



Eastlands Primary School
Full Governing Board Meeting, 22nd March 2018, 6:00pm
Minutes

Present	Apologies Received & Accepted
James Holmes (Chair); Paul Albon (Meeting Chair); Suki Edwards (Headteacher); Amy Shipp; Ian Bates (Vice Chair); Stuart Dodds; Kevin Pickering; Andy Roughton	Linda Jones; Elizabeth Abisola Olupitan
In Attendance	Absent
Sam Warrington (Associate Member); Helen Devine (School Business Manager); Sally Beardmore (Clerk)	

The meeting started at 6.03pm

1	<p>Welcome and Apologies</p> <p>The Meeting Chair welcomed everyone to the meeting and explained that Sam Smith has decided he is no longer able to join the governing body due to an increase in work commitments. Governors for Schools (formerly SGOSS) are looking for another governor to fill the remaining vacancy for a Co-opted Governor.</p> <p>Apologies were received and accepted from Linda Jones and Elizabeth Abisola Olupitan.</p> <p>The meeting was quorate.</p>	
2	<p>Declarations of Pecuniary Interests</p> <p>There were no new interests to declare.</p>	
3	<p>Notice of Any Other Business</p> <p>The Meeting Chair had been advised of one item which will be discussed at the end of the meeting.</p>	

approximately £20,000. Savings have been made by not replacing TAs, but this has had an impact in the classroom. The Head explained that she has run a tight budget over the last 18 months which has been hard work to achieve.

Governors highlighted what a big difference this budget is from 2 years ago and congratulated the Head, Business Manager and all the staff on managing to achieve such a positive budget.

Governors asked what a healthy carry forward would be as they expressed concern that the school are now in the opposite situation of having quite a high carry forward figure?

The School Business Manager replied that 8% carry forward is recommended. The Head explained that the money could be allocated for projects that could then be put on hold if other expenditure arose. It was also suggested that new support staff could be put on fixed-term contracts.

A discussion followed regarding the budget scenario which included replacing the 3 TAs. The Head explained that she created this scenario to see what would happen to the budget. Governors felt that this scenario was not sustainable as it would create too much of a deficit in the budget.

The Head explained that the TA who provides PPA cover has gone part-time and needs to be replaced so she proposed recruiting:

- 0.5 TA to cover PPA
- 0.5 TA to support Nurture/EAL/SEN children

She also explained that 3 TAs are higher level which means they are able to cover such things as internal training, PPA cover and sickness absence. Currently all TAs apart from one are allocated to particular children.

Governors agreed that the impact of not replacing the TAs is definitely being felt in the classroom and felt that they need to be replaced in some capacity. The Head further explained that the 0.5 TA is needed to deliver interventions for SEN/EAL children and behaviour management as this affects the rest of the class.

Different options regarding TAs were discussed, such as bringing apprentices in at TA1 level and also the possibility of higher level TAs completing nurture training in readiness for the ruling that is coming in to force in 2021 that says all schools must have access to some form of counselling support for children who find it difficult to cope in the classroom.

The Head explained that her report later in the meeting would cover the different roles, but Governors agreed that they were in support of supplying more TAs in the best way to use them. They acknowledged that staff are doing a fantastic job but do need additional support.

They agreed to support the proposal above as this scenario would not cause a deficit in the budget.

Governors asked what the Reception intake for September looks like?

Amy Shipp explained that 27 children are in the catchment area, a large percentage of which have EAL and therefore need support with language, but there are no behavioural concerns.

	<p>SFVS The School Business Manager explained that she held a meeting with Paul Albon to complete the Schools Financial Value Standard (SFVS) document for the DfE which is a self-assessment audit tool to ensure the school are complying with financial procedures.</p> <p>Governors asked for a minor change to be made to the tense regarding the Finance Governor but otherwise approved the budget and SFVS.</p>	
6	<p>Additional Funding</p> <p>Sports funding evaluation</p> <p>The Head explained that the previously circulated document regarding the PE and Sport Premium was compiled by the PE lead, Adam Poole. She highlighted the fact that some good achievements have been made, such as establishing a partnership with Harris Church of England Academy and providing opportunities for out of school competitions such as swimming galas and Hotshots basketball club.</p> <p>There will be another review towards the end of term and then a plan will be written for next year.</p> <p>Governors asked:</p> <p>How is the PE specialist getting on? Sam Warrington explained that somebody new has recently taken over but the early signs are that he seems to be very good.</p> <p>Have there been any issues with parents paying for swimming? The Head confirmed that there have been no issues in this regard.</p> <p>Governors raised a question over the amount of £17,057 which has been allocated and the School Business Manager explained that funding has recently doubled for the PE and Sports Premium.</p> <p>The Head expressed thanks to Adam Poole for his hard work in producing such a comprehensive document.</p> <p>Interim evaluation of Pupil Premium funding The Head explained that the Pupil Premium Plan has been updated with information for this term.</p> <p>Governors asked whether this information will be published on the school website? The Head confirmed that it will be, along with the PE and Sports premium information.</p> <p>Governors asked whether the ‘Aspire’ leadership programme can be linked to helping Pupil Premium children? The Head explained that there are strategies built into it to help teachers support Pupil Premium children.</p>	
7	Headteacher’s Report	

The Head explained that the document provides a snapshot of information about the school and a summary of the current status. Any items highlighted in blue are where a decision needs to be made.

Staffing

A new TA is needed for 0.5 PPA cover due to the current TA's reduction in hours. A NQT (Newly Qualified Teacher) has been appointed from September and Mr Lees is continuing as class teacher in Year 3 for another two terms.

The Head highlighted that there is currently one job share in the school and a decision needs to be made regarding how many can be sustained by a school of Eastlands size. She pointed out that it can put different pressures on full-time staff if there are too many and that there is a cost implication as the school are paying for two members of staff rather than one. In the discussion that followed, governors felt that it might be difficult to write down a specific number as each case would need to be considered on its own merits and there is a need to consider legislation regarding flexible working.

It was agreed that it may be possible to state that each case will be considered, but there would be a need for the school to look at what is sustainable. The Head will contact HR regarding acceptable wording and look at examples from other schools.

The Head continued by putting forward her proposed staffing restructure regarding the need for a new 0.5 TA for PPA cover and 0.5 for a Nurture trained TA. For this she would like to consider an internal candidate if possible and upscale them.

Governors confirmed they strongly supported this proposal.

Attendance

The Head explained that attendance figures have been impacted this term as a result of a lot of stomach bugs and colds within school. There is also one family who are persistently absent which has had a detrimental effect on the figures, meaning that the school may not reach their target this term.

Governors asked whether this family have been referred to the LA?

The Head confirmed that they have.

She also explained that there is one child who is having reduced time in the classroom where a teacher tutors them at home. This is provided by the school for 6 weeks and then the LA for a further 6 weeks.

Governors asked whether this would be covered by an EHCP?

The Head explained that these do not come through quickly enough.

There has been an exclusion of 4.5 days this term, one complaint and two racist incidents. Funding for disadvantaged pupils is received at £49,800.

Areas for Whole School Development – Key Priorities

The Head explained that Writing is a focus for the whole school and a model is being developed to try and address why children are under-performing in this area.

A Humanist assembly has recently taken place and work is being done to develop materials on British Values.

The School Business Manager's office is to become a main meeting room so that the

SE

	<p>school library can be freed up and the main office is to be refurbished.</p> <p>Governors raised the issue of the fencing around school and asked whether higher fencing would be considered? The Head confirmed that it does need to be looked into as it is a vulnerable area.</p> <p>Progress and development in Maths is good and a Writing audit has recently been completed by Derek Watts, a School Improvement Adviser, which showed an improvement from last year.</p> <p>A new leaflet regarding Attendance has recently been produced and the Head is to begin a campaign of standing at the school gate to try and educate parents regarding the importance of strong attendance and punctuality.</p> <p>Governors asked whether the recent snow days had an impact on the school's attendance figures? The Head confirmed that they did not as the school was officially closed.</p> <p>Governors asked what the school are doing to address the recommendations made in the report by Derek Watts? The Head explained that they have been to other schools to look at the quality of teaching and that the LA are looking at the school's termly plans to ensure that the curriculum is right.</p> <p>The Head drew attention to the Safeguarding audit and progress so far and invited governors to attend the Empiribox training day on 29th March.</p> <p>Residential Visits Governors discussed the residential visits to York for Year 5 and Skern for Year 6. Sam Warrington explained that these are the same trips as the school went on last year and confirmed the members of staff attending. Risk assessments have been completed and shown to governors.</p> <p>Governors confirmed their approval of the residential visits.</p>	
8	<p>Business Manager's Report</p> <p>Key points from the Business Manager's Report were highlighted as follows:</p> <ul style="list-style-type: none"> - A new caretaker was appointed at the end of January who is settling in very well. - Nursery is predicted to be full from September 2018 judging by the number of applications and is looking very healthy. - Grant funding has increased in the nursery as more children are taking the Government-funded 30 hours. - Administration time regarding the nursery has increased meaning that more support is needed so additional hours will be required from the summer term. - Some applications for the nursery have already been received for 2019-20. <p>Governors asked if wear and tear had gone up in nursery due to the increase in numbers? The Head confirmed that a new toilet and new cupboard have been put in and more resources have been purchased.</p> <p>Governors congratulated the staff involved for achieving such a positive result</p>	

	<p>in the nursery. Andy Roughton also commented that it was fantastic to see the buzz in the room during his recent EYFS monitoring visit.</p> <p>The Business Manager went on to highlight that the After school club is working well and is self-sufficient. The surplus income could be used in the main school. A 3-year premises plan has been created by the SBM and Head which needs to be agreed by governors. It was therefore agreed that Kevin Pickering, James Holmes and Elizabeth Abisola Olupitan will arrange to visit school and discuss the proposals with the SBM and Head.</p> <p>The SBM explained that the windows in the Year 2 classroom are being replaced which is funded by the LA and the KS1 toilets are also being refurbished. Quotes are being obtained to replace the sheds in the school grounds as well as widening the access path to the school. Following a meeting with the property surveyor, it has been agreed that the LA will replace some of the outer doors outside the kitchen and boilers.</p> <p>A fire drill is due to take place before the end of the spring term and the termly inspection by Sportsafe of the playground equipment only highlighted remedial improvements. The recent food inspection was also good with the highest rating of 5 being obtained.</p> <p>GDPR The SBM explained that the school have subscribed to the service provided by Warwickshire Legal Services who will assign a Data Protection Officer (DPO) to the school. They have already sent a data mapping tool which is currently being worked on.</p> <p>Governors asked: Is it necessary to ensure suppliers are GDPR compliant? The SBM confirmed that it is and that audit checks are already in place.</p> <p>What would the consequences be if the school was not GDPR compliant? The SBM explained that there would be a fine, but that the school are covered by buying into the service provided by Legal Services as they will conduct regular audits to ensure they are being compliant.</p> <p>Governors raised a question regarding staff training and stated that an average of £30 a head for the term seemed quite low. They asked if there is a possibility that that will now be increased? The Head confirmed that it will be and explained that previous training was targeted towards the SIP focuses of Maths and Writing, but they now need to look at the broader curriculum such as History and Geography, as well as Nurture training.</p>	KP/JH/EAO
9	<p>Admissions Arrangements (including Nursery)</p> <p>Governors discussed the previously circulated Admissions policy and agreed that it was sensible to adopt the recommendations suggested by the LA and use their policy as a model. The Head will include a link to the LA website regarding Admissions and the policy will be published on the school website.</p> <p>Nursery Admissions Governors reviewed the previously circulated document regarding nursery admissions and the Head explained that it is the same model as was used last year. The nursery is currently oversubscribed for September.</p>	

	<p>The possibility of increasing the nursery session costs was discussed as they are currently the lowest in the area at £12 a session and it was proposed to increase the session cost to £12.50 from September.</p> <p>Governors asked what the justification would be for the increase? Amy Shipp confirmed that there are increased costs associated with higher numbers, such as an increase in wear and tear, paying an extra member of staff and extra operating and administration costs.</p> <p>Governors agreed to the increase in session fees.</p> <p>Governors asked about the fact that some of the children in nursery were not potty-trained this year which uses a lot of resource and pointed out that some schools insist on it before admission. Amy Shipp stated that parents are verbally told that children should be potty-trained and that it will probably be included in the admission criteria for 1919-20 or an extra charge for nappies could be applied.</p> <p>It was agreed to review the policy in December/January.</p> <p>Governors endorsed the acceptance of both policies.</p>	Clerk
10	<p>Policies for review</p> <p>Security Governors discussed the previously circulated Security policy and the Business Manager explained that she went through the BEEP (Building Emergency Exit Plan) with Ian Bates and that the school's lockdown policy has also been reviewed. The policy will be reviewed again in September and aligned to the Health & Safety policy.</p> <p>Governors drew attention to the recent bomb hoax at a local school where the children were sent to a neighbouring school and asked whether a similar arrangement is in place at Eastlands? The Business Manager confirmed that children would be taken to Abbots Farm Infant School.</p> <p>Governors asked if the process of taking the children to another school has been tested? The Head explained that it would be difficult to explain to the children why they were being taken to another school, but there have been fire drill practices where Year 6 pair up with Reception and lockdown assemblies in the corridor. A lot of work has been done in regard to the process.</p> <p>Governors raised a query regarding the gaps in the emergency contact numbers and the Business Manager confirmed these will be updated.</p> <p>Governors asked if the policy would be published on the school website? The Business Manager explained that it is not a statutory policy so will be published in the staff section of the website.</p> <p>Home-School Agreement Governors asked for a couple of minor amendments regarding the inclusion of:</p> <ul style="list-style-type: none"> - Children to be collected on time. - Hair to be tied up and no jewellery worn. 	HD

	<p>They also queried whether the section regarding breaches to the agreement needed to be included or whether it could be reworded in some way? Sam Warrington explained that the section was needed in case of any legal action against the school, but it was agreed that the Head would look at rewording it.</p> <p>Parent/Carer Code of Conduct Governors asked if the sentence regarding smoking or consuming alcohol on school premises could be reworded to include drugs and other controlled substances and also asked for the dates on the heading of the document to be updated.</p> <p>Governors confirmed their endorsement of all three policies subject to the amendments being made.</p>	SE
11	<p>Approval of Residentials</p> <p>This was completed during the discussion of the Headteacher's Report.</p>	
12	<p>Governor profiles for the school newsletter</p> <p>It was agreed that Elizabeth Abisola Olupitan should complete the next governor profile for the school newsletter so that one of the new governors can be introduced to the school.</p>	EAO
13	<p>Governor Monitoring Visit Report</p> <p>SEN Paul Albon presented the monitoring report on SEN and explained that the reduction in TAs is having a big impact on interventions in the school. The Head is trying to recruit a specialist TA to help with SEN children, but there has been limited success with agencies. Traditional advertising will now be used. Three children with EHCP's will be leaving in the next 18 months which will have an impact on funding.</p> <p>Governors thanked Paul for preparing a detailed report.</p>	
14	<p>Monitoring timetable for summer term The Head explained that she has issued the monitoring timetable for the summer term so that governors can decide when they would like to visit school and make arrangements. Sam Warrington is to issue a more detailed timetable for English and Maths over the next few days which will be uploaded to GovernorHub.</p> <p>Andy Roughton and Stuart Dodds are to focus on Writing in their monitoring visits next term.</p> <p>The Meeting Chair emphasised the importance of governors making the effort to conduct a monitoring visit so that reports can be presented at the next meeting in May.</p>	All Clerk
15	<p>Any Other Business James Holmes stated that his term as Chair ends in September and, although he has very much enjoyed it, he would like to step down and allow someone else to take</p>	

	<p>over who has more time available to dedicate to the role. He would like to remain on the governing body as a parent governor and will support the handover to the new Chair to ensure a smooth succession. He highlighted the exciting plans the Head has for the school and the fact that he wanted to allow sufficient time to elect a successor.</p> <p>The election for the new Chair will be held at the FGB meeting in July and the handover will be conducted during the summer. He drew attention to the courses run by the LA to support new Chairs and also the NGA's Development for Chairs training.</p> <p>Ian Bates stated that the governing body should thank James for the immense effort he has put in to his time as Chair which has really proved dividends for the school.</p> <p>The Head also added her thanks and appreciation to James for all the work he has done for the school.</p>	
	<p><u>Date & Time of Next Meeting</u> Thursday 3rd May at 6pm</p>	

The meeting closed at 8:25pm

Summary of Agreed Actions

Item	Action Agreed	Person(s) responsible	Due by
4	File signed copy of the previous Minutes.	Clerk	May 2018
4	Submit monitoring visit report on Quality of Teaching and Learning.	SD	FGB meeting 3 rd May 2018
4	Email Stuart Dodds with any Governor training undertaken since May 2017.	All	FGB meeting May 2018
4	Forward details of forthcoming LA training courses to Governors when available.	Clerk	April 2018
7	Contact HR regarding wording regarding job shares.	SE	FGB meeting 3 rd May 2018
8	Arrange meeting with SE/HD to discuss Premises Plan.	KP/JH/EAO	FGB meeting 3 rd May 2018
9	Add review of Nursery Admissions to agenda for FGB meeting in December/January.	Clerk	December 2018
10	Update emergency contact numbers in Security policy.	HD	April 2018
11	Rewording of Home-School Agreement.	SE	April 2018
12	Submit governor profile for the school newsletter.	EAO	May 2018
14	Arrange monitoring visits for this term.	All	FGB meeting 3 rd May 2018
14	Upload English and Maths monitoring timetable to GovernorHub.	Clerk	March 2018

Minutes agreed

Chair of Governors