

\QWV-0
Castle Vale Nursery School & Children's Centre
Full Governing Body Meeting

Thursday 12 October 2017 @10.30am.

MINUTES



Present:

Aimee Hartley (AH) – Chair of Governors
Sally Leese (SL) – Head Teacher
Mark Phillips (MP)
Christina Meakin (CM)
Lauren Hampshire (LH)
Hassan Saleh (HS)
Hayden Sheldon (HS)
Michelle Wilkins (MW)
Sue Martin (SM)

In Attendance:

Debra Norman (DN) – Deputy Head Teacher
Liz Pickering (LP) - Clerk

1. Welcome, Introductions & Apologies

AH welcomed everyone and introductions were made around the table
Congratulations to Sally on her marriage in the summer holidays.
Welcome to Sue attending her first FGB meeting.

2. Declaration of Business Interests Forms (annual forms to be signed)

Governors signed a copy of the Pecuniary Interest Forms.
(*Outstanding forms – Hayden Sheldon & Mark Philips who didn't sign the reverse page*).

ACTION HS&MP

3. Election of Chair, Vice-Chair and Link Governors

Aimee Hartley agreed to be chair of the Board of Governors for a further year proposed by MP and seconded by SL; unanimously agreed by everyone.

SL proposed and AH seconded Mark Phillips to take on the role of Vice-Chair and all Governors were in agreement with this proposal.

SL reported that a named governor for PREVENT is needed – Government agenda to try and stop radicalisation.

Michelle Wilkins volunteered to take on the role of Prevent Governor – unanimously elected.

Governor with responsibility for Looked After Children – MP was elected into this position.

Other Link Governors to remain as they are:

Training – Aimee Hartley

Safeguarding – Lauren Hampshire

SEN – Christina Meakin

4. Minutes of Last Meeting (22/06/2017)

SL- aware that there are some issues in sharing information (e-mails not being received by all governors) – other schools that we link with use a Portal so MP and SL are looking into setting up a portal.

ACTION – SL/MP

Accuracy of minutes of the FGB meeting held on 22nd June 2017 proposed by MP seconded by SL and a copy signed by AH for the school records.

5. **Matters Arising**

Funding – SL and MP attended meeting.
Policies rolling process completed by LH/SL

6. **Finance & Personnel Update** – Mark Phillips

MP reported on the Committee meeting held earlier this morning when we discussed staffing and budget – currently the school is forecasting a small carry forward balance at the end of this year but looking at 18/19 and beyond we are looking at a deficit budget forecast after 18/19 if everything remains the same.

Looking at setting up a Working Party to look at options for saving and possible restructure – significant funding reductions are to take place. Some commitment from Central Government to support the sustainment of nursery schools but this will not be sufficient.

Need to look at quite quickly for a new structure or savings to be in place for September 2018.

Volunteers for this group: Sally Leese, Mark Phillips. Aimee Hartley and Michelle Wilkins.

Looking at scheduling a meeting early next half term SL to send out some date options.

ACTION – SL

7. **Policies for Review & Approval:**

Ratification of Policy Plan for Review and Renewal proposed by AM and seconded by MW.

Where possible, policies are models from Central Government or the Local Authority.

Dignity at Work – off HR portal and in Finance & Personnel Committee earlier this morning a document was signed stating in this policy the dates are incorrect but we have an e-mail from HR saying that the document is legally sound and if an issue arose we would use the most updated version from the HR portal.

Prevent Duty of Care – part of our role as governors is to be aware of the duty “to have regard to the need to prevent people from being drawn into terrorism”.

Visitors Policy is new.

Safeguarding Policy has been updated for 2017/18.

The following policies were all agreed by the FGB and copies signed by the Chair for the school records:

Governors Code of Conduct	Keeping Children Safe in Education
Prevent Duty	Visitors Code of Conduct
Support Staff Code of Conduct	Safeguarding and Child Protection
Governors Allowance Policy	Teachers Code of Conduct

SL explained about Policy Plan and asked if Governors were in agreement for SL

and staff to write some policies on behalf of the Governors (those which do not need to be ratified by governors) – Governors unanimously agreed to this proposal.

8. Head Teacher's Report

- a. **Summer 2017 Assessment Report** (document to be appended to these minutes) issued to Governors prior to the meeting.

Children's Centre - have held a Fun Day.

LH – launch day and invited all parents to see the building; we put on some activities and it was really well attended and made a lot of money for Macmillan and for getting something for the garden (mud kitchen). SL asked LH to extend thanks to all Children Centre staff from the Governing Body.

ACTION – LH

SL reported that the Children's Centre should have been decommissioned On 31/10/2017 and taken over by Spurgeons on 01/11/2017 – problems with TUPEing over staff.

As Governing Body need to agree to the contract continuing on till the end of November to keep the continuity and all governors were in agreement. SL will update all governors as soon as anything has been agreed to the future of the Children's Centre – not planning to change anything.

MP asked about the third of children who do not achieve significant progress – are they full-time?

SL – Government's agenda is only to widen the gap between the most deprived children. Our mission is to ensure that this gap does not widen. Full-time places have been given to returning children (9) so this might skew the figures this year.

MP would expect the numbers of children this year will not be high for children on track? or will interventions make any difference?

SL- concerns about whether the part-time children's attendance is as good. Anecdotally parents are now choosing to up attendance quite a lot but this is reliant on the parents so it is something for us to look at.

Staff meeting held this week discussed how to improve the figures.

Also need to look at Tapestry children and to involve governors to see what children do such as taking children to the park, feeding the ducks etc.

MP asked about SEN children – 30 children on this data.

DN- use different tracking systems for SEN children and after interventions some of these come off the SEN register.

Lot of intervention is put into place especially with the Speech and Language therapist.

Worked a lot with the lunchtime supervisors to ensure that the children have to ask for things and not just point – children have to make a verbal decision.

- b. **2017/18 School Development Plan Update** (copy to be appended to the minutes)

30th November staff meeting to analyse baseline data and from that the staff help us to prioritise for our School Development Plan and staff sign up for how they are going to make improvements which goes to their Performance Management Targets – governors are very welcome to attend this meeting.

Because our children come in low in the prime areas , it is hard to make progress with reading and writing and number development- our mission is also to improve their tripod grip.

9. Safeguarding Update - Lauren Hampshire

On 09/10/17 LH and SL met for a monitoring visit to look at Safeguarding in school and Children's Centre. We used a Checklist to see what we have and what would benefit us. What was highlighted is e-safety – do we need some training on this to ensure that we are protected inside work as well as at home. Need to be able to work with parents with mental health and substance misuse issues.

Have formed a new Safeguarding Plan – looked at geneology-grams – SL has looked into linking siblings and audit will clarify if this is something that we do need.

LH looking into training but is having difficulties in getting onto suitable training. LH looking into getting someone in but do not know how viable this is – will report back when she knows anything more.

Also looking at training for substance misuse.

MW suggested looking at volunteers from ex-addicts to come in to do training Should be some government funding coming for the West Midlands for mental health First aiders. MW to keep abreast of this information.

ACTION- MW

Another new Section 175 audit which needs to be completed by 31/03/2018.

SL and LH collate their SEN numbers half termly.

ACTION – SL/LH

10. SEN Update – Debra Norman

DN went through her report

3 children with a diagnosis of ASD. Have ISEY funding for 2 of these children (Inclusion Support for Early Years which covers 7.5 hours weekly).

9 children (including 2 of the children with ASD) with speech, language and communication needs being supported by Catherine Steele (speech and language therapist).

4 children have appointments with the paediatrician – all have been referred for multi-disciplinary with a view to diagnosis.

The other children on speech, language and communication list are children that we have assessed using the Wellcomm screening tool and are behind in their age related band for speech. Interventions are being put into place for these children.

2 children have physical disabilities. 1 child needs 1:1 support and has an Education and Health Care Plan (EHCP).

1 child is in the process of assessment through CDC

8 children are support by Karen Vincent in the Children's Centre and have SEN and Early Support Plans in place.

MH is this range of support sustainable without receiving the necessary funding?

SL tried to become a Resource Base but unfortunately this did not happen.

SL – there is a misunderstanding of the system re Early Years, school and day care. Trying to highlight this issue looking at having a meeting with Dave Bridgeman/ Jill Crosbie.

SM – definitely looking at increasing numbers but we are unable to make the initial diagnosis.

11. Early Years Pupil Premium – Christina & Mark

SL – our EY PP children have to show how our PP money is spent (£302 per child annually) essentially free school meal children or adopted or looked after children or been in care for 1 day – this is the bracket of the children we are looking at – but not considered until the term after their 3rd birthday.

CM explained about the spreadsheets.

Key Points for Early Years Pupil Premium Assessment - Append document to these minutes.

Agreed that MP and CM will meet after data 2 is available. **ACTION – MP/CM**

CM trained to work with Forest School

MP asked about the summer 2017 data – percentage of children on track EYPP – is this from the whole school?

CM – this is for all the children so at the start of September last year 13% were on track and most children made 5 steps. CM and MP to discuss how many were fulltime and part-time All the data is available and CM will extrapolate this for her meeting with MP.

MP vulnerable children who are full-time, vulnerable children who are part-time and non-vulnerable children?

CM to look into the statistics.

ACTION - CM

12. Training Update - Aimee Hartley

On 28/09/17 AM met with SL for monitoring visit. MW attended training but it was mainly for infant and senior schools rather than nurseries.

Discussed what training is needed to improve our expertise – we don't all need to know about everything.

Need everyone to be valued and able to move up to if they want to – succession planning etc.

Need all governors to be trained in PREVENT. There is on-line training which isn't particularly onerous and you can get a certificate which need to be passed to school – same videos as for WRAP training. SL to e-mail this round to all Governors to complete.

ACTION – SL/ALL

Governors Skills Matrix – governors asked to complete this – AH said it is quite difficult to self – assess. Governors are not expected to be competent in all areas.

ACTION - ALL

When completed AH and SL will put the results on a spread-sheet to see if we have any gaps.

ACTION – AH/SL

13. Chairs Actions/Correspondence

Nothing specific to report.

14. Any Other Business

SL asked for Governors updates for the website together with photographs – 'Meet the Governors ' section.

AH and DN have met for Rights of the Children (Fundamental British Values etc.) - what they are entitled to – have a lot of this in our thoughts on learning; our ethos and policy – some parents are to work together so that we can get to level 1 and have a workshop to look at parents' views.

MW asked if there was a School Council?

SL – no we don't have a school council but things are discussed in circle time – we ask the children what they want to do, whether they feel safe, what they like about school etc.

DN visiting Gracelands Nursery tomorrow and will ask about this. **ACTION - DN**

15. Date of Future Meetings

Thursday 25th January 2018

9.30 – 10.30 – Finance & Personnel Committee Meeting

10.30 – 12.30 – Full Governing Body Meeting

There being no further business the meeting closed at 12.30p.m.

Policies Ratified:

Governors Code of Conduct

Prevent Duty

Support Staff Code of Conduct

Governors Allowance Policy

Keeping Children Safe in Education

Visitor Code of Conduct

Safeguarding and Child Protection

Teachers Code of Conduct