

GOVERNING BODY

ELMSLEIGH INFANT AND NURSERY SCHOOL

MINUTES OF MEETING HELD ON 22nd March 2016

PRESENT: Mrs. C. Matthews - Vice-Chair,

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

IN ATTENDANCE: Mrs. K. Peace

45/15-16 APOLOGIES

Received from Mrs. Bannister - Chair. Mr. Bradbury - work commitments

Mrs. Matthews took the Chair in Mrs. Bannister's absence.

46/15-16 DECLARATIONS OF INTEREST - AGENDA ITEMS

None declared.

47/15-16 MINUTES OF MEETING HELD ON 4th FEBRUARY 2016

Amendment required at 'Person Present' - replace Mr, Rose with Mrs. Barnett

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

48/15-16 MATTERS ARISING FROM FEBRUARY MEETING

Clerk reissued the Self Evaluation Action Plan with time frame for actions.

Mrs. Liddle and Mr. Robinson have been updating the Governor page of the website. Clerk to upload Governor list, responsibilities and meeting attendance register and ensure that minutes are uploaded following approval

49/15-16 REPORT OF BUILDINGS COMMITTEE MEETING HELD 22nd February 2016

Items for action

1. Astro turf to replace turfed area - Rainbow Room outdoor area
2. Electrical works to be actioned from 2015 5 year survey.
3. DCC Surveyor to carry out feasibility study of creating a security 'bubble' within foyer area - 17th March 2016
4. Automated signing in system to be researched. A company which exhibited at the Education Show to visit w/c 11th April to discuss

50/15-16 FINANCE REPORT

Clerk had circulated SAP report and finance report representing 11/12 budget.

File as supporting documents

SW recommended that we advertise within the local community the fact that school now has a defibrillator machine.

Action: Register this information on the website and possibly include a list of trained first aiders.

51/15-16 APPROVAL OF ANNEX 1 BUDGET SPLIT FOR 16-17

Following meeting with Andy Walker, Finance Officer, Clerk presented proposed budget split for the forthcoming financial year together with Annex 5 staffing plan

RESOLVED: That Annex 1 and 5 are hereby approved.

ACTION: Clerk to forward approved plans to Andy Walker and split budget on SAP Finance system.

File as supporting docs

52/15-16 BENCH MARKING REPORT

As circulated - file as supporting doc.

Expenditure compared with schools of similar size and also schools with ER status and which have Nursery provision.

Discussion ensued regarding ways to reduce costs in various areas.

TR: smart meter/ biomass boiler to reduce energy costs.

SBr: access Uswitch website to compare energy costs.

CM: adjusting thermostat -1 degree

K Bu: work already commenced on ECO schools project raising pupil and staff awareness re: switching off lights, switching class whiteboards off during lunchtime session, recycling

K Bu: Printing and Stationery - this year we have dispensed with exercise books with school log printed on front covers and purchased standard exercise books.

KP: Breakfast Club - school subscribed to Fair Share charity project and after Feb half term will receive free breakfast food each fortnight thus saving costs Breakfast Club shop.

53/15-16 HEAD TEACHER'S REPORT

As circulated - file as supporting doc

Attendance

Panel meetings have been held for 4 pupils whose attendance is causing concern.

3 pupils remain in Integration Pathways setting - a meeting re: provision and future funding to be held 22nd March 2016. School has been invoiced by IP in excess of the funding received from the LA. DCC approached to provide funding for the Summer Term.

Staff attendance very good - congratulations to the Premises Team on their 100% attendance.

Action: Staff Well-Being Policy to be drafted by Head and Chair.

Pupil Premium

CTo returned from maternity leave on 22nd February and is leading booster groups for numeracy

Academic Progress

Objective - purposeful writing. ML and Mrs Clamp have audited grammar inc evidence trail, progression and impact.

Library - Non Fiction Area

Under development

SW enquired whether this resource could be used as a lending library so that children may take books home. ML responded that this could be a long term objective which would benefit children who do not have access to books at home.

SEN Provision - See Appendix 'K'

SEN Vision Statement prepared by Mrs. Guest

SB enquired whether some children accessed mainstream provision. KBU confirmed that yes where appropriate to meet needs, SEN children do access mainstream. However, needs of children with complex and diverse needs are met in the Rainbow Room ER provision.

Funding for SEN children - future parents will be encouraged to get EHCP in place prior to admission to Elmsleigh. LA funding is triggered on issue of this

document (formerly Statement of SEN). There have been many cases where children with quite severe needs have been admitted without funding and supported from the school's mainstream budget.

SW asked if DCC back-dates funding. KBu advised that other pots of money are available in the interim e.g. TAPS funding and GRIP funding. When the EHCP is issued, schools are expected to fund the first 9.5 hours of provision and the LA tops up - hence in the case of a child awarded full-time support hours of 25, the EHCP will stipulate funding of 15.5 hours

New Lunchtime Regime

Governors who attended the Learning Walk observed that children now have allocated tables to sit with friends - class signs on tables.

ML observed that MDS gave individual attention to children.

Parent Group Meetings

3 meetings to date - members have requested a SATs meeting and Y2 parents have been asked for feedback on reporting format

Liaison with Junior School

KBu meets with Sue Hughes, Head of Springfield each month.

SW enquired as to focus of these meetings - KBu: continuity and progression discussed. ML confirmed that Springfield use target cards to display learning objectives in class; the school has also taken on the Talk for Writing scheme

Fundraising

The Fundraising Committee has reformed to 'Friends of Elmsleigh' and now operates its own bank account.

Other attachments - Sports Premium Report from Mrs. Mansfield, PE Co-ordinator, ECERs Audit provided by CM, ECO Report from Miss Redhead.

CM thanked Head for a very detailed report.

54/15-16 PERSONNEL MATTERS

See Confidential Appendix

RESOLVED: That the 2 re-gradings for support staff are hereby approved.

That the .5 temporary Teacher contract is offered for 1 year

That the New Living Wage continues to be paid (£8.25 ph wef 01.04.16)

Action: Clerk to forward Adjustment forms to HR

55/15-16 GOVERNOR MATTERS

Terms of Reference: Governors approved Clerk's proposed amendments to Committee Terms of Reference - file as supporting document.

Clerk reminded Governors that Induction Training will take place over 3 sessions - Wed 4th May; Tues 10th May and Wed 25th May 2016.

Clerk to arrange Finance Training Session with Andy Walker for Autumn Term 1.

Safeguarding - LA has advised that all Governors must undergo a Disclosure and Barring Check (formerly CRB Criminal Records Bureau Check) by September 2016. All Governors have a current DBS certificate with exception of Liam Bradbury and Tom Robinson - Clerk to arrange

56/15-16 CLERK'S QUIZ

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

57/15-16 CORRESPONDENCE

1. SDDC ER Referendum Voting 23rd June 2016
Clerk has liaised with the Election Office at the District Council and offered Nursery as a polling station in order that staff use the main hall for training

58/15-16 ANY OTHER BUSINESS

None

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

Clerk asked members if they preferred Email copies of documents or paper version. Mrs. Wright and Mrs. Barnett preferred Email version.

- KBU - Planned training to further enable governors to be effective managers
- KBU - Staffing - reviews reflect levels of responsibility and value members of staff for their respective roles and contribution to the effective management of the school
- SW - budget split for 16-17 to link with SIP and meet needs of children
- SW - Consideration of H/T Report - comprehensive update of last term's developments
- SW - information of ER/mainstream provision for children with ERS and flexibility of same
- SW - knowledge of how Sports Premium is utilised to improve PE curriculum throughout Nursery and Infant phase
- RS - Visitor Management System to increase safeguarding measures
- RS - Decision to formulate Staff Well-Being Policy hence further developing management-staff relations
- SBr - Bench Marking: Comparing our expenditure against similar schools
- SBr - Ensuring continuity between KS1 and KS2 junior phase
- TR - update of Governor page of website. Ofsted regard website as a key document prior to inspection

59/15-16 DATE OF NEXT MEETING - SPRING TERM 2

Tuesday, 17th May 2016

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

Signed Dated this 17TH Day of May 2016

MRS. C. MATTHEWS, VICE-CHAIR OF GOVERNORS