

**GOVERNING BODY**  
**ELMSLEIGH INFANT AND NURSERY SCHOOL**  
**MINUTES OF AUTUMN TERM 2 MEETING HELD ON**  
**10TH SEPTEMBER 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

**1/20-21 APOLOGIES**

Received from Mr. Stanhope who has confirmed that he will be tendering his resignation owing to increased workload as Premises Manager relating to Covid measures.

**ACTION:** Obtain written resignation and forward letter of thanks to Rob.

**2/20-21 DECLARATIONS OF INTEREST - AGENDA ITEMS**

None declared

**3/20-21 ELECTION OF CHAIR AND VICE CHAIR FOR ACADEMIC YEAR**

Secret ballot results: 5 votes for Mrs. Bannister - Chair; 4 votes for Mrs. Guest - Vice Chair. Carried

**RESOLVED:** That Mrs. Bannister is elected as Chair for the forthcoming academic year and Mrs. Guest as Vice-Chair

**4/20-21 APPROVAL OF SUMMER 2 MINUTES**

Minutes approved as a true record of the meeting - to be signed off by Mrs. Guest who chaired the meeting.

**5/20-21 MATTERS ARISING**

None

## 6/20-21 COVID UPDATE

Mrs. Burton shared Risk Assessments for Nursery and Infant departments on screen. Said assessments are under constant review and have already been edited since sent out with the agenda last week.

Mrs. Burton reported that the children have been very accepting of the new regime. Classroom furniture has been removed to increase space for rows of desks

**JG: Is this arrangement also used in Foundation Stage?**

**EC: Confirmed that in FS desks are not in rows as the floor area has to be arranged to accommodate choosing activities, which are restricted.**

Mrs. Burton outlined access and egress at open and close of school for the various classes. Rainbow Room children now access beneath the canopy at front of school and via the kitchen side of school. This avoids congestion at the main entrance. Staggered drop off and collections times also ease congestion.

**LC: The drop off and collection arrangements are very efficient.**

**JG: Is there a queueing problem on the path from the main gate?**

**KBu: If parents adhere to their allotted time slots, this is not an issue.**

**EC: Reported that a child minder who drops off and collects from various schools in the area, had confirmed that Elmsleigh is the best organisation in terms of staggered timings and complying with social distancing.**

**JG: Extended thanks to Mrs. Burton and Mrs. Collins for their work in drawing up and implementing very effective risk management strategies.**

Since the beginning of term, 7 children have isolated, 2 of whom had tests which were negative. Of the 10 testing kits which school were supplied with, 6 have been issued to parents who could not access a test at designated centres. Tests cannot be re-ordered until 16<sup>th</sup> September.

A very positive outcome of the new routine is that KS1 children are afforded an extra 30 minutes learning each day. This will impact greatly on learning and assist with catch up strategies.

## **7/20-21 SCHOOL IMPROVEMENT PLAN**

As circulated.

The priority is keeping children safe and secure both physically and emotionally. Mrs. Burton's new SIP Partner, Sarah Gilrain will be working with KBu/EC on 24<sup>th</sup> September to set HT targets for 20-21.

## **8/20-21 SAFEGUARDING AUDIT/ACTION PLAN**

Shared on screen. No significant issues arose from the statutory annual audit which was carried out by KBa and Mrs. Arkless, Pastoral Lead/Safeguarding Team Member.

Some new guidance from Derbyshire received e.g. Early Help Offer - see red type. Audit scores 1, 2, 3 and 4 - 3 and 4 require action and inform the Action Plan. Action Plan also shared on screen.

### **Keeping Children Safe in Education**

Link to this document had been sent to Governors with the agenda and supporting documents. All confirmed that they had read same. E Signatures to be transferred onto the confirmation sheet. It has been confirmed that in the current climate, E signatures are acceptable.

## **9/20-21 PERSONNEL MATTERS**

**See Confidential Appendix 'A'**

## **10/20-21 GOVERNOR MATTERS**

### **GB Membership**

We now have 3 co-opted vacancies, which will be advertised on weekly newsletters to parents and through Esteem

Staff Governor - currently Mrs. Collins. This post is for 2 years and has expired. Post to be advertised to all permanent staff.

Mrs. Guest and Mrs. Bannister's terms of office were renewed for a further 2 years.

### **Declarations of Business Interest/ Code of Conduct**

No declarations - Code of Conduct read by all Governors. E Signatures to be applied to both documents

## **11/20-21 CORRESPONDENCE**

NGA Circular

Clerk to check log ins for Governors, similarly sign Governors up to access 'The Key' education advice site

## **12/20-21 ANY OTHER BUSINESS**

**Following Esteem policies require approval**

Financial Regulations and Procedures (follow LA document)

MAT Reserve Policy - Trust has the power to claw back surplus end of year funds from academy schools to pool into a reserves pot.

Terms of Reference for Capital Panel - Panel consider submissions from academy schools for capital projects relating to buildings.

**RESOLVED: That above documents are duly approved**

## **13/20-21 DATES OF AUT 2 MEETINGS**

Policies Meeting - Monday 9<sup>th</sup> November at 4.30 p.m.

Aut 2 Full Meeting - Monday, 7<sup>th</sup> December at 4.30 p.m.

Agenda to include Skills Audit - Email out at start of Aut 2.

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

- Approval of Esteem MAT policies - all finance related dictating protocol for spending linked to SIP
- Continuity of Chair/Vice-Chair for academic year
- Review of Risk Assessments - impact on children's return to school/learning

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

Signed as true record of meeting 07.12.20

**KELLY BANNISTER, CHAIR OF GOVERNORS**