

GOVERNING BODY

ELMSLEIGH INFANT AND NURSERY SCHOOL

MINUTES OF MEETING HELD ON 29th NOVEMBER 2017 4.30 P.M.

AUTUMN TERM 2

PRESENT: Mrs. K. Bannister - Chair

Mrs. Burton, Mrs. Collins, Mrs. Guest, Mrs. Barnett, Mr. Stanhope, Mr. Robinson.

In Attendance: Claire Lightfoot, School SENDCO

14a Nurture Provision

Presentation from Claire Lightfoot regarding the pending Nurture Facility.

Claire clarified the need for KS1 children with social and emotional needs.

KB confirmed the positive impact of the nurture provision at Hartshorne Primary five years ago. Pupil premium plus money had been utilised to cover the costs of an Elmsleigh pupil attending this provision which sadly had to close owing to lack of funding.

£29,000 has been allocated to 'set up' the nurture provision to start in September 2018.

KBa sought clarification on how Elmsleigh would recoup costs from schools using the nurture facility? CL will seek advice.

SB sought clarification on the available times for provision: CL responded - Mon to Thursday afternoons with Fri for CPD/ liaison with school staff.

KBa asked about Ofsted inspection - CL to liaise with Mark Emly at their meeting on 4.12.17.

14b/17-18 APOLOGIES - Received from Mrs. Peace (Clerk) owing to illness

Minutes were taken by Mrs. Burton, HT in Clerk's absence

15/17-18 DECLARATIONS OF INTEREST - AGENDA ITEMS

None declared.

16/17-18 MINUTES OF MEETING HELD 13TH SEPTEMBER 2017

Amendment required at Min Ref 4/17-18 Friends of Elmsleigh are contributing £8.00 per pupil towards the theatre visit for infant phase pupils not £7.00 as minuted

In all other respects approved as a true record and duly signed together with confidential appendix

17/17-18 MATTERS ARISING

Canopy at front of school building

RS enquired re: confirmation had been sought regarding whether the canopy located at the front of the main office was fire retardant and the possibility of this being relocated within the main outdoor learning area

ACTION: Seek clarification of above

18/17-18 FINANCE REPORT

Due to absence of Clerk/School Business Manager, the finance report was not available.

ACTION: KP to email the SAP finance report in preparation for Andy Walker's meeting on 24th January 2018.

For Governors to forward any challenging questions to Mrs Burton prior to the January meeting

KB presented annual finance report from Andy Walker which predicts the budget forecast over the next four years.

File as supporting doc

Governors are very concerned about the unavoidable financial situation in school.

KB emphasised that everything was being done to prevent possible future redundancies and that money has been saved for this year with the use of HLTA Teaching assistants to cover PPA in Early years, Rainbow room and Year 1.

JG argued that we need to have base funding in the Nursery. KB informed that she and Claire Lightfoot staff are meeting Karen Waring, Head of Early Years SEN in January 2018.

KBu requested that Governors are present at the meeting with Flint Bishop in 2018 regarding the school's financial position/ next steps.

RESOLVED: Members of Resources Committee to be present at Flint Bishop meeting in 2018.

JG enquired about the academy route and if this course of action would benefit the school financially.

KBu and KBa presented current situation that school is in regarding academies.

That at the present time, Elmsleigh will not be seeking to join a MAT - following careful consideration of available Multi Academy Trusts, SMT has not yet found a MAT provision which shares our ethos. Holbrook Trust may be of interest in the future but any decision must constitute the correct way forward for our children.

KBu also informed Governors re: a discussion with Kate Copley at the Academies Show (DFE Commissioner for School Finance). KBu is to remain in contact with her to support the school further.

19/17-18 HEADTEACHER'S REPORT

KB reiterated absence monitoring procedures and actions taken to challenge parents, including evidence of medical appointments. Attendance has dropped since September 2017.

Govenors challenged staff absence KB reassured Governors that staff absences were being monitored very closely and that 'back to work' interviews continue to be held following an absence through illness/injury.

Governors questioned the reason why writing baseline was below the baseline score for last year. KBu confirmed that evidence was still being collected for Aut Term.

Govenors questioned the reason that number was higher than the previous year. EC clarified that reception class teachers are now teaching in blocks so this has had a positive impact.

KBu outlined the pressure that Year 2 staff are under to get the children to National Standard; EC supported this . **Governors asked what they can do to support. KB - continue to show their appreciation to the staff for their commitment and hard work.**

KBu outlined the issue of having Literacy and Numeracy teams and the difficulty in making the strategic plan operate smoothly. KBu proposed that a temporary TLR is attached to the roles of Literacy and Numeracy Leaders to drive the school forward.

KBu has sought advice from Andy Walker who acknowledged the financial situation but understood why the school was proposing the temporary TLRs.

EC supported the proposal emphasising that the former supply costs incurred to release team members will be saved.

There is currently a redundant TLR for EC's former post of Leader of Intervention.

There is also a TLR attached to ICT which is temporary .

ACTION- KBu to investigate withdrawing the TLR for ICT in the future.

KBu shared frustrations working with the Lead SEND officer and his lack of professionalism and skills which have impacted in SEND funding. Governors enquired about launching a formal complaint.

KBu highlighted school priorities this year with an emphasis on staff morale.

Governors would like to thank the whole team for their hard work.

RS asked a question linked to disadvantaged children accessing breakfast club?

In January, disadvantaged families will be given the opportunity of their children accessing breakfast club free of charge. Said charges will be funded from Pupil Premium income.

20/17-18 STAFF APPRAISALS (Confidential Appendix)

KBa presented Minutes of the Staff Appraisal meeting held on 2nd November 2017. All staff had achieved objectives for academic year 16-17

RESOLVED: That in light of above, named teaching staff will receive an increment back-dated to 1st September 2017

21/17-18 MEMBERSHIP & TRAINING

JG and EC attended x3 twilight induction sessions. They found it to be very intense and although purposeful, the accountability of the role of the Governor was daunting.

KBa presented Governor constitution and clarified that three parents have expressed an interest in the role of Parent Governor.

ACTION: That formal nominations are invited, following receipt of which candidates will attend interview with Head, Chair and Vice-Chair

KBa confirmed that the Constitution could be amended to reduce membership from 2 parents to 1. Further that Co-opted members could be increased by 1. This would permit GB to appoint an additional staff governor, namely Teaching Assistant Governor.

ACTION: To advertise the Teaching Assistant Governor vacancy in the staffroom asap.

KBa distributed the Governor Skills Audits to those members yet to complete same.

RATIFICATION OF COMMITTEES

KBa proposed that future committees would include Curriculum, Resources and personnel and that membership should reflect skills set of current Governors.

RESOLVED: That the new Committee Structure is hereby approved

ACTION: For Governors to complete outstanding skills audit and return to Clerk at the earliest convenient time.

ACTION: Clerk to draft new Terms of Reference for Committees

22/17-18 POLICY REVIEW

Safeguarding and Pay policies were displayed on the IWB for review.

RESOLVED: That the revised policies for Safeguarding and Pay are hereby approved

ACTION: KBu to send to CH in the office to upload onto the school website.

File as supporting docs

23/17-18 CORRESPONDENCE

All Governors had received the weekly bulletins from NGA and DGP.

KBa confirmed that the school was purchasing a Radon report as part of its Health and Safety procedures.

ACTION: Raise order for Radon Report

24/17-18 ANY OTHER BUSINESS

KBu reported that Brian Redding, Planning Officer with DDC has visited the school regarding the award of funding under Section 106 of the Town and Country Planning Act. This legislation requires developers to set aside funding for infrastructure required as a result of constructing additional homes - e.g. road improvements, retail outlets, school provision. The funding may be used to develop the school building.

ACTION: KBu to contact Brian Redding to confirm amount of funding and when school is likely to receive this in order that developments may be planned

RS enquired about order placed in the school office for large tree to be trimmed in the rainbow room garden. KBu - Office staff have already chased up with DCC - order was placed on 16th September 2017.

25/17-18 DATE OF NEXT MEETING - SPRING TERM 1 2018

Wednesday 24th January 2018

4:00 p.m. - Finance Training with Andy Walker, DCC

Training session (max 2 hours) will then be followed by a brief ordinary meeting to approve minutes from 29.11.17, matters arising and any further urgent business.

What have we achieved this evening which impacts on teaching and learning at Emsleigh?

- **Subject teams for Lit/No. moving to subject leaders - enhance teaching and achievement in these subjects**
- **Pay increments for teaching staff following successful appraisal - valuing staff members**
- **Approval of revised Pay and Safeguarding policies - GB up to date with new legislation**
- **Impact of KS1 nurture run by Elmsleigh; set up funding secured**
- **Clarification of Governor roles and vacancies; revised committee structure to reflect skills set of GB**
- **Effective use of Pupil Premium - offer free breakfast club**
- **Updated knowledge from detailed Headteacher's report**

The Chairman thanked everyone for their attendance and declared the meeting closed at 7.10pm

A rectangular box containing a handwritten signature in cursive script, which reads "Kelly Bannister".

SignedDated this 24th January 2018
KELLY BANNISTER, CHAIR OF GOVERNORS