

**DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE – AREA EAST**  
**BURNLEY ROCKWOOD NURSERY SCHOOL**

**SPRING TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE**  
**SCHOOL ON WEDNESDAY 11 MARCH 2015 AT 4:00PM**

**PART A**

*The Chair opened the meeting and welcomed everyone*

**PRESENT:** Mr J Howard (**Chair**)  
Mrs S Bell  
Mrs K Bleasdale  
Mrs C Cliff  
Mrs S Railton  
Mr R Stockton  
Mrs F Stringer (**Headteacher**)

**IN ATTENDANCE:** Miss J Duffy (**Clerk to governors**)

**15.01 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mr C Walton and Councillor Mrs M Brindle.

**15.02 GOVERNING BODY MATTERS**

**a) Declaration of interest**

The Headteacher declared an interest in regards to the on-going community issues.

**b) Membership**

The Clerk advised the Governing Body of the following:

- The terms of office for Councillor Mrs M Brindle had been renewed until 02 November 2018.
- The terms of office for Mrs C Cliff (parent governor) were due to end on 11 July 2015. Mrs C Cliff advised that she would not be reapplying for her position.
- There was one vacancy for a co-opted governor on the governing body.

**ACTION**

- Governors agreed for the position to be filled by Mrs Scholes who was a teacher at Holy Trinity and a parent of a child at the nursery school. The Headteacher agreed to forward the relevant details to the Clerk.

HT

### c) **Governing body constitution**

The Governing Body noted receipt of the new Instrument of government effective from 01 January 2015.

The Governing Body confirmed adoption of Parent and Staff election procedures as provided by the County Council.

The Governing Body considered arrangements for the appointment of governors made by the governing body and agreed it would be by co-option of nominations at a meeting of the full governing body.

## 15.03 **MINUTES OF THE PREVIOUS MEETING**

It was agreed that the minutes of the previous meeting held on **Wednesday 12 November 2014**, having been circulated, be approved and signed by the Chair as a correct record.

## 15.04 **MATTERS ARISING FROM THE MINUTES**

The following matters arising were discussed:

**14.46e** - The Chair confirmed that the letter of congratulations had been sent to all staff. It was reported that the letter had been gratefully received by staff.

**14.48** – The Headteacher reported that the Annual Statement of Compliance was in progress and that she would be attending a PROPS meeting in 2 weeks time.

## 15.05 **REPORTS**

### a) **Committees**

- i) The governors noted and accepted the minutes of the Spring Term Standards and Effectiveness Committee meeting held on Wednesday 21 January 2015.
- ii) The governors noted and accepted the minutes of the Spring Term Resources Committee meeting held on Tuesday 03 March 2015.

The following points were discussed:

- Governors were informed that Councillor Brindle was continuing to push for additional signage for the

nursery and was also looking at a new road system which would aim to reduce congestion around the nursery school.

- Governors noted that the tree had been chopped down at the front of the nursery.
- The Headteacher informed governors that she had been investigating moving Teddy's into the nursery school. This would involve extending the age phase from 2 year olds and holding the breakfast club and after school club as extended services. County had responded and informed that the Headteacher would need to access a paid for service for someone to come out and discuss the site. Governors agreed for the Headteacher to access the service which came in at a cost of £165.
- In response to governor questions regarding what would happen to Teddy's, the Headteacher advised that it would all be brought under 1 remit. The Headteacher advised that she was currently investigating how best this would work and how to utilise the new Teddy's build.
- In regards to governor questions regarding how soon this could be implemented, it was noted that it could not be implemented before September due to the funding that had been received.
- In response to governor questions the Headteacher agreed to investigate whether the move would trigger another Ofsted visit.

HT

#### **b) Nominated Governors**

There were no reports from nominated governors at this time.

#### **c) Chair's action**

The Chair reported action taken on behalf of the Governing Body since the last meeting, which involved:

- (i) Completing the SFVS with the Headteacher.
- (ii) This item was deemed confidential and minuted accordingly at Part B.
- (iii) Meeting with the SENCO about the SEN reforms.

### **15.06 SCHOOL IMPROVEMENT AND SELF-EVALUATION**

The Governing Body received a progress report from the Headteacher on the implementation of the School Improvement/Development Plan within the Head teacher's termly report. Governors were also presented with the relevant 8 pages from the ROSE and advised that a more comprehensive review was available.

The following points were noted from the report:

**Key Priority 1:** To improve children's achievement in reading.

**Key Priority 2:** To further improve the quality of teaching so that it is more effective in developing intervention strategies for individual children.

**Key Priority 3:** To further develop more robust systems of monitoring and evaluation.

## 15.07 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, previously circulated, was received and noted.

Reference was made to:

- Numbers on roll.
- Attendance.
- SEN.
- Financial information.
- Progress towards targets.
- Use of specific support programmes.
- School improvement.
- Curriculum innovation.
- Special events.
- How we know pupils are making progress.
- Issues raised and outcomes.
- Development work.
- Parental involvement.
- Special events for parents and carers.
- Progress related to school improvement.
- Innovation/ new legislation.
- Staff development.
- Examples of good practice.
- Staff changes.
- Staff issues.
- Governance issues.

The following points were discussed:

- Governors were informed that there had been a glitch on the SIMS system which had skewed the attendance figures. The admin staff were consulting with IT support to resolve this issue.
- It was noted that attendance was very good.
- It was noted that reading had progressed and boys were doing better than girls on the autumn data.
- In response to governor question regarding staff absences it was noted that there had been an influx of flu and the noro

virus.

- It was noted that some staff had switched around within the nursery school.
- It was noted that a member of staff was back from secondment.
- Governors were informed that 2 apprentices had been taken on and were working very well within Teddy's and the nursery school. It was noted that one apprentice was from Blackburn College and the other from Burnley College, 1 apprentice was training at equivalent to L2 and the other to L3.
- There is a volunteer working at the nursery from Burnley College.
- A parent had approached the nursery in regards to doing voluntary work.
- It had been agreed for a member of staff to be released to work in Teddy's full time due to the increasing number of SEN children. The member of staff would be replaced with a lady who had already been providing casual support within nursery.

#### **b) Approval and evaluation of educational visits**

Governors noted the following:

- The children had been on an educational visit to Burnley Youth Theatre.
- On 19/01/15 the stories alive project had been launched.
- There were no plans for any visits this term, however a visit would be planned next term.

### **15.08 TEACHER APPRAISAL AND PAY 2014-15**

The Governing Body reviewed the arrangements for teacher appraisal and pay meetings for the autumn term 2015 and confirmed the following details:

- The delegation arrangements in relation to the committee structure, membership and terms of reference. Relevant governor training would be arranged where necessary;
- The appointment of an external adviser to provide advice and support in relation to the Headteacher's appraisal.

The Governing Body would receive a report from the Headteacher on the impact of performance management, pay progression and CPD for teaching staff on the school's performance for the academic year 2013/2014.

### **15.09 FINANCE**

#### **a) School Budget 2015/2016**

The Governing Body requested the Resources Committee to consider and prepare the 2015/16 budget plan prior to its formal approval at the summer term governors' meeting.

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Governors were informed that the Headteacher still had no indication in regards to how much Pupil Premium funding the nursery school would be getting. The Headteacher was currently awaiting confirmation.

Governors noted that the Headteacher was meeting with the finance officer in 2 weeks.

**b) Schools Financial Value Standard (SFVS)**

The Governing Body noted the information provided regarding the Schools Financial Value Standard and;

- accepted the report and completed self-assessment.
- agreed the SFVS action plan.
- confirmed that approved standard and action plan would be submitted to the local authority by 31 March 2015.

**HT**

The following actions were agreed:

- To identify EYPP funding as a separate line item and report back to the full governing body termly regarding the expenditure.
- To give consideration to whether the nursery school can get better value by working in collaboration with other schools.

**c) Unofficial School Fund**

Governors approved the audited accounts for the year 2013/14 and appointed Mr S Aggett as auditor for the year 2014/15.

**15.10 DETERMINATION OF ADMISSION ARRANGEMENTS – 2016/17**

The Governing Body confirmed the admission number for 2016/17 of 60 in each session (120 part time).

Governors confirmed that all relevant paperwork had been forwarded to the Local Authority.

**15.11 GOVERNOR TRAINING AND DEVELOPMENT**

The Training Link Governor reported the following:

- New governor training would be arranged for Mr C Walton and Mrs Scholes.
- Details of Health and Safety training had been brought to the meeting.

- Governors were invited to attend a special Nursery Schools Conference due to be held on Wednesday 13 March 2015 from 9:30am-2:00pm at the Dunkenhalgh. The conference had been organised by Governor Services and the Federation of nursery schools and the Federation were contributing towards funding the event.

#### **15.12 SCHOOLS' FORUM ELECTIONS**

The Governing Body agreed to delegate to the chair the casting of a vote in any schools' forum elections.

#### **15.13 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION**

The Governing Body noted the information provided in respect of:

- a) Construction work in schools – Letter from Property Group to Headteacher's of Lancashire Schools
- b) Assessment
- c) Information to be published on school websites

Governors noted that Teddy's were in the process of updating their website.

#### **15.14 FORUMS FOR CHAIRS AND VICE CHAIRS**

The Governing Body noted the cancellation of forums, planned for the spring term.

#### **15.15 LANCASHIRE ASSOCIATION OF SCHOOL GOVERNING BODIES (LASGB)**

The Governing Body noted the information provided on behalf of the LASGB.

#### **15.16 CONFIDENTIALITY**

It was resolved that item 15.05cii be regarded as confidential and be minuted accordingly at Part B.

#### **15.17 DATE AND TIME OF FUTURE MEETINGS**

Further meetings were arranged as follows:

##### **SEC**

Wednesday 13 May 2015 at 4:00pm.

##### **Resources**

Thursday 21 May 2015 at 4:00pm.

**Full Governing Body**

Wednesday 01 July 2015 at 4:00pm.



*There being no further business the Chair thanked governors for their continued support to the nursery school and duly closed the meeting*