



North Baddesley Infant School

Virtual Full Governing Body Meeting Minutes

Thursday 30th September 2021

Present: Nicole Perry - Chair
Mike Hiscock - Vice Chair
Carla Lashmar - Headteacher
James Child
David Jones
Julia Squires
Pete Stuart
Bhupinder Siran – end of Item 2
Jo Tutton
Beth Waters
Melanie Westmacott – end of Item
2
Dave Wilson

In Attendance: Emma Thompson – Item 2

Apologies: Sarah Hiscock
Becky Mahoney
Olga Maslovskaya

Absent:

Action

1 Focussed input from Subject Leaders

Prior to the meeting Subject Leaders and Governors worked together on an activity to get an overview of a specific subject.

2 Nursery Update with Emma Thompson

Emma provided an overview of the curriculum for Early Years. She explained that the Year R and nursery provision followed a holistic approach building on each individual child's strengths and the vision her and Chris Boalch have written for the nursery draws on all the main pedagogies i.e. Montessori, high scope and curiosity approach.

The Early Years Foundation Stage (EYFS) is the curriculum that covers both the Nursery and Year R and the Early Learning Goals are the targets that children should achieve by the end of Year R. There is also a statutory framework which



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covers ratios, safeguarding and the management of the setting. The Headteacher will circulate this to Governors.

HT

The day to day running of the nursery will be child centred i.e. naptimes will not be scheduled and will be when the child needs a nap. Discovery time will form the basis of the day. As used in Year R this is child led learning time, free choice free flow between the classroom and outside area in which the child leads their learning and teachers and LSAs support this. The Nursery will work collaboratively across the whole school, exploring facilities i.e. the woods and library.

Teaching will be child centred and informal. Chris and Emma will have PPA time together although provision will look different and be relevant to the children's age and stage. Arbor will be used for assessment.

Emma explained what Family Time was, circle time in keyworker groups to discuss how everyone is feeling and the activities on offer in discovery time so that children can plan what they want to do in discovery time. A video of Family Time was shown to Governors. This builds children's confidence and ensures provision is set up to meet the characteristics of effective teaching and learning.

Emma explained the floorplan. Governors took part in an activity which demonstrated the importance of investing in high quality multi-functional, cross curricular resources. Emma gave the example of a child playing with a doll's house using a child needing to work on developing positional language so the teachers steers their play to do that by saying "where is the dolly?" Storage can also be used as a learning experience for example by having maths baskets of different sizes.

The outside area will include a canopy to provide shade and enable it to be used in all weathers. Learning opportunities that cannot be done inside will be set up, focussing on gross motor skills, sensory, mark making and investigation with vertical storage attached to the canopy. None of the resources will be permanent as they will change as the children change.

During October half term knee high fencing will be installed to create a barrier for the nursery outside area. Because there are sheds currently on the playground this means the school do not lose much space from the playground. The nursery will use the woods and school playground during the day as well. The Botley Road entrance will be used for pick and drop offs during the school day (9am to 3pm).



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Governors were invited to send any questions for Emma to the Headteacher and a Q and A document will be created and circulated. Emma to send the slides to the Clerk for filing.

ET

Melanie and Bhupinder arrived during this item.

3 Re-election of Chair and Vice Chair

In the clerk's absence James chaired this item based on the notes provided by the clerk. Nominations for the role of Chair had been received from Nicole Perry, and for the role of Vice Chair from Mike Hiscock. Both were unanimously voted back into office for another one year term. The Chair invited Governors to approach her if anyone was interested or wanted more information about the Chair role at any point in the year.

4 Welcome and apologies for absence

Apologies had been received from Sarah and Becky due to the careers fair at Mountbatten and Olga had sent her apologies due to work commitments.

5 Pecuniary interests in relation to the agenda including signing of Pecuniary Interests Declaration Report 2021-2022

No pecuniary interests were declared.

The Headteacher, on behalf of the Clerk, asked that all present signed the Pecuniary Interests Declaration Report 2021-2022 before leaving the meeting.

6 Review and approval of the minutes of the last FGB meeting on 24th June 2021

The minutes were agreed as being an accurate record of the meeting, pending an amendment to page 6, AOB – should be Eric Stacy rather than Erin and Stacy. Clerk to make change and circulate amended minutes and upload to the school website.

Clerk

7 Headteacher's Verbal Report

Nursery Update

The public consultation ends tomorrow. County have received two emails of concern from the same family. The Headteacher explained the history of the tender process and provided a brief outline of the concerns raised. A Governor asked for the emails of concern to be shared with Governors but it was felt at this stage that this was not appropriate in case it developed into a formal complaint. The Headteacher confirmed that she had prepared a response and was not overly worried, but it may cause a delay in the consultation process.

Decision day is in November and the hope is that school will break up for Christmas on the 17th December ready for the nursery to open in January. Orders will be placed next week for items that have a longer lead time, however packaging will not be opened until necessary.



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Q What is the level of interest in nursery places?

A Two emails of interest have been received just today. 5-6 families from outside the existing school community have been received as well as numerous enquiries from existing or past families.

Governor DBS Checks

The Headteacher requested that all Governors bring ID documents into the School Office so the DBS checks can be re-newed as is good safeguarding practice. Melanie and Bhupinder have only recently completed their DBS checks. Julia's may take longer to re-new due to the need to contact the FBI.

All

Ofsted

As from the next meeting a common question Ofsted ask Governors will be discussed at the start of every meeting.

Clerk

Wellbeing Review

All staff will be completing a wellbeing survey and will receive personalised feedback. The Headteacher asked if Governors felt it would be appropriate to have a Wellbeing Governor role and all agreed. Melanie agreed to take on this role.

MW

Parent Surveys

Two parent surveys have been issued, about the Year R transition process and parents consultations. 78.7% responded that would prefer face to face consultations rather than virtual but results showed parents felt virtual consultations were efficient. After discussions with the team it has been decided to hold face to face consultations in November and a virtual consultation later in the school year, unless feeling among the team changes. This will be feedback to parents.

Feedback from the Year R transition process was that the rationale for the staggered entry was not clearly communicated. Other feedback was positive.

Pastoral Team

The Pastoral Team have asked to do a 20 minute presentation to governors at the next meeting to present a pupil case study. Clerk to add to the agenda for the next meeting.

Clerk

Trip Volunteers

Volunteers are needed for a trip on the 14th October. Please let the Headteacher know if you are free.

All

School Dog



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We are now second on a waiting list for a school dog. If successful Monty will be able to start his staggered retirement in January.

Governors asked the following questions:

Q How is working at Bushy Leaze going?

A The Headteacher said it was working well but unfortunately they did not appoint a Headteacher so the consultancy work is likely to continue to Easter now. Both the SENCO, Emma and Chris have visited Bushy Leaze to share ideas and practice and the pastoral team have booked to go to shadow some baby massage and baby sensory classes with a view to this being something we could then offer.

Q Has there been any impact since Covid restrictions in schools were removed?

A It has been lovely to be back as a whole school for assemblies, albeit for shorter assemblies to allow the children to get used to the routine again. This week's harvest assembly was the first assembly Year R joined. Celebration assemblies with parents have been well received.

Q A question had been received in advance of the meeting about self-evaluation.

A This has moved out of the staff room into the corridor outside the Headteacher's office. The Headteacher would like parental and Governor engagement in this process. To be discussed at the Spring 1 meeting.

Clerk

Q The Headteacher had received a question about the catch up curriculum.

A Ofsted are not recognising the need for a catch up curriculum when inspecting. Teachers are closing gaps as quickly as appropriate and robust assessment is already in place. Year 2 SATs will go ahead as planned this year but results will not be published so school's results will not be ranked against other schools.

Q What is the situation with extracurricular activities? Will there be a new set of clubs for children to join?

A The current club provider has reduced its provision so this is not possible at the moment. However, a multi-skills club is planned for after the October half term to run until the Christmas holidays. The Headteacher is keen to resume extracurricular clubs but sadly a lot of companies who provided this have folded due to Covid.

The Headteacher has taken on board Governors comments regarding the School Improvement Plan and this will be revised and re-circulated to all.

HT



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The virtual tour was well appreciated by parents. This year the school is offering a blended open week with in person tours after school hours and Zoom meetings.

8 **Membership issues**

Co-opted Governor vacancy

Tonight's meeting will be James' last meeting as he has resigned from his Co-opted Governor role as he has been appointed Chair at NBJs. The Chair thanked James for his work and support and wished him well in his new role. The Clerk will inform Governor Services.

Clerk

Re-appointment of David Wilson, Associate Governor

David was re-appointed as an Associate Governor for another 1 year term, to be a member of the Resources Committee with full voting rights.

Ensure governor details (including attendance) are updated on the website

This work has been completed over the summer by the Clerk.

Agree delegated powers

Governors agreed to continue with existing delegated powers for both committees.

Appoint Key Governor Roles

Key roles were appointed as follows:

SEN/Pupil Premium Governor – Mike Hiscock

Safeguarding and Child Protection Governors – David Jones and Melanie Westmacott

Training and Development Governor – Julia Squires

Health and Safety Governor – Jo Tutton

GDPR Governor – Becky Mahoney

Governors were also asked to become either an Early Years or Key Stage 1 Governor as follows:

Early Years Governors – Mike Hiscock, Julia Squires, David Jones, and Melanie Westmacott

Key Stage 1 Governors – Nicole Perry, Jo Tutton and Bhupinder Siran.

The Clerk will update the membership and roles document and publish online and circulate to all.

Clerk

Arrange external advisor for HT Performance Review

The School are awaiting a response. The Headteacher will chase this and inform Governors once confirmed.

HT

9 **Committee Updates:**



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Agree structure, membership and Terms of Reference for all committees

The Curriculum and Standards membership is unchanged and strong. The Resources Committee loses James so Nicole will join meetings via Zoom to ensure quorate. The Development and Training Governor will complete a Skills Audit to identify skills gaps, but the Outdoor Learning Pre-school were suggested as a potential source of a Co-opted Governor to fill the vacancy created by James’s resignation. JS

Resources Committee

Chair – David Jones

Clerk – Julia Squires.

The following were discussed at the last Resources meeting:

- The Terms of Reference delegated responsibilities has been changed as follows “Agree proposed expenditure of over £5000 (five thousand pounds), referring expenditure over £8000 (eight thousand pounds) to Governing Body.”
- The budget has been reviewed and it is worth noting that there is more children with EHCPs on roll this year.
- A grant application has been made for the nursery.
- Presentation from Graham and Carla on the options being considered for the Botley Road gate. Governors at the meeting agreed that a remote operated gate would be best, however awaiting full costing details and options in order to confirm final plan.
- Mr Wilson updated those present on his community efforts. Four trees have been removed over the summer holidays, and play equipment under the willow tree has been removed. The Nature Trail had got overgrown and is gradually being cut back. An orchard has been planted.

Curriculum and Standards

Chair – Jo Tutton

Clerk – Mike Hiscock

At the last meeting the following was discussed:

- The School website has been updated.
- Subject Leader input for the year has been booked.
- SEN report including data has been received.

10 Training and Development Governor Update

The Development Plan will be reviewed at the next meeting. Clerk

The Headteacher will circulate dates of Governor monitoring opportunities. HT

11 Review of Policies

The following policies are outstanding from the previous meetings review:

Data Protection – David Jones DJ
 Online Safety – Nicole Perry Chair



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Physical Restraint – Julia Squires.	JS
In addition the following policies will be reviewed as follows:	
Safeguarding – Melanie Westmacott	MW
Child Protection – David Jones	DJ
Drug Education – Jo Tutton	JT
Social Media – Nicole Perry	Chair
Anti-Bullying – Bhupinder Siran	BS
PSHCE – Jo Tutton	JT
The Pay Policy has been delayed because of the cabinet restructure. The Deputy Headteacher will forward to Governors once it is received.	PS
12 Adopt the HCC Good Practice Guide Governors voted in favour of adopting this.	
13 Confirm adoption of Manual of Personnel Practice Governors voted in favour of adopting this.	
14 Confirm adoption of Manual of Finance Practice and Procedure Governors voted in favour of adopting this.	
15 AOB <u>Contact Governor</u> Mike Hiscock to take over this role.	MH
<u>FoNBIS</u> So far £4,500 (four thousand five hundred pounds) worth of tickets have been sold. This is a good example of the collaborative working of the infant and junior schools.	
16 What have we done to make an impact at this meeting which impacts on school improvement or improves our effectiveness as Governors? Governors agreed the main impact was in the subject leader’s activity and EYFS input from Emma Thompson at the start of the meeting.	

NEXT MEETING – Thursday 4th November 2021 at 6pm