

**Castle Vale Nursery School & Children's Centre  
Full Governing Body Meeting 10<sup>th</sup> July 2019**



**MINUTES**

**Present:**

Mark Phillips (MP)- Chair of Governors  
Sally Leese (SL) – Head Teacher  
Aimee Hartley (AH) – Staff Governor  
Kerri Treasure (KT) – Parent Governor  
Kirstie McElroy-Stringer (KMS) – Co-Opted Governor  
Kelly Berry (KB) – Parent Governor  
Carli McCallin– Co-Opted Governor

**In Attendance:**

Debra Norman (DN) – Deputy Head Teacher  
Niamh McCorriston (NP) - Clerk  
Jackie McCorriston (JAMC) - Clerk

**Apologies**

Sue Martin  
Tracey Quirk

The Apologies were accepted

**1) Welcome, Introductions & Apologies**

MP welcomed everyone and introductions were made around the table.

Carli McCallin was welcomed to the meeting as our new Co-Opted Governor.

**2) Declaration of Business Interests**

Forms had been signed by all present and there are no changes since the last meeting.

CMcC reported she is Head of School and a Governor at Jakeman Nursery School and her husband is a Head Teacher at a Nursery school

**Action:- CMcC to be given a pecuniary Interest form to complete**

**3) Minutes of Last Meeting**

The Minutes of the last meeting held on 7<sup>th</sup> May 2019 were approved and signed by the Chair and a copy will be retained in school.

**a) Matters arising**

***Tesco Bags for School.***

School are waiting to find out how successful we were with the Tesco Bags of help funding and will look at costings for a canopy.

***Funding Bids***

TQ met with SL and they had a discussion about ideas regarding HS2 funding and possible bids and are meeting again to look at the application form

***Governor Links***

These were agreed as follows:-  
Aimee Hartley – EYPP and LAC Governor  
Tracey Quirk – PREVENT

Kirstie McElroy-Stringer- SEN and Safeguarding (KB to shadow for the SEN role)  
 Kerri Treasure – H&S  
 Sally Leese – Training Link Governor

SL said that the plan for the next term is for Governors to feed back on the areas they are linked to

There is a H&S Audit next week and KT will be able to meet and follow up any actions needed.

AH said she will give an EYPP update at this meeting – she has uploaded information to the Portal.

All other Matters Arising will be covered in the meeting.

### **5) Feedback from the Finance & Personnel Committee.**

Carli McCallin offered to join the Finance Committee and this was agreed.

MP reported on the Committee meeting held earlier this morning when the Committee discussed the end of the year outcome and the school budget. It was noted that the meeting was not quorate but that no decisions had been made.

The year end report was discussed:-

Projections show a £35,000 estimated carry forward to support the budget provision for this year.

This is an in-year deficit of (£11,118), but does not take into account the allocation received from the LA. As the Governors are aware there were errors on the Pupil Count in 2018/2019 funding was missed off in the 2018/2019 budget which has subsequently been corrected in the 2019/2020 financial year. An addition of £15,616 for Summer 2018 and £11,326 for Spring 2019 has now been received. If the funding had been received in the correct financial year then there would not have been an in year deficit.

***The Governors noted that we are in a more stable financial position that we have been for a number of years.***

MP reported that there has been a bid put in as a joint bid with Weoley Castle Nursery- Northfield for £100,000.

SL said that the bid aims to ensure children's needs are identified and supported at the earliest point and for children to receive the right support, bringing together professionals at the right time to provide the right levels of help within a local context.

She explained that the proposal is to create a hub at the Children's Centre in Castle Vale to bring together the Child Development Centre, Early Years Inclusion Support, Birmingham Forward Steps, Health Visitors, Areas SENDCOs, Children's Centre Staff, Educational Psychologists, Speech and Language Therapy, Occupational Therapy, Sensory Support and any other services to identify and support children with Special Educational Needs at the earliest point possible.

Parents/carers, Health Visitors, GPs, Early Years providers, Childminders would refer into sessions. Children would start in a Stay and Play session where they would be observed and assessed and supported. An Early Support Champion/SENDCO would then work with parents/carers and any other professionals as appropriate to start an

Early Support/Early Help plan to co-construct a plan of support for the child and family.

Financially it won't directly impact the Nursery school – the idea to is to improve the journey for children with SEND, prior to the closure of the Children's Centre staff knew the children coming in and it was much better.

**Action:- SL to upload the Outcome of the Innovate to Save application**

There was a discussion regarding the need for the integrated 2 year old checks and SL said that from September all children who have an allocated Health Visitor will have the opportunity to carry out integrated checks.

MP reported that there is £25,000 of Devolved Capital. There are regular leaks on one part of the flat roof and it was agreed that the Devolved Capital Allocation is earmarked for the IPads and the roof and for the school to source 3 quotes.

**Action:- SL/NL to upload the Condition Survey to the Portal and to ask the LA for support for funding towards the cost of repair.**

*CMc also recommended speaking to the Head of Bordesley Green East Nursery who has had some repairs done recently.*

MP reported that staffing is stable. There are a number of TA on fixed term contracts and longer term we may look to create some permanent TA's.

The following was also discussed:-  
School Fund is currently being Audited.

The Statement of Internal Control and Head teachers Delegation Statement have had some update (as recommended by audit) and the documents were presented and approved by the FGB,

The Business Continuity Plan was presented and approved by the FGB and NL said she will bring this to future meetings when there are changes.

The Gifts and Hospitality register was shown and it was noted that we get donations for raffle prizes etc and we also had a donation of £200 from a Committee on the Castle Vale Estate.

MP reported that the Nursery is looking to implement Parent Pay.

The Census Data was presented and the Committee noted that the 15 hour entitlement is being recorded accurately.

Major Items of Expenditure were reported as:-

COMMUNITY ENVIRONMENTAL TRUST - £11,172 Forest Schools Provision (£10,000 of this was the Lottery Grant)

HONEYBOURNE CONSTRUCTION LTD £23,348

COOMBS CATERING PARTNERSHIP LTD £25,858 School Meals Charge

The FGB approved the expenditure as detailed.

The Governors thanked MP for his feedback and approved the recommendations from the Finance Committee.

## **6) Audit Update.**

There was a 3 day Audit and SL reported it was a much more positive experience compared to the last time. The verbal update was positive and we are not on the Risk List any more. The main areas for Governance were the Sic and Head Teachers Delegation statement.

The Auditor said she is unable to put anything positive in the report but noted the improvement since the last visit.

She has no issues with the HCSS system, she was happy with the Minutes, Safeguarding processes and how we monitor and follow up children who leave the Nursery or are missing.

## **7) Head Teachers Report.**

This Head Teacher report has been uploaded to the portal and the content was discussed.

SL reported that Tracy Brabim MP visited the school on the 24th May. Jack Dromey MP, Chris Pascal, Tony Bertram (CREC), Margey Whalley and a visiting Early Years Professor from Portugal joined some of our families for a Reading Workshop. ITV Central News reported on the event which was also linked to the launch of a report from CREC showing the 'hidden' costs of Maintained Nursery Schools in Birmingham - The Unique and Added Value of Birmingham's Maintained Nursery Schools (uploaded to Governor Portal).

To launch the national campaign for permanent, adequate funding for Maintained Nursery Schools Jack, NAHT, NEU and others organized a summit at Birmingham Council House on the 21st June 2019. The event was very well attended and was promoted by both BBC Midlands today, ITV Central News, Free Radio, Radio WM and Birmingham Mail.

SL said we will be following this event by attending the March of 5000 in London on 27th September 2019

SL was invited back to the BBC to speak on the Victoria Derbyshire show about the lack of funding for children with speech and language delay. Birmingham is one of the areas that spends the least on Speech and Language therapists. SL referred to a report highlighting the lack of funding for speech and language. <https://www.childrenscommissioner.gov.uk/p.../we-need-to-talk/>

SL discussed some of the activities that the children have been involved with including a farm trip and hosting Reading Workshops. These were supported by Bookstart and were well attended, as was the Maths Workshop  
There have been play sessions for the new children

### ***The Governors asked about pupil numbers.***

SL said that the numbers are looking positive - for the Summer Term we have 64 x 3 year olds and 27 as additional 15 hours  
There are 88 x 2 year olds with 55 eligible for EYPP

We have 84 coming in September who will be 3 and we already have codes for 24 of them. We will also have 51 x 2 year olds

***Governors noted that we have 6 children with EHCP's and asked how many will be returning?***

SL said that 2 will come back. One will be a Reception aged child and SENAR have agreed with this as they have not got another school. She reported that we have at least another 2 children with EHCPs coming in.

SL discussed payment by results and school have submitted 4 forms and have been successful for 3 of them.

Assessments were discussed and SL reported that the Summer Term assessments have been completed.

**Action:- Analysis of the Summer Term Assessments to be added to the Portal.**

***The Governors looked at the EYPP report and the difference in the outcomes between the children entitled to EYPP and non EYPP children.***

As a governing body, it was decided to keep our returning full-time EYPP children, who are also our most vulnerable children, full-time although there is no funding. Governors are aware that to be entitled for 30 hours, both parents need to be working and the 30 hour children tend to come in at a higher level and make faster progress in the time they are with us.

The EYPP children are our part time children and are only entitled to 15 hours, so

**Action:- Governors noted that there needs to be a policy/protocol agreed with the criteria so that some full time places can be set aside each year for the most vulnerable children. They asked SL to produce set criteria for the next meeting.**

***The Governors noted that the data is positive with the exception of Moving and Handling and asked for the reason?***

SL said that is it due to the tripod grip and the issue is that the children have not developed the bones to grip the pencil.

The Governors discussed the data report and SL said that this is produced using a mixture of tapestry and a bespoke programme and can be presented in a different way depending on the information and detail that governors want – this can be discussed in a future meeting.

The SEND report was discussed and we had 24 children who are on the SEND register (Census May 2019).

We currently have 6 children with a diagnosis of ASD. All of these children have an EHCP (Education Health and Care Plan). One child with EHCP will return in September, 4 children will transfer to special school provision and 1 child is waiting for special school provision to be secured.

We have 3 children who are waiting for a multi-disciplinary assessments at the Child Development Centre and one child waiting for an initial Paediatrician's appointment.

***The Governors agreed it is important to prioritise younger children so that there is more time to intervene.***

SL said that this is part of the bid that has been submitted so that children can be supported where needed.

We have 24 children (including the six children with ASD) with speech, language and communication needs. 19 are supported by a speech and language therapist. The rest are supported via WellComm, a language screening resource.

We have 1 child with hearing impairment alongside other needs. Advice has been sought from the Hearing Support Team.

3 children have SEN and Early Support Plans in place. These children are returning to Nursery in September 2019 and ISEY funding has been applied for.

Apart from the children with ASD and Education, Health and Care Plans, 10 children are returning in September and the remaining 8 are transitioning to Primary School. We are liaising with Reception staff and School Senco's regarding these children's needs.

Looking forward to September 2019, an addition to our returning SEND children, there are already 5 children who will be added to our SEND caseload.

### **8) Policies**

These have been uploaded to the portal.

#### ***SEND Policy***

This has been updated and the policy was formally approved.

#### ***Behaviour Principles Written Statement***

This has been updated and was formally approved.

#### ***Educational Visits***

This has been updated and was formally approved.

**Action:- Governors asked for the UNICEF Rights respecting award to be added to the Agenda for the next meeting.**

### **8) Chair's Actions/Correspondence**

None

### **9) Any Other Business**

None

### **10) Date of the next Meeting**

Tuesday 12<sup>th</sup> November 2019

9.30 – 10.30 – Finance & Personnel Committee Meeting

10.30 – 12.30 – Full Governing Body Meeting