

**LANCASHIRE COUNTY COUNCIL  
GOVERNOR SERVICES, TRADED SERVICES (START WELL)**

**BURNLEY ROCKWOOD NURSERY SCHOOL  
SUMMER TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE  
SCHOOL ON WEDNESDAY 19 JULY 2017 AT 3:45PM**

**PART A**

**PRESENT:** Mr J Howard (*Chairman*)  
Mrs K Bleasdale  
Cllr Mrs M Brindle  
Mrs C Cliff  
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*

**17.17 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mrs S Nasim and Mrs J Scholes.

**17.18 GOVERNING BODY MATTERS**

**a) Declaration of interest**

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

**b) Membership**

**The following points were reported and discussed:**

- Miss JA Marshall (Parent Governor) had not attended GB meetings for a period of 6 months without apologies, this would result in automatic disqualification.
- Mrs C Cliff (Parent Governor) had offered her resignation from the Governing Body with effect from the end of the summer term 2017.

**ACTION**

**HT**

- This resulted in 2 vacancies for Parent Governors on the Governing Body. The Headteacher was requested to take the appropriate actions to fill these positions.
- Mrs J Scholes (Co-opted Governor) had offered her resignation from the Governing Body with effect from the end of the summer term 2017.
- This resulted in 1 vacancy for a Co-opted Governor on the Governing Body. The Headteacher informed governors of a possible candidate to fill this position and offered to explore this.

HT

**c) DBS Checks for Governors**

The governing body confirmed that DBS checks were in place for all governors.

**d) Appointed governor for "Prevent Duty"**

The governing body agreed that Mr R Stockton would be the appointed governor for Prevent Duty.

**17.19 MINUTES OF THE PREVIOUS MEETING**

It was agreed that the minutes of the meeting held on Wednesday 22<sup>nd</sup> March 2017, having been circulated, be approved and signed by the chair as a correct record.

**17.20 MATTERS ARISING FROM THE MINUTES**

The following points were discussed:

***Q. Can we have an update on federation please?***

*A. Some Counties are federating, only 1 5 year old is needed now to be able to federate. APPG are exploring this further. A letter from Julie Cooper fighting to save schools and nursery schools has been put onto the parent board downstairs. We are also inviting her back into school next term.*

Governors were reminded to send information of any training they had attended through to Amanda in the office for recording onto the training log.

All  
Govs

Governors were reminded that they MUST read the KCSIE document and confirm that they had done so with the Headteacher.

All  
Govs

Parent feedback had been requested by governors. A very positive report written by a parent in school was shared with governors at the meeting. A further parent also requested to visit the meeting to provide comments. The parent described the staff, Headteacher and nursery school as 'amazing'.

**17.21 REPORTS**

## a) Committee Reports

The governors noted and accepted the minutes of the Resources Committee meeting held on Wednesday 21 June 2017.

The governors noted and accepted the minutes of the Standards and Effectiveness Committee meeting on Thursday 6 July 2017.

A member of staff joined the meeting to present a WellComm report to governors as agreed at the summer term meeting of the SEC committee.

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

- Health and safety policy
- Emergency response policy
- Online safety policy
- Charging and remissions policy
- Forest school policy

The following points were discussed:

- **Q. In the accident policy what is the difference between bumps, trips, falls etc?**  
*A. The degree of severity.*
- **Q. Do you use any antiseptic or anything?**  
*A. We just wash with water, or we may use the wipes from the first aid kits. The sign in sheet has a permissions for use of plasters etc by parents.*

The governors ratified the following recommendation from the Resources Committee:

- To move 3 TA1's in school to TA2.

## b) Nominated Governors

The governing body received a report from Mr R Stockton regarding Forest School and outdoor continuous provision. The following points were discussed:

- Some of the children in the group observed were very confident.
- All of the children interacted well.
- Clear enjoyment could be seen in the children.
- A walk around had been completed of all the gardens, including the sensory garden.
- Positive comments were made about the reading hut, fire pit and numeracy areas outside.
- The nursery could benefit from some additional mark making resources.

Mr Stockton was thanked for his report.

The governing body received a report from Mr R Stockton regarding Health and Safety. The following points were discussed:

- The school were waiting on responses for requests that had been put in.
- New flooring was needed in the hedgehog's area.
- There had been 1 incident with a child swallowing something which had been resolved and reported.
- There were 0 major concerns at this time.
- The condition survey meeting had been re-booked for September.
- Peter Ellis had retired and the school has been assigned a new individual for PROPS.

Mr R Stockton was thanked for his report.

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

- Mr Howard had met with Mrs Bleasdale and looked at staffing, training, support, awareness, liaison with other services, funding and how it was used.
- There were a high number of children with SEN attending the nursery school.
- Everything was in place for these children and the provision was excellent.
- SEN children attending the nursery school accessed a broad and balanced curriculum.
- The school were compliant in terms of all SEN expectations.

Mrs J Howard was thanked for his report.

The governing body received a report from Mr J Howard regarding safeguarding and the overall running of the nursery school. The following points were discussed:

- Everything was in place with regards to safeguarding/CPOMS.
- There had been 107 incidents since January, across 27 unique children.
- Higher level issues were taking place more regularly, the Headteacher had spoken to her advisor regarding escalating concerns.
- The speech and language therapists had a 17 week waiting list.
- **Q. Are you pushing these?**  
*A. Yes via the advisor.*
- Mr Howard had conducted a general walk through of the school to see the general operation. There was a happy staff team and parents were positive.

Mr J Howard was thanked for his report.

The governing body received a report from Mrs S Nasim regarding communication and language. The report can be

found at Appendix A.

**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.

**17.22 SCHOOL IMPROVEMENT AND SELF-EVALUATION**

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

The following points were discussed:

- The WellComm target was for 75% of children to make progress.
- Every child had made progress.
- The added value was significant.
- The baseline figure was on less children than the outturn figure due to in year movement.
- **Q. Has it been worth the money?**  
*A. Definitely.*
- 83% of children were now in amber and green.
- The programme had only been started in November and the gaps were closing significantly.
- **Q. Do you feedback to families?**  
*A. If needed for intervention work.*
- A medium term plan had been devised from the results of the WellComm data.
- **Q. Does the WellComm Programme go through primary school as well?**  
*A. It stops at 60 months, however it is used for Year R and SEN children in some primary schools.*

**17.23 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.

Reference was made to:

- Numbers on roll
- Attendance
- SEN
- EYPP
- Performance data
- Financial information
- Staffing
- Educational visits

- Behaviour/ incidents
- Safeguarding
- Parents and carers
- Staff development
- Student visits/ links
- School improvement
- Effective governance
- Visitors to school
- Building and grounds
- Special events

The following points were discussed:

- The Headteacher advised that one of the proposals from the School Advisor was to look at the support of ethnic minorities at the school.
- Staff were looking at how they supported these children's learning, maths, language etc. It was noted however that they tended to be a more fluid group and may move due to housing etc.
- The nursery had encompassed some celebration of Eid this year as they had a member of supply staff in who celebrated it.
- The Headteacher would be re writing the ROSE over the summer.
- Governors congratulated the Headteacher for graduating with an MA this year.

**b) Unavoidable School Closures**

The Headteacher advised that there had been no unavoidable closures since the last meeting.

**17.24 FINANCE**

**Budget outturn 2016/17 and School Budgets 2017/18**

**a) Budget Outturn 2016/17**

Following consideration of the information provided by the resources committee, the governing body noted the school's outturn position for 2016/17.

**b) Impact**

Governors discussed the impact of the difference between the actual outturn for 2016/17 and the figure estimated when considering the school's budget for 2017/18.

**c) Cost Pressures**

Governors considered the cost pressures being faced by the school. It was noted that donations had been down this year.

**d) School Budget 2017/18**

Following the recommendation of the resources committee, the governing body APPROVED the school budget plan for 2017/18.

- Total income revenue: £480,127
- Surplus brought forward: £38,036
- Total revenue expenditure: £511,613
- In year deficit: £-31,486
- Cumulative carry forward: £6,550

**e) Income and Expenditure Form**

Governors delegated to the Headteacher, the responsibility for ensuring that the income and expenditure from was submitted.

**HT**

**17.25 EDUCATIONAL VISITS**

**a) Educational/Off Site Visits Policy and Guidelines**

**The governing body noted** the information provided on the health and safety of pupils on educational visits.

**It was confirmed** that Mrs F Stringer was the Educational Visits Co-ordinator (EVC) for the school and reporting procedures for visits were **agreed** as Option 2.

Option 2:

The Governing Body/Management Committee 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/Management Committee meet

**b) Approval and evaluation of visits**

There were no visits to approve at the time of the meeting.

**17.26 POLICIES AND PROCEDURES**

**a) Performance Management and Pay**

In preparation for the performance management and pay review of staff in the autumn term, the governing body confirmed the following arrangements were in place:

Pay Committee – Mrs S Nasim, Mrs M Brindle, Mr J Howard.  
Appraisal Committee – Mrs S Nasim, Mrs M Brindle, Mr J Howard.

**b) Online Safety Checklist tool**

The Headteacher advised that this had been completed.

### **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 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.

### **d) Updated Policies**

The following updated policies were reviewed and adopted:

- Accident and allergies policy
- Code of conduct for all staff
- Emergency response policy
- Sickness absence staff policy
- Statement of ethical standards for employees
- Safeguarding policy

## **17.27 GOVERNOR TRAINING AND DEVELOPMENT**

The following points were discussed:

- The following courses would be booked and completed next year; preparation for Ofsted, role and expectations of governors.
- All governors were asked to complete Prevent training online. A link to the training was provided.

**Link**

**All  
Govs**

## **17.28 SCHOOL ADMISSIONS**

The governing body noted the requirements in relation to the school admissions process.

The admission number for the 30 hours at the nursery school was 15.

## **17.29 INFORMATION, UPDATES AND ITEMS FOR FUTHER DISCUSSION AS APPROPRIATE**

- a) Governors' Responsibility for Health and Safety when Employing External Coaches
- b) The Early Years Foundation Stage (2017)
- c) Transfer of Lancashire Teaching Agency to Schools HR Team
- d) Changes to GCSE Grading from Summer 2017
- e) Update on RAISEonline



- f) New Governors Handbook and Competency Framework / Skills Audit
- g) Retirements / Appointments

**17.30 FORUMS FOR CHAIRS AND VICE-CHAIRS**

It was noted that there was little or nothing relevant to nursery schools at these sessions.

**17.31 LASGB**

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

**17.32 CONFIDENTIALITY**

There were no items deemed confidential.

**17.33 DATE AND TIME OF NEXT MEETING**

Resources Committee – Wednesday 15 November 2017 at 3:45pm  
SEC Committee - Wednesday 22 November 2017 at 3:45pm  
FGB Meeting – Wednesday 6 November 2017 at 3:45pm

*Mrs C Cliff was presented with flowers/ gift to thank her for her friendship, support to the school and hard work as a governor over the recent years.*

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

## Appendix A

### Nominated Governor Report for Communication, Language and Literacy

Subject Leader: Tracey Raynor

Meeting: 3<sup>rd</sup> July

Governor: Samaira Nasim

Focus of Meeting: Wellcomm

#### Background

- Rockwood was initially using a Derbyshire language scheme that targeted early language skills and acquisition. The scheme assessed children's understanding of following an instruction, by using information carrying requests such as: Give me the dolly's cup, etc...
- The above scheme was used in conjunction with Elklan. This was another speech, language and communication programme. This programme provided staff with strategies and skills to encourage more effective listening and group interaction skills.
- It was felt by staff that although both programmes had their benefits, it wasn't providing all the information and support that they required.
- After a visit to Fairfield in Accrington, Wellcomm was introduced

#### How Wellcomm works

- At the start, there was a lot of information to read up on and take in by the subject leader. TR then disseminated this to staff.
- Wellcomm is used to assess the children in CLL, in the first couple of weeks in order to determine a baseline
- The Wizard was also purchased to aid the interpretation of results, produce individual reports and group reports.
- The way it works-
  - Children are asked up to 10 questions on 'What the child understands' and 'What the child uses'. The staff member records either a yes or a no for each of the prompts.
  - If a child achieves a red or an amber score, then the staff member will automatically take the child to the score sheet for the previous section. If the child then achieves a red or amber score again, the section before that is accessed. This will continue until the child achieves a green score, or until no green score has been achieved in any section.
  - At the end of the questions a pathway for action is highlighted.
    - Red- consider referral,
    - Amber, extra support and intervention required
    - Green - no intervention required
  - Staff are also able to access strategies to support children as part of an intervention.

## Impact/benefits

- *Wellcomm*
  - Has provided evidence in a friendly, straightforward manner.
  - Doesn't stop at the assessment- the activities in '*The Big Book of Ideas*' has meant that an impact with school-based interventions can happen straightaway especially with the attention and listening games.
  - It provides ideas to parents on how to support the process at home. The games are fun and the suggested activities are inviting, so children are fully engaged
  - *The Big Book of Ideas*, provides staff with more than 150 intervention activities to meet any identified needs.
  - Ensures no child's needs are missed.
  - Helps to pick up on common misconceptions that children have at nursery age around understanding words such as: he, she, first, last, many and few. From this staff can tailor their teaching so that understanding improves.
  - Backs up initial teacher judgements- 'gut instinct'
  - Has better equipped staff on how to address gaps in children's learning through the suggested strategies that the programme provides
  - Has allowed for swift referrals to take place- through early identification
  - Ensured that staff are using a consistent approach to identification, intervention and assessment, therefore improving reliability and validity of results.
  - The traffic light system means that staff can spot where children are struggling.
  - Is a visual tool which makes it easier to use with EAL children
  - Improved results in CLL from low starting points

## Moving Forward...

- Children are now in 'ability' groups, which has meant that staff are having to work with children not in their key worker group. This idea didn't initially go down well with the staff.
- The groups are fluid in that children are moved, term on term according to need and next steps
- Staff are still enjoying using the programme
- There is a real 'buy in' into the programme and it is producing positive results
- Wellcomm is a journey- staff are continually refining and reflecting on their own practice
- Best of all... Rockwood has an experienced subject leader who is extremely passionate about CLL. Not only is she extremely reflective, but she also encourages communication and sharing of best practice within the setting so that staff are continuously learning from each other.