

GOVERNING BODY
ELMSLEIGH INFANT AND NURSERY SCHOOL
MINUTES OF MEETING HELD ON 11th DECEMBER 2018 4.00 P.M.
AUTUMN TERM 2

PRESENT:

Mrs. Bannister, Mrs. Burton, Mrs. Collins, Mrs. Guest, Mrs. Tomlinson,
Mr. Stanhope, Mr. Robinson, Mr. Callow

IN ATTENDANCE:

16/18-19 APOLOGIES

Received from Jack Kemp - work commitments

17/18-19 DECLARATIONS OF INTEREST - AGENDA ITEMS

KBu declared an interest for Item 24/18-19 - Personnel Matters

18/18-19 MINUTES OF MEETING HELD 16th OCTOBER 2018

Typo error at 7/18-19 - should read 'now' as opposed to 'not' re: Skills Audit

At Page 5 sign off section - should read 'Vice-Chair' as opposed to 'Chair'

In all other respects, approved as true record and duly signed together with confidential appendix.

19/18-19 MATTERS ARISING

At 'What achieved' section - JG reported that a pro forma had been forwarded to HT which clarifies this.

20/18-19 FRIENDS OF ELMSLEIGH REPORT (FUNDRAISING TEAM)

Governors applauded the work of FOE, whereby monies raised are used to fund enrichment opportunities for all pupils.

However, it was felt that a funding plan is required so that GB is aware of FOE contributions when setting budget and drafting SIP priorities for the year.

JG - acknowledged that schools need to be more imaginative in managing budgets but it is the responsibility of the LA to finance schools appropriately to meet the needs of pupils in terms of resourcing. Schools should not be fundraising for essentials. This was endorsed by the Chair.

RS - (a FOE member) confirmed that FOE indeed has an enrichment focus, e.g. the Panto performance scheduled for 12th December.

KBu suggested that staff and pupils, via School Council are asked what they consider funds should be best spent on. The Y2 residential visit to Beaumanor will again be subsidised but out of general budget this year as funds are not available through Sports Premium.

JG - does anyone have knowledge of other funds available from charities for residential visits and sensory equipment? Explore external funding avenues.

KP asked if the FOE accounts are being audited as this is a statutory requirement under finance regulations with audited balance sheet published on the website. RS confirmed that accounts have been submitted for audit.

EC added that the current FOE Committee is very pro-active and has several parents.

RC enquired who to approach for additional funding within the LA - KBu responded that the Schools Forum could be approached of which she is a member.

To conclude, JG urged that all concerns re: funding are logged within the minutes to provide evidence that Elmsleigh continues to plug gaps through good management of the budget, FOE contributions.

21/18-19 SAFEGUARDING

Members had read the latest version of the Keeping Children Safe document - signature sheet duly signed.

Action: Bring back to Spring Term 1 meeting for Mr. Kemp's signature

22/18-19 HEADTEACHER'S REPORT - AUTUMN TERM

Attached as an Appendix - School Review and Development document which will be updated termly to indicate progress towards objectives

Pupil Numbers

11 infant pupils had been admitted from other schools. All 60 places full in Y1 - Rec - 56; Y2 - 57. KB reported that a block had been placed on any further admissions into Y2 owing to nature of pupils needs within this cohort.

Estimated Nursery numbers are down and will result in a £10k clawback from the 19-20 budget.

Action: Organise coffee morning in January to promote the Nursery.

Pupil Attendance

Shows an increase - children on part time timetables have been discounted.

Action: Review policy on late marks.

Office to provide evidence of children who are persistently late. Allowances must be made for parents who have children at other schools where the start time is the same.

Fixed Term Exclusions

The impact of permanent exclusions on school's budget discussed - school would lose its pupil funding if a pupil was permanently excluded. Furthermore it is preferable to keep a child in education, even if on a part time time-table. With careful planning and support, this enables the child to come back into full time education.

Head reported that the old staffroom is to be converted into a teaching space for small group work/interventions.

JG added that more pressure is being placed on schools to utilise generated budgets to support children with additional needs. The per capita funding for 19-20 academic year is being reduced and GRIP funding (Graduated Response) has also been suspended.

RC - urged that school continues to submit GRIP allocations to provide evidence that pupils are on roll who require additional support.

JG suggested a generic paperwork exercise to continue to provide above evidence but which will significantly reduce workload of SENDCO.

Staff Attendance

This item to be included in Confidential appendix.

Outcomes - Pages 7, 8, 9.

Disadvantaged groups and boys achievements analysed. Results show impact of 11% of children in Rec. having EHCP and 13 other children identified for intervention which in total = 25% of cohort.

Quality of Teaching and Learning

KBu reported that the ongoing deployment of 3 HLTAs throughout school to cover teacher's PPA continues to have a positive effect on teaching and learning,

providing continuity for pupils. Another TA is studying for the Level 4 HLTA qualification, due to be completed in July 2019.

Lunchtime organisation is working very well and is having a positive impact on behaviour.

JG enquired about changes to Phonics; EC replied that a new Phonics tracker is being trialled this term.

School is now registered for the T4W - Talk for Writing project. A trainer has met with Head, Deputy and FS Co-ordinator to draft a bespoke package for Elmsleigh. 2 INSET Days have been allocated for whole staff training on 3rd May and November 2019.

Y1 classes are currently trialling T4W.

School Ready Survey

There has been an increase in children attending Nursery provision who are significantly below

Y2 Residential Visit to Beamanor

46 Y2 children will attend the visit this year on 2nd and 3rd April 2019.

JG enquired as to whether SEN children had been included in this visit. KBU responded that the SENDCO will be taking children for whom a residential visit would not be appropriate to visit Sudbury Museum of Childhood on 2nd April.

New Staffroom

LA has agreed to fund furniture in the sum of £2900 for the new staffroom. The new staffroom is a very well-designed, light space, which enhances staff well-being.

23/18-19 POLICY REVIEW MEETING

Minutes of the meeting held on 20th November 2018 attached at Appendix 'A'

24/18-19 PERSONNEL MATTERS

See Confidential Appendix 'B'

25/18-19 CORRESPONDENCE

- DGP Bulletins - to Govs individual Emails.
- NGA News
- Letter from Parent - See Confidential

26/18-19 ANY OTHER BUSINESS

RC stressed that all discussions should be fully minuted to provide evidence of Governor involvement at meetings - hence evidence trail for Ofsted.

KBa added that a free external audit of Governance is available.

Action: KBa to liaise with Sandra Fletcher to arrange this.

RC requested details of the Pupil Premium Plan and Sports Premium Plan - EC confirmed that both documents are on the Schools website.

RC asked how Pupil Premium is apportioned - is the money allotted evenly across classes. EC replied that disadvantaged does not only mean low achievers; it also encompasses higher achievers and hence is very much child focussed.

RC asked if Raise Online data and Fischer Family Trust Governor Dashboard is shared at Governor meetings; KBu responded that this data has not yet been published for last academic year but will be available for Spring 1 meeting.

RC - requested sight of past Y2 SATs papers; EC to share on Thursday when Roy volunteers in class. RC was also invited to meet with Mrs. Clamp, SATS Co-ordinator to discuss.

27/18-19 DATE OF NEXT MEETING

SPRING TERM 1 - Tuesday, 5th February 2019 at 4:00 p.m.

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

RS - recognition of impact of FOE contributions to enrich curriculum and need for a spending plan to inform school objectives.

EC - evaluation of pupil attendance and need to review/monitor late marks

JG - school's policy on exclusion i.e. preventative measures for permanent exclusion

JG - need to be imaginative with funding to support children with additional needs, particularly as GRIP funding has been suspended.

RC - following on from above, the need to complete GRIP paperwork acknowledged in order to provide evidence trail that there are pupils in school with additional needs and no additional funding to enable school to support these needs.

KP - next agenda informed - item re: Raise Online/FFT data

KBa - audit of current Governor practice to be arranged to analyse impact and any gaps in governance

The Chairman thanked everyone for their attendance and declared the meeting closed at 7.10pm

Signed  **KELLY BANNISTER, CHAIR OF GOVERNORS**

Dated this 5th day of February 2019

APPENDIX 'A' TO MINUTES OF MEETING HELD 11TH DECEMBER 2019

MINUTES OF POLICY REVIEW MEETING

20TH NOVEMBER 2018 4:00 P.M.

Present: Mrs. Burton, Mrs. Tomlinson, Mrs. Guest, Mr. Robinson, Mr. Stanhope

APOLOGIES

Received from Mrs. Collins - parent consultations, Mrs. Bannister - attending meeting at college with daughter, Mr. Callow - on holiday

POLICY REVIEWS

Safeguarding - updates from audit

Outcomes of audit - scores 1 to 4, 1 being excellent.

X 32 1 scores; x14 2 scores; x2 3 scores; x2 4 scores.

Policy has been edited to address gaps identified in audit process.

Behaviour Policy

Changes - class sheet to record behaviour incidents. Additions to rewards - Golden Box and ticket system, Afternoon Tea with Head Teacher for children nominated through this system.

Complaints Policy for Parents

Addition at Page 7 - reference to the latest Keeping Children Safe document

Visitors to School (New Policy)

DBS process dependent on nature of visit. Reference to contractors signing Permit to Work prior to carrying out any repairs.

Teaching and Learning

Reference added at Page 4 re: inclusion and the Enhanced Resource base.

Charging and Remissions

Several changes - UFSM (universal Free School Meals). Infant age pupils entitled to a FSM & therefore no debts no accrue for unpaid dinner monies. Reference to engagement of private Company to run after-school clubs. Lettings charge increased to £15 per hour or part thereof.

Reference to sales of photos, Xmas cards, PE kits and book bags - payment in advance required.

Acceptable Use of ICT

Reference to recent GDPR added - General Data Protection Regulations.

Copyright licences are being checked regarding approval to download and stream resources.

Online Safety

DCC Model

Attendance

Includes latest DFE guidance re: penalties for unauthorized term time holidays. 92% is the new threshold for good attendance. Traffic light system maintained.

RESOLVED: That the above policies are hereby approved.

Meeting closed at 5:30 p.m.