

MINUTES

Present:

Mark Phillips (MP) - Chair of Governors
Sally Leese (SL) – Head Teacher
Aimee Hartley (AH) – Staff Governor
Kerri Treasure (KT) – Parent Governor

In Attendance:

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

1) Welcome, Introductions & Apologies

SL welcomed everyone to the meeting.

Apologies

Kirstie McElroy-Stringer (KMS) – Co-Opted Governor
Carli McCallin – Co-Opted Governor
Sue Martin – Co-Opted Governor

The Apologies were accepted

Absent

Tracey Quirk (TQ) – Co-Opted Governor

Action:- SL will contact TQ to check she can attend meetings.

Appointment of an LA Governor

The nomination of Mark Phillips to serve a further term as the Local Authority representative on the Governing Body has been approved by the School Governor Nomination Committee. The LA have asked for his appointment as the Local Authority representative to be confirmed at the next full meeting of the GB.

The Governing Board formally approved the appointment of Mark Phillips as an LA Governor

Action:- Clerk to inform the LA that Mark Phillips has been appointed as an LA Governor.

2) Election of Chair and Vice Chair

The Clerk asked for nominations for Chair of Governors.

Mark Phillips – Proposed by SL
 Seconded by KT

There were no other nominations and Mark Phillips was elected as Chair by a unanimous decision.

MP said this is his 4th year as Chair and he believes 6 years is the most he should serve, and therefore the Governing Board need to look at succession planning

Election of Vice Chair

Kerri Treasure - Proposed by SL
Seconded by MP

There were no other nominations and Kelly Treasure was elected as Vice Chair by a unanimous decision.

3) Declaration of Business Interests Forms

There are no changes since the last meeting

4) Minutes of Last Meeting

The Minutes of the last meeting held on 12th November have been uploaded to the Portal and were approved with the following amendment:-
Elaine Dupree is School Forum Rep.

Completion of Safeguarding and Prevent Training

SL has sent access to online training for Governors but not all have accessed the training.

Action:- SL to resend the Safeguarding and Prevent training links.

Governor information/ All about Me forms.

SL sent out Governor information/ All About Me forms and she thanked Governors who have completed them electronically.

Succession Planning

SL will present the staffing structure at a future meeting.

Governors agreed that there will need to be a Deputy Head in the staffing structure and agreed to look to start recruitment after Easter.

SL said that there is a possibility of having a Teacher Apprentice using the levy. We have had contact from a facilities training company for a Facilities Apprentice.

5) Feedback from the Finance & Personnel Committee.

The Committee have just met and MP gave a verbal update.
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- A cumulative surplus balance of £116,149 is predicted to remain at the end of 2019/20, this equates to 11.15% of the schools in-year funding.
- The Committee discussed the 3 year Strategic forecast and it is expected there will be a surplus at the end of 20/21 and but it is projected there will be a deficit balance of £93,499 at the end of 21/22.
- The Committee discussed the LA Monitoring reports, with particular reference to Appendix 1, the Schools Financial Efficiency - Top Ten Planning Checks for All Governors. This was shown to the Governing Body. The checklist was signed by the Chair of Governors and the Head Teacher as confirmation that it has been presented to and reviewed by the GB
- The Governing Body was also shown Appendix 3 of the LA report to Governors. The First page shows the budget summary as already reported earlier in the SFS report presented to the Governors, in the format that the LA would like the Governors to see it.
- There was a questions as to the accuracy of some of the reports due to the difference in the percentage of the budget spent on staffing in the reports. It is important that the data is meaningful so that the Governors can make informed decisions. **Action:- The Chair of Governors and Head Teacher to**

contact the Head of Service at SFS to ask if there can be a more useful finance monitoring document presented to enable Governors to make informed decisions and plan for the future.

- MP said he will write to the head of SFS, some of the information presented is based on the original budget and does not take any account of the in year adjustments.
- The Committee were shown the Gifts and Hospitality list and there is a nil return.
- The Committee approved the Business Continuity Plan and this was also approved by the FGB.

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

Head Teachers Performance Management

SL, DN and AH were asked to leave the meeting whilst this was discussed.

MP reported that he and CM met with the external assessor and having reviewed the targets, it was agreed that SL has met them all.

The Committee recommended an increment and this was approved by the FGB..

SL, DN and AH were asked to come back to the meeting.

6) Head Teachers Report.

This had been distributed and the content was discussed.

SL reported that the next APPG is scheduled to be held on 2nd March 2020.

SEND in Early Years was discussed *and she referred to the Castle Approach document.* As discussed at previous meetings, BCC are utilising funding to support The Castle Approach. This is the joint project with Weoley Castle Nursery School.

Both schools have been asked to put a bid together for £160,000 across 2 nursery schools but the pot of money allocated is £200,000 and SL is working with the LA to determine where the other £40,000 has been spent.

Governors asked if the funding will be allocated from April 2020?

SL said she was told we would be allocated some money before year end, but we have not had funding as yet.

We now provide a Universal Stay and Play at the in conjunction with the Children's Centre, they are staffed by a member of Nursery Staff and a member of Children's Centre staff. Helen is working hard to support these sessions and School will promote these sessions more so that people will attend.

The children will be assessed with Wellcomm, SCERTS and SOGS.

Governors asked about the SOGS assessment?

SL said that this is the Schedule of Growing Skills assessment and it is a tool for professionals who need to establish the developmental levels of children. The assessment shows where the child is chronologically and developmentally.

When we have funding school will purchase ipads to enable the staff to observe and assess children in Stay and Play sessions and record outcomes via Tapestry.

Early Years SEND reform

SL referred to the SEND Early Years Project Initiation Document
She has been working with other partners on three of the Work streams - 1, 5 and 7.

Work stream 7 is to provide Early Years Assessment and Identification Provision as a pilot to work alongside an EY SEND Locality Hub to provide Assessment places for children to assess need and start interventions in six weekly blocks. It is hoped to have clearly defined specialist assessment and provision for Early Years in each locality and to develop locality based early years specialist provision across the city for children with complex needs.

Work stream 5 will see the roll out of Wellcomm to all Early Years settings and DEST (a dyslexia screening tool) to all Reception classes. This will ensure that there is an early intervention framework for SEND in the Nursery and Reception and should improve practitioners across different settings.

Governors commented it will be useful to have another data collection point for children across the City and it will also be positive for Transition to have this data in place.

Work stream 1 is the planning of EY SEND in locality areas, to develop and pilot a model for the integration of SEND teams across education and health to work in Early Years in the city settings

SL was offered 1 day a week to work for the LA, this will be paid for.
The Governors agreed with this.

Funding was discussed (as reflected in the Finance Committee Minutes)

The Ofsted priorities were discussed (as reflected in the Head Teachers Report)

Pupil Numbers were discussed and Governors noted that there are more LAC and post LAC children this year and asked if this is reflective of a change in demographics?

SL reported that the LAC and Post LAC numbers last year were low and those figures reported take into account private arrangements. In addition, we have families joining the Nursery straight from Health Visitor referrals

Action:- Governors asked that the next Head Teachers Report reflect the number of children who are in Nursery full time who are being supported by the School Budget.

SL said that we currently have 17 children, but some are funded via Social Services. We also have 11 children who pay for full time places

INSET was discussed and SL referred to the January Training Day. Staff were joined by the managers of Tiggywinkles and all worked together as a team to look at effective interactions, characteristics of effective learning, the 'Theory of Why' and how well planned areas of learning can support interactions with children.

There is also training delivered to staff in the Monday meetings – for example recent training had a focus on the statutory framework and the new Ofsted framework, staff have also had training on Tapestry etc.

In addition, newer staff go on a training programmes to get Level 2 or 3 and we also train volunteers.

Governors commented this shows strong succession planning and also gives opportunities for parents and families.

SL spoke about a recent meeting she attended where there was an analysis of the 2019 Indices of Deprivation. Castle Vale saw the largest increase in deprivation rankings moving 14 places from 18th in 2015 to 4th in 2019.

SL said she is part of a group who are looking at how to increase life opportunities and job opportunities for families living in Castle Vale, and one area is the manufacture of electric cars and batteries.

However, a lot of families need more support before getting a job, they need basic literacy and maths skills and a lot of schools on the estate are upskilling parents so as to get one step closer to being employed.

Assessment was discussed and SL said that the children will be assessed before Easter and there will be a focus on the children who will be leaving before the Summer to ensure that they are ready to move on to their next stage of education.

Governors thanked SL for her feedback.

7) Chairs Action/ Correspondence / Governor Training

The Governor Support Department send an update every fortnight and it was confirmed Governors receive this publication.

This also has information regarding training

8) Policies

The following Policies have been added to the Portal:-

- Admissions
- Teachers Capability
- Fire Evacuation Policy.

These Policies were approved

Safeguarding and Prevent

All Governors need to do the NSPCC Online training and SL will send the link

9) Any Other Business

Health for Life in Nursery Schools award

School have been given the Health for Life in Nursery Schools award. DN explained that the programme promotes an ethos and environment which encourages a proactive approach to developing a healthy lifestyle. We have had a focus on growing food, healthy eating and cooking, physical activity and have involved families as much as possible in the process

We have been awarded £1,000 (we have only received half of this (as yet) and will be using the money to purchase waterproofs

9) Date of the next Meeting

Thursday 23rd April 2020

9.30 – 10.30 – Finance & Personnel Committee Meeting

10.30 – 12.30 – Full Governing Body Meeting