

**Castle Vale Nursery School Full Governing Body Meeting
Tuesday 9th February 2021**



MINUTES

Present:

Mark Phillips (MP)- Chair of Governors
Sally Leese (SL) – Head Teacher
Kate Brennan – Staff Governor
Kirstie McElroy-Stringer (KMS) – Co-Opted Governor
Kerri Treasure (KT) – Parent Governor (joined at 10.38am)

In Attendance:

Christina Meakin (CM) – Deputy Head Teacher
Jackie McCorrison (JAMC) - Clerk

Apologies

Sue Martin (SM) - Co-Opted Governor
Tracey Quirk (TQ) – Co-Opted Governor
Carli McCallin– Co-Opted Governor

The Apologies were accepted.

SL noted that Tracey Quirk was unable to access the Teams meeting.

1) Welcome, Introductions & Apologies

MP welcomed everyone and introductions were made.

2) Declaration of Business Interests (Pecuniary Interests)

There were no changes in Pecuniary Interests since the last meeting.

Action:- Pecuniary interest forms have been added to the Portal for completion by Governors.

SL asked that Governors fill out the Pecuniary Interest form and send back via email.

3) Minutes of Last Meeting 11th November 2020

The Minutes of the last meeting held on 11th November 2020 have been uploaded to the Portal and were approved as a true and accurate record.

a) Matters arising

All Matters Arising have been addressed.

4) Approval of Policies

The following Policies were added to the Portal

- Business Continuity Plan
- H&S Policy
- Capability procedures for Teachers
- Pay Policy
- Terms of Reference
- Equality Information and Objectives

The Governors approved the above policies.

5) Feedback from Personnel & Finance committee

MP fed back from the Committee meeting:-

A cumulative surplus balance of £181,747 is predicted to remain at the end of 2020/2021, this equates to 23.37% of the schools in-year funding

There has been additional expenditure relating to Covid, due to the increased cleaning and the need for additional Lunchtime Supervisors.

The Strategic Financial Forecast is predicting that the school cannot set an in-year budget for 2021/2022 and 2022/2023. There is however is an enough estimated carry forward balance to offset the in-year deficit.

The report shows that at the end of the 2022/2023 financial year a surplus balance of £124,262 is estimated, given the strategic forecast assumptions.

Major items of expenditure were reported as follows:-

Supplier	Amount
COOMBS CATERING PARTNERSHIP LTD	25,564.49
NATIONAL WESTMINSTER BANK D/D	24,161.38
COMMUNITY ENVIRONMENTAL TRUST	11,300.00

The expenditure was approved.

The Terms of Reference and Business Continuity Plan have been added to the Portal for approval. The Committee recommended that the FGB approve these documents.

The Governors approved the Terms of Reference and Business Continuity Plan.

The Committee recommended increasing the single spend limit on the virtual card. At the last meeting Governors asked what school were spending DFC on and there was an audit of IT and a decision taken to purchase Laptops.

When ordering IT equipment it is not possible to purchase them using the card due to the cost, and it leads to a much longer process. The Committee agreed to recommend to the FGB that the limit be raised from £500 to £800. The purchase card limit does not need changing

The Governing Body agreed to this recommendation that the single spend limit on the virtual card will increase to £800.

SL, CM and KB were asked to leave the meeting whilst the Head Teachers Performance Management was discussed.

MP reported that the Committee met with the external advisor for the Performance management of the Head and a recommendation was made which was approved.

SL, CM and KB were asked to re-join the meeting

6) Head Teachers Report

SL reported that she spoke at a 'virtual' rally to get support for long term supplementary funding for Maintained Nursery Schools in the Government budget. The event was organised by the unions with support from MPs including Jack Dromey.

There was also a visit from ITV local News to discuss the impact on staff of the closure of schools to all but key worker and vulnerable children but the full opening of Early Years settings.

SL spoke of the numbers in school. Before Christmas the vast majority children had returned to school, but the numbers have decreased since 4th January and there has also been 2 bubble closures but staff are well.

When numbers decreased we planned and implemented a rigorous home learning plan. (See HT report)

SL reported that school has been supplied with Lateral Flow Device (LFD) test kits, which enable self-swabbing. It is proposed that staff attending school test themselves twice per week, 3 to 5 days apart, the tests will provide a result in up to 30 minutes.

Governors welcomed staff being tested as another way of making schools even safer, they acknowledged that the testing will be voluntary, but if staff do take part, it may help to reduce the risk of transmission along with the other measures that are being taken

SL spoke about the Birmingham Early Years Networks. We are leading on the Erdington District Early Years Networks and sharing the Sutton District with Perry Barr and through this we will support the Birmingham wide roll out of Wellcomm Communication and Language Assessment and Intervention programme.

The Castle Approach and The 'New' Approach were discussed (as detailed in the report). There is now a proposal to be 5 SEND District Hubs across the city. Each SEND District Hub would have at least 2 highly trained SEND Higher Level Teaching Assistants (HLTAs) to provide outreach for children with possible SEND in their settings or home. Each of the hubs would also have at least 6 Resource Base spaces and get the funding, which will enable more work to be done with children who have SEND. SL said she will keep governors informed.

Home Learning was discussed (as detailed in the report)

We want to ensure all our children are still learning whether in school or not but this is quite a challenge for the age of our children.

We use Tapestry to send parents suggestions of things they can do at home. Where possible, activities and experiences mirror those that are provided in school. Staff bear in mind resources that children will have access to at home.

All children have weekly access to:

- A story read by one of their key workers or a YouTube link.
- Activity suggestions based on their learning groups – these activities are differentiated.
- Ideas for child-initiated play
- Ideas based on our focus Article and British Value for the week (Rights Respecting School Award).

Staff have posted over 142 home learning stories so far this half term. The staff have worked very hard to ensure the quality of our home learning offer matches the high quality learning we provide in Nursery and follows our assessment of children.

There has been a positive response from parents offering ideas of their own. The use of Tapestry on the snow days was extremely high.

Governors asked how the school are supporting the wellbeing of staff?

SL said that staff can approach her with any concerns, there is a work Whatsapp group and bubble groups set up for staff wellbeing and staff have been supporting

each other sharing ideas etc. The positivity and focus on children and their outcomes has been overwhelming.

Parental engagement was discussed:-

- 80% of parents are accessing home learning.
- 32% are regularly uploading their own learning stories.
- Many of these are in response to our suggestions, but lots are also ideas that parents think of themselves.
- There have been more than 220 observations uploaded by parents since the 4th January 2021.

Governors asked what is being done to engage the 20% of parents not engaging?

Engagement is learning is tracked closely. Parents are getting weekly phone calls from staff to check they are OK and if there is no response, staff are making home visits. They have also been offered home learning packs. Generally, the most vulnerable children are in Nursery or are engaging via Tapestry.

There are some children who started with us after September who are not engaging, parents have decided to keep them at home as they felt it was unsafe to send them in.

Governors asked how many of the children not engaging will be going to Primary in September?

SL said that there are quite a few children and there needs to be liaison with the primary schools to out a transition programme in place. A lot of the children were on track and the ones where there were concerns are in school.

Governors asked what the plans are to support the children to catch up?

It was explained that there is catch up in place already for those in school and accessing home learning.

There is support for Speech and Language where needed and there are additional intervention groups to support the children. Those not in school are getting the same offer on Tapestry, there are having the same intervention activities but ones that are more parent friendly.

Governors asked if there is a cost implication for the support needed?

SL said that there may be a cost for additional Speech and Language therapy time and the use of a practitioner and this will be looked at.

Assessment

CM discussed the Spring Assessment and the full report is on the portal

- 141 children were assessed at the time of Spring assessment.
- 83 children who will leave (Leavers) to go to Reception Class in September 2021.
- 58 children who were returners in September 2020
- There are more boys than girls
- There are 54 children on the SEND register
- There are 101 part-time children, 20 vulnerable full-time children and 31 funded full-time.
- On average the minority of children are working at age expected levels.
- EYPP boys are achieving better than Non EYPP boys.

- Non EYPP girls are achieving significantly better than EYPP girls. This needs further investigation and the children will be targeted using Welcomm and nurture groups. They will be tracked on Tapestry to identify any gaps.
- Prime areas to focus on are Managing Feelings and Behaviour, Making relationships, Moving and Handling, Listening and Attention, Speaking.
- Specific areas to focus on are Reading, Number, Shape, Space and Measure, People and Communities.

Governors asked if there is a difference in outcomes for the full time and part time children?

It was explained that the full time children are generally performing better than the part time children, a number of the part time children have not been in schools since before Christmas.

Progress was discussed (as detailed in the HT Report)

Autumn 2 (51 children)

33% (17) are working 3+ sections below
 33% (17) are working 2 sections below
 29% (13) are working 1 section below
 4% (2) are on track

Autumn 1 (52 children)

54% (28) are working 3+ sections below
 46% (24) are working 2 sections below

There has been progress made during the Autumn term, generally, the children on track in the Autumn term have stayed on track this term.

The part time vulnerable children are the ones who are the main concern. The children who are in school are involved in daily intervention groups to support them with their gaps and are also in nurture groups. The impact of this support will be seen in the next assessment.

The SDP was added to the Portal, each member of staff has contributed to this and it is linked to their Performance Management Targets.

The Governors approved the SDP

The Governors thanked SL and Staff for all of their hard work. School has arrangements in place to ensure that both regular contact is made with their pupils and appropriate steps taken where any issues with engagement are identified, to best support our children, young people and their families during the current lockdown. Governors thanked the staff for ensuring that none of the children are being missed. They are tracking, monitoring and reviewing levels of engagement in learning by pupils and are able to identify where more support is needed and continually refine and improve the approaches being taken.

7) Strategic focus

It was agreed that this will be an Agenda item in the Summer. There will be a different focus if we have Resource Base spaces.

Action:- Strategic Focus to be added to the Summer Term Agenda.

8) Chairs Action

MP said he approved the school closure during the snow.

9) AOB***H&S Update.***

KT reported that NL has sent her the completed H&S Inspection report and there is a recommendation that KT undertake H&S Introductory training.
This was agreed.

10) Date of the next Meeting

Tuesday 20th April 2021 – 1.45pm