey Alice Kilcoyne Krista Mill Megan Welch</p>
<p>Apologies: Mike Hiscock</p>	<p>Absent: None</p>

		Action
	<p>Subject Leader discussions This discussion was attended by EB, KL and RD.</p> <p>Governors discussed progress over the past year and action plans for this coming year with 2-3 subject leaders in subjects that were of interest.</p> <p>Governors were asked to give feedback on this session; what worked well and how the session could be improved. The Headteacher will share Governor email addresses with subject leaders to further develop relationships and Governors are keen for subject leaders to contact them if there is any way they can support them. Governors found the session useful as it gave them an insight into subjects for forthcoming deep dives and will enable more constructive challenge. It was suggested that it would be helpful to have a mid-year check in session with subject leaders to be scheduled in place of a staff meeting. The date for this will be confirmed by the Headteacher.</p>	<p>HT</p> <p>HT</p>
1	<p>Welcome and apologies for absence The Chair opened the meeting, and absences were noted as above. RP was welcomed as he is interested in joining us. The Chair informed Governors that</p>	



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	<p>AB has stepped down with immediate effect due to personal reasons. This means we have a Parent Governor vacancy. The Chair thanked AB for her valuable contribution.</p>	
2	<p>Pecuniary interests in relation to the agenda and annual update to pecuniary interests register</p> <p>No pecuniary interests were received in relation to the agenda for this meeting. The annual update to the register of pecuniary interests has been completed and is available on the school's website. Governors were asked to sign the report for filing.</p>	
3	<p>Election of Chair and Vice Chair</p> <p><u>Chair</u></p> <p>Prior to the meeting, the clerk received nominations for NP to remain as Chair. No further nominations were received. Governors were unanimous in electing NP for a term of office of one year.</p> <p><u>Vice Chair</u></p> <p>Prior to the meeting, the clerk received nominations for EB to remain as Vice Chair. No further nominations were received. Governors were unanimous in electing EB for a term of office of one year.</p>	
4	<p>Review and approval of the minutes of the last FGB meeting on the 11th July 2024</p> <p>The minutes were agreed as an accurate record of the last meeting. The Clerk will upload the minutes to the school website.</p> <p>The following actions from the previous meeting were discussed:</p> <ul style="list-style-type: none"> • External provider for staff wellbeing – It has been decided that this is not a necessary spend now. Instead, the Headteacher has suggested that the Wellbeing Governor links with the wellbeing lead halfway through the year. • SIP board – The SIP was finalised last week and will be put on the board and updated when the plan is RAG rated. • Battery Energy Storage Building – Our objections were lodged. • Safeguarding and first aid board updated – These have been updated, just need to add KL photo once school photos have been returned. • Exit interview reports requested from MW– The Chair has contacted MW but had no response. The Headteacher will contact MW and going forward it is important feedback is submitted in writing promptly. • Mountbatten estate – 1 child from the 90 new year R children lives on the Mountbatten estate, however it is worth noting that only a few houses are occupied currently. 	<p>BH</p> <p>BM</p> <p>DHT</p> <p>HT</p>



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	<ul style="list-style-type: none"> • Headteachers Performance Management training – BH to book onto training course. • Governor roles – These have been updated and are available on GovernorHub. • Dates and events – The Headteacher asked Governors how far in advance and how these should these be communicated. The Preference was for an initial poll on GovernorHub for signing up to attend events, with a subsequent reminder to be sent via Whatsapp. Open evening is the 16th October for the 2025 Year R cohort, 5pm-7pm. This had a massive impact last year as we are the only local school to offer an open evening and the only school to get 90 applications with a waiting list for Year R. There has been confusion regarding which email address Governors are now using - Gmail or Outlook/Teams. Clerk to add list of Gmail email address to the bottom of these minutes and the Outlook/Teams email accounts will be deleted to avoid future confusion. • WGT training session – The Headteacher will speak to Louise Close to get this booked. • Governor training plan – This has been added to GovernorHub. • Governor Induction – The Vice Chair has now completed this and JS is proof reading it before sharing with Governors. • The Safeguarding Audit has been completed and approved by Governors. • Pen portraits - BH and KL were reminded to send the Clerk their pen portraits. 	<p>BH</p> <p>Clerk</p> <p>DHT HT</p> <p>JS</p> <p>KS/BH</p>
<p>5</p>	<p>Leader’s Verbal Report <u>Current Context of children and families</u></p> <p>There is a noticeable difference in parental engagement already since September. The current Year R children were born during the pandemic and there seems to be more anxiety from parents and a shift in parenting culture because of this. It is not always possible to completely protect staff from this and regrettably this has started to affect staff wellbeing because, at times, parents’ behaviour has been aggressive/personal. All governors agreed this is a concern that needs to be monitored and is not acceptable.</p> <p><i>Question: Is this across all year groups?</i> <i>Answer: Yes, there have been instances in all year groups.</i></p> <p><i>Question: Is this echoed across other schools?</i> <i>Answer: Yes, other schools are encountering the same negative behaviours from parents.</i></p>	



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	<p>Staff have already had to restrain 2 children this term, and there has also been 2 racial incidences between children, which is high for our school. Three complaints have been received and these may be escalated to Governor stage if parents are not satisfied with the outcome of the school's investigations. The Clerk will circulate the link to the Complaints eLearning on Services for Schools for Governors to complete. This is a 30 minute eLearning.</p> <p>The Headteacher has been working with Romsey Headteachers to develop a Parent Conduct Policy which will be issued to families on the last date of this half term. Parents have the option to opt out of the Parent Conduct Agreement over half term. This will mean that the school is able to then hold parents to account for behaviours that do not adhere to this policy. Governors to feedback any concerns/questions on this policy to the Headteacher within a week.</p> <p>Governors discussed how this policy will be shared - ParentMail, Facebook, LinkedIn, and on the school website – and the accessibility of the policy due to its length and language used in the document. Governors suggested that it may be useful for the Partnership Schools to produce a video and infographics which all the schools can share with parents on their websites and social media accounts so that parents are not able to say the information was not accessible. The Headteacher will share all feedback with the Romsey Headteachers.</p> <p><u>Team Teach Training</u></p> <p>All staff are now level 1 trained and Mountbatten and Nursling Primary School have booked training with the Headteacher and Lynne Young. There is more interest from other schools as well.</p> <p><u>Attendance</u></p> <p>There was discussion around attendance and fining for unauthorised absence and the impact of this on attendance. The Headteacher informed Governors that fining would continue to be at the Headteacher's discretion for 2024-25.</p> <p><u>Nursery building update</u></p>	<p>Clerk/All</p> <p>All</p> <p>HT</p>
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	<p>The school have had quotes for a planning consultant and architect to design a new nursery building at a cost of £4,000 (four thousand pounds). Governors authorised this spend.</p> <p><u>Policy Update</u></p> <p>A new covering page has been added to policies which will change colour according to which year a policy is reviewed. The Policy review schedule for 2024-25 has been uploaded onto GovenorHub, with policies in bold being statutory policies which need to be reviewed by Governors. The Clerk will allocate policies for review to specific Governors in line with their roles and responsibilities. All Governors can contribute feedback to all.</p> <p><u>Year 2 Teacher’s maternity cover</u></p> <p>This was advertised internally and Naomi Arthur and Vicky O’Shea have been appointed with Naomi working 3 day and Vicky for 2 days. Both Naomi and Vicky are already working with the class and their appointments will be communicated to parents now that Governors have been informed.</p>	<p>HT</p>
<p>6</p>	<p>Membership Issues <u>Agree structure, membership and terms of reference for all committees and panels</u></p> <p><i>Curriculum & Standards Committee</i> Chair - MH Clerk – BH Members - BM, EB, BH, CL, NP, JS</p> <p><i>Resources Committee</i> Chair – JS Clerk – EB for the first meeting, at which point another Clerk will be appointed. Members - CL, NP, BS, BW</p> <p>Committee Chairs to consider membership at first meeting.</p> <p>Key Governor roles to remain as per last year except for the PP/SEND Governor. This role will now be fulfilled by MH and KL. Timings of PP/SEND monitoring meetings to be reviewed. The Clerk will update the Governor roles document on GovernorHub to reflect this change.</p>	<p>Clerk</p>



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	<p>Governors discussed the Cyber Security Governor role which is a new role recommended by Governor Services and is more an oversight and monitoring role rather than an expert role. RP said he was happy to take this role on if appointed as a Governor.</p> <p>The Headteacher would like to introduce a Monitoring Governor to close the loop to pull together monitoring key points and ensure they have been acted on. The Headteacher agreed to do this in the short term. Governors were reminded that the monitoring feedback form is on GovernorHub, and all Governors were asked to be complete these and upload to the monitoring folder. The actions from these will be feedback to Governors as part of a new Monitoring standing item at FGB.</p> <p><u>Agree delegated powers</u></p> <p>The Terms of Reference for both committees will be reviewed at the first committee meeting and then approved at next FGB.</p>	<p>Clerk</p> <p>MH/JS</p>
<p>7</p>	<p>Development and Training Governor Update</p> <p><u>Development Plan</u></p> <p>Governors were asked to RAG rate the development plan, and the Development and Training Governor will compile collective thoughts and will then feed this into the self-evaluation to be discussed at the Autumn 2 meeting. Governors were asked to return RAG rated Development Plans to JS by the 11th October</p>	<p>JS</p> <p>All</p>
<p>8</p>	<p>Policy Review</p> <p>The Child Protection Policy and Safeguarding Policy are both model policies and were approved by Governors.</p> <p>The Pay Policy requires approval at Governor level, although it is a policy Governors cannot choose not to approve. Governors discussed the benefit of income streams considering percentage of budget spent on salary. This was approved.</p> <p>The Vice Chair had questions regarding the lack of inclusive language in the Recruitment Policy. However, this is a HCC policy so not something we can change. Governors approved the Recruitment Policy.</p> <p><u>Adopt HCC Governors Good Practice Guide</u></p> <p>Governors agreed to the adoption of the Good Practice Guide</p>	



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	<p><u>Confirm adoption of Manual of Personnel Practice</u></p> <p>Governors agreed to adopt the Manual of Personnel Practice. The Deputy Headteacher highlighted that we still need to look at policies from this as elements can be personalised.</p> <p><u>Confirm adoption of Manual of Finance Practice and Procedure</u></p> <p>Governors voted to adopt the Manual of Finance Practice and Procedure.</p>	
9	<p>Committee updates:</p> <p>No Committee meetings have taken place yet this term.</p>	
10	<p>School Improvement Plan session</p> <p>The school self-evaluation report was shared, and Governors were asked in pairs to discuss and complete ratings in certain areas based on the definitions provided. Governors provided feedback from their discussion and rated areas either good or outstanding. A constructive conversation took place.</p> <p>Clerk to share link to new KCSiE on noticeboard for all to read and Governors to sign a sheet that has been placed in the office.</p>	Clerk
11	<p>AOB</p> <p>The Chair thanked Reuben for attending and will be in touch with him next week.</p> <p><u>Parent Conduct</u></p> <p>Governors expressed concern about parent conduct and asked how they could support with this. A governor suggested a member of the Governing Body attended the coffee mornings run by pastoral team or half termly section from Governors on the newsletter with “You said, we’ve done” feedback. It was agreed that the school need to be more proactive in terms of highlighting work that staff do on social media i.e. staff meeting focused on new maths planning – ask your child what they have been doing in maths.</p> <p><u>Collaborative Agreement for panels</u></p> <p>The Clerk attended a Clerk Support Meeting were collaborate agreements were discussed to manage panels when Governors on the schools are tainted or unable to be involved due to being staff or having conducted the initial investigation.. This will be added to the working together agreement with NBJS.</p> <p><u>Pay Committee Action</u></p> <p>Total costing to be provided by the Headteacher</p> <p><u>Playground development</u></p>	<p>Chair</p> <p>HT</p>



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	<p>Quotes have been received for the replacement of the astro turf on the mound in the playground. This will cost £6,000 (six thousand pounds) just for the mound. The Site Manager is hoping to be able replace this himself. Alternatives for the landscape are being explored and will be shared with all stakeholders in due course.</p> <p><u>Governor Membership</u> The Chair will contact RP to discuss him joining the Governing Body. The Development and Training Governor will complete a skills audit before the next meeting so that we are able to advertise for Governors/Associate Members with skills we need.</p>	
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NEXT MEETING DATES

FGB – 5th December 2024, 6pm

Resources – 11th November 2024 at 4.30pm

Curriculum & Standards – 24th September 2024 at 4.30pm

Governors Email Addresses:

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ACTIONS FROM THIS MEETING

Item no.	Action	By who	By when
	Share Governor email addresses with subject leaders and arrange mid year review	HT	25/10/24
4	Wellbeing Governor to liaise with wellbeing lead.	BH	Spring 1
	SIP to be added to Governors Board.	BM	05/12/24
	KLs photo to be added to Safeguarding Board.	DHT	05/12/24
	Contact MW regarding exit interview feedback.	HT	05/12/24



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	Book onto Headteacher Performance Management training. Governor email addresses to be added to minutes and Outlook/Teams accounts deleted. Proof read Governor Induction document. Send Pen Portraits to the Clerk.	BH Clerk/DHT	05/12/24 05/12/24
		JS BH/KL	05/12/24 05/12/24
5	Circulate/complete Complaints elearning Send feedback on Parental Conduct Policy to Headteacher to share with Romsey Partnership Heads. Arrangements for Year 2 Teacher's maternity leave to be communicated to parents.	Clerk/All All HT HT	05/12/24 11/10/24 25/10/24 25/10/24
6	Governor roles and responsibilities document to be updated. Monitoring to be added to all FGB agendas as a standing item. Terms of Reference to be reviewed at first Committee meetings and approved at next FGB	Clerk Clerk MH/JS/ Clerk	ASAP Ongoing 05/12/24
7	RAG rate Development plan and results to be compiled.	All	05/12/24
10	Link to updated Part 1 of Keeping Children Safe in Education to be circulated and read.	Clerk/All	05/12/24
11	Collaborate agreement for panels to be added to NBSJ Working Together document.	Chair	05/12/24