

GOVERNING BODY
ELMSLEIGH INFANT AND NURSERY SCHOOL
MINUTES OF MEETING HELD ON 11TH DECEMBER 2019 4:00 P.M.
AUTUMN TERM 2

PRESENT:

Mrs. Bannister - Chair of Governors

Mrs. Burton, Mrs. Collins, Mrs. Guest, Mrs. Chapman, Mr. Stanhope, Mr. Callow, Mrs. Plackett.

In Attendance: Ruth Samme - to take minutes; Clerk, Kim Peace sent apologies owing to illness

Chair welcomed Mrs. Plackett to the meeting as new Parent Governor.

16/19-20 APOLOGIES - none received; all Governors present

17/19-20 DECLARATIONS OF INTEREST - AGENDA ITEMS

None

18/19-20 MINUTES OF MEETING 9th OCTOBER 2019

Minutes approved as true record and duly signed together with confidential appendices

19/19-20 MINUTES OF EXTRA ORDINARY MEETING 15TH NOVEMBER 2019

Contained within Confidential Appendix 'A'

19/19-20 MATTERS ARISING FROM ABOVE MINUTES X2

Academy - DfE accepted Elmsleigh's application. Brian Redding, DCC Children's Services visited school on 15th November 2019 to carry out viability checks on behalf of the Local Authority.

Meeting had also taken place with Amanda Lee, Finance Officer for Esteem Academy re: next steps.

See Top Slice Funding Sheet with current cost of services from DCC.

ACTION: Consultation Letter to be circulated to parents, staff and schools/pre-schools within the area on 16th December 2019 including FAQ's, e.g. Why Esteem? Financial benefits?

File above as supporting docs

20/19-20 SAFEGUARDING AUDIT AND REVISED POLICY

RESOLVED: Above documents approved by Governors

21/19-20 HEADTEACHER'S REPORT TO GOVERNORS - AUTUMN 1 2019

As circulated.

Julian Schofield, CEO of Esteem Academy had attended a meeting with Karen Burton and Kelly Bannister along with Steve Parfitt (commissioning manager for SEND) DCC to support the school in its continued efforts to claim additional funding to support children with SEN. Category C+ funding was discussed.

Friends of Elmsleigh

KBa recommended a meeting with the new FOE Chairs to discuss plans for fundraising monies.

ACTION: Meeting to be arranged

22/19-20 SCHOOL BUILDING - DCC CONDITION SURVEY

As circulated.

Governors discussed results of the survey. The condition of the flat roof is of particular concern. LA advise that a replacement roof would cost in the region of £300K. KBu outlined the process for building improvements under Esteem - school will bid for funding to address matters affecting fabric of building and the learning environment. School can bid for funding if they are in a Trust via a 'CIF' bid from the government.

KBu and RS had met with a cleaning company to discuss quote for steam cleaning of carpet areas/deep clean of all areas 3 times p.a.

ACTION: Arrange deep cleaning schedule with outside agencies

Filed Condition Survey as supporting doc

23/19-20 MEMBERSHIP MATTERS

Training - AP sought confirmation re: Induction training in January - matter to be referred to Clerk.

Governor Visit forms received from:

- LC - EYFS Meeting with Subject Co-ordinator Mrs. Mansfield 18.10.19
- LC - DT/Science Meeting with Subject Co-ordinator Miss Redhead 11.11.19
- JG - Meeting with Talk for Writing Teacher, CS 11.12.19
- JG - Meeting with SENDCO, NS 11.12.19
- JG - Meeting with RE Co-ordinator, SCu 11.12.19

Chair thanked LC and JG.

ACTION: Governors who attended Safeguarding Update on 2.12.19 to complete Training Feedback forms

24/19-20 REVIEW OF POLICIES - BEHAVIOUR AND ANTI-BULLYING

It was agreed to defer review of above Policies until this meeting following parent working party at the end of Anti Bullying Week. 12 parents attended. The revised policies include recommendations from parents.

RESOLVED: That the revised policies are hereby approved

ACTION: Upload to website

25/19-20 SAFEGUARDING UPDATE

Defer Keeping Children Safe in Education - sign off sheet to next meeting owing to Clerk's absence. Also ensure Governors have signed the Acceptable Use of ICT Policy

ACTION: Item for Spring 1 agenda

25/19-20 PERSONNEL MATTERS

Please see Confidential Appendix 'B' attached hereto.

26/19-20 CORRESPONDENCE

Items received since last meeting:

- DGP Bulletins - Clerk to ensure that new Governors LC and AP have been added to circulation list.
- NGA Governor Matters
- SDDC Election Booking Form

District Council has confirmed that Elmsleigh will no longer be required as a polling station - the Community Centre on Chestnut Avenue will in future be a split polling station. The Chief Executive has therefore responded to the letter from Governors penned several years ago expressing concern re: closure of school and impact on teaching and learning

27/19-20 ANY OTHER BUSINESS

None

28/19-20 DATE OF NEXT MEETING - SPRING TERM 1

Tuesday, 11th February 2020 at 4:00 p.m.

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

- Governor visits to school - developing knowledge of subject areas
- Review and approval of policies - Safeguarding/Behaviour and Anti-Bullying. Involvement of parents re: latter.
- SDDC agreed to use alternative premises for polling station - school will no longer be closed on election days. Parents have been advised.
- Personnel matters - HT appraisal, thanks to all staff for their hard work and support during a very challenging year.

There being no further business, the Chair thanked everyone for their attendance and declared the meeting closed at 7:00 p.m.

Signed

KELLY BANNISTER - CHAIR OF GOVERNORS

Dated 4th day of February 2020