

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 TUESDAY 29 NOVEMBER 2016 AT 3:45PM

PART A

PRESENT: Mr J Howard (*Chairman*)
Mrs K Bleasdale
Councillor Mrs M Brindle
Mrs C Cliff
Mrs S Nasim
Mrs S Railton
Mr R Stockton
Mrs F Stringer (*Headteacher*)

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

The Chair opened the meeting and welcomed everyone

ACTION

16.34 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs J Scholes and Mrs JA Marshall.

16.35 ELECTION OF CHAIR

Following discussion it was agreed that the term of office for the Chair would end in the autumn term of 2017.

It was agreed that Mr J Howard be elected as Chair.

16.36 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 2017.

It was agreed that Mr R Stockton be elected as Vice-Chair.

16.37 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 all governors.

c) Membership

The clerk advised the governing body of the following:

- The terms of office for both Parent Governors, Mrs C Cliff and Miss JA Marshall were due to end on 22 October 2017.

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 (2015). Governors were encouraged to reflect on the commitment, duties and responsibilities included in the code.

f) Edubase

The governing body noted the requirement to provide governors' details to the Department for Education via Edubase. It was noted that the Headteacher had tended to this.

g) Governing Body Data Verification

The governing body reviewed and updated the contact details held by the clerk.

16.38 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on Wednesday 06 July 2016, having been circulated, be approved and signed by the chair as a correct record subject to the following amendment:

- The options regarding opening the gate at the front of the school to alleviate parking issues had been looked at by LCC.
- All policies reviewed at committees adopted by the FGB.
- Townley to be spelt Towneley.

Clerk

16.39 MATTERS ARISING FROM THE MINUTES

Training

- All staff had completed Prevent training online.
- The Chair had completed prevent training online.
- It was agreed that Safeguarding training and preparing for Ofsted training would be completed with Springfield Primary School.

HT/Link
Gov

16.40 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. It was agreed that the membership of the committees for the 2016/17 academic year be appointed as detailed at Appendix A to the minutes.
- b) Nominated governor appointments were reviewed and confirmed as detailed at Appendix A.

It was agreed that the Headteacher would email governors with their buddy's once the re arrangements had been made.

HT

16.41 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Standards and Effectiveness Committee meeting held on Thursday 20 October 2016.

The governors ratified the following policies as commended by the Committee:

- Policy on Governor visits.
- Safeguarding and Child Protection policy.
- Nominated Governor Roles.
- SEND Local Offer.

The governors noted and accepted the minutes of the Resources Committee meeting held on Wednesday 16 November 2016.

The governors ratified the following policies as commended by the Committee:

- ICT and Phone Staff Policy.
- Teacher Appraisal Policy.
- Policy on Governor Visits.
- Curriculum related Nominated Governor Roles.

b) Nominated Governors

The governing body received a report from Mr Stockton regarding PROPS. The following points were discussed:

- Mr Stockton had met with both the Headteacher and Peter Ellis that day.
- The nursery school were now under a new system with Becon where there were 2 different contractors, 1 for buildings and 1 for electrical. There had been a number of communication issues with the system which were discussed at the meeting. It was noted that Peter Ellis was actioning these.
- Although Becon and the contractors used were DBS checked, Becon were now subcontracting regularly, as such the school were having to carry out a number of additional checks.
- The nursery school had still not received any apologies or compensation from G4S in regards to the burglary.
- Quotes were being retrieved for new flooring in the Robin Room, this room would be used as the second lunch club room after Christmas.
- Peter Ellis was taking action in regards to retrieving monies the school was owed from Geotech.
- The leak in the roof was being fixed.
- **Q. Governors queried whether there were any grants that could be retrieved to pay for this.**
A. The Headteacher advised that this currently came under the reactive pot.
- The schools condition survey had changed and now included the windows.
- The gas and electricity checks had been reviewed.
- In June 2017 the 5 year electric check was due.
- The 3 year gas check certificate was being chased.
- A lot of heat was being lost in school due to the nature of free flow provision, clear freezer flaps were being purchased for the doors to help reduce this.

c) Chair's Action

The Chair had visited the school on 14 October to review the following areas:

- Overview of the school status and tour of the building.
- Financial situation, deemed secure.
- Review of unplanned overspend, deemed in line with LCC regs.
- Preparation for the 30 hours of free childcare.
- Networking with other nursery schools.
- Plans for stimulating environmental zones.
- Review of the WellComm Programme, this had been implemented well.
- Monitoring.
- TAF, child protection meetings etc, concerns raised in regards to the large amount of time taken for these.
- SEND provision, the school were meeting the need of these children very well.
- The school was being deemed as providing an excellent

establishment for ASD children in particular and was being recommended regularly.

The Vice Chair reported action taken on behalf of the governing body since the last meeting, which involved: Dealing with a complaint.

16.42 SCHOOL IMPROVEMENT

a) School Improvement and Self-Evaluation

The governing body received a progress report from the Headteacher on the development and implementation of this year's School Improvement Plan.

The following points were discussed:

- The focuses for the year also fed into staff development.
- Nominated governors were requested to ensure that they met their buddy's at least twice a year.
- The new format of the school improvement plan was noted.
- Governors were happy with the priorities for the year.
- Mrs Cliff was to specifically look at number within her role as numeracy nominated governor this year.

All Nom
Govs

b) NQT Capacity Checklist

The governing body noted their role in the employment of Newly Qualified Teachers (NQTs).

16.43 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.

The following points were discussed:

- The complaints appeal committee had met on 29/9/17.
- The disciplinary and dismissal committee had met on 20/12/17.
- **Q. Governors queried the situation in school with regards to funding and numbers on roll.**
A. *The Headteacher advised that the numbers on roll had increased. Governors went on to discuss the unpredictability of funding.*
- **Q. Governors queried the current numbers in school.**
A. *58 - 3 year olds, 16 - rising 3's and 16 - 2 year olds. In January, 79 children plus 16 - 2 year olds.*
- **Q. Is your catchment area expanding?**
A. *Yes.*
- **Q. Has the Burnley Wood new build had an impact on your numbers on roll?**

A. No.

- There was currently 1 long term sickness absence in school which had resulted in a slight restructure.
- In regards to the review of data 4 former children had excelled. 2 out of 14 5 former children were SEND, this had impacted upon the results.
- Focusses from the data included numbers and people and communities.
- A moderation exercise was taking place within the cluster in regards to people and communities, this was to see if there was parity across the schools.
- Governors noted that the filter system used in school was facilitated by the provider Zen.
- The Headteacher advised that a lady was visiting the school from the health and safety team to look into L5 hygiene rating and the technical aspects of the fire risk assessment.
- **Q. Governors queried the use of the EYPP funding?**
 - A. *The Headteacher advised that the funding had paid for 0.1 of the communication and language specialist and the Wellcomm programme package.*

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.

16.44 SCHOOL TERM AND INSET DATES 2017/18

The governing body noted the school term and holiday dates set by the county council for 2017/18 and agreed five INSET days on:

- 01 September 2017
- 06 November 2017
- 19 February 2018
- 04 June 2018
- 20 July 2018

16.45 EDUCATIONAL VISITS

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

Upcoming visits were discussed:

- A visit from Pushpanjali Indian dance and storytelling.
- A visit from Welly Bobs Farm.

- Egg hatching.
- Butterfly hatching.
- Traditional storytelling theatre group.

16.46 PERSONNEL

a) Pay Policy 2016/17

The governing body confirmed adoption of the county council model Pay Policy for 2016/17.

b) Lancashire Personnel Policies

The governing body confirmed adoption of the following model Lancashire Personnel Policies:

- Absence (Management of Sickness) – August 2016
- Absence (Management of Sickness) Guidelines – August 2016
- Amalgamation/Reorganisation of Schools (Support Staff) – July 2016
- Amalgamation/Reorganisation of Schools (Teachers) – July 2016
- Appraisal Policy (Teachers) – September 2016
- Appraisal Policy (Teachers) Centrally Managed Services – September 2016
- Breastfeeding at Work – August 2016
- Capability Procedure (Teachers) – September 2016
- Capability Procedure (Teachers) Centrally Managed Services – September 2016
- Ex-Offenders (Recruitment of) Guidance – July 2016
- Grievance Procedure (Support Staff) – August 2016
- Grievance Procedure (Teachers) – August 2016
- Ill health retirement (Support Staff) – August 2016
- Long Service Award (Support Staff) – July 2016
- Long Service Award (Teachers) – July 2016
- Long Term Absence Procedure – August 2016
- Short Term Absence Procedure – August 2016
- Statement of Ethical Standards – September 2016
- Teachers Expenses – July 2016.

16.47 FINANCE

a) Finance Policies

The governing body confirmed adoption of the following finance related policies:

- Lettings Policy/Charges
- Charging and Remissions Policy
- Internal Financial Regulations.

b) The Unofficial School Fund

The governing body noted receipt of and approved the audited accounts of the unofficial school fund for 2015/16.

Mrs Aggett was appointed auditor of the unofficial school fund for the 2016/17 account.

c) Schools Financial Value Standard (SFVS)

The governing body noted the requirements of the SFVS and requested the working group (Mrs Cliff, Mr Howard and HT) to make the necessary arrangements for the annual completion of the relevant documentation.

Working Group

It was agreed that the working group (Mrs Cliff, Mr Howard, and HT) would present a detailed report, together with the completed self-assessment and action plan to a future meeting of the governing body for approval prior to submission to the county council.

Working Group

d) School Funding

The governing body noted the information provided regarding changes to school funding. It was noted that the introduction of the Schools' National Funding Formula had been delayed until the 2018/19 financial year.

16.48 GOVERNOR TRAINING AND DEVELOPMENT

The governing body noted that paper copies of the 2016/17 Training and Development Programme had been posted to schools. These were for the chair and training link governor. An electronic copy was available for all governors on the Schools' Portal.

The following points were discussed:

- All Governors were requested to email Mrs Bleasdale with any training they had undertaken so that it could be logged.
- The Clerk was requested to send the LCC training log records up until they had stopped to Mrs Bleasdale.

All Govs

Clerk

16.49 SCHOOL ADMISSIONS

The governing body noted the information provided in relation to the following:

- Online School Admissions
- School Admission Arrangements - Changes in Consultation and Determination Dates
- Consultation on the Co-ordinated Scheme - 2018/19
- Determination of Admission Arrangements for 2018/19.

16.50 FOR INFORMATION

The governing body noted the information provided in respect of:

- a) Health and Safety Service Level Agreement Update
- b) RAISE online
- c) Ofsted School Data Dashboard
- d) National Leaders of Governance / External Reviews of Governance.

16.51 FORUMS FOR CHAIRS AND VICE-CHAIRS

No updates.

16.52 LASGB

The governing body noted that information regarding the LASGB was available via their website.

16.53 CONFIDENTIALITY

There were no items deemed confidential.

16.54 DATE AND TIME OF NEXT MEETING

Resources – Wednesday 22 February 2017 at 3:45pm.

SEC – Thursday 16 March 2017 at 3:45pm.

FGB – Wednesday 22 March 2017 at 3:45pm.

COMMITTEE STRUCTURE 2016-17

Appendix A

School 12168 Burnley Rockwood Nursery School

Appraisal Committee

Councillor Mrs M Brindle
Mr R Stockton

Pay Committee

Mrs C Cliff
Mr J Howard
Mrs J Scholes

Staff Discipline and Dismissal/Grievance/Pay Appeals/Complaints

Any three untainted governors

Nominated Governors

Extended Services - Cllr Mrs M Brindle
Physical Development/Forest School - Mr R Stockton
E-Safety - Mr J Howard
Numeracy - Mrs C Cliff
Com/Literacy/Lang - Mrs S Nasim
Health & Safety - Mr R Stockton
LASGB - Mrs K Bleasdale
Child Protection - Mr J Howard
ICT - Vacancy
Link - Mrs K Bleasdale
SEN - Mr J Howard

Resources

Councillor Mrs M Brindle
Mrs C Cliff
Mr J Howard
Headteacher
Mrs K Bleasdale

Standards and Effectiveness

Miss JA Marshall
Mrs F Stringer
Mr R Stockton
Mrs S Nasim
Mrs S Railton
Mrs J Scholes
Mrs K Bleasdale