

VICTORIA PARK NURSERY SCHOOL & CHILDREN'S CENTRE Full Governing Body Meeting Minutes

Date of Meeting: Tuesday 15th December 2015

Present:

Patrick Mitchell (Chair/co-opted governor)	PM
Fiona Bridger-Wilkinson (Headteacher)	FBW
Louise Griffiths (assistant Headteacher)(Co-opted governor)	LG
Sally Lawson (associate governor/children's centre cluster manager)	SL
Vicky Murray (assistant Headteacher/associate governor)	VM
Gwen Mason (Vice-chair/Co-opted governor)	GM
Catie Colston (Co-opted governor)	CC
Anne Pirouet (Nursery Nurse/ staff governor)	AP

Apologies: Louise Moores (Co-opted governor) LM

Minutes: Helen Rogers - Acting Clerk HR

Agenda Items

1. Welcome, Declaration of Interests and Any Other Business

Meeting commenced at 7.15pm. All were welcomed to the meeting. There were no declarations of interests. No any other business items were added to the agenda.

Apologies received from Louise Moores (LM)

The meeting was quorate

2. Any items to be tabled for AOB, not included in the agenda

None

3. Minutes of last meeting (24th November 2015) and summary of actions outstanding

Catie Colston – name correction from earlier minutes as was noted as Coulson (apologies)

Final paragraph on last page of minutes under the CC Financial concerns – remove 'not' so sentence reads *Due to staff grievance submitted and the appeal process being delayed there has **(not)** been limited finance support for Children's Centre, nothing has been posted on system since September 2015*

PM made the amendments by hand and signed amendments. The minutes were formally approved.

Signed by P. Mitchell Date 23/02/16

Actions outstanding from 24/11/2015

- | | |
|---|--------------|
| • Thank you cards to previous governors have now been delivered | GM/PM |
| • Roger Hunneman – GM to provide contact details to Patrick so he can contact Roger to ask if he would be willing to join our governing body. | Clerk |
| • Parent Governor Elections - A number of parents showed interest. Parent Governor Papers submitted by 2 parents – ID checks to be completed by VPN staff then we can appoint Debbie Smith, Sanooba Muneer | PM |
| • HT performance management and training – PM to arrange/organise this with Avril Allenby. CC has already completed this training. LG asked who would do her Performance Management now as she is seconded for all of her time to ECAT/2yr old project? PM to email Avril Allenby to clarify the above. | |
| • Minutes of 16 th June – correction made as requested on 24/11/2015 – Minutes now approved | PM |
| • Minutes from FGB meeting in July 2015 are still missing. PM to contact previous clerk and take appropriate action | |
| • Create actions list for FGB meetings – completed and will be used to ensure actions are completed or carried forward or until completed | Clerk |
| • VPN Standing orders – slight amendment to make. Clerk to amend and circulate | |
| • Children's Centre to work with VPN on data – ongoing action/target | FBW |
| • GM – has completed FGM training. Is this available via GEL? FBW to check but if not this can be completed via Kwango | GM |
| • GM- Completed training with safer communities (children whose parents are in prison/risk of custodial sentence) – GM to obtain further details as highlighted that this good training that might be useful to others | |
| • Register of authorising signatories – completed and passed to School Business Manager | |
| • Safeguarding and Health and Safety to be added to the FGB agenda as permanent items | GM |
| • GM – pathway outside VPNCC - GM not been able to contact Town Council as yet | |
| • Parental Leave – PM to contact staff member to authorise parental leave request | PM |
| • Children's Centre consultation response submitted to West Berkshire Council (on behalf of Governing Body by SL) | |
| • Grievance paperwork to be submitted to HR- The Grievance hearing has been postponed until January 2016 but the appeal panel has been appointed and all the paperwork has been circulated. | |

4. Updates of teacher interview and grievance appeal

FBW thanked GW for all help with the interviews for the Teacher/SENCO role. Discussion took place about the process involved and staff roles. 6 applications were received and 4 shortlisted but 1 candidate withdrew, (3 candidates were interviewed). A temporary teacher has been appointed from 1/1/2016 to 31/3/2016 and then a permanent teacher/SENCO from 1/4/ 2016. Sarah Jones, (temporary teacher) spent the day in school on 14/12/2015. Maria Morgan will take up the permanent, fulltime teacher/SENCO post from April. She will need to undertake the SENCO training. FBW will be 'caretaker' of the SENCO role until 31 March 2016 PM asked where adverts had been placed to get such a good response? Adverts were placed in NWN, Green Sheets and West Berkshire

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<p>website. . Grievance appeal was updated above (in outstanding actions)</p>	
<p>5. Victoria Park Nursery School & Children’s Centre Management Structure</p>	
<p>Changes to the staffing structure were discussed in June 2015 but PM there had been some challenges since those changes were discussed. PM felt that the process/discussions in June needed to be reviewed and proposed that the FGB meeting in January 2016 could be dedicated to this? As many governors as possible need to be encouraged to attend this meeting as there are many crucial questions/issues to discuss;</p>	
<p>PM suggested that the relevant people be asked to provide information/detail on known risks so that governors can review where we are and where we need to be Be clear on what the challenges are going forward? What are the possible changes to funding? How can we as ‘leaders’ ensure we have clear communication and the structure that is needed?</p>	
<p>Consider how the current Children’s Centre consultation proposals may affect the nursery?</p>	<p>FBW/PM</p>
<p>LG asked if all the staffing information can be circulated prior to the meeting including the organisation chart, who works where, staffing commitment etc FBW/PM to co-ordinate this.</p>	
<p>PM talked about financial turbulence due to changes to government funding. Changes need to be communicated about. We have had a number of changes to the governing body so ideal opportunity to discuss the future. Email advance notice of FGB dates - 12/19 or 26 January 2016.</p>	<p>Clerk</p>
<p>6. Head Teachers Report</p>	
<p>FBW apologised as governors had a slightly different version of her report to hers. FBW will circulate the updated version (only a few minor alterations to the version governors were viewing).</p>	<p>FBW</p>
<p>Since FBW has returned to VPN it has reinforced her belief that leadership at all levels is the key to organisational success. Effective communication and staff knowing their roles is also very important. Ongoing professional development opportunities and staff being prepared to be reflective. FBW discussed how powerful data is in terms of demonstrating attainment and the way VM is now able to provide data to us has been a major success. For the future of VPN we must continually think about what impact what we are doing has on children’s learning. Safeguarding remains at the heart of everything we do and FBW spoke about how fundamental British values needs to be a thread that runs through everything we do. The challenge for us is how this looks in early years? FBW to ensure the team have training on this subject at beginning of new term. What do we need to do to keep our young people safe and so they develop resilience.</p>	<p>FBW</p>
<p>Number of children with EAL – continues to rise, VPN has 48% of Children with EAL. Councillors who visited us in December were surprised at this figure. LG to seek data clarification about West Berkshire figures – how do we compare with other Nursery</p>	<p>LG</p>

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Schools/Settings? The complexity of children's needs in nursery increased which impacts on the whole nursery. **Question – Are these genuinely more SEN cases or are they choosing us? Or is there more knowledge of SEN?** All agreed it was a mixture of all those factors. All staff have children with complex cases. LSA at VPN are not paid as much as Castle School LSA's– could this be reviewed? What provision/additional funding is there for staffing? How can funding be accessed quickly? Karen Hewitt submitted many applications to WBC for extra funding and has been successful. **Question - At which point could VPN say they are unable to support a child with SEN? (On what grounds).** Meeting felt that the nursery would only decline a child if that child or other children were at risk. Parents can often be in denial of their child's special needs and this can impact on learning and development. We hope to identify needs before children join us through informal visits, prior knowledge and home visits. VPN has a great reputation for supporting children with SEN and is well known as town centre nursery. **Question -How sustainable is this? It is felt that** Private nurseries may decline a child as they couldn't meet needs. There is a certain amount of funding that we can access but this may not cover the costs so there is a balance between SEN and non-SEN pupils. This will impact on the nursery as a whole and is a topic in the bigger debate in January 2016 (FGB meeting).

Early Years Pupil Premium – We are still in discussion with WBC as only (6%) of our pupils/children are confirmed as EYPP but clarification is needed around who qualifies and there is some disparity between those that we believe should qualify for EYPP funding (30%) and what West Berkshire currently fund us for. The figures were challenged and there was an error by West Berkshire, but we are still trying to agree a final figure.

Pupil Attendance at VPN – well above 80%, very little unauthorised absence. There are a number of children who travel abroad for long holidays but we generally know in advance. There are some sporadic absences and these are challenged. We are keen to promote regular attendance as this is linked to good attainment at school.

Teaching and learning – Avril Allenby renewed our basic skills quality mark. Avril commented on how confident our children were when she visited. Avril thought reading, writing and mathematics were well supported. Very few recommendations for improvement but Avril suggested we linked our budget more closely to the development plan. Overall it was a very positive response from Avril, (school improvement advisor).

Links with home which means upskilling parents, getting them involved with activities (rhyme challenge, skills for school, social/self-help schools). Parents gave really good feedback about these sessions recently. Children who are Early Years Pupil Premium tend to have parents that may be harder to engage. A dedicated LSA at VPN is working with EYPP parents to form relationships and encourage them to become involved by speaking to them and personally inviting them to events etc. We are also using technology to communicate with parents who are unable to attend sessions (email, school comms, top tips etc)

Leadership/management at VPN. At the beginning of term there were insufficient LSA staff to support children, our staffing needs vary according to the number of children with special needs. We have a number of children starting in January 2016 who are likely to need additional support. We do not have a supply/bank staff and recruitment can impact on time and budget. The Nursery is trying to utilise technology much better to ensure

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office tasks are streamlined. Using BACS system for payment of invoices, using School Comms to invoice parent's nursery fees. Parents making changes to nursery sessions causes issues for all staff and although we try to accommodate this, from January 2016 we will ask parents to put changes in writing. These will only be considered at each half term (half terms notice will be required to change and then only if the nursery can accommodate changes). Most communication is sent via email or website. In 2016 we plan to use the website/calendar rather than newsletters this can be linked to Facebook. Teacher-app for class registration will reduce paperwork and ensure up-to-date record keeping. We are experiencing a few teething problems setting this up but we are persevering with this.

FBW

Governing Body almost a full membership which is encouraging, 3 governors resigned from the full governing body in September 2015. Four local councillors visited the nursery recently and one is considering joining us as a co-opted governor. FBW to update us in January.

GM/FBW

PM wanted to highlight the work FBW has done to promote the Nursery locally. It is essential that local councillors and key personnel understand what we do – if funding changed what impact this would have on the community? Richard Benyon visit was very successful earlier this year. GM thought FBW should contact Councillor Dominic Boeck – Executive Portfolio Holder for Education at WBC

LG/GM

GM asked about our 'Governor of the month'. GM has visited the nursery several times and has offered to record her visit. It was agreed that we start the Governor of the Month scheme again and LG offered to circulate the record form Governors should use.

7. Baseline data Autumn 2015 (VM) (enter date when data collated)

Information gathered from baseline data from SIMS (child's key person makes observations and records these). VM explained the data around N1 and N2. Data highlighted that ever 2s (any child who had ever been a funded 2 year olds, and who are likely to be EYPP) closed and exceeded the gap at the end of N2. Data will continue to be tracked through next term and we will potentially case study those children. The data suggests that the longer children are at VPN the greater their achievement. VM talked through the positive headlines including health and Self-care and speaking. Reading and number is the focus nationally and locally for Primary School Children. On 4th January 2016 VPN has an INSET training day for staff on maths. Ever 2s keep up with peers which underlines the impact of joining VPN as a 2 year old. Children with SEN (identified as SEN) have a plan and this is reviewed regularly. Data shows that boys need attention in all areas VM wants to pursue how we do this.

All pupils to be reviewed termly, we will look at attainment and progress via SIMS and key people share concerns in pupil progress meetings. Our staff feel confident to use this information and share with others.

Nationally boys are 2.5 times likely to have speech and language issues than girls. This could be to do with how this is measured and the expectations we have around boys personal and social skills. At VPN we have good outdoor provision and our staff work with boys to encourage their development.

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<p>8. Policies to Review</p> <ul style="list-style-type: none"> • Admissions 	<p>FBW</p>
<p>Reviewed annually, there were the following proposed changes;</p>	<p>FBW</p>
<ul style="list-style-type: none"> • Application and Register of Interest – Currently states register of interest from age 2 – amend to anytime (don't wait until they are 2) 	
<ul style="list-style-type: none"> • Remove this '<i>Full-Time sessions are only offered for exceptional social grounds with supporting evidence from an independent professional e.g. Health Visitor or Pre-School Teacher Counsellor to be agreed by the Governing Body or Sub committee</i>' as it is covered under the charging and remissions policy 	
<ul style="list-style-type: none"> • Allocation process – based on a primary school admissions policy – it is not practical for the nursery so we must treat most applications under the late applications clause 	<p>FBW</p> <p>FBW</p>
<ul style="list-style-type: none"> • Places for 2 years old (rising 3's) – need to ensure we always have the correct ratios for 2 years old. 	
<ul style="list-style-type: none"> • Tie-breaker section; 	
<ul style="list-style-type: none"> • Distance measured rather than measure (slight amendment) 	<p>GM</p>
<ul style="list-style-type: none"> • In cases where there are multiple births priority will be given by time of birth, eldest first – CC wanted to clarify about law around this – FBW to check of this still applies 	
<p>9. Safeguarding</p>	
<p>Safeguarding Audit submitted to West Berkshire Council. GM to make small amendments so we can adopt the Child Protection Policy (WBC) – this combines a number of similar policies into one.</p>	
<p>10. Health and Safety</p>	
<p>No issues raised</p>	
<p>Meeting closed at 9.10pm.</p>	
<p>The next full governing body meeting will be held at 7:15PM on 19th January 2015 in the meeting room of Victoria Park Children's Centre.</p>	

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