



North Baddesley Infant School

Virtual Full Governing Body Meeting Minutes

Thursday 24th June 2021

Present: Nicole Perry - Chair
Mike Hiscock - Vice Chair
Carla Lashmar - Headteacher
James Child
David Jones

In Attendance: Sarah Hiscock – Clerk
Emma Thompson – Item 1 & 2
Stephen Mellor – Item 12

Becky Mahoney
Julia Squires
Pete Stuart
Bhupinder Siran
Jo Tutton
Beth Waters
Melanie Westmacott

Apologies: Olga Maslovskaya
Dave Wilson

Absent:

Action

1 Welcome and Apologies for Absence

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

2 Presentation of finalised nursery timeline and revisit business plan with Emma Thompson

The Headteacher shared the flow chart to extend the age range of the school to incorporate children aged 2 and over on screen, and explained that the timeline and business plan had been written having spoken to and visited two other schools who have set up their own nurseries – Stockbridge Primary and Wellow Primary. The Headteacher is confident she has the resources and team to make a nursery at NBIS work.

Emma Thompson will oversee the Year R and pre-school curriculum and keep a strategic view over both Year R and the Nursery, while Chris Boalch will be the Nursery Teacher. In the Autumn Term this will mean that Emma will be out of



North Baddesley Infant School

the Year R class for 4 out of 5 days to get the Nursery open, with Chris Boalch as her “job share”. Then in January when the Nursery opens Chris will be in the Nursery 4 days out of 5. The Nursery and Year R team will have regular training together to encourage collaborative working practices.

The Business Plan and statement of intent will be submitted on Monday, and later in the week a survey to parents will be issued, and the Headteacher will personally inform local settings on the same day and there will be a 4-6 calendar week consultation period. Governors to read the Business Plan and send questions to the Headteacher by 9am Monday for her to compile and circulate responses

All

Q How does Chris Boalch feel about moving to the nursery? Is it something he wants to do to develop?

A Yes, Chris is very passionate and excited about it. Chris is now in his 3rd year at NBIS and retention of staff is important at our school. The Nursery will adopt a holistic approach with Nursery and Year R teachers planning together, and Year R teachers working in nursery occasionally to help children to become familiar with them prior to transition to school.

Q Is the Nursery viable based on the 30 hours funding from the Government for Education Years Education?

A Yes, a consumables charge has been incorporated to cover the cost of school dinners, baking, puddle suits and playdough etc.

Q Is the 7228 Nursery Charges figure correct? The total income figure of £140,420 (one hundred and forty thousand, four hundred and twenty pounds) is higher than expected?

A The Headteacher checked and this figure has not been calculated pro rata (January – March). A revised nursery budget sheet will be circulated tomorrow.

HT

Q How can Governors be best involved in the next steps? How do Governors want information to be feedback to them?

A It was agreed that there would be a 10 minute nursery update item on the agenda for every meeting as this is a major change for the school. Emma will attend the September meeting to present the nursery timeline to Governors. Going forward it was agreed that if there were any issues which required Governor approval/discussion then an EFGB would be called.

Clerk
ET

The Headteacher thanked Emma for attending the meeting and commended her work juggling managing her class, transition and the nursery development.



North Baddesley Infant School

3 Pecuniary interests in relation to the agenda

No pecuniary interests were declared.

4 Review and approval of the minutes of the last FGB meeting on 13th May and EFGB on 8th June

Both sets of minutes were agreed to be an accurate record of the last FGB and EFGB. The Chair will email the Clerk to approve the minutes on behalf of the Governing Body and this email will then be filed with the minutes. The Clerk will upload both meeting minutes to the Governor Secure Area and the school website.

Chair

Clerk

5 Headteacher's Written Report

Due to pressures in school the Headteacher's Report was only issued to Governors yesterday, therefore it was agreed that Governors should send their questions on the Headteacher's Report to the Head and Clerk by next Wednesday and a response document will be issued with the minutes.

All

The following headlines were discussed:

- The Headteacher will be working at Bushy Leaze every Tuesday as from September.
- Staff structure – This is confidential until the 9th July when children will find out who their new teacher is and a letter will be sent to parents. The current Year R will be mixed to get a more balanced blend of children in terms of SEN and behaviour.
- Staffing – The Deputy Headteacher and Stacy Tilley will be covering Wayne Gavin's class until October half term. Beth Waters has been appointed at Year 2 lead, and two strong students who trained at NBIS have been appointed as Class Teachers.
- Attendance has been good until this week when a class bubble has had to close due to a positive Covid case. One member of the bubble has tested positive and two others have gone for tests today and if positive the year group bubble will need to close. Social distancing measures have been tightened up as a result.
- Staff absence – Midday Supervisor absence is high due to a long term shoulder injury.
- INSET day training – Governors are invited to join staff for the Jonathan Hannam – Dialogue works on 1st November, Safeguarding on the 26th November, Values workshop on the 6 October and Cognitive Behaviour Therapy on the 28th February 2022.
- School Management System – This has now transferred from SIMS to Arbour. Anne and Bryony are working hard to get to grips with the new system.



North Baddesley Infant School

The RAG rated School Improvement Plan was circulated with the Headteacher’s Report and is more positive than expected. Where no progress has been recorded, it is due to Covid restrictions. The Headteacher is working on writing the new School Improvement Plan.

Q With regards to reviewing racist incidents data, is this an issue Governors need to be aware of?

A No incidents to report, however this is a recommended item for this time in the school year.

6 Membership issues:

- Ensure training is booked for new members of HT performance management panel – All members have completed this training. All
- Agree election arrangement for GB officers – Governors to emails the Clerk if they wish to be considered for the Chair or Vice Chair roles of a specific Governor role i.e. Safeguarding Governor, Development and Training Governor. Appointments will be made at the September meeting.
- Mel has joined the Curriculum and Standards Committee. Bhupinder will join the Resources Committee. David will liaise with Bhupinder to update him on committee business. DJ

7 Committee Updates:

Resources Committee

The School is in a strong financial position. The Pay and Personnel meeting is the 2nd week in September. Thank you to Mr and Mrs Wilson for a donation of £500 towards the school library.

Curriculum and Standards

Subject leader’s development and focus subjects were discussed as well as the Romsey Partnership proposal to enable more access to specialist services.

8 Training and Development Governor Update

New Governors were asked to complete the 20 minute Complaints eLearning, and existing Governors reminded to repeat it if the training has not been done recently.

It was agreed that Governor Services training was good value for money and Governors specifically recommended the Strategic Finance course and annual conference which was relevant to working life, not just school/Governance.

EYFS/KS1 Governor roles and responsibilities have been produced based on the Year Group Governors document. Julia will circulate this after the meeting and Governors to email Clerk to volunteer their interest. JS/All



North Baddesley Infant School

9 **Review of Policies:**

Governors agreed to review policies as follows:

- | | |
|--|----|
| • Confidentiality Policy – Jo | JT |
| • Data Protection Policy – David J | DJ |
| • Online Safety Policy – Nicole | NP |
| • Physical Restraint Guidance – Julia | JS |
| • Recruitment Policy – Mike | MH |
| • Visitors, Volunteers and Parent Helpers Policy – Becky | BM |

Key Stage 1 results were circulated with the Headteacher Report. Governors to send questions to the Deputy Headteacher by Wednesday. All

Q As Year 2 are the cohort most affected by Covid are there any plans for communicating with parents regarding progress and how parents can support their children’s transition to NBIS?

A Most of Year 2 is working at the expected standing or close to it. Year 2 teachers have tracked children’s progress carefully and are aware of exactly where the gaps are and this information will be shared with NBIS. A qualitative statement will be issued to parents with their child’s end of year report. Parents of children who are not working at the expected standard have already been informed of this so their child’s end of year report will not bring any surprises.

10 **Plan and approve capital spend**

This was discussed and approved at the last Resource Committee meeting.

11 **Review spending against the GB development plan**

The Headteacher and Development and Training Governor will look at this in September. The Headteacher anticipates the focus being on continued professional development for staff. HT/JS

12 **Safeguarding Audit Feedback with Stephen Mellor**

At this point Stephen Mellor joined the meeting to provide feedback to the Governors after his audit 2 weeks ago. He reported that the day had been very productive and shared his RAG rated recommendations with those present. Stephen said that for the first time in his career the recommendations were all amber level and most would probably be green by now. His recommendations were as follows:

- To have the external door to reception locked as an added layer of protection and a buzzer and intercom installed so visitors have to identify themselves and be buzzed into the airlock.
- There were a couple of incidences where there were paper copies with regards to the SCR and Stephen recommended electronic copies be made. This was immediately actioned.



North Baddesley Infant School

- Stephen recommended holding termly DSL/Deputy DSL meeting to support each other and discuss training.
- Child Protection Policy and procedures are fully compliant but Stephen recommended having an abridge version too.
- Anti-bullying and Online Safety policies are due for review. See item 9. Stephen suggested providing staff training on Online Safety and a parents meeting and encouraged creative thinking to maximise attendance for the later.
- It is good practice to repeat DBS checks every 5 years.
- The fencing at the back of the infant and junior schools is waist height and provides easy access for intruders. Stephen recommends replacing this.

Stephen complimented the management of the SCR saying it was very well managed and that the school was the best he had seen in terms of safeguarding. Governors thanked Stephen and the whole school team for their hard work to safeguard the children at NBIS.

13 **What have we done to make an impact at their meeting which impacts on school improvement or improves out effectiveness as Governors?**

Governors agreed the Safeguarding Audit feedback and the strategy for the development of the nursery were the key points for this meeting.

14 **AOB**

- Becky is updating the Governors board in the lookout and asked for suggestions regarding content. Photos and pen portraits we suggested. Photos to be added after photographer has been in to take individual portraits.
- Governors thanked staff for putting together the Sports Day video. The Headteacher will pass this to Eric Stacy who worked on this.

NEXT MEETING – Thursday 30th September 2021 at 6pm