

**GOVERNING BODY**  
**ELMSLEIGH INFANT AND NURSERY SCHOOL**  
**MINUTES OF MEETING HELD ON 19<sup>th</sup> JULY 2016**

**PRESENT:**

Mrs. Bannister - Chair of Governors;

Mrs. C. Matthews - Vice Chair of Governors

Mrs. Burton, Mrs. Liddle, Mrs. Wright, Mrs. Barnett, Mr. Stanhope.  
Mr. Robinson, Mr. Bradbury

**IN ATTENDANCE:** Mrs. K. Peace

**74/15-16 APOLOGIES**

Received from Arron Cuttriss - on holiday

**75/15-16 DECLARATIONS OF INTEREST - AGENDA ITEMS**

None declared.

**76/15-16 MINUTES OF MEETING HELD ON 17<sup>TH</sup> MAY 2016**

Amendment required at 'Any Other Business' - the Minute Reference should read 73/15-16.

Also the Learning Walk referred to in 'Date of Next Meeting' did not take place on 8<sup>th</sup> June - this has been deferred until the Autumn Term.

In all other respects minutes approved as a true record and duly signed.

**77/15-16 MATTERS ARISING FROM MAY MEETING**

49/15-16 Buildings Committee Report - the automated signing in system has been returned to the supplier as after several weeks, it was agreed that the system did not meet our requirements. Our ICT Technician is researching alternative systems.

71/15-16 Correspondence - SBR address has now been amended with DGA and NGA

## 78/15-16 FINANCE REPORT

As circulated

KBA queried why no expenditure had been set against DBS checks - Clerk confirmed that DCC will deduct the £44 fees at the end of the Summer Term.

SW raised the matter of the cost of colour photo copies. Staff have been made aware of this significant cost and have been requested to use black and white copy option where possible.

RS asked if we had been charged for the 2<sup>nd</sup> PAT test visit.

Clerk confirmed that the original invoice had been reduced by 50% for the inconvenience.

File as supporting documents

## 79/15-16 HEAD TEACHER'S REPORT

As circulated - file as supporting doc

### Attendance

Attendance is at best level in 4 years as a result of developing monitoring procedures including attendance tracking and meetings with parents causing concern. Very few term time holiday requests are now made. KBu confirmed that fines are not issued for term time holidays of 3 days or less.

3 fixed term exclusions this year - all 3 pupils transferred to Integration Pathways and from September, 2 pupils will transfer to specialist settings and 1 to their local mainstream school.

### Staff Well-Being

Staff are given 1 day each year to attend their child(ren)'s performances/special assemblies.

SW asked if this day was included in the 5 day 'Time Off for Dependants'. Clerk confirmed that this was over and above this 5 day entitlement

### Statutory Testing

KBu confirmed that Middle Managers had prepared data as follows:

Appendix A - FS Results (prepared by Mrs. Mansfield, EYFS Co-ordinator)

Last year 28 children achieved a good level of development - GLD at the end of FS. This year this number has increased to 33.

#### Appendix B - KS1 Results (prepared by Mrs. Thompson)

Pass rate for end of Y1 Phonics has increased from 59 to 72; 72% to 78%. Of the children who resat the Phonics test at Y2, only 4 did not achieve the pass mark. 8 children were disapplied.

CM asked what criteria is used to disapply children. KBU confirmed that children must be working on Phase 3 Phonics to qualify for the Phonics test.

#### Appendix C - end of KS1 tests

End of KS1 tests for Y2

Good results. Interventions have had a positive impact. e.g. Mrs. Thomson's booster groups and Max's Marvellous Maths.

CM - did the 3 children on Integration Pathways sit the end of Y2 tests? KBU confirmed that the IP staff did attempt this but owing to their several behavioural difficulties, 3 pupils were not able to access the tests.

#### Outcomes for Disadvantaged Children

Provision Map identifies respective needs. Progress has been sustained this year.

#### Appendix E - Pupil Progress Report (prepared by Mrs. Collins)

CM asked what would happen if, following interventions progress is still not made? KBU confirmed that outside agencies would then be asked for support with particular pupils.

Further Intervention Information - Mrs. Arckless, Pastoral Lead works closely with outside agencies to support families and has forged very good relationships with many of our families who require additional help. She is to attend an 'Incredible Years' 3 day conference and feedback information to parents.

CM suggested that Governors may benefit from a short demonstration of various interventions to gain insight of how these impact on progress - this suggestion was welcomed by all Governors

### Quality of Teaching and Learning

Peer observations have been carried out together with visits to 2 other schools. A Phonics Learning Walk took place this term; School Improvement Partner also attended.

Moderation of Assessments and Writing has been carried out. Target cards have been redesigned for 16-17 academic year.

Maths - Olympic Maths Day and Mastery Maths approach have enhanced quality of T & L of Maths.

CM asked 'What is Mastery Maths' - KBU confirmed that this scheme involved lots of hands on activities. The Scheme is being adapted by staff to meet Elmsleigh's needs. Linton Primary have been using Mastery Maths for 2 years.

### SEN Funding

Grave concerns have been expressed regarding the lack of funding to support children with SEN - See Appendix G - Minutes of Meeting with Andy Walker, Finance Patch Officer on 6<sup>th</sup> July 2016. A further meeting was held on 12<sup>th</sup> July with various professionals - Head, Chair and Vice-Chair and Steve Parfitt, DCC SEN Operations Manager also in attendance. If adequate funding is not received, the school's budget will be in deficit within 2 years.

CM commented that Mrs. Guest, SENCO was excellent at this meeting, clearly putting forward the school's case.

### Governor Visit - Lunchtime Focus

KBA and LB had attended this visit, having lunch with the children. Outside provision was observed. The children in Rainbow Room stayed indoors due to the heat and watched a DVD on the whiteboard.

The lunchtime routine was very impressive.

### Safeguarding

KBa confirmed that she had recently attended a weekly Safeguarding meeting. The team meet each Friday and discuss in detail actions required - KBa witnessed how the Safeguarding policy actually works and how effective procedures are. She observed that a secure USB memory stick is set up for each child on the Register - good record-keeping.

### New Style Reports to Parents

LB commented that as a parent, he prefers the new format.

KBa added that it is apparent from the report that the teacher knows her child very well.

### School Organisation - Summer Term 2016

KBa asked how we define Middle Leaders. KBu confirmed that all Middle Leaders have the TLR allowance for Teaching and Learning Responsibility, eg. FS Co-ordinator; SENCo, ICT Co-ordinator, Intervention Co-ordinator.

### Kitchen Re-Build

The asbestos will be removed on 15<sup>th</sup> August followed by demolition. Other holiday projects include wheelchair access to main entrance and wheelchair lift between Y1 and 2 levels thereby giving the school full accessibility status.

### **80/15-16 REPORT OF CURRICULUM COMMITTEE**

Please see the Appendices re: statutory tests contained within the Head's Report above.

KBa confirmed she had prepared a summary of the meeting:

### **81/15-16 SEN FUNDING**

See above Head's Report

**KBa and KP will prepare a contingency bid on Monday 1<sup>st</sup> August 2016**

### **82/15-16 PERSONNEL MATTERS**

See Confidential Appendix

### **83/15-16 CLERK'S QUIZ SUMMER TERM 2**

Members again excelled in demonstrating their knowledge and jointly were able to answer all quiz questions.

### **84/15-16 CORRESPONDENCE**

1. DGP Weekly Bulletins
2. NGA Governor Matters Magazine
3. Heather Wheeler MP - Response re: use of school as polling station. Mr. McArdle, Chief Executive, SDDC to respond direct.
4. Another Email from Mrs. Spencer re: the Austrian Pine  
KBu confirmed that DCC Legal Section are now dealing with this matter.  
There is now 1 tree remaining out of 3 hence this can no longer be

regarded as a hedge. Numerous Emails have been received from this neighbour which are of a vexatious nature. Mrs. Spencer recently Emailed Mrs. Burton a Code of Conduct for Teachers!  
A meeting has been arranged at the Council Offices in Matlock in September to finalise this matter.

## **85/15-16 ANY OTHER BUSINESS**

Mrs. Matthews announced her resignation from the Governing Body - this will be her last meeting. Sincere thanks were extended for her support and expertise; she will be greatly missed.

Flowers were presented

## **86/15-16 DATE OF 16-17 ACADEMIC YEAR MEETINGS**

- Autumn 1 - Tuesday 4<sup>th</sup> October 2016
- Autumn 2 - Tuesday, 6<sup>th</sup> December 2016
- Spring 1 - Tuesday 7<sup>th</sup> February 2017
- Spring 2 - Tuesday, 28<sup>th</sup> March 2017
- Summer 1 - Tuesday, 23<sup>rd</sup> May 2017
- Summer 2 - Tuesday, 11<sup>th</sup> July 2017

Chair's 360 degree Reviews of Governor Performance will commence at 4 p.m. on Tuesday, 4<sup>th</sup> October and Tuesday 6<sup>th</sup> December. Appointments t/f.

**What have we achieved this evening to impact on teaching and learning at Elmsleigh?**

**KBa - H/T Report - Challenging questions raised. Governors fully aware of developments last term**

**SBr - Governor Visit Feedback**

**SW - Statutory Tests. Greater awareness of what constitutes good progress for disadvantaged and more able pupils**

**KBa - Raised awareness of funding issues for SEN with DCC**

**SW - Buildings. Progress of site projects which will enhance learning environment, e.g. kitchen and accessibility works**

**SW - Appointment of 2 TAs to fully support children throughout 16-17 academic year.**

The Chairman thanked everyone for their attendance and declared the meeting closed at 6:50 p.m.

Signed ..... Dated this 4<sup>TH</sup> Day of October 2016

**MRS. K. BANNISTER, CHAIR OF GOVERNORS**

