



Castle Vale Nursery School & Children's Centre

Full Governing Body Meeting

Thursday 26th January 2017 @ 10:30am – 12.30 pm

MINUTES

Present:

Sally Leese (SL) Head Teacher
 Aimee Hartley (AH) – Chair
 Ruth Miller (RM)
 Mark Phillips (MP)
 Hayden Sheldon (HS)
 Debra Norman (DN)
 Christina Meakin (CM)
 Lauren Hampshire (LH)

In Attendance:

Liz Pickering (LP) – Clerk
 Niki Lynch (NL)

Documentation Distributed Prior to the Meeting:

- Minutes of last meeting (19/10/2016)
- Agenda for this meeting
- Head Teacher's Report
- Statement of Internal Control
- Best Value for Money Strategy Document – check that this is required
- SEN Update
- Children's Centre Manager's Report
- Child Protection Policy codicil
- Safeguarding Report
- School Improvement Plan
- Equality Information and Objectives (Public Sector equality duty) statement for publication
- SEND Policy
- Strategic Vision
- Keeping Children Safe in Education 2016 (for signature)
- Governance Handbook 2017
- Competency Framework 2017
- All about the Governors form (if appropriate)
- Skills Audit (if appropriate)

1. Welcome, Introductions & Apologies

AH welcomed everyone.

Apologies received from Bob Lee which were accepted by the FGB.

2. Membership Update – Pecuniary Interests Forms & Code of Conduct

Parent Governor needed to complete the Governor membership.

- a. Website – needs to be updated with governor profiles (and photos of governors also need to go on website)
 RM – Needs some Children's Centre information to update the website – SL working on this.

3. Minutes of Last Meeting (19/10/2016)

- a. Matters arising

Tom Slattery from Topcliffe is unable to join our Governing Board.
 SL emailed Alan Bird in the hope that he would join – he will look into finding someone for us.
 Lisa Martinali – SL still in discussions with her.
 Need to look for a further Parent Governor.
 Mark Phillips volunteered to join the Advisory Board.
 Keeping Children Safe in Education 2016 (all governors to sign a copy)

Minutes proposed by RM and seconded by LH and AH as Chair of the Governing Board signed a copy for the school records.

4. **Head Teacher's Report, Assessment & School Improvement Plan** (SIP)

SL – Consultation in relation to the funding rates and what BCC want to retain is ongoing.
 LH – Health and Welfare tender – have asked LH to go back to rescore 3 of the questions and other professionals scored 30 questions but with the feedback received have been asked to produce another score due to go back on 27/01/2017.
 SL updated meeting on CGL and Birmingham Healthcare Trust.

RM left the meeting at this point due to other commitments (11.05)

AH – thought the SIP is very good.
 Discussion over assessments.
 Staff wrote their own Professional Management Targets.

SIP was approved by the FGB proposed by AM and seconded by CM.

a. Pupil Premium

SL – big area because of the additional funding that we received need to be accountable for where this money is spent.
 CM went through her report (which is part of her Performance Management target).

MP asked about EYPP and Communication and Language figures – returners – why are they not as a separate group – this information can be included in the baseline. CM can do this and send the information out. Need to show steps progress.

b. Admission Arrangements 2017/18

Need to discuss as governors – used to prioritise 3year olds and fulltime children. Visited yesterday by Emily ?? – want to look more at vulnerable children – need to agree that we prioritise 3 year olds first and then work down the ages – proposed by CM and agreed by all the other governors.
 Have sent out information gathering – in order to get the children in. In order to survive we need to get sufficient numbers of children in.
 Second round children on the Children's Centre registration or new births list.
 SL updated meeting on APPG meeting held earlier in the week. Base rate for Birmingham will be £4.34 which is to be relooked into. Worries about fulltime children now not having fulltime places in September.

5. **Personnel & Finance**

- a. Approve the following (all reviewed at Finance & Personnel)
 - Statement of Internal Control – defer until the next meeting when alterations discussed have been included.
 - Best Value for Money Strategy Document – check whether this needs to be completed.

6. **SEN Update** – Debra Norman

22 children on the SEND register - DN went through her report.

MP asked what the register is. DN just a list of children who have SEN needs which are listed in the report.

SL – Inclusion Committee run by BCC to see how inclusions are managed throughout the City – work streams and Early Years has come out really well in it.

Recommendations of the committee that SEND is completely changed. Parents want an EHCP in order to get the funding to meet their needs.

MH – 22% is quite a high figure out of 122.

SL – victim of our own success – result of being a resource base – but this figure has dropped from 26.

7. Children's Centre and Health and Well-being Tender Update (inc. Manager's Report)

Already covered.

8. Safeguarding – Lauren Hampshire

- a. Report – LH went through report included Key Roles for Child Protection, Training, Whole Staff Training, Safer Recruitment Training (SL due refresher in September 2017), Early Help Assessment, Early Support, Additional Training, Policies and Procedures, Child Protection and Safeguarding Statistical Data, Safeguarding Audit, Service Update and Additional Information.
- b. Child Protection Policy update codicil (all changes shown in red) –approved by governors and signed by AH.
- c. Keeping Children Safe in Education

9. Health & Safety/Premises Update – Sally Leese

SL – secured funding for the wood workshop – work carried out over Christmas holidays.

H & S use Elite to support us – external review of what we do and we work on any suggestions that they make.

10. School Development

Insufficient funding at the moment – but hopefully SEEP will get back to us (re lights) SL will contact governors as and when the information is received.

11. Policies

- a. Equality Information and Objectives (Public Sector equality duty) statement for publication – reviewed, updated and approved.
- b. SEND Policy – reviewed, updated and approved.

12. Action Planning – following on from training day

- a. Governor roles – defer to next meeting
- b. SEF – defer to next meeting
- c. Governor development (training plan) – following Skills Audit – to be completed prior to the next meeting
- d. Strategic Vision (Strategic Plan 2017 – 2019 draft)
Governors went through the plan – working document which can be altered (to be put on the website) – ask parents what our Vision should be (discussion over the word grow) – put on Facebook for immediate feedback.
Queried adding Children Should Always Come First
MH queried 'aspiration for our children's outcomes'- what we want our children to achieve later in life. Agreed that every child will be at a different juncture at the end of their time here. SL looking for progress for every child but we have to be realistic about what our children can achieve.
Lot of discussion over children's outcomes.
Agreed to review again in 12 month's time.
Discussion on how to complete the How (Inc.Costs)? boxes – agreed to remove (Inc.

Costs)

SL suggested – ‘Governors attend meetings, assess and monitor

Discussion over rebranding and using the vision statement as much as possible.

Ensure that our vision statement is included in our ethos and shared with community, parents, staff and other schools in the district.

AH - Vision statement should be central to all decisions for development.

Skills Audit – LP to collate in readiness for the next meeting (identify strengths and weakness and develop an action plan for governor training).

Attend all governors meetings, visits as appropriate to support, challenge. Separate signing-in book for governors.

Working together – some form of self-evaluation using – report back to parents and community of what we have done/achieve in the year – what we said, what we have done – with our vision branding.

Use existing guidance to self-evaluate governing board performance.

Peer to peer.

Ofsted due.

Monitoring and challenging.

Discussion around seeing how our children develop when they are in main stream school.

Promote relationships with other schools – stronger links – tracking children throughout primary school.

Track target groups of children to ensure that the provision supports their needs including SEND, Early Years Pupil Premium, More Able, Returners, Disadvantaged Children.

Commitment to some governors being trained in Safer Recruitment (can be done online)

CM volunteered to do this.

Overview of Performance Management.

MH asked how this was carried out at Castle Vale.

SL reviews evidence and bring to FGB for approval – anonymised. SLT do reviews and bring Information to SL

SL – no progression requests have been made for some years – most staff are at the top of their scales. Process for governor approval of staff wishing to progress (SL to check terminology with HR).

Monitor and challenge.

Retention- staff leaving is not an issue here.

Staff questionnaires.

SL to have a go filling the other and e-mailing it out – can go on the website and always be changed.

- e. Monitoring Governors – defer to the next meeting

13. Chair’s Actions/Correspondence

Defer to next meeting.

14. Any Other Business

- a. Head Teacher’s Performance Management – defer to the next meeting

15. Date and Time of Next Meeting

Thursday 6th April 9.30am Finance followed by FB meeting at 10.30am (meetings to be held at Topcliffe Regional Centre)

Due to time restraints the meeting closed at 1.20pm.