

GOVERNING BODY

ELMSLEIGH INFANT AND NURSERY SCHOOL

**MINUTES OF AUTUMN TERM 2 MEETING HELD ON 11TH
DECEMBER 2020 AT 4.30 P.M.**

(ZOOM MEETING)

Present: Mrs. Bannister, Mrs. Guest, Mrs. Burton, Mrs. Collins, Mrs. Chapman and Mrs. Plackett.

In attendance - Mrs. Peace, Clerk to GB, Mrs. Arkless- Pastoral Lead, Hannah Longley -Early Help Team (FASST)

14/20-21 APOLOGIES

None - all present

15/20-21 DECLARATIONS OF INTEREST - AGENDA ITEMS

None declared

16/20-21 APPROVAL OF AUTUMN 1 MINUTES

Minutes approved as a true record of the meeting.

17/20-21 PRESENTATION RE: EARLY HELP SUPPORT

Delivered by Hannah Longley. The FASST Service (Family and Student Support Team) is part of the Esteem MAT top slice.

18/20-21 MATTERS ARISING

None

19/20-21 REPORT OF POLICY REVIEW MEETING 9TH NOVEMBER 2020

Attached at Appendix 'A'

Approved policies to be placed on the Elmsleigh website

KBu advised that Lucy Redhead, Nursery Teacher has agreed to be part of an Esteem working party to review and consolidate policies cross trust.

With regard to the RSE policy, our 2 parent governors , LC and AP formed the Parent Forum as there was no interest from parents.

20/20-21 HEADTEACHERS REPORT AUTUMN TERM 2020

As circulated.

Attendance has been very good this term. The children have settled into the new routine very well. A recent pupil survey indicated that 100% of all children interviewed felt happy and safe in school.

Similarly staff attendance for September and October has averaged 97%. SMT is very aware of staff wellbeing and all members of staff are supported.

The impact of Covid and implementation of safety measures along with the wellbeing of children, parents and staff has taken priority over SIP objectives.

KBa - observed what appears to be a seamless transition through detailed planning and ongoing comprehensive risk assessments.

EC - online training has been the order of the day and staff have attended good, reasonably priced on-line courses. Any Covid related staff absences cannot be covered - this is a DfE directive.

The new Educational Psychology Consultancy Service to which school has subscribed provides excellent support. Referrals are actioned promptly; reports are extensive and turned round within 10 school days.

21/20-21 FINANCE REPORT - AUTUMN TERM

Attached as Appendix'B'

KP also added that the government has agreed to reimburse Covid expenses relating to PPE, resources to address risk assessment action plan and home learning. Expenses claimed to date total £3016.

Next term school will receive a catch-up grant to address learning gaps caused by lock down - equivalent of £80 per pupil. **KBu will share the Catch-Up Action Plan at next GB meeting. (Matters Arising at next meeting)**

22/20-21 GOVERNOR SKILLS AUDIT

This item will be deferred to Spring 1 meeting as some audits have yet to be completed.

23/20-21 SAFEGUARDING

See Section in HT Report. The keypad door entry system is to be replaced with key fobs which provide more security and avoids the need to change the code when a member of staff leaves.

24/20-21 PERSONNEL MATTERS

See Confidential Appendix 'C'

25/20-21 GOVERNOR MATTERS

GB Membership

Staff Governor - currently Mrs. Collins. This will be Ellen's last meeting. Mrs. Arckless, Pastoral Lead will take over as staff governor in January 2021.

All governors expressed sincere thanks to Ellen for her support over the last 8 years.

Ellen confirmed that she would continue to attend GB meeting to report on curriculum matters.

3 co-opted governor vacancies remain despite extensive advertising. It was felt that in the current climate, these vacancies may not be filled until next academic year.

26/20-21 CORRESPONDENCE

NGA Circulars

27/20-21 ANY OTHER BUSINESS

Thank you cards from GB to all staff.

KBu - the cards, personal to each member of staff were very much appreciated. JG - a very small gesture compared to the commitment of the staff during a very difficult time. It is very important that staff know that governors sincerely appreciate their efforts.

28/20-21 FUTURE MEETING DATES

- Mon 14th December 2020 - Extra Ordinary Meeting
- Monday 1st February 2020 - Spring Term 1 Meeting

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

- Approval of policies - website compliance
- Received HT Report - awareness of developments in school
- Finance Review
- Staff Governor membership - continuation

There being no further business, Chair thanked everyone for their attendance and declared the meeting closed at 6.00 p.m.

SignedKELLY BANNISTER, CHAIR

Dated this 1ST February 2021

APPENDIX 'A' TO MINUTES OF MEETING HELD 7TH DECEMBER 2020

Policy Review Meeting

Monday 9th November 2020 4.30 p.m.

Conducted via Zoom – all supporting documents shared on screen

Present: K Bannister - Chair, K Burton, J Guest, L Chapman, A Plackett, E Collins

In Attendance: K Peace, Clerk

Purpose of Meeting - To Review Statutory Policies requiring approval by GB

All policies had been emailed to governors 1 week prior to the meeting

Covid Risk Assessment Update

Mrs. Burton began the meeting by briefing Governors on amendments to the RA following announcement of the second national lock down. Shared on screen - purple type refers to revisions.

Our Y2 Zebras teacher has received a letter confirming that she has been classed as extremely clinically vulnerable and cannot attend work during the 4 week lock down. Arrangements have been made for her to teach remotely from Monday 9th November 2020 supported by 2 Teaching Assistants in class. Parents have been notified. The member of staff has totally embraced this significant change to her teaching practice.

Review of Policies

Safeguarding

Revisions in red type - significant changes to addressing physical abuse. This was previously a separate appendix but KBU has merged into main policy document.

Action: KBU to look into PREVENT Training for Governors

Further amendments at Pages 13-16 re: domestic abuse and violence

Action: Single Central Record (SCR) to be reviewed by KBA and RS via Zoom

Minimum age for older siblings to collect pupils is 13

New Co-ordinator for PSHE is Mrs, Cull. The PHSE policy links with RE, for which Mrs. Cull is also the subject Co-ordinator.

My Concerns software has been purchased - Kbu and Mrs, Arckless, Pastoral Lead are receiving training. This is an on line database..

All other Esteem schools use My Concerns.

Action: Roll training out to all staff

RSHE - Relationships and Sexual Health Education

Policy sourced via The Key. Consultation with parents required - group of parents will be formed to review this policy as part of Anti Bullying Week.

Action: Form Parent Group to review policy to include parent governors

Admissions

Sourced from The Key. Links in policy to the Nursery and Reception application forms together with guidance on midyear admissions.

KBu advised governors that a pupil had today been admitted into Y1 - previous school had not furnished information regarding additional needs. SMT had hitherto declined the place as were aware that the child had been excluded from her previous school. Parents had submitted an appeal. The child requires 1:1 support and has been admitted on a part time basis.

Governors expressed concern regarding the 'back door' tactics. Yet another pupil has arrived without additional funding to meet significant additional needs.

Capability

Esteem policy

Charging and Remissions

Lettings hourly fee to be increased to £20

Appendix 1 Reference to Nursery fees charged for 30 hour provision

Appendix 2 Debt Recovery procedure for outstanding Nursery fees

All fees are paid via Parent Pay - KP confirmed that all fees for Autumn term had been paid.

Children With Health Needs Who Cannot Attend School

Sourced from The Key. Currently no children on roll to whom this applies.

Looked After Children Designated Safeguarding Lead

1 LAC on roll at present, for whom school receives additional funding via Pupil Premium Plus. Personal Education Plan must evidence how said funding is used to impact on child's learning.

Register of Business Interests

Esteem form

Action - all governors to complete and sign. Electronic signatures have been deemed acceptable

SEND Policy

Policy reviewed and updated by N Stokes, SEND Co-ordinator.

KBu advised that a private Educational Psychology Company has been engaged. Excellent support to date. Reports are very detailed and are provided within 10 days of the EP seeing the child in school.

SEN Report

Statement of Elmsleigh's provision for children with SEN together with FAQ which prospective parents may present.

Health and Safety

Sourced from The Key. Various links to relevant documents/sites.

School requires a Health and Safety Governor. Mrs. Plackett to take up this role in view of her business experience in health and safety.

Mrs. Tizzard relinquished her Health and Safety Co-ordinator role last term. Duties have been reallocated to Head, Caretaker and SBM.

Action: Source COSHH training for Caretaker

New Accident Report Book on order.

Action: Office to chase up this

Supporting Children with Medical Conditions

The form required by Catering Services relating to food allergies attached as an Appendix.

Whistle Blowing - Confidential Reporting

Esteem policy

RESOLVED: That all above policies are hereby approved

Next review date - Aut Term 21

Esteem Policy Working Party

The Trust are asking for representatives (Champions) from each academy to engage in the consolidation of policies from the 3 Local Authorities, thereby formulating a set of policies for all 11 schools.

Action: Re-issue the details to all staff

Any Other Business

CoG Meeting with all Staff. Chair to hold Zoom meeting on Friday 13th November at 2:00 p.m. to touch base and express thanks for all support in current climate.

Date of Aut 2 meeting - Monday 7th December 2020 4.30 p.m.

Chair thanked everyone for their attendance and declared the meeting closed at 5.30 p.m.

Signed.....KELLY BANNISTER, C OF G

Dated this 7th day of December 2020

Appendix 'B' to Minutes of Aut 1 Meeting 7th December 2020

FINANCE REPORT FOR AUT 2 GB MEETING 0 7.12.20

Revised Budget Codes

Esteem have moved to a new coding system from September which means that the previous codes against which the budget was allocated for 20-21 are no longer in use. I've reallocated the budget split but unfortunately Esteem won't vire the pots of money. This makes it very difficult to monitor spending so we will be using a paper trail to track spending.

The old codes were very general and did not even include a code for books. New system is very detailed and for e.g. even includes a separate code for the TV licence. Esteem state that as long as we don't overspend overall by end of August, this will be fine - not an ideal scenario but we'll just have to work with it.

Savings

1. Esteem have negotiated a new cross academy energy deal with People's Energy so we should see significant savings by year end
2. Energy Efficiency Funding - engineer on site tomorrow re: insulation. Again this will impact positively on our energy costs.
3. ICT Support - Esteem now employ a full time ICT Officer. Next year the plan is for him to be deployed across academy schools. This arrangement will be paid from the top slice. We are currently with DCC which costs £8500 p.a. for 1 day's support.

Monitoring of Subject Spending

Subject leaders have been allocated a budget to develop their respective curriculum areas. They have been given ownership of the funding and now track spending throughout the year and how this impacts on the teaching of the subject.

