

## **GOVERNING BODY**

### **ELMSLEIGH INFANT AND NURSERY SCHOOL**

#### **MINUTES OF MEETING HELD ON 17<sup>th</sup> MAY 2016**

**PRESENT:** Mrs. K. Bannister - Chair Mrs. C. Matthews - Vice-Chair,  
Mrs. Burton, Mrs. Liddle, Mrs. Wright, Mrs. Barnett, Mr. Stanhope.  
Mr. Robinson, Mr. Bradbury

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

#### **60/15-16 APOLOGIES**

Received from Arron Cuttriss - work commitments

#### **61/15-16 DECLARATIONS OF INTEREST - AGENDA ITEMS**

None declared.

#### **62/15-16 MINUTES OF MEETING HELD ON 22<sup>ND</sup> MARCH 2016**

Amendment required at 'Date of Next Meeting' - the minute reference should read 59/15-16 and not 59/14

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

#### **63/15-16 MATTERS ARISING FROM MEETING HELD 22<sup>ND</sup> MARCH 2016**

##### 49/15-16 Buildings Committee

1. Astro turf - order pending
2. Electrical works - order placed.
3. DCC Surveyor visited earlier this term and indicated that the security bubble in the main foyer would cost in the region of £10,000. Further, matched funding from the LA would not be possible as existing security deemed adequate
4. Automated signing in system - installed 9<sup>th</sup> May £2995. Staff ID badges with bar codes for scanning in/out on order. Also the phrase 'host' on the system to be replaced with 'Who Are You Visiting'

##### 51/16-16 Budget Split 16/17

Approved by DCC

### 53/15-16 Headteacher's Report

Refurbishment of the Non- Fiction Library area now completed

Head extended thanks to Mrs. Liddle , Mrs. Bannister, Mrs. Stride (TA) and Mrs. Lewesley (Supply Teacher) for their hard work. The area has been transformed.

Fundraising - the balance held in the school's budget in sum of £900 has now been transferred to F.O.E. Account.

### 54/15-16 Personnel Matters

Clerk confirmed all new/revised contracts had been issued by HR

### 55/15-16 Terms of Reference

Amended Terms of Reference circulated with revisions in red.

### **64/15-16 FINANCE REPORT**

Clerk circulated annotated SAP report

### File as supporting documents

SB - Enquired who Flint Bishops are - KBU confirmed that this is the firm of Solicitors which now provides Employment Law Advice

SB - why has the school not bought into the LA Service. KBU - several occasions where conflicting advice given by DCC Legal and HR departments. Flint Bishop Service represents better value for money.

CM - annotated notes presented a meaningful report.

Clerk pointed out how decisions made at previous meetings re: purchase of resources followed through into budget monitoring report

### **65/15-16 HEAD TEACHER'S RESPONSE TO OFSTED LETTER**

Response Emailed to Governors 10.05.16

Looking at the 2013 - 2015 results, Ofsted highlighted that the gap between disadvantaged and non-disadvantaged children had widened. KB confirmed that this was due to the vast difference in the cohorts - twice as many Pupil Premium children within 2015 cohort as 2013.

Response provided evidence of progress and impact of interventions.

Lengthy discussion ensued:

CM - 'Is there criteria for good progress and faster progress?'

KBu had liaised with SMT to analyse what good progress looks like - this is accelerated progress of more than 4 steps.

CM - Have we documented this?

KBu Yes - referred to bottom of Page 2 response letter.

KBa - age and dexterity of pupils has a bearing on progress

CM - what is Ever 6?

K Bu confirmed this identified children who had been entitled to FSM over the last 6 years but were no longer eligible. Funding continues to be generated for 6 years from initial entitlement.

KBA - since the introduction of Universal Free School Meals, there is now the issue of parents not claiming entitlement to FSM at FS and KS 1 as they are in receipt of FSM in any event.

KP confirmed that the LA has now simplified the claim form for parents. School does include the form in the induction packs and Mrs. Manfield, FS Co-ordinator has recently revised the main registration form to cross-reference with the FSM form.

CM - HT response provided Governors with valuable pre-Ofsted inspection information.

KBa - asked which Governors felt confident in meeting with Inspectors

SBr/TR felt that they did not yet have sufficient knowledge.

SW commented that availability of Governors during the Inspection would also be an issue - work commitments etc.

TR suggested a mock run and Chair confirmed that this would be very useful.

File both Ofsted letter and Head's response as supporting docs.

## **66/15-16 CHAIR'S 360 DEGREE REVIEW OF GOVERNORS**

K Ba had researched this matter and it was agreed that she would meet with each Governor for a short review. It is recommended that this review process is carried out every 2 years but that the Chair should meet with each Governor every 6 months by way of informing the process

**ACTION - Chair to Email an evaluation form to each Governor and arrange meetings; Chair's review to be carried out by the Head Teacher, Clerk and a Committee Chair**

## 67/15-16 APPROVAL OF POLICIES

Proof read by K Ba and CM

### EYFS POLICY

A point of grammar raised by K BA the semi-colons at the end of bullet points on P 2 to be removed

### MOST ABLE POLICY

K Ba: still one reference to Gifted and Talented at Page 5.

CM - sentence at bottom of Page 2 requires amendment to read 'working without direct adult intervention'.

### DISCIPLINE PROCEDURE FOR SCHOOL STAFF

This a DCC Model Policy

**ACTION:** Clerk to amend EYFS and Most Able Policies as above

**RESOLVED:** That with amendments as detailed above the 3 polices are hereby approved

## 68/15-16 PERSONNEL MATTERS

See Confidential Appendix 'A'

**RESOLVED:** That the temporary teaching contract is increased to .55 to reflect PPA entitlement

The New Living Wage of £8.25 will be paid in May salaries and back-dated to 1<sup>st</sup> April 2016

TA Shortlisting - Wednesday 18<sup>th</sup> May. KBU confirmed that school would be recruiting 2 full time TAs to address September organisation.

Current TAs had been advised of where they will be placed in September. The only teaching change is that Mrs. Mansfield will be Reception teacher from September and Mrs. Cooper will be in charge of Nursery.

**Action:** Clerk to complete adjustment form for temporary teaching contract

## 69/15-16 GOVERNOR MATTERS

### Training

Reminder that Session 3 of the Governor Induction Training will take place on Wednesday 25<sup>th</sup> May 7- 9 p.m.

Pupil Premium Training will take place on Tues 7<sup>th</sup> June 7 - 9 p.m.

Safeguarding Training Thursday, 19<sup>th</sup> May - Liam Bradbury to attend

Effective Meeting Training 26<sup>th</sup> May - this has been covered by Sandra Fletcher in the Session 1 of the Induction Training so booking not required.

Clerk's Networking Meeting - 5<sup>th</sup> July. KP to attend

**ACTION: Clerk to book place on Safeguarding Course for LB**

## 70/15-16 CLERK'S QUIZ

Members again excelled in demonstrating their knowledge and were able to answer all quiz questions. This is becoming extremely competitive.

## 71/15-16 CORRESPONDENCE

List DGA Circulars here

1. NGA           Governing Matters -May/June 2016 issue \*
2. DCC           Governing Board Newsletter Summer Term 2016
3. DGP           Bulletins - Clerk Emailed to Governors

\*TR and LB not receiving this publication

Mrs. Barnett's address requires amendment from Barton under Needwood to Breedon on the Hill - she is receiving correspondence as post code is correct.

**ACTION: Clerk to amend SBr address with DGA and ensure that TR and LB receive Governor Bulletins**

An article in the GB Newsletter at 2. above provoked a discussion regarding parking outside school premises. Clerk confirmed that leaflets had been delivered to school by the Police for distribution to parents to raise awareness of safe parking practices.

Agreed that GB should be proactive in managing this situation as there appears to be very little involvement from the PCSO.

**KBa - confirmed that she had taken a photo recently of a vehicle which is repeatedly parked on double yellow lines**

LB suggested that owing to the apparent lack of police involvement, the GB police this matter by placing notices on windscreens stating that 'You are in breach of our Safe Parking Policy - your registration number has been passed to the police who may contact you direct'.

CM - suggested that this could be a Year 2 Health and Safety project with local press involvement.

K Bu - suggested that a letter be sent to parents on bright yellow paper from the GB to have more of an impact

**RESOLVED: Letter to be issued to parents; parking slips to be issued w.e.f. Summer Term 2; registration numbers passed to police**

## **72/15-16 ANY OTHER BUSINESS**

### Term Time Holidays/Attendance

The recent court ruling was discussed whereby a parent had successfully challenged the LA fine based on excellent attendance and attainment of his child.

KBu confirmed that further advice was awaited from the LA. Further that Attendance Panel Meetings for 3 children have taken place this term as part of attendance monitoring.

LA Fines are not issued for 3 days or less. It is for the school to decide applications for term time holidays based on exceptional circumstances, each application being considered individually.

Exclusions - Head advised of 2 temporary exclusions this term of 1 days and 5 days respectively; both relate to SEN pupils with behavioural difficulties. The 2 pupils are now on part time timetables which will be reviewed w/c 23<sup>rd</sup> May 2016.

LB - Academies- What is the latest advice?

KBA - Government have back-tracked and now state that schools should register interest in academy status before 2018. This matter requires full investigation so that the GB may make an informed decision.

KBu - the key is to work in collaboration with other schools - Head confirmed she is to visit Alferton Nursery, a multi-academy trust setting.

K Ba - conversion will only take place if it will result in moving Elmsleigh forward

## 69/14 SUMMER TERM 2 MEETING DATES

Wednesday 8<sup>th</sup> June 2016 8:30 a.m. Learning Walk - Focus 'Intervention'

Tuesday, 12<sup>th</sup> July 2016 Committee Meetings

- 4:00 - 4: 45 p.m. SEN Committee
- 4:45 - 5:30 p.m. Curriculum Committee

Tuesday, 19<sup>th</sup> July Full Meeting at 5:00 p.m.

Tuesday 19<sup>th</sup> July 2016 - Y2 Parents Transition Meeting - KBa and LB to attend for lunch/ afternoon meeting 12.30 p.m.

**ACTION:** Clerk to Email Committee Membership lists to all members

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

RS - Finance Report considered - GB sees impact of decisions on budget

Training - to further develop skills

TR: OFSTED response analysed - increase GB knowledge in readiness for next inspection

CM: Impact of interventions on progress of disadvantaged pupils

K Bu - Quiz - improve knowledge and effectiveness of GB

SB - Proof checking and approval of policies

ML - 360 Degree Review of Governor performance - this will identify ways forward and improve effectiveness of GB

ML - September staffing to meet needs of children. Also NLW continues to be supported to value staff on lower salary scales.

SB - Calender of Summer Term dates confirmed for Committee meetings, full meeting, Learning Walk and transition week support.

LB - Health and Safety - monitor parking to improve safety at start and finish of school day thereby reducing risk to pupils and their families.

The Chairman thanked everyone for their attendance and extended thanks for all members support. The meeting closed at 6:30 p.m.

Signed ..... Dated this 19<sup>TH</sup> Day of July 2016

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