

**Castle Vale Nursery School Full Governing Body Meeting
Wednesday 9th February 2022**



MINUTES

Present:

Mark Phillips (MP)- Chair of Governors
Sally Leese (SL) – Head Teacher
Kate Brennan – Staff Governor
Tracey Quirk (TQ) – Co-Opted Governor
Kirstie McElroy-Stringer (KMS) – Co-Opted Governor (Joined at 10.20am)
Kerri Treasure (KT) – Parent Governor (joined at 10.38am)

In Attendance:

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

1) Welcome, Introductions & Apologies

MP welcomed everyone and introductions were made.

Apologies

Sue Martin (SM) - Co-Opted Governor

The Apologies were accepted.

It was noted that Carly McCallin is absent from the meeting.

Action: SL to contact CMcC to see if she is able to continue as a Governor.

SL reported that Kerri is continuing in her role as Parent Governor.

2) Declaration of Pecuniary Interests

There are no changes since the last meeting

3) Minutes of Last Meeting

The Minutes of the last meeting held on 10th November 2021 have been uploaded to the Portal and were approved.

Matters Arising.

Safeguarding Training

SL sent the information about how to access NSPCC training to the Governors.

Action:- SL to resend the link.

The links were resent on 15th February 2022

School Prospectus.

This is complete and SL emailed the School Prospectus to the Governors. Governors made some suggestions to include to highlight the inclusivity of the Nursery and the changes were made.

Pay Policy

This was sent out and was recommended to be approved by the Finance Committee.

The FGB approved the Pay Policy..

Strategic Plan

At the last meeting, it was agreed to refer to the Strategic Plan in each FGB meeting to see the progress. This will be discussed in the Summer 1 meeting. There

will also be a review in the Summer Term to make sure that the priorities in the plan are still relevant.

An ongoing action will be that school will give more information to Governors about the progress and impact of the new curriculum and if any changes are needed.

SL said that there is training in March when staff will look at the Curriculum again, there will be a focus on what school want the children to know and be able to do at the end of this educational period based on the gaps in knowledge and the provision that has been put in place.

Staff are clear about the curriculum intent but need to be able to clearly articulate the implementation and impact and how the children get to the end steps. Parents are given information via Tapestry with ideas of what they can do to support the children with their learning.

Action:-

- **Moving forward, the Governors will be invited to come into school to see the curriculum in action.**
- **It was noted that information regarding the curriculum needs to go onto the Website and have something written that is very clear.**
- **At the next meeting there will be a feedback on assessments, it is hoped that the number of children needing additional support has reduced.**
- **There will also be an analysis of Welcomm data. SL reported that there are fewer children on the SEND register and this needs to be looked at to determine if this is because the children have had 2 years ow interventions and Welcomm Support.**

4) Approval of Policies

The Pay Policy and Business Continuity Policy were both discussed at the F&P committee and recommended for approval.

Action: - The FGB approved the Pay Policy and Business Continuity Policy

5) Feedback from the Finance & Personnel Committee.

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

- A cumulative surplus balance of £280,966 is predicted to remain at the end of 2021/2022, this equates to 34.78% of the schools in-year funding. TQ reported that £80,000 of the surplus balance is for the Castle Approach.
- The Committee discussed the plan for the carry forward and this will be looked at in further detail at the next meeting. Draft proposals for the surplus balance will depend on the outcome of different initiatives that are taking place.

Governors agreed that funding will be needed to support some of the costs connected to these initiatives.

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.

The following KPI's were reported:-

- The total staffing cost is shown to be 86.62% of the budget.
- The estimated carry forward percentage of in year funding is 34.78%

Major Items of expenditure were reported as follows:-

£ 26,795.50
£26,447.20

COOMBS CATERING PARTNERSHIP LTD
COMMUNITY ENVIRONMENTAL TRUST

Action: - The FGB approved the above major items of expenditure.

The Catering Contract was discussed and the school are in the process of renegotiating this with Coombs

There was a discussion about ISEY and EHCP funding, a staffing update and a discussion about the possibility of moving to Governor Hub or Google Drive

There is a nil return on the Gifts and Hospitality Policy.

The Governors thanked TQ for her feedback and approved the recommendations from the Finance Committee.

7) Head Teachers report.

This has been distributed.

The Governors discussed the sad and unexpected death of Jack Dromey and acknowledged that our school is one of many Maintained Nursery Schools that still exists because of Jack and his support.

Jack took up the funding campaign six years ago and throughout that time campaigned tirelessly for and became the strongest and most passionate advocate for Early Years and Maintained Nursery Schools. SL was asked to attend Jack's funeral at St Margaret's at Westminster Abbey and it was a fitting tribute to a wonderful man,

Governors asked if there can be anything done as a mark of recognition for Jack Dromey?

SL said there is a definite plan for naming something after him, possibly the new sensory unit.

It is also hoped to have something in Erdington as a memorial for Jack.

Pupil Numbers were discussed.

Governors noted that the PP numbers are lower than last year and asked for the reason?

SL said there are 52 children eligible for PP, but when the 2 year olds are counted the number rises to 103. SL said that the 2 year old children are not eligible for PP funding but they will be once they reach the age of 3.

The number of children entitled to 30 hours funding has increased. It may not be possible to start more children at Eater due to high numbers.

As discussed, the number of children on the SEND register has decreased and this will be looked at prior to the next meeting to ensure that it is because of the strong provision and Welcomm support rather than children not being identified.

SEND was discussed and there are 33 children on the SEND register. School is expecting EHCP funding for 7 children in the next lot of funding, 5 of whom are currently in receipt of ISEY funding, so ISEY numbers will differ.

SL reported that there are 3 completed EHCP's and 6 in process and another 5 to start.

There are a number of children who started after Christmas who are being closely monitored. They are not responding to interventions and staff are working with parents.

Provision Plans were discussed and school will be applying for 3 in the Summer Term.

DLP

The DLP project is moving forward and information was distributed to the Governors.

SL has been doing a lot of the work and all of the districts are on board. The district leads meet every week to action plan and move forward - There is a 3 hour meeting on a Friday morning and a lot of work is being done. School is working with 2 other Head Teachers to lead on the DLP district North cluster of Erdington, Sutton and Perry Barr. Sally Davies is the lead for Perry Barr and the Lead for Sutton is Sharon Eeles.

There is recruitment taking place for the Inclusion Hub Project Co-ordinators for the 3 districts and Level 3 SENDCO award and Level 2 SENDCO award training. Some of the funding will be used to backfill staff who can be released to provide outreach work.

Helen is a Level 3 SENCO award trainer and will be able to train a lot of people in the sector. Gemma will undertake the Level 2 Train the Teacher training.

There is also work taking place with the Children's Centre on Step by Step universal stay and plays across the cluster.

School is still supporting the roll out of Wellcomm and the Birmingham Early Years Networks for Erdington and Sutton Districts

Maths Champions.

Last year school signed up for maths champion research project and have been successful in accessing training. Ruby is the maths champion and has been training staff to support the children to improve in maths.

Early Years Forum.

SL leads this and reported that there are a lot of things taking place for Early Years. The Forum are working with the LA on a funded transition project that will hopefully improve transition for Reception children moving forward.

There is also a project with Health to look at an integrated approach with regards the 2 year old assessments moving forward.

Language Champions.

School is involved with this initiative and Helen can provide outreach support.

LIVERLEY

School is involved with this initiative and Christina can provide outreach support.

SEND Improvement Board

SL is involved with the SEND Improvement Board.

Oracy Project

School are involved with this, the LA want EYFS children in areas of deprivation to be involved with this. This will fit in with the SDP and strategic vision.

It is hoped that the work on the Inclusion Hub will be started by the next meeting and there will be feedback given.

There will be inclusion partners and can do an audit of what is in place and signpost parents for support where appropriate.

Governors noted that there is a lot of different projects and initiatives happening and asked how SL is managing her workload.

SL said that there is a lot happening, including curriculum work and EH assessments etc and so the caseload has been reallocated where possible. There is a lot of admin and Rachel has been trained up and she supports staff, she attends the family network meetings and is taking on a pastoral approach.

SL reported that school will no longer have access to the portal and she suggested either having Google Drive (all Governors will need a School email address to log in) or to look at GovernorHub.

The Governors agreed that they will work with either approach.

7) Progress towards the Strategic Plan

This is an Agenda item at each meeting and will be discussed in more detail at the next meeting.

Governors asked if the Strategic Plan is on the website?

SL said that the website is in the process of being changed and this will be part of the content, along with information about the curriculum.

8) Chair's Actions/Correspondence/ Governor training

None

9) Any Other Business

Governors to visit school.

Governors were invited to come into school to meet the staff team, there is an election day on 3rd March and Governors were invited to attend

**Action:- KMS will email some dates detailing her availability to KB.
MS and SL will meet on Monday 21st March at 10.00am**

10) Date and Time of Next Meeting

Friday 29th April 2022 – 9.30am Finance
10.30am FGB