

Castle Vale Nursery School & Children's Centre
Full Governing Body Meeting



MINUTES

Present:

Aimee Hartley (AH) – Chair of Governors
Sally Leese (SL) – Head Teacher
Christina Meakin (CM)
Lauren Hampshire (LH)
Hassan Saleh (HS)
Michelle Wilkins (MW)
Hayden Sheldon (HSh)

In Attendance:

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

Apologies

Sue Martin (SM)
Mark Phillips (MP)

The Apologies were accepted

1) Welcome, Introductions & Apologies

AH welcomed everyone and introductions were made around the table

Co-Opted Governor Appointment

The Term of Office for AH has ended and the Governors unanimously agreed she be appointed as a Co-opted Governor.

2) Election of Chair and Vice Chair

The Clerk asked for nominations for Chair of Governors.

Aimee Hartley – Proposed by SM

Seconded by SL

There were no other nominations and Aimee Hartley was elected as Chair by a unanimous decision.

Election of Vice Chair

Mark Phillips – Proposed by SM

Seconded by SL

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

The following roles were also agreed:-

Head Teacher Appraisal Panel:-

AH and HS

Finance Committee

It was agreed there will be no change to the current membership.

J
12/2/18

Governor Links

Lauren Hampshire - Safeguarding
Aimee Hartley – Link Governor
Mark Phillips – EYPP Governor and LAC Governor
SEND – to be agreed

Action: - Appointment of SEND Governor to be agreed at the next meeting.

3) Written Declaration of Business Interests Forms

Forms were distributed and signed by all.
SL reported that she is a Governor at The Firs Academy.

4) Minutes of Last Meeting

The Minutes of the last meeting held on 17th July have been uploaded to the Portal and were approved.

Matters Arising.

Co-Opted Governor

SL followed up on the appointment of a Co-Opted Governor and she recommended that Tracey Quirk be appointed.

AH and SL met with Tracey and she had a look round the Nursery and agreed she would like to be a Governor.

There was a discussion about her skill set.

SL said she is working in the local area for Compass Support, part of the Pioneer Group, and has experience of leading on projects and has worked with Nursery and EY settings.

The Governing Body unanimously agreed that she be appointed as a Co-Opted Governor.

Signed Minutes.

Action: - SL/NL to ensure that signed minutes are to be scanned and uploaded to the Portal

Calendar of events

This information has been uploaded

Awards for All Cid

SL reported on the Outcome of the Awards for All bid via the portal.

The committee noted that the bid has been successful and they thanked all involved.

Surplus balance analysis

The Surplus Balance was spent on setting a balanced budget and this had been agreed.

Pupil Mobility.

SL followed up on the reasons that some children leave to attend the Nursery at St Gerard's and the main reason is that there is a perception among parents that this means their child will be able to get a place in the Reception class. Parents who are allocated a full time place have to pay towards it. Also some of the families have children who are already at St Gerard's and they find it easier for them to go to the same setting.

The Governors suggested adding a question to the Admissions form to check if parents are committing for 1 or 2 years and/ or if they plan to move their children to another setting.

Action: - SL to look into amending the Admissions Form.

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-

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.

It is also recommended that Governors agree to approve and accept the policies on the Birmingham Safeguarding Board Website.



The Governors agreed to adhere to the recommended model policies on the Birmingham HR Portal and the Safeguarding Board Website.

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

Dignity at work

PREVENT

Teachers Code of Conduct

Support Staff Code of Conduct

Teachers Pay Policy

6) Feedback from the Finance & Personnel Committee.

The Committee have just met and AH 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 Policy

Governor Expenses Policy

Business Continuity Policy

Division of Duty

Income Handling Policies

The Governing Board approved the above policies.

The Finance Report and Budget Update was discussed and it shows that there is an in year deficit predicted at the end of the financial year. However this will be offset by the CRISP allocation and it was noted that the Budget predictions do not take into account the additional pupils who are due to start in January 2019.

The budget for this year was set with a £46,000 Carry Forward and therefore Mark and Boris need to meet with NL and SL to look at how the budget can be set and sustainable without relying on the carry forward. SL is meeting with HR to discuss what is possible within the current staffing structure.

The Governors were informed about the new Finance Reports that the LA have asked to be presented to the Governing Body. These have been discussed at the Finance Committee and the Full Governing Body discussed the content and approved the reports and agreed for them to be signed off.

The Governors noted that Leaders and Governors continually monitor the budget to ensure that the funding is used to ensure the best outcomes for the children and that some of the content of the reports the LA require are not relevant to Nursery schools.

They thanked AH for her feedback.

7) Head Teachers Report.

This had been distributed and the content was discussed.

SL discussed the campaign the Nursery is involved with and reported that on 13th November she met with the Parliamentary Under-Secretary of State for Children and Families with Jack Dromey MP. SL reported it was a positive meeting and gave chance for information to be shared regarding what Maintained Nursery Schools do

over and above other Early Years Settings. There was also a presentation of a large number of parental responses collected from across Birmingham. The Minister was accepting of all the points made and said that the feasibility study currently taking place was to give him the information he needs to argue for funding in the Comprehensive Spending Review the Government will undertake. SL noted that none of the Nurseries are located in Birmingham.

Governors noted that uncertainty around funding is very difficult to manage and they support the work SL is undertaking to secure the future of maintained nursery schools. Nurseries are hugely vulnerable to funding cuts from the LA, despite being at the leading edge of delivering high quality early education.

Jack and SL were interviewed by the BBC outside Westminster to be shown in the lead up to an article due to take place by the Midlands Today at the school the next day. The children, families and staff team were exceptionally supportive and we have received positive feed-back so far. SL said that we have had someone approach her who offered to clean on a voluntary basis.

SL said that she and Kelly Berry are going to the All Party Parliamentary Group in Westminster tomorrow and she will be speaking about the difference our School has made to their family.

SL reported on Staff Training and Development and referred to the training day on 5th November. There was a focus on Group times and summer 2018 assessment data and they also looked at the baseline 2018 assessment data. Staff also looked at other issues to consider and plans for the year and there were also Performance Management Reviews, then staff used the information from the day to plan new targets with SLT.

The SDP was discussed and will be added to the Portal.

Action:- SL to add the SDP to the Portal

SL referred to the Birmingham Association of Maintained Nursery Schools (BAMNS) and reported that school have now signed the contract ensuring that the 15 schools will work closely together. We had a launch event on 8th November in Birmingham which was well attended. There are a number of things we are already working on including: procurement across the schools and shared leadership models.

Governors asked what this might look like.

SL said that it may be that a serving Head is also Executive Head at another school, or 2 Heads may work together and lead 3 schools.

We are currently working in this way, as Helen our SENCO works at Featherstone for 1 day a week.

SL reported that we have 111 children in school and gave a breakdown of FSM and SEN.

Governors noted that the number of children are low.

SL said that there are 10 children who are full time and this year there is a low birthrate. We have taken on more 2 year olds, but this has an implication on staffing, however, we have a high number of excellent volunteers and students.

SL said we have good links with BCU and Newman who send some very capable students.

Governors discussed Staff Attendance and noted the percentage is low and they asked for the reasons?

SL said that there is one member of staff who has been off sick for the whole year and another member of staff has been off sick, this is very unusual.

The Assessment report was discussed.

There were 99 children assessed at the time of baseline assessment (some children started too late for baseline)

There are 52 (53%) children who will leave (Leavers) to go to Reception in July 2019.

Main outcomes are as follows:-

Few children are working at age expected levels.

Prime areas to focus: Speaking, Managing feelings and behaviour

Specific areas to focus: Being imaginative, Writing and Number

July 2019 Leavers,

Few children are working at age expected levels.

Prime areas to focus: Making Relationships, Managing Feelings and Behaviour, Understanding, Speaking, Moving and Handling.

Specific areas to focus: People and Communities, Number, Shape, Space and Measure, The world, Writing and exploring and Using Media and Materials, Being imaginative

Boys and Girls

There are more girls working at age expected levels than boys.

SEND

Few children are working at age expected levels.

Summer Born

Few to no children are working at age expected levels. _____

September 2018 Returners

Few or a small minority of children are working at age expected levels.

Prime areas to focus on: Speaking, Moving and handling.

Specific areas to focus on: Number, Writing, The World.

September 2019 Returners (Rising 3s and 2 year olds)

Few to a small minority of children are working at age expected levels.

Prime areas to focus on: Speaking.

English as an additional language

Few to no children are working at age expected levels.

The Governors noted that there is a lot of work to do to ensure that the children get closer to ARE.

SL said that when the children are reassessed before Christmas, they may be on track as a lot of children have made progress since half term.

Governors commented it is a benefit to the school that we are getting the children younger and are able to work with them for longer.

EYPP Update

SL reported that we have offered some of the vulnerable full time places even if they are only entitled to a part time place.

Last year, as a governing body, we decided to keep our returning EYPP children who already had full time places, full time. These children were our 'vulnerable children', which is why we felt it so important to keep them full time. This gave us the unique opportunity to compare the data between EYPP full-time children and EYPP part-time children. As can be seen from our Summer data 2018, our EYPP full-time children achieved more steps progress and were more 'on track' than our EYPP part-time children. This shows the impact of not only having our most disadvantaged children for longer (more than 3 terms) but also being full-time.

MP and CM continue to monitor the Early Years Pupil Premium funding and the impact.

Both EYPP children and non EYPP children have entered very low, but especially EYPP children, with few children being on track in the prime areas.

We have supported children in the prime areas, so they can succeed in all other areas of learning and use WELLCOMM (a speech and language toolkit) to screen children's level of speech and language

SEN update

DN reported that we have 20 children who are on the SEND register (Census October 2018).

We have 3 children with a diagnosis of ASD. Two children have remained at Nursery due to parental requests for deferred entry to school and all of these children have an EHCP (Education Health and Care Plan).

We have 3 more children who are waiting for a diagnosis from the CDC. One Request for EHCP is about to reach draft stage and two more requests for EHCP have been made to Senar.

We have ISEY (Inclusion Support for Early Years) funding to help support 4 children which covers 7.5 hours a week. SL said that we apply for ISEY funding regularly

SLCN (speech, language and communication needs) were discussed and we have 13 children (including the three children with ASD and the three other children waiting for diagnosis) with speech, language and communication needs who are supported by Catherine Steele (speech and language therapist).

Wellcomm:

The rest of the children on the speech, language and communication list are children that we have assessed using the Wellcomm screening tool and are two stages behind in their age related band for speech.

Jill has done some training for Pre welcomm and she will train other staff and we have used the data to put the children into the appropriate learning groups.

Hearing Impaired:

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



Early Support

8 children have SEN and Early Support Plans in place. Due to changes in Children's Centre working, all of these plans have been handed to Helen Brennan.

We have some children who need additional support but parents are not acknowledging this and we are continuing to work with them.

DN discussed the different agencies who continue to be involved with SEND. The Governors thanked her for her feedback.

Safeguarding Update

The Safeguarding report had been uploaded to the Portal. The report details the Key Roles the staff have for Child Protection. It also details the training staff have had including, DSP training, Whole Staff Training including in-house Safeguarding training, Safer Recruitment training and online PREVENT training.

LH visited and looked at the Early Help assessment tool used to identify families who needed the extra intervention.

The numbers of children being supported are lower than normal but the demographic has not changed, the impact is due to school intervening earlier.

The Governors discussed Payment by results – the LA have recognised the Early Help schools are providing to families and those needs identified in assessments that meet the national Think Family criteria will attract funding known as Payment by Results (PR) where sustained change can be measured. The proposal is that for every individual assessment since 1st April 2015, including the work done in the '3 Houses conversation log', where there is a validated improvement a £250 payment will be available for schools to claim. Any subsequent Early Help Assessment or the Signs of Safety & Well-being 3 Houses or other Strength Based Approach, where a sustained change can be proved will also bring in a £250 claim. SL said we will look to try and submit backdated forms.

LH looked at the SCR and she said it looks to be extremely well organised.

The report details the training Staff have undertaken

The following policies were approved:-

Safeguarding and Child Protection
Keeping Children Safe in Education
Working Together to Safeguard Children
Anti-Bullying
Whistleblowing and Serious misconduct
GDPR and Data protection

8) Chairs Action/ Correspondence/ Training

AH reported she has visited Nursery a number of times, including to speak to the new Governor.

Governor Training information has been disseminated.

Model Code of Conduct

The Birmingham City Council (BCC) Model Code of Conduct for Governing Boards has been uploaded onto the Portal, along with the details of any changes that have been made. The Model Code of Conduct for Governing Boards has been updated for the academic year 2018/19. BCC commends the model Code of Conduct for adoption by maintained school and academy Governing Boards. The 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 Board reviewed and agreed to adopt the Code of Conduct for the 2018/19 academic year.

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

9) Any Other Business

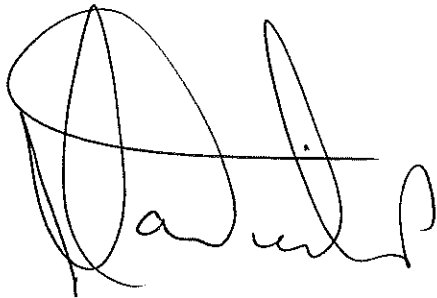
None

10) Date of the next Meeting

Tuesday 12th February 2019

9.30 – 10.30 – Finance & Personnel Committee Meeting

10.30 – 12.30 – Full Governing Body Meeting

A large, stylized handwritten signature in black ink, appearing to be 'R. Smith'.

12/2/19.

A simple handwritten flourish or checkmark-like mark.A handwritten mark or signature in the bottom right corner, possibly initials 'JP'.

