



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 4th November 2021

Present: Nicole Perry - Chair
Mike Hiscock - Vice Chair
Carla Lashmar - Headteacher
David Jones
Becky Mahoney
Olga Maslovskaya – via Zoom
Julia Squires – via Zoom
Pete Stuart – until Item 7
Bhupinder Siran
Jo Tutton
Beth Waters
Melanie Westmacott – via Zoom
Dave Wilson

In Attendance: Sarah Hiscock
Katie James – Item 1

Apologies: None

Absent: None

- | | Action |
|--|----------------------|
| <p>1 Pastoral Team Pupil Case Study
Katie gave a pupil case study presentation explaining the impact of the work the Pastoral Team. The Chair thanked the Pastoral Team for their valuable work and all staff involved in their inspiring work.</p> | |
| <p>2 Welcome and apologies for absence
The Chair thanked Governors for agreeing to a change in meeting date, and full attendance in order to support her work commitments</p> | |
| <p>3 Pecuniary interests in relation to the agenda
No pecuniary interests were raised.</p> | |
| <p>4 Review and approval of the minutes of the last FGB meeting on the 30th September
Julia had emailed the Clerk with an amendment to page 7, in the Resources Committee update regarding the gate. The Clerk will amend and add in questions from the Headteacher regarding self evaluation and the curriculum and re-circulate. Governors were reminded to bring in ID documents to enable an updated DBS check to be completed. Discussion was ongoing between the</p> | <p>Clerk
All</p> |



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Chair and NBS Chair regarding collaborative working. Governors were asked to consider how we retain a strategic role.

The minutes will be updated and re-circulated for formal approval at the next meeting.

5 Headteacher's Verbal Report

The Headteacher informed Governors of the following:

Data

Due to this meeting being brought forward data is not available. Instead it will be circulated to all Governors and discussed at the next Curriculum and Standards meeting.

Published Admissions Number

Published admission number remains at 270 increasing to 294 if the nursery provision is approved, and currently there are 251 children on roll.

Little Wandle

The Government have made changes to the requirements on schools regarding the teaching of Phonics. Letters and Sounds is the framework used by the school but the Government now requires schools to sign up to a phonics scheme as well. It is also an Ofsted requirement that every phonics lesson is planned in detail by a validated scheme with books linked to the scheme. Megan Welch has investigated various phonics schemes and along with Cupernham Infant School and Romsey Primary we will be signing up for Little Wandle. The cost of this package is £8,000 - £10,000 (eight to ten thousand pounds) and includes books, lesson plans, e books, training and resources for parents. This will be discussed in full at the next Resources meeting.

DJ/JS

Open Week

35 families attended Open Week, 2 via Zoom and 2 attended the evening tour. As most families attended daytime tours the Headteacher feels it is best to return to our traditional offer for next year rather than offering a blended approach due to Covid.

Parent's Evening

The Headteacher requested Governor volunteers to welcome parents on the 17th and 18th November. Governors to email the Headteacher if they are available to help.

All

Safeguarding Training

Governors were invited to attend training on the inset day on the 26th November from 8.30am – 11.30am. Please let the Headteacher know if you will be attending.

All



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Governor Monitoring Opportunities

Health and Safety monitoring has been booked for the end of November. The Headteacher and Wellbeing Governor are scheduling wellbeing interviews with staff this half term. The Headteacher requested volunteers to attend the Governor Tea Party. Mike, Mel and Dave W volunteered.

Nursery Update

The decision day is the 10th November and the Headteacher will email Governors to advise the outcome.

Q Are you able to attend the panel meeting?

A The Headteacher will enquire.

Bushy Leaze

Bushy Leaze did not recruit. The Headteacher was asked to continue supporting Bushy Leaze by increasing days per week, but has declined. Instead she will potentially work with them 1 day a week during January as they have subsequently found an interim Headteacher to start full time in January.

Covid Update

The end of the Autumn 1 half term was stretched as there were several staff members off school due to either having Covid themselves or their children who had Covid. Staff with children who had Covid were asked to stay home to protect the school, and the whole team showed great flexibility and team spirit. The Chair thanks all staff for doing this.

FoNBIS

Ticket sales have been capped at 3,000 due to the restrictions in catering. Over £12,000 worth of tickets have been sold. The Headteacher thanked Lauren, Rachel, Mel, Vicky and Steph for their tireless work.

Year 2 Trip

The Year 2 team have been praised by Hampshire County Council who said it was a fantastic trip and an experience not all children would have the opportunity to have. The Headteacher, particularly thanked Beth who meticulously planned the trip but unfortunately tested positive for Covid on the day so was unable to attend.

Professional Development

The Headteacher, Lynne Young, Wayne Gavin and Megan Welch have been accepted onto NPQ funded courses. Congratulations. Stacey Tiley, Beth Waters and Chris Boalch are also undertaking CPD courses with the University of Winchester.



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School Dog

The school has secured a 2nd school dog. There is a litter of 7 puppies, 5 boys and 2 girls. The children will choose the puppy and name him/her and it will be ready to be collected on 4th December, and have a visit to school for assembly on the 6th December. Once trained the puppy will come to school more regularly – probably around February 2022.

Q What does this mean for Monty?

A There will be a period of crossover when both dogs come into school, together as part of the new puppies training, and individually before Monty retires when the time is right. Dave W will walk the dogs together or separately as appropriate.

Thanks to Dave Wilson for agreeing to take on this additional responsibility to benefit the children and families of the school.

6 **The Strategic role of the Governing Body**

The Chair informed Governors that there is a chance that Neil Hardy, the Headteacher of the Junior School may retire and therefore she has looked into federation as it could be an option to demonstrate the GB fulfilling their strategic responsibilities. Mike, as a retired Governor Services Co-ordinator has supported many schools through the federation process and so he was asked to give a presentation explaining the process, the difference between federation and amalgamation and federation, and pros and cons. This presentation was offered not as a Governor at both schools, but as he would have presented in his professional role.

The following questions were asked by Governors:

Q Are Executive Headteacher's on the same pay scale as a Headteacher?

A Executive Headteacher's are on a higher pay scale, with the Head of School on a scale between a Deputy Headteacher and Headteacher. Savings would be made on salaries. As a federation the schools would have only one Clerk and one Governor Service's subscription which are examples of some further savings.

Q Does one school lead/control the budget/costs?

A No, each school still has its own budget, but shared costs i.e. Executive Headteacher and Clerk salary and Governor Services subscription are shared by both schools and calculated based on numbers on roll.

Q Would staff be employed by the individual schools or the federation?

A At the start of federation staff would remain on their existing contracts and therefore employed by the relevant school. However, if terms and conditions or working patterns were changed they can move onto a federation contract. This is optional and not compulsory. Staff appointed after federation would be on federation contracts. Nothing would change



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for existing employees if federated, their terms and conditions would remain the same and there is no union involvement in the process.

Q How long does the federation process take?

A There is a 6 week consultation, similar to the process we are in with the nursery at the moment, during which there will be a meeting to engage with all stakeholders. Mike said he had supported schools through the process in 3 months in the past.

Q Does the decision to federate need to be a unanimous decision?

A No, it is decided by the majority, although a unanimous decision is better for all concerned.

Q How do the staff governor representatives feel about the prospect of federation?

A Representatives shared that they felt that this could offer growth opportunities for all staff and support retention in both schools. Opportunities to develop primary practice and work together with Junior colleagues to offer curriculum continuity was welcomed.

Q As we are now in an Ofsted window, and with the nursery development, does federation throw too much into the mix?

A Governors lead the federation process so the Headteacher's focus would still be on the day to day running of both schools.

Chair

The Chair informed Governors that if federation was something the Governing Body was interested in pursuing then an approach to NBJs should be made and a joint in person meeting held with a local authority representative in attendance to ensure the views of body governing bodies are shared openly.

Governors voted unanimously in favour of pursuing a discussion of federation with the NBJs GB and the Chair will prepare a letter to the NBJs Chair to be sent this week.

7 **Membership issues**

Olga's term of office ends in March 2022 and she has informed the Chair that at that point she will step down from her Co-opted Governor role. Until then she will attend FGB meetings via Zoom.

8 **Committee Updates:**

Due to changing the date of the FGB meeting, committee meetings for this half term have not yet happened.

9 **Development and Training Governor Update**



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<p>The Governing Body Development Plan has be circulated to Governors. Please can Governors consider this individually and send any feedback to the Development and Training Governor by the 13th December. The Development and Training Governor will then present the new plan at February’s meeting.</p>	All
<p>Governing body training still needs to be booked. The Chair, Headteacher and Development and Training Governor will discuss this further outside of FBG.</p>	Chair/HT/JS
<p>10 Review of Policies Bhupinder has reviewed the Whistleblowing policy. The Headteacher asked Governors to contact the Deputy Headteacher to volunteer to review the First Aid, Pay and Performance Management policies.</p>	All
<p>11 Receive and approve plan for off-site visits Delegated to committee.</p>	Clerk
<p>12 Approve revised budget by the 30th November Delegated to resources committee.</p>	Clerk
<p>13 Identify Governing Body Monitoring Opportunities and Governor Visit Plan This was covered in the Headteacher’s Verbal Report.</p>	
<p>14 Agree SEN information report Delegated to SEN/PP Governor.</p>	Clerk
<p>15 AOB No issues were raised.</p>	
<p>16 What have we done to make an impact at this meeting which impacts on school improvement or improves our effectiveness as Governors? The nurture presentation supported understanding of school strength and the role of the pastoral team. The discussion of Federation demonstrates the whole GB exercising and fulfilling their strategic responsibilities. .</p>	

NEXT MEETING – Thursday 17th February 2022 at 6pm