

MINUTES

Present:

Sally Leese (SL) – Head Teacher
Kirstie McElroy-Stringer (KMS) – Co-Opted Governor
Carli McCallin– Co-Opted Governor
Tracey Quirk (TQ) – Co-Opted Governor

In Attendance:

Jackie McCorriston (JAMC) - Clerk

1) Welcome and Apologies

Mark Phillips (MP)- Chair of Governors
Sue Martin – Co-Opted Governor
Kerri Treasure (KT) – Parent Governor
The Apologies were accepted

As agreed by the Governing Body this meeting will be held via MS Teams,

Whilst COVID-19 lockdown measures are in place, on-site direct meetings should not be undertaken. Governors have agreed that meetings will proceed in reduced format remotely, hosted by MS Teams.

2) Declaration of Business Interests (Pecuniary Interests)

SL welcomed everyone to the meeting and she asked for declaration of Pecuniary Interests.

CM reported she sits on the Board of the Nursery Schools Federation Governing Body, but she is not a voting member.

There are no other changes to Pecuniary Interests since the last meeting.

In the absence of the Chair, CM agreed to Chair the meeting.

3) Minutes of the Last Meeting

The Minutes from the meeting held on April 23rd 2020 were approved as a true and accurate record.

Matters Arising

Support for PVI's.

At the last meeting there was a concern raised that some of the day nurseries would have to close due to the issues with funding, and we offered to support the children. SL said she attended different strategic meetings and discussed the children who needed places should the PVI's close. It was clear that the number of children was too high for the Nursery School to support. Therefore there is a change in focus and we will be supporting Good PVI's to remain open. SL said we did take some children from a local PVI that had no option but to close.

SL said we were asked to take 5 children, 4 of whom had SEND, when their PVI settings closed down.

4) Governing Body membership Update

Since the last meeting, Aimee Hartley has resigned as a Staff Governor as she is going to concentrate on her role as a TA.

The Term of Office for Sue Martin is due to come to an end and the Governing Body agreed to reappoint her as a Community Governor.

5) Feedback from the Finance Committee

CMC reported on the Committee meeting held earlier this morning.

The Committee discussed the end of the year budget and she reported back as follows:-

- The School Budget Share carry forward balance has been officially notified as £113,658 surplus. This equates to 16.5% of the schools in-year funding.
- There is an in-year surplus of £78,404.
- The total staffing percentage for 2019/2020 equates to 76.9% of the schools in-year funding.
- The staffing costs have reduced. It was noted that nursery schools are funded on the previous years pupil numbers. We base our staffing on the current number of children and get the funding for them at the end of the year.

Staffing changes were discussed and SL is looking at a more stable staffing structure moving forward.

Action:- SL to produce an up to date staffing structure for the next meeting.

Over the last few years, we have not needed to restructure staff, we have had a full time teacher and a part time teacher leave who have not been replaced, a Level 3 TA and BSS also left and were not replaced.

One of our permanent level 3 staff due to start a Teaching Apprentice has decided to leave. We have 2 staff on maternity leave and one due to go on maternity leave.

SL reported we have just completed a recruitment process where all fixed term level 2 staff reapplied for a limited number of jobs.

3 of our team now have permanent contracts and 4 successfully gained further fixed term contracts.

Our Level 3 TA resigned and one of our team was successful in gaining a permanent Level 3 position.

We are in a recruitment process for a Deputy Head Teacher and hope to successfully recruit for as soon as possible, either for October half term or from January 2021. DN will support for a month in September and Helen will go back to full time as SENCO.

We are not replacing the BSS as the HLTA is looking at expanding her role to support the School, she is currently responsible for Health and Safety and managing medicines.

The Committee discussed the Orders over £10,000 and recommend the following for FGB approval:-

- £12,000 Community Environmental Trust
- £32,697.71 – Coombs Catering Partnership Ltd

The Governing Body agreed with this.

The Surplus Balance return was discussed and recommended or approval as follows:-

- There are prior year commitments of £2,500 that need to be paid
- The Uncommitted Balance is £111,158

The Governors agreed this balance will be used to support the sustainability of the School. This will be needed, as demonstrated in the financial forecast, and an additional factor that was considered is that school will not have the maintained Nursery School supplementary funding agreed past this year.

There is a nil return in the Gifts and Hospitality Register and the Business Continuity Plan was approved.

Governors thanked CMCc for her feedback and approved all of the recommendations.

6) Head Teachers Report

This has been added to the Portal and SL gave an update.

SL reported that staff have worked very hard during lockdown and the wider reopening and she thanked them for all of their hard work

Nursery school supplementary funding is due to run out at the end of this financial year. There has recently been a zoom meeting with the minister for Early Years Vicky Ford in which this issue was raised. The minister said that they would be looking at Early Years funding as a whole to ensure it is 'fair'. A 'fair' system is what led to the necessity of supplementary funding in the first place. We are in touch with Jack Dromey MP and will keep pushing.

COVID-19 Funding

We should be receiving funding for the Summer term based on the Spring Term Census from January. Any additional children we have received should be offset against children who are not attending the school.

BCC have made sustainability payments to PVI settings for provision made during lock-down. There will be some sustainability payments made to Maintained Nursery Schools (MNSs) and Nursery classes but hasn't yet been finalised.

MNSs are not entitled to access the government funding for schools for additional costs during COVID-19 and have not been able to access any of the business relief for PVI settings. We are in communication with BCC about this.

The DfE have confirmed that nursery aged children should be included when schools order vouchers through the Covid Summer Food Fund.

COVID-19 Support for families

We have been supporting a lot of families throughout COVID-19.

We now have 80 children attending over the week, we have prioritised School ready children but also the Vulnerable 2 year olds.

We welcomed back all but 2 of our vulnerable children.

So far we have undertaken 51 support events.

We posted ways families can access support on our Facebook, Twitter feed and website and were contacted by families outside our cohort who we could signpost to support.

Home learning was discussed and throughout lockdown we had a lot of different strategies to contact our children and families.

Each key worker sent ideas for activities via Tapestry to their key children. There were learning activities shared daily on the school Facebook. We created 4 differentiated resource packs that was given to all families.

There has been some very positive feedback and interaction from families.

The teacher planned differentiated learning activities for our different learning Groups. We contacted every family either weekly or two weekly and encouraged them to post on Tapestry. If we could not reach them by telephone, staff carried out a home visit.

SL said that we did not want any of our families to feel under pressure and struggle and we had a lot of families reach out to us and we were able to direct them to the other services such as Pioneer and Sanctuary and also to other schools. There has been a real joined up community effort and the liaison and communication with the other schools has increased as we have worked and supported families together

NL worked hard providing access to a resilience fund.

Governors asked if there are any plans to support families over the summer?

SL said that this has been discussed and we offered the building to be used, but the LA have not got back. There is a concern that there is very little provision over the Summer for Early Years children and even less for an Early Years child with SEND.

TQ said that through the Early Help Localities Programme, Razia Butt is trying to collate information about holiday provision for all age bands.

SL said that the updated government guidance to state that we do not need to 'bubble' children after 20th July and she will get back in touch with the children's Centre to see if they are going to run stay and play sessions. We may have staff who would be willing to support these.

Transition was discussed and we cannot carry out our end of term events but have contacted all the feeder schools for children starting reception in September. All of the main feeder schools will be using Tapestry so we can pass on the learning journals.

We have offered a download or printing service for Tapestry Learning Journals for leaving children.

The intake for September was discussed, as reflected in the Report. We do not have as many new 3 year olds joining, a number of the children were with us from the age of 2.

SL said we have put ourselves forward to be the network lead for Erdington EY networks.

SL showed the Governors the work that has taken place for the school to prepare the Nursery to support bubbles. SL said that in order to be able to welcome children back to school, there needed to be some work done to remove unnecessary items from classrooms and some of the soft furnishing, soft toys and toys that are hard to clean. There was agreement that the carpets and curtains needed to be removed and the cost of this was £18,000.

The LA will pay £10,000 and School will pay £8,000 from Devolved Capital.

The Governors thanked SL for her report and for her huge efforts this term. They asked her to thank the staff for their huge efforts with adapting to the many changes and supporting children. It has been a really difficult time, SL and the staff have worked really hard trying to deal with the complications associated with Covid, and have supported the children brilliantly.

7) Approval of Policies

Behaviour Management policy

This was added to the Portal and was approved.

8) Any Other Business

Risk Assessment

Subsequent to the meeting, SL distributed the Risk Assessment for the September opening to all Governors. This was approved.

She provided an update as follows:-

- Staff are still working in 3 bubbles with a staggered start/finish times.
- The part time children are just accessing their short sessions - not their long day so they are not quite getting their full 15 hours entitlement (12 1/2 hours).
Governors noted it is the best offer at present.
- School intend to start 43 full time and 93 part time children.
- School completed the 2-hour long play sessions over 2 days with back-to-back sessions with a clean down and change of resources in between.
- Key workers completed virtual home visits via face time, zoom or telephone calls.
- Staff are cleaning between sessions for part time and at lunchtime and throughout the day for full time children. We are making sure children wash their hands regularly.
- Staff are trying, as far as possible, to stay with their bubble but some children are attending before and after school club and lunchtimes.
- Parents have been given information about what we need to do or not do.

9) Date and Time of Next Meeting

TBC

Date of the next Meeting

TBC