

Tracey Quirk – Prevent

Kerri Treasure – Health and Safety

Carli McCallin – Teaching and Learning (to liaise with Christina Meakin)

Action:- SL and MP to liaise to look at the best way for Governors to work with the Nursery and to feed back to the Governing Body.

3) Written Declaration of Business Interests Forms

It is important to establish a register of business and personal interests for Governors, and for all staff. This should include the details of any other educational establishments that they govern, and set out any relationships between school staff and members of the GB such as spouses or relatives.

Procedures are in place to enable annual declarations to be made, including nil returns and for in year changes of interests to be declared. The register is reviewed annually.

As meetings are taking place virtually, school will accept completed forms electronically.

Action:- Pecuniary interest forms will be added to the Portal by the Clerk for completion by Governors. SL asked that Governors fill out the Pecuniary Interest form and send back via email.

The Clerk will provide the Local Authority with details of who sits on the Governing Body.

The following change in interests since the last meeting were declared:-
MP said he is no longer employed by the Washwood Heath MAT

4) Minutes of Last Meeting

The Minutes of the last meeting held on 9th July 2020 have been uploaded to the Portal and were approved.

Matters Arising.

Staffing Structure

SL was asked to produce an up to date staffing structure for this meeting.

This has been actioned and the staffing structure has been added to the portal and has been discussed at the F&P meeting (see Minutes of the meeting).

Support for families over the summer

The Governing Body thanked TQ for her hard work and guidance with getting support for families. SL reported we were awarded a grant through Promising Futures & Compass Support for £2000. This was to help families who have been affected by COVID. Food items have been purchased weekly, even throughout the holidays. Thank you to Niki and Su in their work on this.

5) Annual Approval of Policies

Approval of the LA Staffing Policies on the HR Portal

The School Staffing Regulations say that Governing Bodies must establish procedures for the regulation of the conduct and discipline of school staff. Governors are advised to adopt or re-adopt such procedures annually, so that a relatively recent minute of the GB is readily available as a record of the adoption.

The Birmingham HR Service for Schools has produced model policies and procedures that enable schools and Governing Bodies to discharge their responsibilities under general employment legislation. The model policies can be accessed through the Schools HR Portal.

Governing bodies considering the adoption of different policies or procedures or making changes to models recommended by the local authority must take responsibility for consulting the recognised unions on the contents of those policies and procedures.

The Birmingham model policies and procedures can be accessed through its Schools HR Portal, for which the main user in school is usually the Bursar or Office Manager

This includes policies such as:-

Pay policy for schools - *reviewed annually*- This has not yet been completed

Performance management/Appraisal policy for teachers

Disciplinary procedure

Grievance procedure

Capability procedure (teachers)

Competence procedure (support staff)

Managing Attendance Procedure

Procedure for dismissal for some other substantial reason

This list is not exhaustive and there are a number of other policies that can be obtained from the HR portal.

The procedures are updated from time to time. To ensure that our school is always using the most up to date versions, the Governors agreed to recommend adopt the personnel procedures approved by the LA on the schools HR Portal.

The version used will be that which is current on their website when the relevant procedure needs to be used. Where there is no separate procedure for non-teaching staff, the procedure for teachers will be used and in that procedure, where appropriate, the word 'teacher' will be read as 'member of staff'.

As the authority reviews its model policies on other HR matters from time to time Governors will need to check each year whether any new models have been recommended to schools during the previous twelve months.

The Governors agreed to adhere to the recommended model policies on the Birmingham HR Portal.

The following Policies have also been uploaded to the Portal and were approved

Action:- SL to bring Pay Policy to next meeting.

Safeguarding Policy.

The updated version of the school safeguarding policy has been added to the Portal. This has been updated in line with Keeping Children Safe in Education and is the LA recommended model.

The Safeguarding Policy was approved.

As a school we always approve the Safeguarding Policy on the Birmingham Safeguarding Children Board (BSCB) and historically, Governors agreed for the Chair

of Governors and Safeguarding Governor to approve the Policy so it can be implemented immediately. They agreed that this will continue and also that if there are any subsequent changes required that the policy will be approved.

Governors also agreed the approval of any codicils recommended by the BCBB by the Chair and Safeguarding Lead. This means schools can avoid having to reprint and ratify the whole policy, the codicil insert that can be included in any existing policy.

The following Policies were also approved.

Dignity at work

Data Protection

E Safety

Freedom of Information

Appraisal Policy

Prevent.

6) Feedback from the Finance & Personnel Committee.

The Committee have just met and CMC gave a verbal update.

The following policies were reviewed and recommended for approval:-

- *Terms of Reference*
- *Delegation Statement for the Head teacher*
- *Charging and Remissions Policy*
- *Best Value Statement*
- *Freedom of Information Policy*
- *Whistleblowing and Serious Misconduct Policy*
- *Governor Expenses Policy*
- *Purchase Card Users and their limits*
- *Statement of internal Control*
- *Division of Duty*
- *Gifts and Hospitality Policy*
- *Purchase Card policy*

The Governors approved the above policies.

The Governors discussed the Budget.

A cumulative surplus balance of £160,728 is now predicted to remain at the end of 2020/2021, this equates to 20.67% of the schools in-year funding.

The Minutes of the meeting detail the information that was presented relating to the budget.

Virements were discussed, there are none to report, only additions to funding.

Orders over £10,000 was reported as follows:- £11,300 - Community Environmental Trust

The Governors approved this expenditure.

SL reported that we have applied for backdated sustainability funding from 23rd March to 1st June. The funding was for settings that remained open during lockdown. There is an amount for staying open plus £100 per child who attended each week. SL

reported that during the finance meeting, she has had confirmation that we have been allocated £21,900.

The Governors thanked Rachel for all of her hard work in obtaining this funding.

The Governors thanked SL for her feedback and approved the recommendations

Head Teachers report.

This has been added to the Portal and was discussed.

SL reported that all of the children we expected to be in school have returned and there is a waiting list. There was 1 child who did not return straight away but they returned recently.

There was a positive Covid case reported, this meant that school had to close an entire bubble. SL said this is something she did not want to do as the children need an ongoing education.

The Governors noted that the number of children with SEND have increased significantly, despite the fact that there are less children in school than there were last year.

SL said that the numbers of children with additional needs have increased significantly - we have 2 children with us who have deferred entry to Reception by a year as there was no special school place available, we may be allocated full time funding and SL is chasing this through PSS.

Some children are being assessed for EHCP's and some of the children will need to have Provision Plans when they move to Mainstream.

A number of the children are behind where they are expected to be on entry. SL said that supporting the increased number of SEND children with limited funding is proving to be a real issue.

Governors asked if any of the Castle Approach funding can be used to support the children with SEND?

SL said that a number of children are joining Nursery with complex needs, but they have nothing in place to support them. We have been able to bring Helen (SENDSCO) back full time and cover her wage through the funding from the Castle Approach and this is helping to support some of the children with SEND, but more needs to be done.

Governors asked if the children's centre are supporting the Nursery to identify children who need intervention?

SL said that we are working hard together to build relationships and have met with key partners on Castle Vale to promote the Castle Approach. This includes representatives from Homestart, the CDC, Health Visitors, a paediatrician etc. All are really keen to work to make the approach work well.

There is a difficulty with organising a Stay and Play session as the room we used is small and it is difficult to socially distance. SL said we are looking for an alternative room to run the sessions post lockdown.

The Children's Centre wanted to support transition and offered to deliver some virtual sessions for parents, such as behaviour management, sleep routine etc, There was

not a lot of take up from parents and we will try to do this in the Spring again, either face to face or virtually

Governors asked how Home Learning is being delivered?

SL said that we are continuing with the system we had set up during the first lockdown. When we had to close the bubble a member of staff had to isolate and she set the links up from home, she liaised with parents and added different easily accessible activities and maintained telephone contact etc. This approach has worked well and parents are using Tapestry to communicate with the Nursery.

8) Chairs Action/ Correspondence/ Training

The Chair of Governors reported that he has no Actions to report.

The Friday Update from Governor Support is sent to Governors on a fortnightly basis.

The following documents have also been added to the Portal for information:-

- The most recent Governance Handbook – Updated October 2020
- Being Strategic – NGA & other agency combined publication – October 2020
- DFE School Governance Update – October 2020
- What Governors and Leaders expect from each other – NGA document
- Competency Framework for Governors

Governors noted some of these documents are useful and asked for a focus of the next meeting to be looking at the strategic priorities for the school post lockdown.

9) Any Other Business

Model Code of Conduct.

This was distributed and discussed.

The model Code of Conduct is worded in such a way that it becomes a corporate code that is signed by the Governing Board and not individual governors. This enforces the principle that, first and foremost, responsibility for good governance rests with schools themselves.

The Governing Body agreed to adhere to the Model Code of Conduct.

Thank you to the Staff.

The Governors thanked SL and the staff for managing in extraordinary and difficult circumstances and recognised the incredible work they have done.

10) Date of the next Meeting

Tuesday 9th February 2021 – 1.45pm