

ELMSLEIGH INFANT AND NURSERY SCHOOL

SPRING TERM 1 GOVERNORS MEETING:

11TH FEBRUARY 2021 (DEFERRED FROM 1ST FEBRUARY 2021)

PRESENT:

J. Guest - Vice Chair, L. Chapman, A Plackett, T Arckless, K Burton - HT

IN ATTENDANCE

K. Peace - Clerk

29/20-21 APOLOGIES

Received from K. Bannister, CoG - illness

Mrs. Guest took the chair in Mrs. Bannister's absence.

30/20-21 NEW STAFF GOVERNOR

Following Mrs. Collin's resignation, the staff governor vacancy had been advertised. No election required as only 1 member of staff expressed an interest. Governors welcomed Mrs. Arckless to the meeting.

Clerk confirmed that all necessary forms had been completed, Declaration of Business Interest, Skills Audit, Code of Conduct, signature of log sheet for reading Keeping Children Safe in Education Part 1.

31/20-21 DECLARATIONS OF INTEREST RE: AGENDA ITEMS

None declared.

32/20-21 MINUTES OF MEETING HELD ON 7TH DECEMBER 2020

Approved as a true record - K Bannister chaired and will sign off.

33/20-21 MINUTES OF EXTRA-ORDINARY MEETING 14TH DEC 2020

Approved as a true record - again K Bannister chaired and will sign off.

Action: Place approved Autumn 2 minutes 7th December 2020 on website

Update Governor attendance log on website

34/20-21 MATTERS ARISING FROM 7TH DECEMBER MEETING

Mrs. Bowman returned from maternity leave on 1st February 2021. She is teaching Bugs class (her previous Rec class) to provide continuity. Mrs. Stokes continues to teach Bugs class for 1 day, again providing pupils with continuity.

DCC is offering free online courses for Premises staff. Mr. Stanhope has been registered for Asbestos training, COSHH assessments, fire safety training.

ACTION: Establish dates for above training

35/20-21 COVID UPDATE

The second lockdown commenced on Tues 5th January 2021. HT reported that to date, there had been no bubble closures as a result of positive tests.

A blended offer is in place for learning. Children have access to Zoom teaching and home learning packs are delivered to children not currently attending school.

Remote Learning Policy

KBu shared the policy with Governors. Aim - to create a similar experience for children attending school and those accessing remote learning. Respite time is factored into the school day so that children learning at home can remain in contact with friends.

JG: Very important to well-being and management of stress that children have the opportunity to engage with peers

LC: Reiterated this - vital that relationships are maintained.

TA: As Pastoral Lead, she sees the impact of the school closure on vulnerable families. The Class Dojo is a vital link between home and school. The delivery of weekly learning packs to homes provide opportunities for staff to have face to face contact with families. TA also makes weekly welfare check telephone calls.

AP: As a parent she sees the impact of her child being able to stay in touch with friends. She applauded the school's approach to home learning.

RESOLVED: That the Remote Learning Policy is hereby approved.

ACTION: Upload policy to the website

KBu shared video of Sounds Write home learning. All infant children have this resource in their home learning packs

Catch Up Plan

KBu confirmed that school will receive an additional £13k catch up premium to fund strategies to close gaps in learning caused by the Covid situation.

Elmsleigh's Plan was shared with Governors.

15 Chrome books have been purchased and distributed to families who do not have access to devices to enable engagement in online learning. Other resources include NELI - Nuffield Early Literacy Intervention, Numbots Maths Program and Positive Play Training for 3 Teaching Assistants.

Parent Survey

Very positive responses - KBu will email a copy to Governors

Staff Vaccinations

Staff working with CEV children and those with EHCPs are entitled to the Covid vaccination. 12 members of staff have been put forward.

36/20-21 FINANCE REPORT

Clerk had forwarded end of January report from Esteem. Spending is on line. Majority of expenditure is staffing. Breakfast Club suspended during lock down which will impact on this funding stream.

Clerk stressed how it is now even more important to support local companies in the current climate. School has always tried to engage local firms to provide goods and services, provided that Best Value principles are met. This is written into the Financial Regulations document for the school.

KP also commented on the excellent level of support she receives from Esteem re: finance monitoring.

37/20-21 SKILLS AUDIT

Clerk will analyse results and take steps to organise online training to fill any gaps in knowledge.

ACTION: Analyse, as above and arrange CPD accordingly

38/20-21 SAFEGUARDING PRESENTATION

Safeguarding Audit has been carried out and Action Plan drawn up

KBa shared link to online webinars re: Prevent Training and the Threshold /Escalation Process. Governors were invited to access said training as part of their CPD. TA also confirmed that she would share information from Locality Partnership Meetings

39/20-21 PERSONNEL MATTERS

See Confidential Appendix

40/21 MEMBERSHIP/ TRAINING

See attached Committees and Named Governors

Named Governors were asked to arrange Zoom meetings with their respective link teachers to review developments and plans. Premises meeting will be arranged after school.

3 vacancies remain - Esteem have been advised. The MAT is compiling a list of vacancies with a view to advertising and achieving full membership of LGBs.

Training - see Safeguarding item for future CPD.

AP and KBU attended a webinar on Handling Difficult Conversations in January.

ACTION: Named Governors to arrange meetings with leads

AP and KBa to complete training feedback forms

41/21 CORRESPONDENCE

1. NGA Magazine
2. SDDC - Request to use school for election on 6th May 2021

ACTION: Clerk to decline above request based on the learning gaps caused by Covid situation. It is unacceptable to expect schools to close school for polling.

42/20-21 ANY OTHER BUSINESS

Health & Safety Audit/Action Plan

Completed in accordance with Esteem's Site Management Regulations.

Requires CoG signature

RESOLVED: Both documents hereby approved

ACTION: KP to forward signed documents to Esteem; Keep Action Plan under Review - report progress at Governors meetings Su 1, Aut 1, Spring 1.

43/20-21 DATE OF NEXT MEETING

Spring 2 meeting - Tuesday, 30th March 2021 4.30 p.m.

Learning Walk - Thursday, 25th March (Blended Learning)

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

JG: Governors have clear understanding of blended learning approach through Sounds Write video

JG: Election of new staff governor and the benefit her expertise as Pastoral Lead will bring to the team

AP: Committee membership and named governors agreed

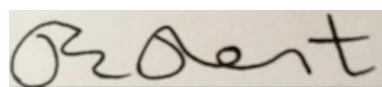
LC: Training links to develop governor CPD

KP: Skills Audits informed Committee selection and identified gaps in knowledge thus informing future CPD requirements.

There being no further business, JG thanked everyone for their attendance and declared the meeting closed at 5.45 p.m.

Action Plan from meeting attached.

Signed



JENNY GUEST, VICE-CHAIR

Dated this 30th day of March 2021

Committee structure - 20/21 Academic Year

Committee & Brief Terms of Reference	Members
<u>Teaching and Learning</u> Curriculum Outcomes Monitoring and evaluation School improvement SEN EYFS	K.Burton K.Bannister J.Guest L. Chapman
<u>Resources</u> Finance Health and safety Budget monitoring Premises	K.Burton K.Bannister A. Plackett
<u>Safeguarding</u> Safeguarding procedures Monitoring supervision for staff case-studies,	K. Burton K.Bannister J.Guest T. Arckless
<u>Personnel</u> Confidential staffing matters inc. disciplinary Staff appraisals (Pay Committee KBU, AP) Whistle-blowing	K.Burton K.Bannister A. Plackett

NAMED GOVERNORS FOR ACADEMIC YEAR 20-21

Subject Area	Governor	Staff Co-ordinator
Safeguarding	K. Bannister	K. Burton
SEN	J. Guest	N. Stokes
PSHE	J. Guest	S Cull
EYFS	L. Chapman	L. Mansfield
Literacy	K. Bannister	C. Smith/E. Collins
Maths	A. Plackett	K. Bowman
Science - Design & Tech	L. Chapman	L. Redhead N. Lyons
ICT	A. Plackett	D. Hamilton
Arts	K. Bannister	N. Lyons - Art K. Burton - Music
P.E.	T. Arckless	L Mansfield/ E Collins
Humanities & Multi Cultural	A. Plackett	TBA - Geog N. Stokes - History L. Redhead - MultiC
Most Able	L. Chapman	E. Collins/ D. Hamilton
Pupil Premium	K. Bannister	K. Burton
R.E.	J. Guest	S. Cull

Summary of Actions	Action	By Whom
Min Ref / Agenda Item Mins of Last Meeting 32/20-21	1.Post Aut 2 Mins on website 2. Update Gov attendance log on website	KP/RS
Matters Arising 33/20-21	Book Premises Training for R Stanhope	KP
35/20-21 Covid Update	Upload Remote Learning Policy to website	KP & RS
37/20-21 Skills Audit	Identify Gaps Arrange online training for governors Update Gov CPD log Post updated CPD log on website	KP KP / Governors KP KP/ RS
40/20-21 Membership	Named Governors to arrange meetings with leads Complete training feedback forms	Named Govs AP/ KBa
42/20-21 AoB	CoG to sign off H & S Audit and Action Plan Forward docs to Esteem Agenda item Term 1 meetings - review Action Plan	K Ba KP KP