

North Baddesley Infant School
Minutes of the Full Governing Body Meeting
29th March 2011, 6.30pm

| Present: | Name | Type of Gov | Term End Date |
|----------|--------------------------------|--------------------|----------------------|
| | Lucy Chambers (HT) | Headteacher | |
| | Louisa Chapman (LC) | Parent | 11/11/13 |
| | Zoë Doyle | Teacher | 31/08/14 |
| | Olwen Greenwood (Chair) | Local Auth | 03/12/12 |
| | Neil Jones | Parent | 14/11/13 |
| | Richard Kimber | Parent | 19/10/14 |
| | Stuart McAuliffe | Local Auth | 14/11/14 |
| | Anthony Phillips (from item 3) | Community | 10/07/11 |
| | Tina Randles (except item 1a) | Parent | 29/03/15 |
| | Dave Wilson | Community | 29/10/11 |

In attendance: Carolyn Davies Clerk
 Sally Gray Chair of Governors - North Baddesley Junior School

The Chair opened by welcoming Sally Gray to the meeting and explained that the Chairs and HTs of the two schools had met and hoped to work more closely in the future by, for example, the sharing of agendas and minutes and by collaboration with training.

The Chair reported that she had received a letter of resignation from Pete Smith. All governors wished to formally note their thanks for his help and support during his time as a governor.

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| 1 | <p>Governing Body Membership</p> <p><u>Parent governor vacancy</u> - Despite writing to parents on three occasions, one parent governor vacancy remained unfilled. Tina Randles had left the school's employment but wished to continue in her role as a governor so had applied for the parent governor role (her children are past-pupils). Her appointment was proposed by Louisa Chapman, seconded by Dave Wilson and agreed by all other governors.</p> <p><i>Following this, Tina joined the meeting.</i></p> <p><u>Term end-dates</u> - it was noted that two governors will reach the end of their term in 2011. They will consider whether they wish to apply for another term, so that plans can be put in place for advertising, if necessary.</p> | |
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The minutes of the meeting held on 26th January were signed as a correct record.

Matters Arising

Open Day on 17th May - Tina Randles can no longer assist (Dave Wilson to help instead).

Action Points

Discuss H&S issues with HCC caretaking support team - the new caretaker's work has been checked. No further action was felt necessary.

HT reports - the outstanding autumn reports from governors were no longer relevant.

SEF - a new printed copy will be placed in the file, once it has been updated. Remaining governors will then read it.

Data Training - all attendees had found the session to be extremely helpful and thanked the HT. The HT had appreciated the input from governors and will hold 'surgery sessions' in advance of future FGB meetings for any governor(s) wishing to attend or to contact her about the data.

Acronyms - Neil Jones will share the list already completed so that governors can highlight those items which may need a more detailed explanation.

FMSiS - on agenda for this meeting.

All other action points had been fully completed.

Ongoing Items

Pecuniary interests - none

Correspondence - the HT had received two letters from parents: one regarding parking and one regarding the frequency and notice given for dressing-up days.

- The governors were pleased to note that the HCC categorisation report from the SIP has validated the school's self-evaluation of 'good'.

DDA - none.

Concerns and SIP items from teams - none.

Current financial position - the finance committee will be meeting in the week following the FGB meeting. It is expected that there will be a carried forward surplus of £15k. This is more than originally expected but is due to outstanding invoices, which will be received in April. Budget share figures have been received for next year and a carry forward of £10k is expected.

Governor Cup - governors were pleased that more than one nomination had been received. The votes were as follows: nomination 1 - 3 votes
nomination 2 - 5 votes.

Dave Wilson agreed to present the cup at the Celebration Assembly on 7th April.

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| 2 | <p>HT report</p> <p>The 'special achievements' were acknowledged by the governors: Deputy HT's promotion to Headship, Jenny Gibbs passing her NQT year and the SIP's categorisation of the school as 'good'.</p> <p>Governors raised questions regarding: <u>Attendance figures:</u> 6 below 85% - The HT confirmed that 24 pupils are being monitored and that the school was working with parents for the persistent absentees. <u>Yr R Exclusion:</u> the HT confirmed that this was unusual but not unique and that the exclusion would give time for measures to be put in place to help the child in question. <u>Low attendance at Wizkid event for Yr R parents</u> - the HT hoped that teaching children the Wizkid skills in lessons would encourage participation from parents. She also hoped that parents with particular IT skills could use feedback from others in order to 'tweak' the system in the future, to make it more user-friendly. <u>Community talents to support the curriculum</u> - the HT clarified that she was looking for 'positive role models', not necessarily from the emergency forces. It was agreed that the Community Team should discuss this further (one suggestion was a local historian).</p> <p>Other items discussed included: <u>Deputy HT vacancy update</u> - four candidates have been shortlisted for the selection process on 6th April. A panel of governors were to be involved: Olwen Greenwood, Tina Randles, Neil Jones, Zoë Doyle, Stuart McAuliffe and the Headteacher, with a FGB meeting to consider the recommendations of the panel. The clerk confirmed that five governors would be required, to make the ratification meeting quorate. All governors are invited to attend any part of the selection day and ratification meeting (to liaise with the HT beforehand, for planning purposes). The HT confirmed that the new Deputy would be a teaching post with a minimum of one day per week non-contact for leadership responsibilities in addition to PPA entitlement.</p> <p><u>SEN</u> - a governor noted the high impact and low cost of paired reading. Tina Randles had recently attended an SEN course and felt confident that the work undertaken by NBIS compared well to other schools whose governors had also attended the course.</p> <p>A number of governors passed their SEF items to the HT. All outstanding reports should be given to her ASAP.</p> | <p>Comm Team</p> <p>All</p> <p>All</p> |
| | <p><i>At this point Anthony Phillips arrived.</i></p> | |
| 3 | <p>Data Story</p> <p>The Yr1 data had been used and interrogated at the recent training session so the majority of governor questions related to the Yr2 data. The HT confirmed the</p> | |

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| | <p>following:</p> <ul style="list-style-type: none"> • More children in one Year 2 class moved up two grades last year so, when viewed over two years, progress is similar between both classes. • Of the children not progressing, some are at level 3: measures are in place for the other as that child is not achieving. • Rigorous monitoring is in place to ensure that children with special needs reach their full potential. <p>Governors were very pleased to note the number of children progressing three sub-levels at this point in the year and that the data showed improvements when compared to the previous year.</p> | |
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| 4 | <p>Matching Activity</p> <p>The governors worked in groups to consider and prioritise reasons for monitoring in relation to their role. A further activity will be completed at a GB meeting in the summer term.</p> | |
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| 5 | <p>Development Working Party</p> <p>'Job descriptions' have been developed for a number of roles, with others to follow.</p> <p>There will be another skills audit in the summer, to check progress and to identify gaps. The Working Party felt that it would be useful if the Chair could discuss this with each governor.</p> <p>A training feedback form has been developed, to aid dissemination, and should be used for all future training.</p> <p>Governors gave feedback on recent courses attended; the Safeguarding and SEN training sessions were highly recommended. Safer recruitment training is available online. As all interviews must involve at least one person who has passed the course it would be helpful for more governors to undertake the training (they should advise the TLG when they have passed).</p> <p>The Working Party will liaise with the governors from the junior school re working jointly on common issues such as transition, attendance and the approach to GAT (gifted, able & talented) children.</p> | All |
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| 6 | <p>Financial Update</p> <p>The HCC Finance Officer had been happy with the accuracy of the budgets.</p> <p>(The financial information had already been discussed by governors in the earlier part of this meeting.)</p> | |
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| 7 | <p>FMSiS Controls</p> <p>All governors agreed that the controls should remain in place. The form was signed by the Chair, HT and Chair of Finance.</p> | |

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| 8 | <p>Policies</p> <p><u>Dance, Gym and PE policies</u> - were all approved, subject to the correction of a small number of typographical errors and the inclusion of a point concerning the need for appropriate clothing and footwear.</p> <p><u>Evacuation plan</u> - in reply to a governor question, the HT confirmed that there are four children and no adults for whom a 'personal emergency evacuation plan' is in place. The policy was approved, subject to the amendment of small typographical errors.</p> | <p>ZD</p> <p>HT</p> | | | | | | | | | | |
| 9 | <p>Governor Monitoring</p> <p>The outstanding items for the spring term were discussed and the programme for summer was agreed. To minimise the possibility of omissions in future, the clerk will distribute the agreed programme as soon after meetings as possible.</p> <p>Governors were asked to give staff as much notice as possible (preferably five working days) if a monitoring visit needed to be cancelled.</p> | <p>CD</p> <p>All</p> | | | | | | | | | | |
| 10 | <p>School Closure Dates 2011 / 2012</p> <p>The following dates were agreed:</p> <table border="0" data-bbox="321 968 1289 1169"> <tr> <td>5th September</td> <td>Fire training</td> </tr> <tr> <td>3rd October</td> <td>Role play training (governors welcome)</td> </tr> <tr> <td>21st October</td> <td>Subject leadership training</td> </tr> <tr> <td>3rd January</td> <td>Emergency first aid training</td> </tr> <tr> <td>23rd July</td> <td>School improvement planning (governors welcome)</td> </tr> </table> | 5 th September | Fire training | 3 rd October | Role play training (governors welcome) | 21 st October | Subject leadership training | 3 rd January | Emergency first aid training | 23 rd July | School improvement planning (governors welcome) | |
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| 23 rd July | School improvement planning (governors welcome) | | | | | | | | | | | |
| 11 | <p>Local Children's Partnership</p> <p>In line with the annual requirement, the governors agreed the following:</p> <p style="padding-left: 40px;">"The Governing Body agrees to become a member of the Local Children's Partnership and shall receive reports on the work of the partnership in improving outcomes for all children and young people"</p> | | | | | | | | | | | |
| 12 | <p>Single Equalities Framework</p> <p>The Chair thanked the clerk for having printed the information from the HCC website. Stuart McAuliffe offered to lead on the project on behalf of the governors and will work on it with the HT and current Deputy.</p> | | | | | | | | | | | |
| 13 | <p>Parking Update</p> <p>Following a consultation period, Test Valley Borough Council is now deciding upon possible changes to parking and pavements in the immediate vicinity. The HT thanked Neil Jones for the time he had spent in taking the matter forward.</p> <p>One governor was uncomfortable with the school becoming involved with any</p> | | | | | | | | | | | |

discussions affecting the wider public. However, it was agreed that Neil Jones would continue to work on the issue. NJ stressed that all of his communications had been, and will continue to be, seen by the HT in advance.

The meeting ended at 9.02 pm.

Next meeting: Wednesday 11th May 2011 at 6.30 (FGB training session) followed by a full GB meeting at 8.30pm.

Summary of Next Steps

Progress towards these next steps will be reviewed at the next FGB meeting. Items to be included in committee agendas, as appropriate.

| Next step | Resp | By | Agenda? |
|--|----------------|-----------------|-----------|
| *Read SEF (one copy being circulated) | All | ASAP | |
| *Complete list of acronyms for governors | NJ | ASAP | |
| Discuss and agree other types of positive role model within the community, for school visits | Community Team | ASAP | Community |
| Liaise with HT for attendance at Deputy HT selection day | All | ASAP | |
| Pass SEF-annotated HT reports to the HT | All | Immed | |
| Advise Training Liaison Governor if online Safer Recruitment training is undertaken. | All | ASAP | |
| Update PE, gym and dance policies with suggested amendments. | ZD | ASAP | |
| Amend typographical errors in Evacuation plan. | HT | ASAP | |
| Distribute monitoring programmes after future meetings. | CD | Immed / ongoing | |
| Give advance notice to school staff if monitoring visits need to be cancelled. | All | Immed / Ongoing | |
| Letters to Pete Smith and Jenny Gibbs | OG | ASAP | |

* = ongoing or brought forward from previous minutes

Items for future agenda:

Single Equalities Framework

Minutes agreed and signed by Chair:

Date:.....