

LANCASHIRE COUNTY COUNCIL

GOVERNOR SERVICES, TRADED SERVICES (START WELL)

BURNLEY ROCKWOOD NURSERY SCHOOL

SPRING TERM MEETING

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE
SCHOOL ON WEDNESDAY 23 MARCH 2016 AT 3:45PM**

PART A

The Chair opened the meeting and welcomed everyone.

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

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

ACTION

16.01 APOLOGIES FOR ABSENCE

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

16.02 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:

- Mrs K Bleasdale had been elected as Staff Governor for a further term of 4 years on 13 January 2016.
- There was 1 vacancy for a Co-opted Governor on the Governing Body.

It was hoped to appoint the new Headteacher at Springfield to this position once they were appointed at

Springfield.

16.03 MINUTES OF THE PREVIOUS MEETING

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

16.04 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

16.05 REPORTS

a) Committees

- i) The governors noted and accepted the minutes of the Standards and Effectiveness Committee meeting held on Wednesday 20 January 2016.
- ii) The governors noted and accepted the minutes of the Resources Committee meeting held on Thursday 11 February 2016.

The following points were discussed:

- The Headteacher was organising the online e-safety training for governors. The cost was £400 for a full day of training.
- There was now a lot of information on the nursery schools website regarding e-safety.
- The governor health and safety/curriculum walk around had been completed that day.
- A date had yet to be set for Prevent training with Mr R Stockton.

b) Nominated Governors

- i) The Governing Body received a report from Mrs C Cliff regarding stay and play. The following points were discussed:
 - Mrs Cliff had attended a stay and play session the previous Wednesday on 16.03.2016.
 - During the session the children and parents had made kebabs.
 - Q. In response to governor questions, it was noted that approximately 5 parents had attended.
 - The session was reported to be extremely positive.
 - The stay and play sessions had just been reviewed and it had been decided that they would become a special occasion event moving forwards.

- Q. Governors queried why the sessions had been set up, governors were advised that they had been set up to engage parents, to increase parental involvement, to show parents what was going on in nursery, to provide good opportunity for parents to see the walls in nursery and to provide good opportunity for parents to look at the books.
- Each stay and play session would have a main focus in future.

Mrs Cliff was thanked for her report.

c) Chair's action

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

- Attending the APPG meeting – an overview was provided for governors. Governors were invited to attend the next meeting on May 17th 2016.

16.06 SCHOOL IMPROVEMENT AND SELF-EVALUATION

The Governing Body received a progress report from the Headteacher on the implementation of the School Improvement/Development Plan.

16.07 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.
- Attainment and progress.
- Financial information.
- Staffing.
- Curriculum, learning and development.
- Educational visits.
- Safeguarding.
- Parents and carers.
- Staff development.
- Student visits.
- School improvement.
- Proposed action plan for further developing effective governance.
- Governors visits to school.

- Buildings and grounds.
- Special events.

The following points were discussed:

- Teachers were currently working on the assessment for the current term and SIMS was now working.
- Q. Governors queried whether there was an increase in SEN children year on year, the Headteacher confirmed that there was and that the majority were based around speech and language.
- There were 3 autistic children on roll in the nursery school.
- Q. Governors queried how the nursery school compared to other nursery schools in the area in regards to SEN, the Headteacher confirmed that the nursery school had 35 SEN pupils and 10 SEN pupils in hedgehogs. The nursery school were getting a lot of children referred to them.
- Quite a few nursery schools were getting complex needs.
- Q. Governors queried whether the nursery school could become a specialist provision, the Headteacher advised that this would incur serious building changes and serious funding changes. There was currently no funding in Lancashire for this.
- Q. In response to governor queries it was noted that the nursery school were doing well in regards to their intake of pupils.
- The nursery school were no longer taking rising 3's in nursery, this was currently under review.
- Moderation was taking place across the entire nursery school, an area was being taken at a time, staff had started with writing and reading would be the next area.
- A teacher had been put into hedgehogs as it wasn't performing as well as it should be.
- An SLT day had been booked in for April 6th where planning would take place for working 2-5 age.
- Mrs Bleasdale and the Headteacher had attended Domestic Violence training the previous week.
- SLT had revised some of the curriculum paperwork again and staff had recently been consulted on how this was working. The information had been used to inform how staff planned and staff had looked at focussed planning and enhancements.
- Clare and Sarah had been out on visits to look at other forest schools and were revisiting the planning for this again.
- 1 bullying concern which had been raised by parents had been resolved.
- There were 11 active safeguarding cases in school and 4 children on child protection plans.

b) Approval and evaluation of educational visits

There were no visits to approve at this time.

The Headteacher reported that a story and song event was being planned to take place at Burnley Youth Theatre. There was also enough money left for 1 more artist visit.

c) Unavoidable school closures

The Governing Body received a report from the Headteacher in relation to the unavoidable closure which arose on 04 March 2016.

d) School term and holiday dates 2016/17

The Lancashire recommended dates had been adopted and the INSET dates confirmed at the last meeting were now on the portal.

Governors were informed of a big staff INSET and bonding day on Friday 2nd September 2016. During the first week of September following this the nursery school would be closed to children as staff would be setting up for groupings and conducting home visits.

16.08 FINANCE**a) School Budget 2015/2016**

The Governing Body requested the Resources Committee to consider and prepare the 2016/17 budget plan prior to its formal approval at the summer term governors' meeting.

Res Com**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 prepared by the Resources Committee;
- Agreed the SFVS action plan;
- Confirmed that approved standard and action plan would be submitted to the local authority by 31 March 2016.

c) Unofficial School Fund 2014/15

The governing body noted receipt of, and approved the audited accounts of the unofficial school fund for 2014/15.

d) Costings for Staff

It was agreed that staff would be offered a 10% discount for extended hour's provision for their own children.

16.09 HEALTH & SAFETY – SERVICE LEVEL AGREEMENT

The Governing Body acknowledged the information provided in relation to the introduction of a two tier Service Level Agreement for health and safety with effect from 1 April 2016. It was noted that the offer consisted of a two tier level of support.

The Governing Body agreed to buy into the Service Level Agreement.

16.10 GOVERNOR TRAINING AND DEVELOPMENT

The Training Link governor reported on:

- Mr R Stockton had attended retention and recruitment training.
- Mrs J Scholes and Miss J A Marshall had attended new governor training.

16.11 SCHOOLS' FORUM ELECTIONS

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

16.12 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION

The Governing Body noted the information provided in respect of:

- a) Governance Information to be published on school websites

16.13 FORUMS FOR CHAIRS AND VICE CHAIRS

The Chair confirmed they would attend the next meeting where possible.

16.14 LANCASHIRE ASSOCIATION OF SCHOOL GOVERNING BODIES (LASGB)

The Governing Body noted the information provided by the LASGB.

16.15 CONFIDENTIALITY

There were no items of business regarded as confidential.

16.16 DATE AND TIME OF FUTURE MEETINGS

Summer Term

Resources Committee - Wednesday 25 May 2016 at 3:45pm

SEC Committee - Thursday 19 May 2016 at 4.00pm

FGB – Wednesday 6 July 2016 at 3:45pm.

