

CHUDLEIGH CE VC COMMUNITY PRIMARY SCHOOL

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	23 rd January 2017 at 1.30pm		
<u>HELD AT:</u>	Chudleigh School		
		Governor Category	
<u>CHAIRMAN:</u>	Mrs H. Jones	Foundation governor	
<u>IN ATTENDANCE:</u>	Mrs L Millman	Parent Governor	
	Mrs S Beasley	Co-opted Governor	
	Mr C Barnes	Foundation Governor	
	Mrs H Day	Parent Governor	
	Mrs S Martin	Parent Governor	
	Mrs P Smethurst	Co-Opted	
	Mrs J Potter	Staff Governor	
	Mr D Barnett	Headteacher	
<u>APOLOGIES:</u>	Rev P Wimsett	Ex- Officio	Sanctioned
<u>ALSO IN ATTENDANCE:</u>	Jackie Colby Fran Butler Frances Farley Melanie Short Alison Cherry	Early Years and Childcare Advisor, DCC Devon County Council School Business Manager Inclusion Manager/Assistant Headteacher Foundation Stage Team Leader	

<u>Item no:</u>	<u>Discussion:</u>	<u>For action by:</u>
4	<u>DECLARATION OF INTERESTS</u>	
	Mrs J Potter – Staffing Mrs S Beasley – Peripatetic Music Teacher at Chudleigh Primary	
5	<u>MINUTES OF THE LAST MEETING</u>	
	To be agreed at the meeting on 2 nd February 2017	
	The Chair informed governors of the resignation of Mr. John Behan as parent governor due to other commitments. A thank you card for John was signed and a discussion about parent governor elections will be had at the meeting on the 02/02/17	
6	<u>Nursery provision</u>	
	This extra-ordinary meeting of the Governing Board was convened in order to make decisions about the plans to build a nursery unit on the school site following the LA's success in winning grant funding from the DfE. Governor question: HJ asked the LA representatives to confirm that the build of the nursery was going ahead: FB confirmed that this was the case – if there was very strong feeling against this they would need to go back to the DCC members with our concerns.	

Governors confirmed that they were not against the plans in principle (and the plans themselves in terms of use of space had been well received), and want to serve the local community, but that the need and financial viability needed to be established.

Governor question: HJ asked how the need for the places had been established: There is currently no 8am-6pm, 50 weeks a year provision in Chudleigh. Also taken into consideration was upcoming housing development in Chudleigh and the need to offer 30 hours of free childcare to eligible families from September 2017. Currently the rate of take-up for the Early Years entitlement in Chudleigh is significantly lower than the Devon average. The LA would support the school with recruitment, marketing of places and financial plans.

Governor question: DB asked about what the risk was to the school if the building was not open on the 1st September 2017. The DfE funding is paid to the LA, so until the building is handed over to the school, there is no risk to the school. CB noted that the original bid suggested a possible opening date of November 2017 which was still tight. It seems very unlikely that the provision will be open from 01/09/17. The relevant LA team have started work with Norfolk Property Services on moving the plans forward.

Governor question: Would alternative provision need to be provided on site if the new building is not ready? It would not be incumbent on the school to provide space as the provision would not have been handed over. It is possible that the DfE could ask that alternative arrangements are made, e.g. temporary buildings, but the LA would work with us to avoid any disruption if this became a condition of the grant. The LA representatives felt it more likely that close monitoring from the DfE would be in place and that it would be noted that the original plan was for opening in November.

Governor question: HJ asked for confirmation of the number of places and minimum staffing ratios: Phase 1 is for 26 places for 3 and 4 year olds. For 1-26 3 and 4 year olds, the minimum staffing is 1 x qualified teacher and 1 NVQ level 3 trained member of staff (during school hours). Phase 2 would be an additional 13 places for 3 and 4 year olds, plus 16 places for 2 year olds (disadvantaged families can claim up to 15 hours a week for 2 year olds). The timing of this would be based on need for places.

Governor question: What is the rate per child? From April 2017, £3.98 for 3 & 4 year olds, and £4.90 for 2 year olds. Early Years Pupil Premium is worth £0.55 per hour per child.

Governor question: If all places are not filled, is there any funding available to support initial costs? The existing school budget is not able to subsidise this provision. Conversations are being had at the LA around whether they may be able to support with start-up funding grants. This is more likely than underwriting the risk. Governors asked to see the full bid document.

DB to be sent by LA

FF did a rough calculation based on income per child, and felt that 11 children taking 30 hours per week would be the minimum to cover basic staff costs. This, however, does not take into consideration admin costs, heating, lighting, additional staffing (including permanent EY Team Leader), resources, training etc. It was noted that the school is not seeking to make money, but rather ensure that costs are covered.

It was noted that the staffing requirements are different outside of school hours and in the holidays. Before 9am, after 3.30pm and in school holidays, the staff to child ratio is 1:8 with the highest qualified member of staff being NVQ level 3, followed by level 2, followed by non-qualified, and then back to level 3 etc.

It was noted that the nursery provision, if run by the GB, would be inspected as part of the school's early years provision by Ofsted.

JC informed us that other schools offering wrap around care (although none currently offer 50 weeks a year), use a number of part-time staff to cover the opening hours.

Currently a ~£4000 lump sum is paid into budget share due to the requirement for a teacher, on top of hourly funding rates. This is, however, under review.

Question: FF asked about the cashflow: Funds are usually paid termly but this may become monthly.

Governor question: HJ asked about the educational benefits of running the provision: AC felt that there were positive educational benefits due to having control over the curriculum, ensuring children were ready for school and ascertaining accurate starting points when they reach school age.

Governor question: How are the sessions run i.e. what hours are available to parents? As long as the provision is open from 8am until 6pm, there is flexibility in what is offered. 3 and 5 hour chunks work quite well due to allowing parents to make up their 15 free hours (universally available).

Governors discussed concerns around holiday safeguarding cover. As SDO, the HT would have responsibility during the holidays, should support be required or the safeguarding officer on site be unwell. It was noted that the safeguarding officer does not necessarily need to be on site, but must be contactable at all times. Governors and staff were concerned about the impact on the school leadership team and future recruitment of a HT if this was the expectation.

Governors also discussed concerns about ensuring adequate staffing during the holidays if there was sickness. Again, this could result in salaried leadership team members needing to arrange alternative staffing or cover it themselves.

Governors discussed the various options available:

- Completely governor led provision

- Governor led provision during school hours with wrap around and holiday care provided by another organisation/organisations
- Governor led provision during term time with another provider appointed for the holidays.

If another provider covered the holidays, we would still need to check provision was 8am-6pm and of good quality. The provider would be inspected separately, but it could be written into the contract that an inadequate outcome would result in the termination of the contract.

If the GB ran the holiday provision, admin support would also be needed during the holidays. The LA suggested ~8 hours per week.

Governors discussed the impact on the local pre-schools, with whom we have good relationships, with an Early Years Partnership agreement in place. The LA agreed that some parents would opt for school-site provision due to the convenience of taking them to the same location as older children. There could be a short-term impact on other providers, but the LA is confident that there is a need for places particularly with the increase to 30 hours for some families from 01/09/17. Working parents would also benefit from the 8am-6pm care which is not currently available 50 weeks a year in Chudleigh.

Governors were informed that childcare vouchers could also pay for some provision. The scheme is changing but tax free childcare will still be available to working parents.

Governor question: CB asked whether the LA does/could run provision: There is currently just 1 LA-run nursery in Devon and there is a presumption against this.

Governor question: HD asked what would be charged for hours over and above those available free to parents: This is set by the provider. The LA would work with school to analyse this – usually £4.50-5 per hour.

It was noted, that if this was a new school, we would probably be looking to offer 3-11 (or 18) provision.

It was noted that, if we ran term time provision, the teacher would not need to be there before and after school hours. By offering the term-time provision as a school, however, there could be continuity of care/staffing for children by TAs being on site from 8am and after school.

To add this provision we would need to extend the school's age range. The LA would support with this and there would be consultation with parents. A further fast-track consultation would be needed to add in 2 year olds.

An admissions panel would be needed to manage nursery admissions – the LA would advise on suggested over-subscription criteria.

	<p>It was noted that a place at school nursery provision would have no effect on a child receiving a place in the school on reaching school age.</p> <p>The Chair invited final questions and comments from governors. The Board then agreed our intention to offer governor-led nursery provision for 3 & 4 year olds (and 2 year olds in phase 2) in term time (from 8am-6pm). The holiday provision would be outsourced through a tender process.</p> <p>JC left the meeting at 3.10pm This decision is subject to further detailed financial analysis by the SBM to confirm the financial viability of the provision.</p> <p>The Chair thanked the LA representatives for their time.</p> <p>Meeting ended at 3.15pm</p>	SBM
7	Date of next meeting Thursday 2nd February 2017	

<u>Decisions:</u>	GB to offer nursery provision in term time (8am-6pm) when new building is available and to outsource holiday childcare (subject to further financial analysis)
<u>Approval of:</u>	n/a

<u>Check & Challenge:</u>	Nursery provision options
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