



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 19th May 2022

Present: Nicole Perry - Chair
Mike Hiscock - Vice Chair
Carla Lashmar - Headteacher
David Jones
Becky Mahoney
Pete Stuart
Bhupinder Siran
Beth Waters
Melanie Westmacott – From item
5
Dave Wilson

In Attendance: Sarah Hiscock

Apologies: Julia Squires
Jo Tutton

Absent: None

Action

1 Pastoral team update

The Headteacher gave Governors an update on the work of the Pastoral Team since Kate and Julie attended and outlined their recent work.

In this Autumn term 19 children were receiving ELSA support, and 5 were having FEIPS sessions. In Spring term there were 19 children having ELSA support and 9 having TALA, by Summer term 18 children were having ELSA sessions and 11 children coming for TALA sessions.

Two Family Links courses have been run, one attended by 5 parents in the Spring term and another has just started working with 8 families. Feedback has been very positive.

Q Is there a clear link between the increase in the need for pastoral support and the lockdowns/Covid?

A No, not necessarily.

Q Could money been an issue for our families?

A Some parents have shared that money is a real concern for them and it is proven that parents emotional insecurity is easily transferred to



North Baddesley Infant School

children. Families who have a low income, but not low enough to receive Pupil Premium are particularly vulnerable.

Q The Pastoral team do a wonderful job, but their support comes at a cost and the need for this is growing. Can we justify using Catch Up Funding for this?

A Absolutely. Children need to be in the right place emotionally to learn effectively. We are also offering early support to families in the nursery as well which is funded from the nurseries budget.

Beth shared that she has recently done a Pupil Premium survey regarding resources covering everything from access to pens and paper and a suitable workspace, to outside facilities and technology in the home, and signposted families to relevant organisations for support i.e. food banks, parenting workshops, free Treetops places. The results of this survey will be discussed in more detail at the next meeting.

Clerk/BW

2 Welcome and apologies for absence

The Chair opened the meeting and apologies were noted as above.

3 Pecuniary interests in relation to the agenda

No pecuniary interests were received.

4 Review and approval of the minutes of the last FGB meeting on the 24th March 2022

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

- Recruitment – The advert wording was tricky to make gender neutral as children is deemed a feminine word. Some adjustments were made, however, 16 applications were received for the recent HTLA, Teaching Assistant and Early Years Practitioner posts advertised.
- Nursery funding – Guidance received from Services for Young Children was incorrect and therefore some children were not included in the February headcount that should have been.
- Subject leaders workshop – It was agreed Governors would buddy up with a different subject leader to broaden their curriculum knowledge. The meeting on the 14th July will begin at 5.30pm, with refreshments available from 5.15pm, to facilitate this activity.
- Headteacher Performance Management Panel – The Headteacher will contact Mel regarding joining the panel.
- Policies – The following policies are outstanding:
 - Collective worship – Mel
 - Attendance – Mike
 - Staff induction and Use of photos – Bhu
- Website working meeting – Meeting to be arranged by the Deputy Head.

HT

MW

MH

BS

DHT



North Baddesley Infant School

-
- | | |
|--|-----|
| • Learning walk – Arranged for the 23 rd May, Dave W to attend. | DW |
| • Governors Tea Party – The focus for the next tea party will be on safeguarding. The Safeguarding Governor will attend. | DJ |
| • The website calendar has been improved and will change format again for September. It is a Google calendar so parents are able to subscribe. The Deputy Headteacher will speak to Primary Site to ensure instructions are available for parents wishing to subscribe to the school calendar. | DHT |

The minutes were agreed as an accurate record of the last meeting.

5 **Headteacher's Verbal Report**

Attendance

Attendance is currently at 95.1%. At the recent LLPR visit, Louise Close was not concerned with our attendance rate which was challenged by the SLT as we aim for 97% and do not consider current attendance to be good enough. On further analysis the groups attendance dips in are as follows:

- Children with an EHCP – 88.5%
- SEND children – 92.6%
- Pupil Premium children – 93.4%

SATs

Thank you to all Governors who supported the SATs process in school. Children in year 2 have successfully and positively accessed test situations for the first time. Governors reported that it felt very calm, and that children were supported and encouraged and the learning pit was discussed. The Headteacher will bring examples of the tests to the summer 2 meeting.

HT

Mel arrived at this point in the meeting.

Transition Arrangements

Year R

Emma Thompson will track children who have attended our nursery compared to other pre-school settings to evidence the impact of us having our own teacher led nursery. We have children joining us from 27 pre-school settings, and not all have responded to our correspondence regarding transition. Staffing will be finalised after half term.

Year R – Year 1

This is being looked at creatively as the cohort has a high level of SEND, which may be challenging.

Year 2 – Year 3



North Baddesley Infant School

This is the year group most impacted by Covid and the programme for transition is still being finalised. NBJS have decided not to mix the classes for Year 3, which supports the majority socially and emotionally. There is the potential for the cohort to be mixed for Year 4. However, in terms of teacher handover it is positive as the NBIS teachers are only handing over to one NBJS teacher and therefore it is hoped that there will be more visits to NBIS from the NBJS teachers.

Treetops

Parents have completed Session Request Forms for the 2022-2023 academic year and conversations have been had with NBJS regarding out of school provision for both schools with several options for this suggested. NBJS have decided to bring in a third party provider (Kidsplay) to run the provision on their site for their pupils. Treetops will offer places for September 2022 to all who have requested sessions who are NBIS pupils plus Year 3 pupils. This will mean the club does not exceed 60 pupils as is the current structure.

Treetops staffing for September is being looked at now and staffing will adjust according to demand.

Trips

Year R have visited Hilliers and Year 1 have had a trip to Arundel Castle. Mike and Dave W supported these trips and reported that the trips were brilliant and thoroughly enjoyable.

Behaviour Update

This is very much led by children's social and emotional development, and has possible links to Covid. The Headteacher reported that the weekly DSL meeting took 90 minutes today due to an increase in concerns.

The Headteacher talked Governors through the school context and L20 (lowest 20%) explained as being children who did not achieve secure in their Age Related Expectations (ARE), and that therefore those who are close to ARE (and would be secure by the end of the year) are considered L20. This is not currently something we are concerned about.

The White Paper and Governor Parent survey – next steps were banked for the next meeting.

Clerk

6 **Membership issues**

Co-opted Governor Advert

It was agreed to incorporate Jo's comments into the final advert to be sent to parents and loaded to social media. Link to the Governors page of the school website to be added, along with the school phone number and email address.

Clerk



North Baddesley Infant School

2022-2023 Meeting Schedule

The Clerk circulated a draft meeting schedule prior to the meeting. This was agreed and will be re-issued with the minutes and sent to NBS' Clerk.

Clerk

7 **Committee Updates:**

Resources Committee

At the last meeting the following was discussed:

- Last year's budget closed with a negligible deficit.
- Office partitioning has been agreed to allow for 3 work stations and offer the Business Manager a separate work space.
- Catering services moving from HC3S in partnership with 6 other schools over 6 months.

Curriculum and Standards Committee

At the last meeting, the following matters were considered by Governors:

- Music, history and art subject leadership presentations.
- Pupil Premium/SEN improvements in attendance and Year R pupil progress. It was noted that progress is greater in Pupil Premium children than non-disadvantaged children.
- Update on school context and Romsey Partnership Services.

8 **Development and Training Governor Update**

This item was not discussed as the Development and Training Governor was unable to attend the meeting. However, the Headteacher informed Governors that the Governing Body Skills Audit had been completed and used to produce the Co-opted Governor advert.

9 **Review of Policies**

Certain school policies have been amended to reference *North Baddesley Infant School & Nursery*. In time, all policies will change in this way but in the short term just statutory Nursery policies have been updated. There have been no formal changes to these policies other than the school name and they will sit within the same review cycle as a result.

Those policies are:

- Safeguarding
- Administration of medication
- SEND
- Complaints
- Serial Complaints
- H&S
- Data Protection
- Data Privacy Notice
- Supporting Children with Medical Needs
- First Aid



North Baddesley Infant School

- Use of Photos & Videos
- School Dog
- Whistleblowing

These policies legally need to be displayed in the Nursery. Clerk to print updated policies. Clerk

It was also agreed to adopt the Hampshire Manual of Personnel Practice (MOPP) for the Nursery. All employment law policies in school come from this document and use of this document ensures we can utilise Educational Personnel Services for advice and support when required.

A revised Intimate Care Policy needs to be reviewed by a Governor. Mel volunteered to do this. MW

10 Discuss LLP annual report

This was a robust and challenging process with no surprises. The Headteacher circulated paper copies of the report and invited questions via email. It is a national trend for school's to have a curriculum based target. Deep dives have been carried out in personnel files and phonics. Feedback has been positive. A maths deep dive is planned for after half term. All governors

11 OFSTED discussion

A folder will be created for Governors to support the process.

Governors are able to take a file with them to the meeting with the Ofsted inspectors and do not need to memorise the content of these documents. Clerk to prepare files for collection and email Governors the safeguarding crib sheet and link to Part 2 of KCSiE. Clerk

Q There is a Year R transition event on the date Ofsted could inspect. Will that be an issue?

A We do have an alternative date in reserve if needed to change, however the transition events are our priority as we still need to function as normal. The all schools transition day on the 6th July is non-negotiable as it ties in with Romsey School and Mountbatten. However, if Ofsted were in school on this day it would provide good evidence of how we develop relationships and support transition.

12 Approve budget plan for 2022-2023 by 31st May (and return to LA_

The budget was approved as follows:

	Value (£s)
Income	1,427,003 (one million four hundred twenty-seven thousand three pounds)



North Baddesley Infant School

Expenditure	1,406,632 (one million four hundred six thousand six hundred thirty-two pounds)
In Year (Deficit)	20,371 (twenty thousand three hundred seventy-one pounds)
Deficit Brought Forward	51,253 (fifty-one thousand two hundred fifty-three pounds)
Cumulative Deficit C/Fwd	30,882 (thirty thousand eight hundred eighty-two pounds)

The Chair signed off the budget to be submitted to the LA by the Business Manager.

13 **AOB**

Winchester University

Thank you to Lauren Maxwell (Schools Direct Student) and Megan Welch who took part in a review visit from Winchester University with very little notice. The University have been asked to consider providing an Early Years teacher training course at NBIS.

Sector Led SEN Support

The Headteacher has been invited to accompany Emma Steele to represent Early Years Headteachers.

Sports Day

Governors are welcome to support this event on the 25th October. Mike and Bhu to attend.

MH & BS

Governor Services Questionnaire

The Headteacher and Clerk will complete on behalf of the Governing Body.

Ukrainian Refugee

A Ukrainian boy has joined Year 2 this term very soon after his arrival in the UK. NBIS and FoNBIS have gone above and beyond in welcoming him. Thank you.

14 **What have we done to make an impact at this meeting which impacts on school improvement or improves our effectiveness as Governors?**

- Ofsted discussion
- Commitment to meeting children's social and emotional needs.

NEXT MEETING – Thursday 14th July 2022 at 5.15pm refreshments for a 5.30pm start