

**GOVERNING BODY**  
**ELMSLEIGH INFANT AND NURSERY SCHOOL**  
**MINUTES OF MEETING HELD ON 9<sup>TH</sup> JULY 2019 4:00 P.M.**  
**SUMMER TERM 2**

**PRESENT:**

Mrs. Bannister - Chair of Governors

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

In Attendance: Kim Peace - Clerk

Also in attendance Julian Schofield, CEO, Esteem Academy

**70/18-19 APOLOGIES** - None

**71/18-19 ESTEEM ACADEMY PRESENTATION**

Chair welcomed Mr. Schofield to the meeting

Minutes filed as Confidential Appendix 'A'.

**72/18-19 DECLARATIONS OF INTEREST - AGENDA ITEMS**

None

**73/18-19 MINUTES OF MEETING 21<sup>ST</sup> MAY 2019**

Approved as a true record and duly signed

**74/18-19 MATTERS ARISING**

Finance - KP reported that following further investigation she recommended that the contract for waste disposal remain with Rainbow Waste. The prices quoted by Wards are unrealistic and will inevitably rise significantly after the first year. The school has had a contract with Rainbow Waste for 12 years now and the service has always been good.

**RESOLVED: Members in agreement - remain with Rainbow Waste**

## 75/18-19 REVIEW OF POLICIES

Minutes of Policy Meeting dated 3<sup>rd</sup> July 2019 attached - Appendix A.

Following policies reviewed/approved - EYFS, Off Site Visits, Management of Staff Sickness Absence, External Contributors & Speakers, Disciplinary, Most Able. Decision to defer the Anti Bullying Policy until Autumn Term 1

## 76/18-19 HEADTEACHER'S REPORT TO GOVERNORS SUMMER TERM 2019

As circulated.

KBu precised the report.

Page 3 - Attendance. Confirmed that the severe S & D virus had impacted on attendance with 44 children absent on 1 day, 9 of whom were Penguins class. A thorough deep clean supervised by DCC contractors had been carried out. Auto hand sanitiser installed at front entrance and anti-bacterial gel placed in all classrooms.

KBu thanked Mr. Stanhope and his premises team for assisting with the deep clean.

Staff attendance - RC questioned why MDS absence rate had increased significantly. KBu confirmed that a member of staff had been absent long term owing to husband being terminally ill.

KBu highlighted how hard all staff had worked since the Ofsted Inspection in January.

T4W has had a huge impact on standards. Team Teach physical restraint training was outstanding - both KBu and EC endorsed that this was the best training delivered re: phys restraint. Training was around the SENDTAC approach. The review of the Anti Bullying policy has been deferred as the policy needs to link with said approach.

KP confirmed that the training comprised x2 3 hour sessions for 12 staff @ £100 each which was excellent value and training budget well-spent

P6/7 Outcomes: Trends analysed and impact of Booster Groups and double Phonics sessions. Y phonics test pass rate increased from 48 - 61%

P8: Learning Hub: JG who had been teaching in the Hub since its opening in late February reported on the positive impact - children are now ready learners as a result of responding to a very structured timetable involving small step activities. Withdrawal of pupils with behaviour management /learning difficulties had also enabled their peers to make more progress without disruption to the whole class.

P 10/11: Statutory Tests - Outcomes

KBU reported that gaps had been identified earlier in the academic year through analysis of data and regular Pupil Progress Meetings. Discussion ensued regarding barriers to learning and the number of disadvantaged children.

RC: sought clarification on the term 'disadvantaged' to which KBU responded that this is a financial term to categorise those pupils entitled to Pupil Premium based on family income/benefits to supplement same. EC also added that the high number of children with additional learning needs, not in receipt of PP, also impacts on outcomes in terms of progress.

P 12: Code of Practice breakdown - further clarifying EC comment above together with SEN update on P 13.

P14: Owls Nurture Provision - KBU confirmed that this provision is having a massive impact on learning and standards. Many of the children who access The Hub for morning sessions also attend Owls in the afternoon. To retain the momentum of progress, Miss Lewsley, Nurture Teacher had sought approval to open Owls for 3 mornings during the Summer break.

**RESOLVED: That sessions would be available on 24<sup>th</sup> July, 8<sup>th</sup> August and 20<sup>th</sup> August. Additional hours to be paid to the 2 members of staff.**

DCC is continuing to fund the provision which will become self-funded as more and more external pupils access the provision - fees of £1800 per term will be paid by their respective schools from SEN funding.

Newhall Infant and Nursery is also providing 4 Positive Play sessions during the Summer break

P14: Enrichment - India Culture Week was a great success. Other enrichment opportunities during Summer term included Brain Awareness Week, School Visits related to topic work, Seaside Day funded by FOE.

RC interviewed 8 children to assess the impact of Culture Week.

P16: Behaviour - again impact of the Learning Hub and Nurture provision had greatly reduced incidents reported in behaviour logs.

An incident of bullying had been investigated this term - policy to be reviewed and amended to provide clarity to parents.

P18 FS Outdoor Learning Area (Ofsted Priority)

Confirmed that a quotation for resurfacing had been accepted from Pentagon Sports - project will be funded from Sports premium. FOE to fund outdoor resources.

**RESOLVED RETROSPECTIVELY: That the quotation in the sum of £12000 is hereby accepted and approved**

Mrs. Bannister left the meeting at this point owing to a family illness - Mr. Callow took over the chair.

Owing to the lateness of the hour, it was agreed to defer the next 3 items on the agenda - Premises Report, Team Around the School Meeting, Safeguarding SCR Update. These will appear on the Autumn Term 1 agenda.

#### **77/18-19 PERSONNEL MATTERS**

Confidential Item - See Appendix 'A' (in KPs box)

#### **78/18-19 MEMBERSHIP MATTERS**

Parent Governor Vacancy - Mrs. Plackett had expressed an interest in the vacancy and had been interviewed by Mrs. Burton and Mrs. Bannister.

**RESOLVED: That Mrs. Plackett be appointed as Parent Governor**

KP confirmed that an induction pack has been issued - new member to be invited to Autumn 1 meeting.

**ACTION: KP - Declaration of Eligibility Form to be completed by Mrs. Plackett and ID provided - this will generate enhanced DBS check.**

#### **79/18-19 CORRESPONDENCE**

Items received since last meeting:

- DGP Bulletins
- NGA Governor Matters July/Aug edition
- Letter from parent - infant place no longer required
- Department for Education - School Switch Energy Comparison site  
KP to investigate

## 80/18-19 ANY OTHER BUSINESS

None

## 81/18-19 MEETING DATES - AUTUMN TERM 1 2019

- Team Around the School Meeting No.2 Tues 17<sup>th</sup> September at John Hadfield House - KBa and JG to attend with KBu, KP and new SENDCo
- Fulll Governors meeting - Wednesday, 9<sup>th</sup> October 2019 4:00 p.m.

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

JG: Personnel - appointments approved. 2 year's service recognised for TAs. New SENDCO and Y2 teacher appointed

JG: Governor involvement in Team Around the School meetings to address recategorization of ER funded places - additional funds = more budget to enhance provision

RC: Review of teaching and learning from HT report - impact of The Hub and Owls Nurture provision & future plans (together with Summer holiday provision). Impact of Culture Week to inform future enrichment planning

RS: Actions taken following the severe S & D virus - to address sanitation, hence pupil and staff well-being

RS: Ofsted Action addressed with installation of new playground surface in October 2019. Effective use of Sports Premium funding to have a positive impact on outdoor learning

KBu: Appointment of new parent governor to bring skills to the GB

There being no further business, the Chair thanked everyone for their attendance and declared the meeting closed at 7:25 p.m.

Signed .....

**KELLY BANNISTER - CHAIR OF GOVERNORS**

Signed .....

**ROY CALLOW - ACTING CHAIR OF GOVERNORS FROM 77/18-19**

Dated 9<sup>th</sup> day of October 2019

## **Minutes of Policy Review Meeting 3<sup>rd</sup> July 2019**

Present: Mrs. Burton, Mrs. Bannister, Mrs. Collins, Mrs. Chapman, Mr. Callow

### **APOLOGIES**

Received from Mr. Stanhope - work commitments.

Mrs. Burton presented policies for review on the Interactive White Board with revisions /additions highlighted.

### **EARLY YEARS FOUNDATION STAGE POLICY**

Additions - Parents as Partners paragraph with reference to home visits, Incredible Years Parenting Program, HENRY Parent Program, Mouse Club.

### **OFF SITE VISITS**

Statutory DCC Policy with reference to the EVOLVE Risk Assessment Procedures carried out prior to any external school visit. No changes.

### **MANAGEMENT OF STAFF SICKNESS ABSENCE**

Again, based on a DCC model policy. Includes reference to Absence Control Procedures, protocol for reporting absences to Deputy Head, regulations re: paid leave, acting up allowances for Teaching Assistants when carrying out specific roles.

### **EXTERNAL CONTRIBUTORS AND SPEAKERS**

A new DCC model policy written by the Derbyshire Safeguarding Board - linked to Safeguarding procedures and Prevent.

### **DISCIPLINARY**

DCC model policy - no changes since April 2016.

### **SEPARATED PARENTS**

New DCC model policy, written by the Safeguarding Board. Contains clear guidelines re: definition of 'parental responsibility'. Section 3 refers to Elmsleigh's policy and that updates are posted on the school website.

**ACTION:** Chair of Governors to sign policy prior to publication on website

## **MOST ABLE**

This policy has previously been titled *More Able and Gifted & Talented*. Purpose - children are tracked from admission to Nursery to end of KS1 to ensure that individuals achieve their full potential through appropriate extension activities, booster and challenge groups.

Mr. Callow, named Governor for Most Able had met with MRs, Collins, the school's Most Able Co-ordinator prior to this meeting to discuss strategies.

**RESOLVED:** That the above policies, with necessary amendments/revisions are hereby approved.

## **ANTI BULLYING POLICY**

Discussion re: what constitutes bullying. The policy contains national definition.

LC - impact on child can be magnified through parental anxiety.

EC - referred to Elmsleigh's 'Stop It, I Don't Like It' strategy. KBa - parental definition of incidents of bullying can vary immensely.

Action: Defer policy review to Aut Term 1 GB meeting.

Anti Bullying Week - w/c 11<sup>th</sup> Nov 2019 - KBu to set up working party of staff, parents and governors - child friendly workshops with symbols. Reinforce expectations during assemblies.

Meeting closed at 5:30 p.m.

Agenda Item for Summer 2 meeting 9<sup>th</sup> July 2019