

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES, TRADED SERVICES (START WELL)

BURNLEY ROCKWOOD NURSERY SCHOOL

AUTUMN TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE
SCHOOL ON WEDNESDAY 6 DECEMBER 2017 AT 3.45PM

PART A

PRESENT: Mrs S Nasim (*Chairman*)
Mrs K Bleasdale
Mrs V Bradshaw
Mrs R Hall
Mrs S Nasim
Mrs S Railton
Mrs F Stringer (*Headteacher*)

IN ATTENDANCE: Mrs J Carr (*Clerk*)

The Chair opened the meeting and welcomed everyone. In the absence of the Chairman and Vice-Chair it was agreed that Mrs Nasim would chair the meeting. New Governors were welcomed to the meeting and short introductions had.

All Governors had received copies of the Keeping Children Safe In Education report, Acceptable Use Policy and PREVENT training and signed to say they had been read and completed.

ACTION

17.34 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr J Howard, Mrs L Bailey-Rowles and Mr R Stockton.

17.35 ELECTION OF CHAIR

Following discussion it was agreed that the term of office for the Chair would end in the autumn term of 2018.

It was agreed that Mr Howard be elected as chair.

17.36 ELECTION OF VICE-CHAIR

Following discussion it was agreed that the term of office for the

Vice-Chair would end in the autumn term of 2018.

It was agreed that Mr Stockton be elected as vice-chair.

17.37 GOVERNING BODY MATTERS

a) Declaration of interest

There were no declarations of interest in relation to agenda items.

b) DBS Checks for Governors

The Governing Body confirmed that DBS checks were in place for governors. The two new Governors had submitted their paperwork and Mrs Bradshaw agreed to complete the paperwork.

**Mrs
Bradshaw**

c) Membership

The Clerk advised the Governing Body of the following:

- Mrs Bailey-Rowles and Mrs Hall had been elected as Parent Governors for a two year term.
- Mrs Bradshaw was co-opted on to the Governing Body.

Clerk

d) Register of Business Interests

The Governing Body noted the requirement to update the Register of Business Interest on an annual basis and to ensure that the appropriate details were included on the school website. The Register was retained in school.

e) Code of Conduct

The Governing Body reviewed and confirmed adoption of the Code of Conduct (2017). Governors were encouraged to reflect on the commitment, duties and responsibilities included in the Code.

17.38 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 19 July 2017, having been circulated, be approved and signed by the Chair as a correct record.

17.39 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

17.40 REVIEW OF COMMITTEES AND NOMINATED GOVERNORS

- a) The Governing Body reviewed the constitution and membership of its committees and the requirement to appoint a clerk to each committee.

The Governing Body agreed to adopt the local authority's updated model terms of reference for all of its committees as agreed at the Committee Meetings.

- b) Nominated governor appointments were reviewed and confirmed as detailed at Appendix A.

17.41 REPORTS

a) Committee Reports

- i) The Governors noted and accepted the minutes of the Resources Committee meeting held on 15 November 2017.
- ii) The Governors noted and accepted the minutes of the Standards & Effectiveness Committee meeting held on 22 November 2017.

Mrs Nasim had agreed to be Vice-Chair for the Standards & Effectiveness Committee.

b) Nominated Governors

There were no reports from nominated governors.

Governors noted that Mr Stockton had been in school to undertake a Health and Safety and Property meeting but the meeting had been postponed due to the issues relating to a car accident outside of the Nursery.

c) Chair's Action

The Chair reported that it had not been necessary to take any decisions on behalf of the Governing Body since the last meeting.

17.42 SCHOOL IMPROVEMENT

a) School Improvement and Self-Evaluation

The Governing Body noted that the Action Plans had been previously circulated and discussions were had regarding:

- Absences in the After School Club had caused delays in updating.
- Governors noted the three new Governors out of a

Governing Body of nine meant that the Governance priority 3 was outstanding. Governors were requested to review and report any comments to the Headteacher.

- Last year's reports had been sent to the new Governors for information.

Governors felt that the reports were really clear and the objectives had been broken down into clear actions.

Q. Did the Governors have tracker training?

A. Not yet. They had reviewed data in the Committee meetings but the school had now used 4 tracking systems in six years so more work was needed to get a clear understanding of the data. The School had to be able to show progress, identify needs and groups, for example; gender, disadvantaged children, more able and EAL if they were a significant group. The school was now using Target Tracker but it was proving difficult to put some of the data on when some of the children had been at Nursery for 9 terms.

- The RoSE shows a comparison of previous data
- The Nursery has 24 two year olds and 48 three year olds currently attending Nursery.

b) NQT Capacity Checklist

The Governing Body noted their role in the employment of Newly Qualified Teachers (NQTs). The Governing Body noted the school did not currently employ any Newly Qualified Teachers (NQTs).

17.43 HEADTEACHER'S REPORT

a) Termly report

The Headteacher's report on the achievements and developments in school since the last meeting of the Governing Body was received and noted.

Reference was made to:

- **Target Tracker**
- **Pupil Numbers and Gender**
- **Attendance**
- **EYFS Attainment Summary**
- **Data** – Governors noted the different mix of ages. The Headteacher advised that there would be one Pre-two year old in Nursery with more starting in Spring Term. It was noted that with the closure of the Children's Centres and the Health Visitors being under extreme pressure, the two year old checks were being delayed which meant that the Nursery was not aware if the children were eligible for two year old funding.

Q. Is the Nursery taking more funded children?

A. The Headteacher gave an overview and explained that the Nursery was taking more SEND children in who were coming in without additional funding.

Q. Does the local Authority make parents aware of funding?

A. The Children's Centres used to make parents aware of the funding but it was now generally part of the role of county and reminders were given by Health Visitors which meant that parents were now finding out that they were eligible late.

Q. Was the issue regarding the two year old checks impacting on education?

A. Yes. The Nursery was noticing Speech and Language delays and significant global delays that had not been identified.

Governors discussed the LCC SEN Ofsted inspection and the findings relating to Early Years and EHC plans. The Headteacher advised that she had been in contact with the local MP and would be meeting with the local Headteachers in January regarding funding issues.

Q. What had been done regarding the misplaced 4 applications?

A. The Headteacher advised what had been done.

Q. What progress was the Nursery expecting to see on the target tracker?

A. The Headteacher explained expecting progress and advised that three year olds starting at 30 – 60 months leave in the beginning of 40 to 60 months. Primary Schools expect children to be at secure 30 – 50. Most children start below expected levels and the data shows that the majority of children were starting to work at 30 to 50 months but there are 25 children working at 25 months or below in speaking.

Q. Technology is very low. Is that what is expected?

A. The targets and statements were not very useful and staff need to identify other areas of technology. It was noted that children also had poor fine motor skills which impacted on achievement as they were only able to swipe at a screen and not use buttons and switches.

Q. Are the children leaving around 40 – 60 months?

A. Last year's data showed good progress. There were no areas of concern last year as the majority of children made expected progress.

- **Staffing – November 2017**
- **Curriculum, Learning and Development**
- **Educational Visits**

Q. How did the Theatre group do today?

A. The event was really good.

- **Behaviour Incidents, Accidents, Racist Incidents, Bullying**
- **Safeguarding**

Q. How was CPOM's working?

A. Really well. CPOM's was really easy to use and reports can be downloaded as well. The Headteacher reported that domestic abuse was on the rise.

- **Parents and Carers**

Q. How were the Maths packs working?

A. They were sent home to parents who were engaging. Mrs Bradbury gave an overview of what was in the packs.

Q. Were all the parents doing the packs?

A. The majority were. Parents were coming back in with responses. The Nursery also had language packs and story sacks. The story sacks go out every Wednesday. Packs are sent out with children where there are concerns regarding Maths or Language.

- **Staff Development**
- **Student Visit and Apprentice Support**
- **School Improvement Work**
- **Proposed Action Plan for further Developing Effective Governance**
- **Governor visits to School**
- **Building and Grounds**
- **Special Events**

b) Racist incidents

The Governing Body was informed that there had been no racist incidents in the previous year.

c) Unavoidable School Closures

The Headteacher advised that there had been no unavoidable closures since the last meeting.

17.44 SCHOOL TERM AND INSET DATES 2018/19

The Governing Body noted the school term and holiday dates set by the county council for 2018/19 and agreed five INSET days on:

- Thursday 20 December 2018
- Friday 21 December 2018
- Monday 25 February 2019
- Monday 22 July 2019
- Tuesday 23 July 2019

The Headteacher advised that the INSET days had been put in place after half term this year but had been too early as the assessments had not been ready. The Headteacher explains how this fed into this year's INSETS and are sometimes used as twilights.

17.45 EDUCATIONAL VISITS

The Headteacher advised that there were no visits to approve at this time.

17.46 SCHOOL COMPLAINTS: MODEL SCHOOL POLICY AND PROCEDURES (SEPTEMBER 2017)

The Governing Body considered the Authority's recommended model School Complaints Policy and Procedures (Revised September 2017) and accompanying appendices.

Governors noted the changes to the formal stage of the complaint process.

The Governing Body adopted the authority's model School Complaints Policy and Procedures (September 2017) and accompanying appendices.

The Governing Body agreed to change the name of the Complaint Appeal Committee to the Complaint Review Committee.

17.47 PERSONNEL

a) Pay Policy 2017/18

The Governing Body confirmed adoption of the county council model Pay Policy for 2017/18.

b) Lancashire Personnel Policies

The Governing Body confirmed adoption of the following model Lancashire Personnel Policies:

Whistleblowing Policy (Delegated Schools)	April 2017
Bullying & Harassment Policy, Procedure and Appendices	April 2017
Leave of Absence - Support Staff	April 2017
Leave of Absence - Teachers	September 2017
Workforce Planning and Redundancy	June 2017
Job-share	April 2017
Capability Procedure (Support Staff)	May 2017
Retirement – phased	September 2017
Retirement – AAB	September 2017
Retirement – Age - teachers	September 2017
Probation Arrangements Support Staff in Schools	May 2017

Collective Disputes - Model Procedure (Teachers)	May 2017
Flexible Working	May 2017
Parental Leave	May 2017
Retirement – flexible	June 2017
Contracts - Temporary (Guidance)	September 2017
Adoption Leave	June 2017
Disciplinary & Dismissal procedure (Teachers)	June 2017
Disciplinary & Dismissal procedure (Support Staff)	June 2017
Ex-Offenders (Recruitment of) Guidance	July 2017
Teachers expenses	July 2017
Long service award - teachers	July 2017
Long service award - support staff	July 2017
Amalgamation/Re-organisation of Schools - Teachers	July 2017
Amalgamation/Re-organisation of Schools - Support	July 2017
Breastfeeding at Work	August 2017
Absence (Management of Sickness)	August 2017
Grievance Procedure (Support Staff)	August 2017
Absence (Management of Sickness) Guidelines	August 2017
Short-term absence procedure	August 2017
Long-term absence procedure	August 2017
Ill health retirement- support staff	August 2017
Grievance Procedure (Teachers) - Centrally Managed Services	August 2017
Grievance Procedure Teachers	August 2017
Appraisal - Support staff	April 2017
Statement of Ethical Standards	September 2017
Capability Policy (Teachers)	September 2017
Capability Policy (Teachers) - Centrally Managed Services	September 2017
Appraisal Policy (Teachers)	September 2017

17.48 FINANCE

a) The Unofficial School Fund

The Governing Body noted receipt of and approved the

audited accounts of the unofficial school fund for 2016/17.

S Aggett was appointed auditor of the unofficial school fund for the 2017/18 account.

b) Schools Financial Value Standard (SFVS)

The Governing Body noted the requirements of the SFVS and requested the Resources Committee to make the necessary arrangements for the annual completion of the relevant documentation.

**Resources
Committee**

c) Budget Sustainability

In the light of any new information (e.g. recent staffing changes) and taking account of the latest financial monitoring report the governing body requested the Resources Committee:

- Discuss the 2017/18 budget to consider the use of reserves;
- Renew up to date pupil numbers which would form the basis of 2018/19 funding;
- Consider the implications of the above for setting the 2018/19 budget.

**Resources
Committee**

17.49 GOVERNOR TRAINING AND DEVELOPMENT

The Training Link governor reported on:

- The training needs of the Governing Body and individual governors as identified from the most recent skills audit. Mrs Bailey-Rowes and Mrs Hall had booked on New Governor training. Mrs Bradbury would investigate new governor training.
- Training would be investigated for the roles and responsibilities of Governors and what that meant in light of an Ofsted Inspection.

17.50 PRESSURE ON SCHOOL PLACES IN LANCASHIRE

The Governing Body discussed the need for additional school places in Lancashire and considered whether the school should submit an expression of interest to the local authority.

Governors agreed that the school was not in a position to consider expansion at the current time.

17.51 SCHOOL ADMISSIONS

The Governing Body noted the requirements in relation to the school admissions process.

17.52 STATUTORY GUIDANCE FOR THOSE WITH LEGAL RESPONSIBILITIES IN RELATION TO EXCLUSION

The Governing Body noted the updates to the statutory exclusion guidance.

It was confirmed that the Discipline and Behaviour policies complied with the new guidance at that they made reference to the Headteacher's ability to exclude, including the ability to exclude pupils for behaviour off site.

17.53 SCHOOL GOVERNANCE REGULATIONS

The Governing Body noted the guidance and additional information in relation to the amendments to the School Governance Regulations.

17.54 FORUMS FOR CHAIRS AND VICE-CHAIRS

The Governing Body noted the information included regarding the Chair's Forums.

17.55 LASGB

The Governing Body noted the information provided by the LASGB.

17.56 CONFIDENTIALITY

Governors were reminded that all discussion was confidential to the meeting and all members of the Governing Body were bound by that confidentiality.

17.57 DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Body would be held at 3.45pm, on Thursday 22 March 2018.

Resources Committee – 6 March 2018
Standards & Effectiveness Committee – 13 March 2018

The Chairman thanked everyone for their attendance, hard work and continued support and duly closed the meeting at 5.20pm.