

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

SUMMER TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE
SCHOOL ON 1 JULY 2015 AT 4.00PM

PART A

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

IN ATTENDANCE: Mrs J Carr (*Clerk*)

Governors agreed that Mrs Bell would Chair the meeting.

15.18 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Mrs Brindle.

Governors noted the absence of Mr Walton and that Mr Walton had sent apologies for the previous two governing body meetings, following his election and would be absent without the consent of the governing body for a period longer than six months by the time of the next meeting and was therefore disqualified from continuing to hold office as a governor of the school.

15.19 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

The Clerk advised the Governing Body of the following:

ACTION

Clerk

Mrs Cliff's term of office as Parent Governor was due to end on the 11 July 2015. Mrs Cliff indicated that she would be willing to stand for a further term of office.

Mrs Bleasdale's term of office as Staff Governor was due to end on the 31 December 2015.

There was a vacancy for a Parent Governor.

c) Publication of Governor's details on the Register of Interests

The Governing Body noted the information in relation to the publication of governor's details and the Register of Interests and requested that the Headteacher make the necessary arrangements to ensure that the school website was updated to comply with the latest requirements. Governors completed copies of the Register of Interests.

15.20 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the previous meeting held on 11 March 2015, having been circulated, be approved and signed by the Chair as a correct record.

15.21 MATTERS ARISING FROM THE MINUTES

The following matters arising were reported:

Finance – In answer to questions the Headteacher advised that the proposed increase in funded placements from 15 hours per week to 30 hours had not been confirmed by the DfE and gave an overview of issues around the increase.

Q. Would the Nursery need to review its staffing if the funding increase happens?

A. It would depend on the rate that the Nursery will be paid. The Headteacher had reviewed the Nursery's Wrap Around care and costs, highlighting that charges would be kept in line with other local providers. Numbers were increasing which would help with funding.

Governors discussed the distribution of minutes and it was AGREED that the Full Governing Body Minutes would be published on the Nursery's Website once they had been agreed.

15.22 REPORTS

a) Committees

i) The governors noted and accepted the minutes of the

Resources Committee meeting held on 21 May 2015.

The following was noted:

R15.21 Headship Time

Governors discussed the matter and agreed that the Headteacher's role in mentoring other local Headteacher's was beneficial to both the Headteacher and the Nursery. Mrs Bell felt that two days per term might not be enough and Governors **AGREED** that a further day per term could be taken if required.

Q. Would Ofsted expect to speak to a mentor during an Ofsted Inspection?

A. The Headteacher advised that it would be more likely that she would work with the school and provide support before an Inspection.

- ii) The governors noted and accepted the minutes of the Standards & Effectiveness Committee meeting held on 13 May 2015.

b) Nominated Governors

- i) The Governing Body received a report from Mrs Bell on work undertaken in school regarding Language Support including: EAL, Speech and Language development and nursery rhyme bags.

Q. Does the Nursery get additional funding for EAL pupils?

A. No. In addition, a number of the EAL families are not entitled to receive Pupil Premium Funding so there is no additional funding their either. Governors discussed the impact on the school of EAL pupils and the support given to pupils and families.

Q. Does the Nursery monitor the additional time spent by staff?

A. Unfortunately not. Teachers work the hours that were needed to do the job and not the hours that they were paid.

Mrs Bell was thanked for her report.

- ii) The Governing Body received a report from Mr Stockton on work undertaken regarding the recent school trip to Thornton Hall Farm.

Mr Stockton gave an overview of the trip and advised that it had been a very nice day. The Headteacher reported that she had received a lot of good feedback from parents regarding the visit.

Mr Stockton was thanked for his report.

c) Chair's action

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

- Child Protection Issues
- SEN Requirements and workloads
- EHC workloads.

15.23 SCHOOL IMPROVEMENT

The Governing Body received a progress report from the Headteacher on the implementation of the School Improvement Plan included within the Headteacher's Report.

The Headteacher advised that the SLT had met for the day to undertake a review of planning and a way to make the data easier to produce and to slim down the amount of paperwork.

15.24 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**
- **Tracking Data**
- **Use of Specific Support Programs**
- **SIP – Curriculum Issues – progress against success criteria**
- **Curriculum Innovation/special events**
- **Special Achievements (including awards)**
- **How do we know pupils are making progress**
- **Issues raised and outcomes/implications**
- **Parents and Carers - Development work (progress related to SIP)**
- **Parental Involvement**
- **Special events for parents/carers and/or community**
- **Leadership and Management - Development work (progress related to SIP)**
- **Innovation/new legislation** – The Headteacher highlighted that she might need to undertake additional DSP training as Nurseries had been brought back under schools, following the revised systems.

- **Staff Development: whole school professional development (related to SIP priorities)**
- **Staff Development: Individual development (related to SIP and/or PM)**
- **Examples of good practice**
- **Staff Changes**
- **Staff –Issues – Number of sessions lost to absence**
- **Learning Environment - Development Work (progress related to SIP)**
- **Governance Issues**

Governors congratulated the Nursery on the successful Ofsted for Teddys and congratulated the Headteacher and school for all their hard work undertaken over a very busy year.

b) Unavoidable School Closures

There were no unavoidable school closures to report.

c) Teddys Consultation

The Headteacher advised that the Nursery had to follow set procedures regarding lowering the age range of the Nursery. Consultation had taken place and of the 138 questionnaires sent to parents, 17 replies had been received with no queries or complaints. Complimentary comments had been received with 5 parents showing interest in after school provision. Two positive responses had been received from local schools and children's centres.

The Headteacher gave an overview of the changes that the school could now make and advised that the plan was to bring all provision in house under "Rockwood Nursery". Meetings will be held with relevant staff regarding the move, to ensure that due diligence was put in place to review all staff contracts and staff numbers had already reduced from 5 to 3.

Q. How would this effect Teddys Staff?

A. Staff would either be TUPE'd across to the new structure from 1 September 2015, (The Headteacher had now been advised that this would mean having to consult with Unison first) or second the staff to the Nursery. Teddys cannot be closed until October/November 2015. The Finance Office had completed a financial report which had shown that reducing the age for the Nursery was financially viable and the Headteacher gave an overview of the financial implications and the reduction in workload.

Q. What would be the worst case scenario?

A. Staff would have to be let go.

Following discussion, Governors unanimously **APPROVED** that

Rockwood Nursery should increase its age range and absorb Teddys. The Headteacher agreed to consult HR for advise regarding the TUPE/Secondment implications and email governors with HR's reply.

HT

15.25 EDUCATIONAL VISITS

a) Health and Safety of Pupils on Educational / Off Site Visits

The governing body:

- Received and noted information concerning the health and safety of pupils on educational visits.
- Confirmed that the appointed Educational Visits Co-ordinator for the school was Mrs F Stringer
- Confirmed the agreed reporting instructions as:

Option 2:

The Governing Body to approve all type B visits prior to submission to Lancashire County Council.

The Headteacher/EVC to approve all Type A visits.

The decisions to be reported to the Governing Body meeting.

The school had been sent an e-proforma showing the current information held by Lancashire County Council and instruction for its completion and return by the Headteacher. The completed e-proforma would be returned to the Liaison and Compliance Team **no later than 10 July 2015**.

b) Approval and Evaluation of Visits

There were no visits to approve at this time.

15.26 FINANCE

a) School Budget 2015/2016

Following consideration of the information provided by the Finance committee, the Governing Body:

- noted the revenue income of £365,463 and proposed revenue expenditure of £394,787 resulting in a net in year deficit of £29,324 and;
- considered the effect on school balances and noted the estimated balance of £35,283 brought forward from the previous year which would result in a forecast carry forward balance of £5,959 into 2016/17.

The Governing Body approved the total revenue expenditure of

£394,787 for 2015/16 as recommended by the Finance committee.

15.27 POLICIES & PROCEDURES

a) Social Networking Sites and Social Media Policy

The Governing Body confirmed adoption of the Lancashire County Council model policy. The Headteacher advised that the Policy had been reviewed with the Staff.

b) Disqualification by Association

The Governing Body confirmed that appropriate arrangements were in place to comply with the legislation. All staff had completed the forms. 1 form had required further investigation but the Nursery had not had to undertake any action.

c) Election of Chair and Vice Chair

The Governing Body noted the options available for the appointment procedure of chair and vice-chair.

It was agreed that:-

Nominations would be accepted by:

- Both self and other nomination.
- Nominations would be received both prior to and at the meeting.
- Voting would be by show of hands.
- In the event of a tie a second vote would be held, if the outcome remained tied then lots would be drawn.
In the event of only one candidate being nominated for a position the candidate would not be asked to leave the room while a vote was held.

15.28 GOVERNOR TRAINING AND DEVELOPMENT

a) Training Link Governor Report

The Training Link governor reported that the following training had been undertaken by governors at the school:
Nursery Conference. The delegates had felt that the Conference had been very useful and hoped that it would take place each year and alternate between a week day and the weekend.

b) Skills Audit

The Governing Body acknowledged that the skills audit was a useful way of assessing the skills, knowledge and experience of the governing body. It was also noted that this was a useful tool to

identify training needs and a means of identifying the qualities, skills, experience and knowledge when looking to recruit to vacancies on the Governing Body.

It was noted that the skills audit had been completed, the Nursery would collate the returned forms and would use them to review the committee membership, nominated governors and buddies.

HT

c) School Advisors Report

The Headteacher agreed to circulate the School Advisors report to Governors.

HT

15.29 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION

The Governing Body noted the information provided in respect of:

- a) Agency Workers Regulations
- b) Head of Governor Services

15.30 FORUMS FOR CHAIRS AND VICE CHAIRS

The Governing Body noted that the termly forums would include a presentation on the new Ofsted Inspection Framework, due to be introduced in September 2015.

15.31 LANCASHIRE ASSOCIATION OF SCHOOL GOVERNING BODIES (LASGB)

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

15.32 CONFIDENTIALITY

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

15.33 DATE AND TIME OF FUTURE MEETINGS

The Governing Body agreed to the following schedule of meetings for the 2015/16 academic year.

Autumn Term

Standards & Effectiveness Thursday 24 September 2015 at 3.45pm

Resources Committee Thursday 15 October 2015 at 3.45pm

FGB Wednesday 11 November 2015 at 3.45pm

Spring Term

Standards & Effectiveness	Thursday 21 January 2016 at 3.45pm
Resources Committee	Thursday 11 February 2016 at 3.45pm
FGB	To be confirmed

Summer Term

Standards & Effectiveness	Thursday 26 May 2016 at 3.45pm
Resources Committee	Thursday 19 May 2016 at 3.45pm
FGB	To be confirmed

The Chairman thanked everyone for their attendance and continued support and duly closed the meeting at 5.40pm.

