

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 06 JULY 2016 AT 3:45PM

PART A

PRESENT: Mr R Stockton (*Vice-Chair*)
Mrs K Bleasdale
Councillor Mrs M Brindle
Mrs C Cliff
Mrs S Railton
Mrs J Scholes
Mrs F Stringer (*Headteacher*)

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

The Chair opened the meeting and welcomed everyone.

16.17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr J Howard, Miss JA Marshall and Mrs S Nasim.

16.18 GOVERNING BODY MATTERS

a) Declaration of Interest

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

b) Membership

The following points were discussed:

- The GB formerly agreed to co-opt Mrs S Nasim onto the Governing Body with immediate effect. It was agreed that Mrs S Nasim would join the SEC Committee and be the nominated governor responsible for Communication and Language.
- It was noted that there were no vacancies on the GB.

ACTION

- It was noted that no governor terms of office were due to expire on the GB.

16.19 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on Wednesday 23 March 2016, having been circulated, be approved and signed by the chair as a correct record.

16.20 MATTERS ARISING FROM THE MINUTES

There following points were discussed:

- Mr R Stockton confirmed that he had gathered possible dates for delivering Prevent Training in September/October which he would send to the HT.

**R
Stockton**

16.21 REPORTS

a) Committees

- i) The governors noted and accepted the minutes of the Resources committee meeting held on Wednesday 25 May 2016.

The following points were discussed:

- In regards to the windows the HT advised that LCC were trying to get the nursery school reinstated on the condition survey.
- It was noted that the windows would have to go via listed building.

The governors ratified the following policies as commended by the Committee in Spring 16:

- Health and Safety Policy
- Asset Disposal Policy
- Charing and Remissions Policy
- Whistleblowing Policy
- Grievance Policy – Teachers
- Grievance Policy – Support Staff
- Complaints Policy
- Complaints Information For Parents
- Capability Procedure – Teachers
- Capability Procedure – Support Staff
- Best Value Policy
- Appraisal Policy

- ii) The governors noted and accepted the minutes of the Standards and Effectiveness committee meeting held on Thursday 19 May 2016.

The following points were discussed:

- Q. In response to governor queries the Headteacher

advised that she had sourced E-Safety training for parents via Lancashire Adult College. This had provisionally been booked for the next academic year.

- The first ready steady school course was running the following week.

The governors ratified the following policies as commended by the Committee in Spring 16:

- Anti-bullying policy
- Looked after children policy
- Lost child policy
- School discipline and behaviour policy
- SEND policy

The governors ratified the following policies as commended by the Committee in Summer 16:

- Child Protection Policy
- Children Looked After Policy
- Modern British Values
- Policy to Promote British Values and the Prevent Duty
- Single Equality Policy
- The Prevent Duty

b) Nominated governors

i) The governing body received a report from the Clerk as written by Mr J Howard in his absence. The following points were discussed:

- Mr Howard had visited the nursery school and observed a lesson in the forest school on the 11th of May 2016 to look at the SEN provision at the nursery school.
- The visit had highlighted the good work that was going on within the nursery school and the session was described as friendly, fun and nurturing.
- It was reported that the staff understood the children, including their temperament and their needs.
- Various strategies were used so that all children were given opportunities.
- Staff listened to all children and children were safe and aware of their limitations.
- Mrs Bleasdale had provided Mr Howard with a report regarding SEN including plans for September and the number of children on the register etc.
- The nursery school was linking in with services, families and providing opportunity.
- Staff were aware of performance indicators and the school was still continuing to be outstanding and continuing to improve by reviewing things on an ongoing basis.

Governors wished to minute a thank you to Mr Howard for his report.

- ii) The Governing Body received a report from Mrs K Bleasdale regarding SEN. The following points were discussed:
- Mrs Bleasdale had attended a meeting at the CLC that morning which had been called for all SEN staff members.
 - Staff had been informed that there would be a big SEND inspection of which the purpose was to review the new framework.
 - There would be roughly 8 inspections each term.
 - It was reported that if the school did not get a call on Monday they would be safe until September.
 - PVI, health and education were involved in the inspections.
 - The inspection would look at whether provisions were meeting the children's needs, the local offer and involve conversations with children, parents and governors.
 - The visit would be approximately 3 hours in school.

c) Chair's Action

The vice chair reported action taken on behalf of the governing body since the last meeting, which involved:

- Response to a letter of complaint from the local community.

16.22 SCHOOL IMPROVEMENT

The governing body noted that a full report regarding the SIP had gone to committee meetings during the summer term. Governors were directed to the committee minutes for updates.

16.23 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.
- Attainment and progress.
- Financial information.
- Staffing.
- Curriculum, learning and development.
- Educational visits.
- Safeguarding.
- Parents and carers.
- Staff development.

- Student visits.
- School improvement.
- Governance.
- Governors visits to school.
- Buildings and grounds.
- Special events.

The following points were discussed:

- Due to a SIMS system error there was no progress data available at this time.
- Governors reviewed proposed priorities for the school improvement plan for the next academic year. These would be discussed further with the advisor when she visited the school the following day.
- Understanding the world and expressive arts and design were areas which needed focussing upon the following year. Staff were planning some events for the following year to try and encourage these areas.
- The nursery schools value added was good and the 5 termers had made outstanding progress.
- The nursery school was having a fire engine visit the following week and had enjoyed a farm visit that day.
- The Headteacher reported that there had recently been a high volume of CAFS and safeguarding issues, coupled with a problem with cases being closed down.
- The nursery school now had a designated health visitor.
- The formal opening of the forest school had been a success.
- Governors were invited to attend all educational visits where they wished to/ were available.
- The Headteacher advised that there had been a number of parking issues at the back of the nursery school, specifically with taxis. The Headteacher went on to advise that she would be discussing parking with parents at the new parent meeting the following week.
- The HT had spoken to Peter Ellis who had advised going to the estates team to gain permission for a staff member to facilitate the gate at the front of the school for 15 minutes each morning and each afternoon, it was hoped that this would alleviate parking issues at the back. Following advice from LCC governors felt that using the front entrance was too dangerous and it was agreed that this would not go ahead.
- The HT agreed to investigate making contact with the relevant taxi firms to try to relieve the problem.
- Governors resolved not to proceed with a grounds maintenance project considering that this was the responsibility of the County Council.

HT

b) Unavoidable School Closures

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

16.24 EDUCATIONAL VISITS – APPROVAL AND EVALUATION

a) Educational / Off Site Visits Policy and Guidelines

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/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

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 **9 July 2016**.

b) Approval and evaluation of educational visits

The Headteacher reported details of the following proposed educational visits which were considered and approved:

- A visit to Towneley on 20 July 2016.

16.25 FINANCE

School budget 2016/17 and budget outturn 2015/16

Following consideration of the information provided by the Resources Committee, the governing body:

- Noted the school's outturn position for 2015/16;
- Noted the revenue income of £402,896 and proposed revenue expenditure of £538,788 resulting in a net in year deficit of - £70,665 and:
- Considered the effect on school balances and noted the estimated balance of £72,693 brought forward from the previous year which would result in forecast carry forward balance of £2,028 into 2017/18.

The governing body approved the total revenue expenditure of £538,788 for 2016/17 as recommended by the Resources Committee.

16.26 POLICIES AND PROCEDURES

a) Cost of Living Pay Award

The governing body considered the information provided and agreed:

To apply the cost of living pay award in the way that the county council recommended.

b) Performance Management and Pay

The governing body confirmed the membership of the Appraisal, Pay and Pay Appeals committees as follows:
Pay Committee: Mr J Howard, Mrs C Cliff & Mrs J Scholes.
Appraisal: Cllr Mrs M Brindle, Mr R Stockton & Advisor.
Appeals Committee: Any 3 untainted non-staff governors.

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.

16.27 GOVERNOR TRAINING AND DEVELOPMENT

a) The training link governor report

The following points were discussed:

- Mr R Stockton had attended health and safety training.
- Miss JA Marshall and Mrs J Scholes had attended new governor training.

b) Skills audit

The governing body agreed that the skills audit would be undertaken during the autumn term.

**Autumn
FGB**

c) GEL e-learning

The governing body noted the information in relation to the changes to the GEL e-learning developments.

16.28 SCHOOL ADMISSIONS

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

16.29 FOR INFORMATION

The governing body noted the information provided in respect of:

- a) Mandatory DBS checks for school governors
- b) Interim Head of Governor Services
- c) Governance Handbook
- d) Governance videos – HMI Belita Scott
- e) The Government White Paper – Educational Excellence Everywhere

16.30 FORUMS FOR CHAIRS AND VICE-CHAIRS

It was noted that the Chair or Vice Chair would attend the next meeting where possible.

16.31 LASGB

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

16.32 CONFIDENTIALITY

There were no items deemed confidential.

16.33 DATE AND TIME OF NEXT MEETING

The Governing Body agreed to the following schedule of meetings for the 2016/17 autumn term:

Autumn 2016

Resources Committee: Wednesday 09 November 2016 at 3:45pm.

SEC Committee: Thursday 20 October 2016 at 3:45pm.

Full Governing Body: Wednesday 16 November 2016 at 3:45pm.

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