

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

PRESENT:

Mrs. Bannister - Chair of Governors

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

In Attendance: Kim Peace - Clerk

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

1/19-20 APOLOGIES - Mr. Stanhope asked that the premises item be bought forward owing to work commitments. He would have to leave the meeting following this item.

2/19-20 DECLARATIONS OF INTEREST - AGENDA ITEMS

None

3/19-20 ELECTION OF CHAIR AND VICE-CHAIR FOR ACADEMIC YEAR 19-20

Head Teacher and new Parent Governor, Mrs. Plackett abstained.

Secret ballot - results 4/6 votes for Mrs. Bannister - Chair; 4/6 votes for Mr. Callow - Vice Chair

RESOLVED: That Mrs. Bannister is elected Chair and Mr. Callow Vice-Chair for academic year 19-20

File ballot papers as supporting docs

4/19-20 MINUTES OF MEETING 9th JULY 2019

Approved as true record and duly signed together with confidential appendices

5/19-20 MATTERS ARISING

Re: Confidential Appendix - application submitted

6/19-20 PREMISES REPORT

Premises Walk will take place on 4th October 2019 in conjunction with Landlord Visit.

A quotation has been requested for removal of 2 trees - large silver birch adjacent to Y1 Penguins class is affecting foundations. Tree of same type adjacent to EYFS outdoor area - concerns expressed by EYFS Co-ordinator that seeds from same will set in the new astroturf.

Governors approved removal of both trees pending receipt of quotation.

Kitchen - RS reported that the wrong grease trap had been fitted. Private company attended on behalf of DCC last Friday 4th October to unblock drain. As a precaution, sandwiches were ordered for service on Monday, 7th October as Cook was unsure whether the drain work would be completed. School has now been advised that cleaning of the grease trap is the responsibility of the Caretaker. This was not mentioned in any communications with Property Services.

JG - inadequate handover arrangements upon completion of new kitchen.

Emergency locksmith called out to main entrance last Friday 4th October to repair lock. Company has been set up as a Vendor on the school's payment system. DCC could not guarantee that the premises would be secured for the weekend.

Agenda item next meeting - review security arrangements at main entrance.

Boiler replaced under the IMP scheme (insurance management premium) over the Summer holidays. This is phase 1 of project - radiators and pipework throughout school to be replaced this academic year.

KP commented that the replacement LED lights throughout half the school which were fitted last year together with the new boiler will make a significant saving on energy costs.

RS left the meeting at this point.

7/19-20 COMMITTEES/NAMED GOVERNORS FOR ACADEMIC YEAR

See attached at Appendix 'A'

It was agreed that respective named governors track more able progress in their subject area.

ACTION: Governors to contact subject leaders via Email to arrange monitoring visits

8/19-20 FINANCE REPORT

Annotated monitoring spreadsheet circulated representing half year.

JG - DCC yet to fund the Sensory Room in the sum of £15500 which will give a healthier end of year picture. Nurture fees charged to external schools will also be offset against running costs of this provision.

Also does school market the benefits of Pupil Premium - KP confirmed that the letter to parents clearly sets out the amount of money generated by PP for enrichment of the curriculum. On advice of Finance Patch Officer, a polo shirt is also given to any pupils entitled to PP.

LC commented that many parents do not want to share that they receive benefits and suggested a drop in session where staff could assist in completion of the form.

JG - The home visit carried out by the Nursery Teacher/EYFS Lead would provide a good opportunity for staff to complete the form with parents.

ACTION: Business Manager to liaise with Pastoral Lead to identify families which may receive the recognised benefits to generate PP funding. Staff to complete form with parents during home visits.

AP enquired when school receives PP funding. KP confirmed that the January census records the pupil count to inform the following year's funding.

The REHO budget was discussed. As a result of the withdrawal of early help from the MAT Team/ Education Welfare Officer, school has been charged £2888/ £ total charged by DCC.

ACTION: Set half year budget meeting with Finance Patch Officer to discuss projected year end taking into account income streams as mentioned above and planned expenditure.

9/19-20 TEAM AROUND THE SCHOOL MEETINGS

TATS Meetings held on 27th June and 17th September - next meeting 25th November 2019.

Mrs. Burton has presented evidence to prove that our current Category C profile which generates funding for the ER provision is insufficient to meet the financial costs required to support children within this provision. This has

been the case for several years. JG confirmed that she as SENDCO called the first meeting to discuss the funding issue 4 years ago.

Mrs. Cull, SEND Teacher has profiled each child currently in the ER provision which proves that the Category C funding is inadequate to meet their complex and diverse needs.

KBu also reported that at the present time, school has 3 available Diagnostic and Assessment places in the Nursery which could be filled by children who have been admitted into mainstream places, thus freeing up an additional 3 mainstream places.

KP confirmed that DCC clawed back £10750 from last financial year for vacant places, several of which were in Nursery.

KBa - it was confirmed at the last TATS meeting - of the top 4 schools in Derbyshire with financial difficulties, 3 of these are ER schools, hence a County wide problem.

ACTION: Agenda Item for Autumn 2 meeting

10/19-20 MEMBERSHIP MATTERS

Constitution

RESOLVED: That Mrs. Stanhope, Mrs. Guest and Mrs. Bannister are re-elected as Co-opted Governors.

Teacher Governors position discussed - Mrs. Collins confirmed that she would be happy to stand down should another member of staff wish to take up the role.

ACTION: Advertise in staffroom and raise at staff meeting - request nominations

Codes of Conduct/Declarations of Financial Interest signed by all Governors.
Declaration of Eligibility completed by Mrs. Plackett.

KP reminded all Governors that a statutory Safeguarding refresher has been booked for Monday 2nd December 3.30 - 5.30 p.m. It is important that all members attend same.

11/19-20 REVIEW OF POLICIES

DCC Teacher Pay Policy approved in readiness for staff appraisals. Governor Appraisal Committee will meet on Thursday 17th October 2019 at 3:45 p.m. to discuss HT recommendations.

It was agreed to defer review of the Anti-Bullying Policy until November. KBU will arrange a parent working party at the end of Anti Bullying Week to discuss the policy - agenda item for next meeting.

Similarly agreed to defer the Safeguarding Policy and Action Plan to a separate committee meeting - Thursday 24th October 2019 3.30 p.m.

Clerk to forward all Governors link to the Keeping Children Safe document - to be read by Aut 2 meeting. Signing sheet to confirm.

12/19-20 PERSONNEL MATTERS

Please see Confidential Appendix 'B' attached hereto.

13/19-20 CORRESPONDENCE

Items received since last meeting:

- DGP Bulletins
- NGA Governor Matters (see box)

14/19-20 ANY OTHER BUSINESS

School Improvement Plan

KBU shared SIP for Autumn Term 2019 compiled with assistance from Mrs. Collins, D/H and Mrs. Mansfield, FS Lead. Yellow highlights = actions carried out. Date specific targets contained within the plan linked to governor involvement. Teacher appraisal objectives linked to targets.

15/19-20 MEETING DATES FOR DIARIES

- Appraisal Committee - Thursday 17th October 2019 KBU, KBa, RC, AP
- Safeguarding Meeting to review Action Plan & Policy Thurs 24th October 3.30 p.m.
- Team Around the School Meeting No.3 Tues 25th November at John Hadfield House - KBa and JG to attend with KBU, KP and SENDCo
- Safeguarding Refresher - Monday 2nd December 3.30 - 5.30
All Governors invited to attend
- Full Governors meeting - Wednesday, 11th December 2019 4:00 p.m.

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

JG: Half Year finance review raised questions regarding projected end of year picture and highlighted the importance of accessing all income streams, e.g. pupil premium funding, nurture income

LC: Implement completion of PP forms during home visits

JG: Ongoing involvement in Team Around the School meetings to address recategorization of ER funded places

KBu: Committees and named governors elected according to skills

RC: SIP for Autumn Term reviewed and governor involvement actioned/pending recorded. Also more able monitoring clarified.

KBa: Approval of Teachers Pay Policy/arranged date for Appraisal Committee

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

Dated 11th December 2019

Committee structure - 19/20 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 E.Collins R. Callow L. Chapman
<u>Resources</u> Finance Health and safety Budget monitoring Premises	K.Burton K.Bannister R.Stanhope L. Chapman
<u>Safeguarding</u> Safeguarding procedures Monitoring supervision for staff case-studies,	K. Burton K.Bannister J.Guest
<u>Personnel</u> Confidential staffing matters inc. disciplinary Staff appraisals (Pay Committee KBU, RC) Whistle-blowing	K.Burton K.Bannister R. Callow A. Plackett

NAMED GOVERNORS FOR ACADEMIC YEAR 19-20

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

NB - Agreed at Oct 19 meeting that respective named Governors will track most able with staff co-ordinators at their meetings.

