



North Baddesley Infant School

Virtual Full Governing Body Meeting Minutes

Thursday 13th May 2021

Present: Nicole Perry - Chair
Mike Hiscock - Vice Chair
Carla Lashmar - Headteacher
Becky Bailiff
James Child (arrived during Item 4)
Olga Maslovskaya
Julia Squires
Pete Stuart
Jo Tutton
Beth Waters

In Attendance: Sarah Hiscock – Clerk

Apologies: David Jones
Melanie Westmacott
Dave Wilson

Absent:

Action

1 **Welcome and Apologies for Absence**

The chair opened the meeting and apologies were noted as above. James had informed the Clerk that he would join the meeting later. Dave Wilson will return to meetings once face to face meetings are able to resume, but is still receiving all papers and contributing to governor business via the Headteacher.

2 **Pecuniary interests in relation to the agenda**

No pecuniary interests were declared. Melanie has now completed her declaration on GovernorHub.

3 **Review and approval for the minutes of the last FGB meeting on 25th March 2021**

The following points were discussed during the review of the minutes:

- LLP Report – This has now been circulated.
- Covid Vaccine – All staff have received their first vaccination. Thank you to Mel and the Hampshire zero waste scheme for arranging this.



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The minutes were agreed by all. The Chair will email the Clerk approving the minutes instead of signing the minutes. Email will be printed and filed with minutes by Clerk once school access resumes for Governor meetings, and the minutes will be uploaded to the school's website.

4 **Headteacher's Written Report**

Due to holding virtual meetings the Headteacher has prepared a written report.

Nursery

The planned nursery is now progressing rapidly with the Headteacher having now met with Lynn Nichol, EYFS Strategic Planner at County and having been given the green light to go ahead and Little Saints have advised the Headteacher that they will be reducing their capacity. The Headteacher is working on producing a business plan before half term and will then issue a survey to the wider community to gauge interest and need to ensure the provision offered is appropriate. An extra teacher has been appointed for Autumn term to allow Emma Thompson to take the lead on the EYFS provision including the nursery for children aged 2 years plus to include wrap around care.

Q OFSTED will need to come to inspect and register the nursery. Are there delays with inspections due to Covid that may delay a January opening?

A County don't anticipate the registration inspection being an issue.

The Headteacher share the following data about the ward population:

- In 2021 there will be 257 children living in the North Baddesley ward aged 2 years and over.
- In 2022 this increases to 270 children.
- In 2023 there will be 291 children.
- In 2024 there will be 296 children aged 2 years and over.
- Current capacity for in the North Baddesley ward for childcare provision for this age range including Little Saints, Holytree and Forest pre-schools, Bright Horizons and childminders stands at 152 places.
- 5 childminders have ceased business during the pandemic.

James arrived at this point in the meeting.

However, the Headteacher also advised Governors that early years recruitment in the Test Valley area is tough and that families generally are not currently paying for additional childcare above the Government funded hours. It is worth noting the nursery provision on the school site is a unique selling point due to the school's holistic approach and the provision being led by a qualified teacher. There are also career opportunities for prospective staff to develop internally and with the schools focus on teaching and learning.



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- Q Are the 15 and 30 hours funded by the Government to be used in term time only?
- A There is an option for parents to use these hours out of term time. The plan is to grow the provision offered to meet demand and Nursery would have the same INSET days and join in with relevant training.
- Q Will the nursery business plan be circulated to all Governors out of the Resources Committee?
- A It was agreed that the Governing Body shouldn't hold up progress with this work and that the way forward would be to establish a working party, or hold an Extraordinary FGB to discuss this with future updates shared at FGB.

The Headteacher will contact the LLP to inform him of the schools intension, liaise with Edubase to extend age range, produce a business plan and issue a survey to the community to assess need and interest.

HT

The Headteacher will also invite Emma Thompson to the next FGB meeting to give an update on the nursery and talk Governors through the timeline. A video produced by Emma about the new EYFS curriculum will be circulated to Governors as well.

School Dog

Governors agreed that as Monty is an integral part of the curriculum that now was the time to start planning for his successor so that he can enjoy a well deserved retirement once a new puppy has been trained. The Headteacher will contact Monty's breeder.

HT

Staffing

Governors noted the positive movement and development opportunities for staff, and passed on their congratulations and best wishes to Wayne Gavin and Wendy Osborne. The Headteacher said Governors were welcome to visit to sign cards for them both.

HT

Predicted Number for Year R

The initial allocation was for 72 children to join Year in September, however that has now increased to 89. It is worth noting that 2 families have accepted places but anticipate moving out of catchment so the final number is more likely to be 87.

Covid Update

- Q How has the return to the original classroom layout affected staff and pupil wellbeing?



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A There is more chatter in class, and more social engagement between children. Staff are thrilled to be back to a more normal way of teaching. The school feels alive again.

Q Have there been any issues since the start of term? Any positive cases with restrictions easing?

A As yet there have been none. The Headteacher met with District Heads this week and in over 400 schools there are 101 schools that have had no cases of Covid. Our only positive cases were linked to the 4th January when children returned to school for a day after Christmas and were all in the same class.

Soft Staggered Start/Finish Time

Q Will it be disruptive to class with pupils arriving and leaving at different times?

A The day will start and finish with a morning activity and end with a story and learning will begin once the majority of children have arrived. Even now there are families that regularly arrive 10 minutes – 2 hours late. It is also reported that parking has been easier with the staggered start and finish times. The Headteacher will approach
The Ox again regarding using their car park for Park and Stride.

HT

Safeguarding

Q Is it possible for the Safeguarding Governors to now come into school to look at the SCR?

A This was discussed at Resources and it has been agreed to incorporate this task with the financial control checks so this can now be completed in person.

Governors are invited to attend the Stephen Mellor Safeguarding Audit feedback via Zoom on the 11th June, time TBC, and also whole school safeguarding training on the 26th November from 8.30 am for 3 hours.

Data

Any questions to be sent to the Headteacher by the end of the week.

5 **Membership issues**

Co-Opted Governor Vacancy

Applications had been circulated prior to the meeting and Governors voted in favour of appointing Bhupinder Siran as he has skills that the recent skills audit highlighted the Governing Body was lacking. The Headteacher will inform both candidates of the outcome of the vote and put Bhupinder in contact with the Chair and Training and Development Governor.

HT



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Governor Secure Area – Use and Strategy

The Clerk has been asked to take on some extra work writing grant bids alongside the Business Manager and to develop the Governor Secure Area to provide an easily accessible portfolio of evidence of the work the Governing Body do. Committee Clerks to liaise with the Clerk to ensure agendas, minutes, meeting papers and reports are all uploaded to enable quick access when Ofsted inspect. All documents to be sent to the Clerk for uploading.

JS/MH

2021-2022 Meeting Schedule

After discussion it was agreed to move Resources meetings to the Monday of the same week. Clerk to amend schedule and circulate to all Governors and liaise with NBJs Clerk to ensure no meetings clash with their meetings.

Clerk

Governors agreed to hold the last meeting of this academic year via Zoom, but if circumstances allowed in September to return to face to face meetings in the school hall to enable social distancing.

6 **Community Updates**

Resources Committee

At the Spring 2 and Summer 1 meetings the Resources Committee has discussed:

- Staff movements
- Premises issues
- Prepared the budget

Curriculum and Standards Committee

In the last two meetings the committee had presentations from Wendy Osborne, English Lead and Wayne Gavin, Maths Lead. They also considered the latest data drop and catch up funding and strategies. The Committee Chair feedback that impressive progress is being made and praised the enthusiasm and energy Wendy has for English. They have also had a SEN and Pupil Premium update.

7 **Training and Development Governor Update**

The new training programme has now been published and includes a mix of webinars and face to face training. There are new courses on strategic leadership and staff and pupil wellbeing. Governors can access the training programme through the Governor Services website or via Governor Hub. Clerk

Note: Would it be helpful for me to put the link to this on GSA?

This years conference is will be an in person conference – date to be confirmed.

SIP Governing Body Development Plan



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The Development and Training Governor talked through the latest revisions to the plan aimed at improving stakeholder engagement with staff, pupils and parents. The following was discussed:

- Re-establishing Year Group Governors or introducing EYFS and KS1 Governors. It was agreed that EYFS and KS1 Governors would be a good idea as the curriculum for each was so different and Governors having a greater knowledge of these would support deeper questions and holding leaders to account, whilst now limiting Governors to a specific year group. The Vice Chair will look for the document expectations of Year Group Governors to be adapted for EYFS and KS1 Governors.
- Holding an Extended FGB at least once a year to enable subject leaders to attend and present their Position Statement to the Governing Body. The Staff Governor has spoken to staff about this and the idea was well received as it also allows subject leaders to get an overview of the other subjects visions. Governors would be paired with a subject leader for 30 minutes to dig deeper into the position statement in a 1:1 situation and then share key points with Governing Body as a group.

MH

Q Would this replace the subject reviews carried out by the Curriculum and Standards Committee?

A No, this is an engagement activity, not a monitoring activity. The core and focus foundation subject leaders would still need to present to the Committee annually.

- Governor Induction Programme is being developed to be a mentoring programme to manage Governors inductions more formally holding reviews after 6 months and 1 year in post, to enable feedback and continuous improvement of the induction programme. James volunteered to be Bhupinder’s mentor.
- The Development and Training Governor will carry out a skills audit in the Autumn 1 term.
- Succession planning – The Chair will look into what other Governing Bodies do with regards to this.
- In future, all FGB meetings will end with the question “What have we done to make an impact at this meeting which impacts on school improvement or improves our effectiveness as Governors?” This will provide positive feedback not just to those attending FGB, but also any other staff who contribute.

JC

JS

Chair

Clerk

8 Review progress against Governing Body Development Plan including reporting on Governor visits

Governor visits have stopped happening due to the pandemic. Previously, at FGB Governors signed up to attend events on behalf of the Governing Body. The Governing Body need to evidence governor visits therefore a reporting template has been created. A schedule of events will be created and Governors will be asked to assign themselves to events, complete a brief report and send



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it to the Clerk to be uploaded to the Governor Secure Area. The Clerk will then monitor this and chase reports if necessary. It is important that the Governing Body has a bank of evidence and actions from monitoring visits as we approach our Ofsted window. The template for monitoring visits is already on the Governor Secure Area the Vice Chair will produce some examples with the Head and Deputy to give Governors a starting point.

MH

9 Policy Review

All policies requiring review have been uploaded to the Governor Secure Area. Governors to review policies and feedback to the Deputy Head as follows:

- Complaints Policy and Serial Complaints Policy – Nicole
- Food Policy – Julia
- Fundamental British Values Policy – Jo
- Equalities information – Olga
- Social Media Policy – Nicole
- Security Policy – Jo
- Staff Sickness and Absence Policy – Mike

Chair
JS
JT
OM
Chair
JT
MH

10 Approve Budget Plan 2021-2022

Julia reported that the budget was in a good position with no changes to report. It is hoped that extra funding will come through from grants and the higher than predicted numbers for Year R is positive. The multi-purpose building has been paid off and Education Finance Services are satisfied with our budget.

The school Budget was approved as follows:

Value (£s)	
Income	1,310,931 (one million, three hundred and ten thousand, nine hundred and thirty one)
Expenditure	1,321,110 (one million, three hundred and twenty one thousand, one hundred and ten)
In Year (Deficit)	(10,179) (ten thousand, one hundred and seventy nine)
Surplus Brought Forward	6,887 (six thousand, eight hundred and eighty seven)
Cumulative Surplus C/Fwd	(3,292) (three thousand, two hundred and ninety two)

The Treetops budget was approved as follows:

Value (£s)	
Income	110,000 (one hundred and ten thousand)
Expenditure	129,805 (one hundred and twenty nine thousand, eight hundred and five)



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In Year (Deficit)	(19,805) (nineteen thousand, eight hundred and five)
Surplus Brought Forward	23,920 (twenty three thousand, nine hundred and twenty)
Cumulative Surplus C/Fwd	4,115 (four thousand, one hundred and fifteen)

11 **Approve 3 year strategic plan**

This is now entering the third year and will be reviewed in the Autumn term.

12 **Governor Covid Monitoring Interviews**

The Chair will write to thank staff and parents that were interviewed for their involvement in this process and to feedback what will happen as a result of their input to close this work.

Chair

NEXT MEETING – Thursday 24th June 2021 at 6pm