

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 11 NOVEMBER 2015 AT 3:45PM

PART A

PRESENT: Mr J Howard (*Chairman*)
Mrs S Bell
Mrs K Bleasdale
Mrs C Cliff
Miss JA Marshall
Mrs S Railton
Mrs J Scholes
Mr R Stockton
Mrs F Stringer (*Headteacher*)

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

The Chair opened the meeting and welcomed everyone

15.41 APOLOGIES FOR ABSENCE

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

15.42 ELECTION OF CHAIR

Following discussion it was agreed that the term of office for the chair would be until the autumn term meeting of the full governing body in 2016.

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

15.43 ELECTION OF VICE CHAIR

<u>ACTION</u>

Following discussion it was agreed that the term of office for the vice chair would be until the autumn term meeting of the full governing body in 2016.

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

15.44 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:

- The terms of office for Mrs K Bleasdale (Staff Governor) were due to end on 31 December 2015.
- Mrs C Cliff had been re-elected as a Parent Governor on Wednesday 23 October 2015.
- Mrs J Marshall had been elected as a Parent Governor on Wednesday 23 October 2015.
- Mrs S Bell would be resigning from her position as Co-opted Governor as of the end of the year.
- There would be a vacancy for a Co-opted Governor on the Governing Body as of 01 January 2016.

Governors gave a warm welcome to the two new governors and expressed their sincere thanks to Mrs S Bell for the time and support she had given to the Nursery School and Governing Body over the last few years. Mrs Bell was then presented with a card and a gift of flowers and chocolates as a token of appreciation.

c) 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.

d) Code of Conduct

The governing body reviewed and confirmed adoption of the revised Code of Conduct (2015).

15.45 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on Wednesday 01 July 2015, having been circulated, be approved and signed by the chair as a correct record.

15.46 MATTERS ARISING FROM THE MINUTES

Teddy's:

- Governors were informed that staff had been TUPE'd across from Teddy's to the nursery school and everyone had been set up with new contracts.
- The Headteacher advised that the previous work history for staff had not been included on the county system. She had raised this issue with LCC, the records had since been updated and this issue had been resolved.

Skills Audit:

- In response to governor questions the Headteacher confirmed that she had looked at the governor skills audit and would make suggestions where necessary.

School Advisor Report:

- The Headteacher confirmed that she had circulated the annual school advisor report to governors.

15.47 REVIEW OF COMMITTEES & NOMINATED GOVERNORS

a) Committees

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 terms of reference and delegated powers of the committees would remain the same as in the previous year.

b) Nominated governors

It was agreed that:

- Mr J Howard would be the governor with designated responsibility for Child Protection.
- Mrs K Bleasdale would be the Training Link Governor.
- Mr J Howard would be the nominated governor for Special Educational Needs to assist the Headteacher in her role as the person responsible for special educational needs.
- Mrs K Bleasdale would be the representative to liaise with the Lancashire Association of School Governing Bodies.
- Mrs Cliff would be the Numeracy Governor.

- Cllr Mrs M Brindle would be the Extended Services Governor.
- Mr R Stockton would be the Health and Safety Governor.
- Mr R Stockton would be the Physical Development Governor

A full summary of committee membership and nominated governor appointments is available at Appendix A to the minutes.

15.48 REPORTS

a) Committees

i) The governors noted and accepted the minutes of the Standards and Effectiveness committee meeting held on Thursday 24 September 2015.

- Mr J Howard was elected as Chairman of the Standards and Effectiveness Committee for a period of 1 year until autumn 2016.
- Mrs C Cliff was elected as Vice Chairman of the Standards and Effectiveness Committee for a period of 1 year until autumn 2016.

ii) The governors noted and accepted the minutes of the Resources committee meeting held on Thursday 15 October 2015.

- Governors were informed that there were 2 posts out for advert for TA positions which closed at the end of the week.
- Governors were also informed that a part time maternity leave cover had been advertised, with supply covering at present.
- In response to governor questions, it was noted that it was hoped for all interviews to take place during the autumn term with an ASAP start date.
- In response to further questions it was noted that any staff who were correctly qualified internally could not fit any more into their current workload.
- Shortlisting was arranged for Friday 20th November 2015 at 9:00am.
- TA interviews were arranged for Friday 27th November 2015.

b) Nominated governors

i) The governing body received a report from Mr R Stockton regarding forest schools. The following points were discussed.

- Mr Stockton had met with Mrs Railton the forest school leader in nursery.
- The forest school provision was described as excellent with children being given the opportunity to explore, look at risks, identify the different colours of leaves, rope swing and much more.
- Mr Stockton identified a toilet issue with this outdoor provision with staff having to assist children in and outside continuously in order to meet their needs. The Headteacher advised that there was a solution in mind which was to use a porta loo, this was able to be used for emergency toileting. There were currently no other solutions in mind due to there being no drain on that side of the outdoor area. It was noted that other schools used them and a risk assessment would be completed.

Mr R Stockton was thanked for his report.

ii) The governing body received a report from Mrs C Cliff regarding maths. The following points were discussed:

- What does the school do well in maths?
The needs of the children were identified promptly.
Children were given individual activities to meet their specific needs.
Tasks were well differentiated.
Staff enabled all pupils to make progress in a sensible timescale.
There was a specific area for continuous provision.
- What are the resources like?
A sum of money had been spent on resources last year.
The nursery school was well resourced.
Outside activities had a mathematical context.
There were resources which were used to specifically encourage and enhance boys' achievement.
- TA's?
Maths was an area that was highlighted to be one which staff were not confident in.
An INSET had been held to support staff. This had provided a platform for boosting confidence.
Staff confidence had developed with regards to maths.
Staff were supported appropriately.

- How does the nursery report progress with parents?
Progress meetings took place at the nursery school.
Discussions took place with parents on a daily basis if there was a need or issue.
Regular contact was made with parents.
Numeracy packs and story sacks had been produced to encourage parental involvement.

Mrs C Cliff was thanked for her report.

iii) The governing body received a report from Mr J Howard. The following points were discussed:

- There had been lots of changes with regards to SEN.
- All relevant materials, policies and procedures were well in place with regards to SEN.
- A lot of agencies were seeing Rockwood's provision as a provision to support young people as they were doing so well.
- Mr Howard had met with the Headteacher to discuss and keep up to date with current child protection issues.

Mr J Howard was thanked for his report.

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.

15.49 SCHOOL IMPROVEMENT

a) School improvement and self-evaluation

The governing body received a copy of the updated ROSE document and a progress report from the Headteacher on the implementation of the School Improvement/Development Plan.

The following points were noted from the report:

- There was now a 2 year old section included in the ROSE to reflect the lowering of the school age.
- **Key Priority 1:** To improve children's progress in Reading across the extended age 2 to 5 yr age phase.
- **Key Priority 2:** To further improve the quality of teaching by ensuring planning for learning is clearly based on assessment of children's learning.
- **Key Priority 3:** To strengthen the role of middle leadership in school effectiveness monitoring and evaluation.

The following strategies were agreed for continued school improvement:

b) NQT Capacity Checklist

The governing body noted their important role in the employment of Newly Qualified Teachers (NQTs). The governing body noted that there were no NQTs currently employed by the nursery school.

c) Ofsted – Common Inspection Framework

The governing body noted the information provided in relation to the new common inspection framework.

15.50 HEADTEACHER'S REPORT

a) Termly report

Governors were advised to refer to the RoSE, the School Improvement Plan and the School Advisor Report for all relevant updates and information this term.

b) Racist incidents

The governing body was informed that there had been no racist incidents in the previous year. The headteacher confirmed a nil return had would be submitted electronically to the county council.

c) Unavoidable School Closures

The governing body noted that there had been no unavoidable school closures.

15.51 EDUCATIONAL VISITS – APPROVAL AND EVALUATION

There were no visits to approve at this time.

The following points were discussed:

- There were currently no external trips planned for the term as they were all internal visitors to the nursery school.
- Governors queried whether the nursery staff still conducted walk arounds with the children to see building works etc. The Headteacher advised that staff tried to go with the children's interests and that the forest schools was incorporating a lot of the children's needs.

15.52 PERSONNEL

a) Pay Policy 2015/16

The governing body confirmed adoption of the county council model Pay Policy for 2015/16.

b) Support Staff Appraisal Policy

The governing body confirmed adoption of the county council model policy.

c) Code of Conduct – School Employees

The governing body confirmed adoption of the county council model Code of Conduct for School Employees.

d) Statement of Ethical Standards for Employees

The governing body confirmed adoption of the county council Statement of Ethical Standards for Employees.

e) Lancashire Personnel Policies

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

- Disciplinary & Dismissal Procedure (Support staff) - June 2015
- Disciplinary & Dismissal Procedure (Teachers) - June 2015
- Grievance Procedure (Support Staff) – August 2015
- Grievance Procedure (Teachers) - August 2015
- Appraisal Policy (Teachers) - September 2015
- Appraisal Policy (Support Staff) – April 2015
- Long Term Sickness Absence Procedure - August 2015
- Short Term Sickness Absence Procedure - August 2015
- Absence (Management of Sickness) – Guidelines
- Bullying & Harassment Procedure - April 2015
- Capability Procedure (Teachers) - September 2015
- Capability Procedure (Support Staff) - April 2015
- Recruitment & Selection Guidance Document - October 2015
- Whistleblowing Policy (Delegated Schools) - April 2015
- Leave of absence (Support Staff) - April 2015
- Workforce Planning & Redundancy - April 2015
- Job Share - April 2015
- TUPE guidance - April 2015
- Flexible Working - April 2015
- Retirement – phased - May 2015
- Retirement – Actuarially Adjusted Benefit - May 2015
- Retirement – Age (teachers) - May 2015
- Probation Arrangements Support Staff in School - May 2015
- Collective Disputes - Model Procedure (teachers) - May 2015
- Parental Leave - May 2015
- Leave of Absence (Teachers) - June 2015

- Contracts – Temporary (Guidance) School Staff - August 2015
- Adoption Leave - June 2015
- Ex Offenders (Recruitment of) Guidance - June 2015
- Amalgamation / Reorganisation of Schools (Teachers) – June 2015
- Amalgamation / Reorganisation of Schools (Support Staff) – June 2015
- Breastfeeding at Work - August 2015
- Ill health retirement (Teachers) - September 2015
- Ill health retirement (Support Staff) - September 2015

15.53 FINANCE

a) Budget Out-turn 2013/2014

The governing body:

- Noted the school's budget out-turn position for 2014/15 of £36,283 surplus.
- Considered the difference between the original budget and the revised financial plan, noting that there had been changes following the integration of the school on 1st September.
- Requested the Resources committee to consider the forecast balance as at 31 March 2016 in the light of the school's forecasting position, cost pressures being faced and the school balances and clawback arrangements.

b) The unofficial school fund

The audited accounts of the unofficial school fund for 2014/15 would be made available to the governing body at the next meeting.

**Spring
FGB**

Auditor of the unofficial school fund for the 2015/16 account would be appointed at the next meeting.

**Spring
FGB**

c) 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.

**Spring
Res**

It was agreed that the Resources Committee 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.

d) Finance Policies

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

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

15.54 GOVERNOR TRAINING AND DEVELOPMENT

The governing body noted the new arrangements for the countywide course booking and that hard copies of the Training and Development Programme for 2015/16 for the chair and training link governor had been posted out to schools. Governors were informed that the full training programme could also be accessed via the Governors' area of the Schools' Portal.

The training link governor reported on:

- The Chairs Conference.
- SEND training on 26 November 2015 at Townley.
- New Governor training.
- Mrs S Railton would support and buddy with Miss JA Marshall in regards to her role as a new governor.
- Mrs C Cliff would support and buddy with Mrs J Scholes in regards to her role as a new governor.

15.55 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 - 2017/18
- Determination of Admission Arrangements for 2017/18

15.56 SCHOOL TERM AND INSET DATES

The Governing Body noted and agreed to the following INSET dates for 2016/17:

Monday 05 June 2016
Tuesday 06 June 2016
Wednesday 07 June 2016
Thursday 08 June 2016
Friday 09 June 2016

15.57 FOR INFORMATION

The governing body noted the information provided in respect of:

- Regulatory Requirements for Schools Considering Setting Up Childcare on School Site
- Early Years Pupil Premium
- Twenty Questions Every Governing Body Should Ask
- The new National Curriculum – explanatory note for parents
- LASGB

15.58 FORUMS FOR CHAIRS AND VICE-CHAIRS

The chair informed governors they would attend the next meeting where possible.

15.59 LASGB

The governing body **noted the update provided by the Lancashire Association of School Governing Bodies.**

15.60 CONFIDENTIALITY

There were no items deemed confidential.

15.61 DATE AND TIME OF FUTURE MEETINGS

Spring Term

Standards & Effectiveness – Wednesday 20 January 2016 at 3.45pm
Resources Committee - Thursday 11 February 2016 at 3.45pm
FGB – Wednesday 23 March 2016 at 3:45pm.

Summer Term

Standards & Effectiveness - Thursday 26 May 2016 at 3.45pm
Resources Committee - Thursday 19 May 2016 at 3.45pm
FGB – Wednesday 29 June 2015 at 3:45pm.

The Chair thanked governors for their attendance and continued support to the school and duly closed the meeting.