

GOVERNING BODY

ELMSLEIGH INFANT AND NURSERY SCHOOL

MINUTES OF MEETING HELD ON 13th SEPTEMBER 2017 4.30 P.M.

AUTUMN TERM 1

PRESENT: Mrs. K. Bannister - Chair

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

IN ATTENDANCE: Mrs. K. Peace - Clerk

Chair welcomed Mrs. Collins - new Staff Governor

1/17-18 APOLOGIES - Received from Mrs. Barnett at July meeting

2/17-18 DECLARATIONS OF INTEREST - AGENDA ITEMS

None declared.

3/17-18 MINUTES OF MEETING HELD 13TH SEPTEMBER 2017

Approved as a true record and duly signed together with confidential appendix

4/17-18 MATTERS ARISING

Fundraising

Head reported that FOE (Friends of Elmsleigh Fundraisers) have kindly offered to fund pantomime admission for all infant children at the Guild Hall Derby. This equates to £7:00 per pupil. FOE will fund a Christmas outing for Nursery and Rainbow Room children to the equivalent value - these visits to be arranged by staff.

It has also been agreed by FOE to charge £1 admission for parents attending Christmas Concert performances to cover the cost of coaches to the respective venues.

Thanks extended to the fundraising team via Mr. Stanhope, FOE member

Building Works - BLF Grant Imperial were granted Building Regs approval on 30th August 2017; work is scheduled for October half term.

Child Care Costs - Closure of School for Polling Station KP to forward reminder to SDDC as to whether parents may claim costs

5/17-18 CONSTITUTION OF GOVERNING BOARD

Agreed that the 'quality over quantity' should prevail.

Chair confirmed that she had sought advice from DGP and it is in order to remove the role of LA Governor from the Constitution. LA had not filled the vacancy since Mrs. Matthews left in July 2016. Previous LA Governors had proved ineffective, failing to attend meetings owing to other commitments.

RESOLVED: That the LA Governor should thus be removed from the Constitution.

Current Vacancies on the GB

X1 Parent Governor following Mrs. Bannisters transfer to Co-opted status.

X1 Co-opted Governor following Mr. Bradbury's resignation in July 2017.

Chair confirmed that the role of parent governor can be also be fulfilled by a grandparent or someone with strong community links - it does not have to be a parent. This would afford the GB a wider pool of possible candidates. Nominees would be interviewed prior to appointment.

Advertising the Vacancies

TR put forward that someone with a background in HR would fill this skills gap.

ECo- How are the vacancies advertised - pupil post?

Chair confirmed this but that we could also advertise via the school website and ESCOS

ECo also added that the vacancies could be advertised during the Harvest celebrations attended by parents on 18th and 19th October. Agreed.

Clerk advised that information packs were not issued to each parent owing to the cost implication of copying. Packs were issued to interested parties only.

ACTION: Advertise vacancies as above; Clerk to prepare packs for nominees

ACTION: Redraft Constitution and submit to LA/ DGP/ NGA

6/17-18 COMMITTEE MEMBERSHIP AND NAMED LINK GOVERNORS

Discussion ensued regarding the need to streamline Committees for purposes of effective leadership and management.

RESOLVED: That Committees should now be as follows:

- 1. Teaching and Learning Committee (with terms of reference from former Early Years, SEN and Curriculum Committees)**
- 2. Resources Committee (to incorporate terms of reference from former Premises Committee)**

JG requested that her link Governor role be clarified to include SEN, Safeguarding together with Anti-Bullying and Behaviour.

ACTION: Clerk to redraft Committee membership, link Governor information and terms of reference for the 2 new Committees.

7/17-18 ANNUAL SKILLS AUDIT

Results Grid attached as supporting Doc

As stated above the Audit highlights skills gap in HR. Training matrix over the past year has addressed gaps in knowledge.

Training log also attached as supporting Doc.

8/17-18 MEMBERSHIP & TRAINING

Vacancies discussed above.

Members reviewed meeting attendance log for 16/17. Those Governors with significant gaps in attendance have resigned following appropriate conversations with Clerk.

KBa and TR - Chair and Vice-Chair attended 'Head Teacher Appraisal' 11/9/17. Pink Feedback Form completed by TR Attached as supporting doc.

Clerk confirmed that Finance Training will be organised for Aut Term 1/Spring 2 depending on Andy Walkers commitments.

Chair confirmed that she will be attending a FoC Strategic Briefing at Wm Allitt school on 4th October

ECo and JG to attend Induction Training sessions on 3/10; 11.10 and 18/10

ACTION: KBa to complete feedback form for course attended on 11 /9

Clerk to arrange Finance Twilight for Aut 2/Spring 1

Code of Conduct and Declarations of Financial Interest

Above documents revisited and 6 governors present duly signed same

ACTION: SBr to sign forms at Aut 2 meeting

9/17-18 SAFEGUARDING AUDIT

Presented by Head - IWB presentation. 1-4 points score system used to highlight items requiring action/improvement. The document was closely scrutinised and some point scores changed accordingly following discussion of Elmsleigh's current safeguarding practice.

Head and Deputy to attend Safer Recruitment training on 10th November - course is being delivered by R Snaithe Consultants.

JG - need to review Anti-Bullying and Behaviour policies and a child-friendly version to be drafted. All in agreement.

ACTION: KBu and JG to carry out policy review

Head to submit final Audit

File Audit as supporting doc.

10/17-18 PERSONNEL MATTERS

No Confidential Appendix required.

Clerk confirmed that all adjustment forms regarding appointments made/ leavers discussed at last meeting had been submitted to HR.

Role of Foundation Stage Co-ordinator discussed. Vacancy arisen owing to maternity leave commencing in October 17. Vacancy will be advertised internally

11/17-18 CORRESPONDENCE

- DGP weekly bulletins
- NGA circular Oct/Nov 2017

Above are Emailed / posted direct to members.

12/17-18 ANY OTHER BUSINESS

Premises

Foundations for new kitchen completed - meetings with LA Architect scheduled. The Tender is about to be awarded for main project. RS confirmed that drainage works on the side of Rainbow Room garden have also been completed.

Playground markings funded by Coal Authority will be based on children's designs. Alan from the Authority was commended for working so closely with the school during this difficult process.

ECo raised the matter of the canvas canopy at the front of school not being used to its full potential. Question also raised regarding whether canvas was fire retardant thereby meeting safety/insurance regs. KP confirmed that the Company which installed the canopy some years ago was no longer trading.

RS asked whether the structure might be relocated to the rear of the school building so that it may be used more effectively for teaching and learning? As it not wooden, it would not contravene the insurance regs re: 'no wooden structures within 100 metres of the school building'.

ACTION: Clerk to liaise with DCC to check that the canvas is fire retardant. And also investigate cost of relocating the structure

13/17-18 DATE OF NEXT MEETING - AUT TERM 2

Wednesday 29th November 2017

- Resources Committee (new membership) to tour school 4:00 p.m.
- Full Meeting - 4:30 p.m.

Agenda items:

- Head Teacher and Teacher Appraisals/ recommendations for salary increments
- Head Teacher's Report
- Half Year Finance Report

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

TR: Review of Safeguarding Audit to consider school practice and ways to improve said practice.

EC: Streamlining of Committees to improve leadership and management within GB

TR: Review of Constitution and vacancies - decision to appoint new Governors to bridge skills gaps

EC: Outdoor Learning Review Y2.

RS: Impact of FOE on enrichment of curriculum

KBu: Training matrix and attendance log reviewed to analyse impact on GB leadership and management

The Chairman thanked everyone for their attendance and declared the meeting closed at 6:10 p.m.

Signed ... 

Dated this 29TH Day of November 2017

KELLY BANNISTER, CHAIR OF GOVERNORS