

GOVERNING BODY

ELMSLEIGH INFANT AND NURSERY SCHOOL

MINUTES OF MEETING HELD ON 28th March 2017

PRESENT: Mrs. Bannister - Chair

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

IN ATTENDANCE: Mrs. K. Peace

52/16-17 APOLOGIES

Received from Mr. Bradbury - work commitments; Mrs. Barnett - holiday;
Mrs. Liddle - interview

53/16-17 WELCOME NEW GOVERNOR

Mrs. Bannister welcomed Mrs. Guest - new Co-opted Governor.

Documentation signed - Declaration of Eligibility Form, Declaration of Financial Interest, Code of Conduct.

As the school's previous SENDCO, Mrs. Guest will bring a wealth of expertise to the GB

54/16-17 DECLARATIONS OF INTEREST - AGENDA ITEMS

None declared.

55/16-17 ELECTION OF VICE-CHAIR

Nominations received for Mr. Bradbury and Mr. Robinson - put to vote; 4 votes for TR and 2 for LB

RESOLVED: That Mr. Robinson be duly elected Vice-Chair to serve for remainder of academic year and academic year 17-18

Action - Clerk to retype membership list to include Mrs. Guest and Mr. Robinson as Vice-Chair

56/16-17 MINUTES OF MEETING HELD ON 31st JANUARY 2017

Minutes approved as a true record and duly signed.

57/16-17 MATTERS ARISING FROM JANUARY MEETING

None

58/16-17 FINANCE REPORT

Clerk had circulated annotated SAP finance report representing end of year position.

KBA enquired as to the extent school used agency staff for cover?

KP confirmed that this is kept to a minimum - existing staff deployed wherever possible to ensure consistency of teaching and learning. A TA has been employed for 1 day over 6 weeks to support 2 EAL pupils in Y2. However, agency fees covered by Local Authority funding.

KBA added that TA's with HLTA status / equivalent were used to cover PPA.

RS enquired as to whether more TAs could be used for cover - KBA confirmed that they must hold the HLTA qualification or have a Foundation Degree, which 3 of the staff have.

KBA enquired as to the impact of changing the swimming venue/teacher for SEN and Y2 children.

KBU confirmed that the SEN children will attend Fountains School in Stretton and Y2 children will attend Meadowside Leisure Centre in Burton from April. Transport costs will be met from Sports Funding. From visits to both venues by staff it is hoped that the needs of our children will be better met.

JG gave update on SEN funding. As the school's previous SENDCO she had been closely involved in liaising with the LA regarding the funding issues which Elmsleigh faces caused by pupils taking up SEN places without having an EHCP, hence funding. Mark Emly at DCC has confirmed that he will fully support Elmsleigh's applications for interim funding prior to issue of final EHCPs which should help top up the school's SEN budget.

There remains a vacancy for a Local Inclusion Officer.

File Finance Report as supporting doc

59/16-17 APPROVAL OF AUDITED SCHOOL FUND ACCOUNT FOR YEAR ENDING 31ST AUGUST 2016

Clerk presented balance sheet duly signed by external auditor.

RESOLVED: That the accounts for academic year 15-16 are duly approved.

File Statement of Account as supporting doc

ACTION: Publish approved Statement of Account on school website

60/16-17 HEAD TEACHER'S REPORT

As circulated - file as supporting doc

Number of Pupils on Roll

Numbers analysed - several in year transfers from other schools have increased number on roll. Y2 year group is boy heavy.

Pupil Premium

Following advice from Finance Patch Officer, school will offer a free item of uniform for each Pupil Premium form completed by parents. Budget will be set to reflect this.

Attendance

Last term's attendance was 0.1% below national average owing to impact of Scarlet Fever.

Panel meetings continue to be held for children whose attendance causes concern - patterns of absence/persistent absences are closely monitored. A new EWO has been appointed and is very supportive of the school which is having a very positive impact. He carries out home visits and liaises closely with Head of Pastoral Care.

There have been no fixed exclusions this academic year despite a very challenging group of children in Reception. School is fully supported by the Behaviour Support Teacher to plan and deliver strategies to manage behaviour. This week a part-time time table has been agreed for a child in Reception.

Midday Supervisor Team

A review has been carried out and streamlining of the midday provision will be introduced after the Easter break. The number of relief staff will be reduced to provide greater consistency.

Pupil Progress

On the whole children continue to enter Nursery with a low baseline but make good steps of progress.

JG commented that there is evidence that children with ASD make most progress in subjects which interest them.

Head made reference to David Heald's report re: ER provision. He is the ex-Head Teacher of Holbrook Centre for Autism and is now an Advisor. Mr. Heald carried out observations in Rainbow Room and judged the provision as outstanding.

KBA extended thanks and congratulations to the Rainbow Team and also acknowledged Mrs. Guest's valuable contribution in developing the ER provision.

Monitoring and Evaluation

Head has carried out teacher observations; Shirley Smith, Advisor carried out a book scrutiny today 28th March. She was very impressed with use of grammar, phonics and presentation of writing.

Enrichment

Children studied Japan as this year's Culture Week focus. Visitors included theatre groups, puppeteers and a Japanese speaker. Children prepared Bento boxes - Japanese lunch boxes.

World Book Day was celebrated on March with a Willy Wonka theme.

A company delivered Google Expeditions, an ICT virtual reality initiative.

Year 2 Residential visit to Beaumanor scheduled for 3rd and 4th April.

Impact of Closure of Children's Centres

Discussed at some length. School now pays into the 'Early Help Offer' £6374K, which is the support package for MAT team involvement (Multi Agency Team). However, out of 49 families which our Pastoral Lead supports, only 3 have accessed this service during 16-17.

Question raised as to whether school could opt out of the EHO next financial year as obviously this does not represent value for money for school considering best value principles.

KBU confirmed that this is possible but that Head Teachers would then have responsibility of responding to incidents during school holidays.

ACTION: Seek advice from Finance Patch Officer who will be meeting KBU and KP 29th March 2017.

Parental Involvement

Continues to be good. Foundation Stage Open Day was very well supported. Parents continue to support Reading Partners in all classes. From a recent

parent survey, 16% of parents indicated that their child did not enjoy sharing books at home.

JG suggested that this could be addressed during the Play and Stay sessions run on Fridays and possibly through a book loan service.

Fundraising

Friends of Elmsleigh have raised £3156 this year and are to organise a Fairground Day in the Summer Term.

School Website

Thanks extended to TR for his assistance in monitoring the site and keeping information up to date

KBA thanked Head for a very detailed report which gives a comprehensive picture of last term's developments and the positive impact on teaching and learning at Elmsleigh. JG added that the report is very well-written, informative and easy to read.

61/16-17 PERSONNEL MATTERS

See Confidential Appendix 'A'

RESOLVED: That the regrading of the Pastoral Lead post will increase to Grade 10 wef 1.4.17

62/16-17 CORRESPONDENCE

1. NGA Newsletter
2. DGA Newsletters
3. SDDC Polling Station Request for 4/5/17
Confirmed that for safeguarding reasons, school will be closed to pupils on election day

23 Teaching Assistants will take part in Food Hygiene Training on 4/5/17; teaching staff will begin writing end of year reports.

63/16-17 MEMBERSHIP MATTERS

DGA running 'Role of SENDCO' course on Wednesday 10th May 2017

ACTION: Reserve place for Mrs. Guest as new named Governor for SEN.

External Review of Chair - Clerk to liaise with DGP to arrange

64/16-17 CLERK'S QUIZ

Members again excelled in demonstrating their knowledge and were able to answer all quiz questions based on information contained within Head's Report.

65/16-17 ANY OTHER BUSINESS

School Website

TR ran demonstration of how other schools use video clips to promote their provision. Governors applauded this and it was agreed that a clip should be posted on the site for all 4 year groups.

Also proposed that Chair and Vice-Chair Email addresses are published on the website so that parents may raise concerns. Trends may then be recorded and appropriate action taken.

ACTION: ICT Technician to post video clips; TR to update with Email addresses.

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

JG - Role of Pastoral Lead recognised and positive impact on welfare of parents, children and progress

RS - Discussion re: Early Help Offer and cost implication of this service

TR - Election of Vice-Chair which will have positive impact on work of GB

TR - Improvements to website to promote Elmsleigh and to provide a monitoring tool for parents comments/concerns. Developing GB relationship with parents.

JG - strategies to improve children's engagement in sharing books

KBA - Appointment of JG and her election as named Governor for SEN. Her knowledge and expertise will continue to have a positive impact on the development of ER provision.

JG - quality of swimming provision reviewed to ensure appropriate to meet needs of children

66/16-17 DATE OF NEXT MEETING - SPRING TERM 2

Tuesday, 16th May 2017 5:00 p.m.

The meeting will commence with a presentation on Academy Status by Mark Honeybell of Flint Bishops Solicitors

The Chairman thanked everyone for their attendance and declared the meeting closed at 7:05 p.m.

A photograph of a handwritten signature in cursive script on a piece of lined paper. The signature is written in dark ink and appears to read 'Mrs. K. Bannister'. The paper is slightly aged and has horizontal lines.

Signed

Dated this 16TH Day of May 2017

MRS.K. BANNISTER, CHAIR OF GOVERNORS