

GOVERNING BODY
ELMSLEIGH INFANT AND NURSERY SCHOOL
MINUTES OF MEETING HELD ON 9TH APRIL 2019 4:00 P.M.
SPRING TERM 1

PRESENT: Mrs. K. Bannister - Chair

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

In Attendance: Kim Peace - Clerk

Chair welcomed Mrs. Laura Chapman to the meeting as Parent Governor;
introductions followed

43/18-19 APOLOGIES - Clerk reported that Mrs. Tomlinson has resigned
owing to work and family commitments. Mr. Robinson will be resigning at the
end of Summer Term 1

44/18-19 DECLARATIONS OF INTEREST - AGENDA ITEMS

45/18-19 MINUTES OF EXTRA-ORDINARY MEETING HELD 5TH FEB 2019

Approved as a true record and duly signed - file in confidential folder

46/18-19 MINUTES OF ORDINARY MEETING 5TH FEB 2019

Approved as a true record and duly signed

See subsequent agenda items for matters arising

47/18-19 PERSONNEL MATTERS

Confidential Item - See Appendix 'A'

**48/18-19 MINUTES OF OFSTED STRATEGY MEETING HELD 13TH FEB
2019**

Approved as a true record and duly signed.

49/18-19 FINANCE REPORT

KP presented report from Budget Setting Meeting with Andy Walker on 27th
March 2019.

JK questioned how a deficit year end projected for finance year 20-21 could be
approved by the Local Authority

Action: JK to Email / telephone Andy Walker

Discussion ensued regarding the continuing lack of SEN funding. A LA Review is currently underway re: SEND provision throughout the County.

Foyer security discussed following admission of an extremely irate neighbour via the main entrance. KP advised that matched funding would be available from DCC reconstruction of a porch area.

RC expressed grave concern regarding safety of children, staff and visitors.

Action: KP to arrange site visit /quote for security porch.

KBu advised that a bid writer had visited school to discuss a lottery bid for refurbishment of the EYFS outdoor learning area.

Resolved: That the proposed Annex 1 budget split for 19-20 is hereby approved together with Annex 5 staffing

Both signed by Chair - file as supporting docs

Action: KP to forward Annex 1/5 to Finance Section and split budget accordingly

50/18-19 SCHOOL FUND ACCOUNT ENDING 31ST AUGUST 2018

Audited externally; balance sheet presented with details of income and expenditure for academic year 17-18.

RESOLVED: That the accounts are approved.

Action: Publish balance sheet on web site

F.O.E. - Friends of Elmsleigh Committee is also required to have accounts audited externally. KBu to attend next FOE meeting to share vision linked to SIP.

JG - FOE focus should be that of enrichment and not to subsidise the generated LA budget

51/18-19 HEADTEACHER'S REPORT TO GOVERNORS

Revised format presented.

Progress Data discussed and questions followed:

RC: Does GD - greater depth mean More Able - Yes

Also what action is being taken to redress the percentage of disadvantaged boys?

KBu : Boy friendly topics to engage boys in learning e.g. Super Heroes, together with opportunities for free flow learning.

JG: Continue to use gender neutral resources & small world play

New Curriculum discussed - KBa and KBu had attended the Academies Show. Cornerstones Scheme to be purchased.

LC advised that she had used this scheme at her previous school.

Polling Day on 23rd May is to be used for planning the new curriculum.

Key Issue 1 -

Yellow = achieved

JG: Do achievements against targets show impact of interventions?

KBu: Yes - Teacher appointed as supply is teaching Y2 booster groups which is having a positive impact. EC added that teachers will be held to account at pupil progress meetings in May. Interventions will be time-managed and condensed - impact on individual children reviewed to inform next steps. If deemed necessary, period of intervention will be extended. Historically, individual basketwork strategy has been used extensively - new approach will be for children to re-evaluate their learning within small group.

LC: Agreed that in her experience, interventions are more effective in terms of time management and impact on learning when taught in a small group.

EC also confirmed that a new phonics tracker software package has been purchased to identify sound gaps. KBu added that the software is based on the Teach First approach which links to T4W, new handwriting scheme.

KBu - challenge will be more evident to impact positively on learning. RC added that he will be meeting the Maths Co-ordinator later this week with regard to challenge in reading. He intends to meet Mrs. Bowman each term.

KP - this is how the governor curriculum role should work - regular liaison with the staff co-ordinator. All governors were encouraged to arrange termly (x6 p.a.) meetings with their respective members of staff.

ACTION: Thurs 11th April 2019 - RC to meet Mrs. Bowman, Maths Co-ordinator a.m.; KBa to meet Mrs. Smith, p.m.

JG confirmed that she had met Mrs. Lightfoot, SENDCO as part of today's Learning Walk . JG suggested a framework of questions is formulated so that governors have a structured questionnaire at their meetings with staff.

ACTION: Design pro forma

Named Governors confirmed as follows:

RC - More Able, Maths and PE (former PE Teacher)

JG - Special Needs

K Ba - Literacy and Safeguarding

JK - ICT and Science

RS - Arts and Premises

LC - Early Years

Maths - possibly allocate to new parent governor depending on skills/interest

Key Issue - Quality of Teaching

KBu shared WALT strategy with governors and how success criteria is evidenced. During the Learning Walk, KBu observed questioning at different levels. Evidence of high attainers targeted with 3 differentiated activities planned into lessons to meet learning needs of all children.

Ofsted Outcome - More Effective Use of Teaching Assistants. TA Appraisals will be held in May.

JG: Observed significant improvement in handwriting standards during the Learning Walk - impact of T4W

Assessment Tracking through Classroom Monitor.

KBu confirmed that there had been some Y2 discrepancies owing to the use of supply/agency teachers since early February. These have now been addressed.

EYFS Outdoor Learning Area

See Finance Report above re: bid for lottery funding.

A nursery garden area is being developed with assistance from one of our very green-fingered parents, Mrs. Challinor. Donald Ward Waste & Recycling, a local company has donated various items for planters - tyres, galvanised bath tubs. It is very much an 'upcycling' project. This Company has also donated Easter

Eggs as prizes for the school's forthcoming Easter bonnet competition. The garden will be show cased at our Nursery Open Morning on Wednesday 8th May.

Behaviour

EC: The Behaviour Log (anonymised) will be updated regarding strategies/impact. Most incidents are child-adult related and result from specific children being unable to regulate their emotions.

KBu: added that there have been no incidents of bullying as a result of effective implementation of the school's policy.

JG: There has been a marked reduction in incidents within the whole class setting since the opening of the Learning Hub in late February.

KBu: Team Teach training (physical intervention-based strategy) has been arranged for 12 staff over 2 twilight sessions on 24th June & 1st July 2019. Julian Schofield, Head of the Esteemed Trust Academy will meet Governors on Tuesday 14th May 2019 to talk about the benefits of academy status.

ACTION: Governors encouraged to look at the Trust's website to formulate questions in advance of the meeting

52/18-19 SAFEGUARDING

Following outcomes of Ofsted, a check list has been put in place for all new appointments. This will ensure that all safer recruitment and Single Central Record criteria are met.

KBa audited the SCR last week. SCR has also been linked to the Visitor Management System.

53/18-19 PERSONNEL ITEM

Confidential Appendix 'A'

54/18-19 MEMBERSHIP MATTERS

Induction Pack to Mrs. Chapman. All necessary registration forms completed; Code of Conduct duly signed.

Mr. Robinson has expressed his intention to resign from the GB. This leaves a vacancy for Vice-Chair.

Action: Governors to register interest via Email to Chair

Training

- Ofsted Briefing - attended by Head and Chair 22nd March 2019.
- Academies Show also attended by Head and Chair 4th April 2019
Feedback forms to be completed for both events
- T4W - Talk for Writing INSET Day Friday 3rd May 2019 - Governors invited to attend. Venue is Elmsleigh.
- Governor Role in Performance Management - 23rd May 2019 - reserve 2 places for KBa and JK
- Induction training for LC and new parent governor replacing TR - KP to organise based on Roles and Responsibilities training last year

Agreed to defer the external review of governance in view of school looking into academy status.

ACTION: Next Meeting - revisit SCR / check list for new appointments

55/18-19 CORRESPONDENCE

Items received since last meeting:

- DGP Bulletins
- NGA Governor Matters
- Unison Letter re: reduction in contracted catering hours together with KBu response
- SDDC - Notification of Use of School as Polling Station Thurs 23rd May 2019 - European Election

RESOLVED: That school will again be closed to pupils on 23rd May 2019

56/18-19 ANY OTHER BUSINESS

JG meeting with SENDCO

Governor - Coordinator meeting. Safeguarding on line document perused.

Filed as supporting doc.

RC: shared Ofsted article - again file as supporting doc.

57/18-19 DATE OF NEXT MEETINGS - SUMMER TERM 1 2019

Tuesday 4th May 2019

Julian Schofield, Head of Esteemed Academy Trust to meet Governors 4:15 - 5:00 p.m. Mr. Schofield will be meeting with staff at 3:30 p.m.

Tuesday 21st May 2019 - 4:00 p.m. Ordinary Meeting Summer Term 1

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

The Chairman thanked everyone for their attendance and declared the meeting closed at 7.00pm

JG: Revised HT Report format - more readable document. Progress since Ofsted discussed at length (significant progress since Ofsted 10 weeks ago)!

KBa: Budget / staffing set for finance year 19-20 linked to SIP priorities and Ofsted key issues. Further investigation into academy status pending.

RC: Importance of named governor - staff co-ordinator meetings re: strategic role to identify progress in subjects and next steps.

JG: Decision to formulate a questionnaire for above meetings

LC: Named governors selected according to strengths/ interests

RS: Governor training planned to improve skills

KP: Links with local business community re: nursery garden project

KBu: SCR reviewed and check list adopted for new appointments to ensure full statutory compliance

There being no further business, the Chairman thanked everyone for their attendance and declared the meeting closed at 6:30 p.m.

Signed Dated 21st day of May 2019

KELLY BANNISTER, CHAIR OF GOVERNORS