

KNIGHTS ENHAM NURSERY AND INFANT SCHOOL
MINUTES OF THE
EXTRA-ORDINARY FULL GOVERNING BOARD MEETING
Tuesday 26th September 2017

Present:	Louise Maratos (LM)	Chair of Governors
	Michelle Foley (MF)	
	Mike Mitchell (MM)	
	Gemma Hill (GH)	Acting Deputy Head
	Leanne Hollingdale (LH)	Business Manager
Apologies:	Jackie Kelly	Clerk
	Sarah Jones (EHT)	Interim Executive Head Teacher
	Pat Wilce (PW)	
	Steven Hardstaff (SH)	Vice Chair
	Elise Farzam (EF)	Deputy Head (Maternity Leave)

	ACTION
<p>1. Welcome & introductions</p> <p>The meeting was opened at 5.15pm by LM. The meeting was confirmed as quorate as 50% of the membership, i.e. 3 governors, were present.</p>	
<p>2. Apologies for absence</p> <p>Apologies were received and accepted as above</p>	
<p>3. Declaration of Pecuniary Interests</p> <p>All governors present declared verbally they had no pecuniary interests in the meeting.</p>	
<p>4. Site Assistant Position</p> <p>LH presented the proposal to add the additional role of site assistant to the staffing structure on a flexible 20 hour per week 52 weeks per year contract, as currently HSE requirements of the school cannot be carried out under current conditions. The total cost for this financial year is 4,874 GBP rising to 9921 GBP next year, as we are part way through this year.</p> <p>The responsibilities will include, site security, fire safety checks, Legionella, First Aid, Termly site checks, General handy man jobs and general site tidying. LH presented a job description at the meeting.</p> <p>The school's current position: we have admin staff being overtime at a total cost of 542.75 GBP per term. Junior school caretakers at 227.77 GBP in the summer term. We have 2 grandparents volunteering on an ad hoc basis. The LSA's in the summer term had been completing checks, but due to the new staffing structure this is not possible unless they stay behind.</p>	

The school is behind on the majority of our testing such as emergency lighting and Legionella. As a one off measure, we have Paul Godfray from caretaking services, completing a whole site legionella check. We do not have the staffing capacity currently to allow our current staff to use effectively their HSE management skills and training in practice. The school is currently starting to look tatty. Chris Wilson from the Juniors has been working really hard to help us maintain the grounds, but this is a temporary solution.

Governor question: Are the working hours going to be flexible to attract the correct candidates?

This position will cover school holidays including the summer, so the working hours around core hours will be flexible and there is a flexibility to have time off during the academic term.

Governor question: Is this role sustainable in the next year's budget?

The role is sustainable in next years budget.

Governors concluded that the HSE at the school is currently compromised, and all the temporary solutions are not sustainable. Therefore, Governors approved to add the position of site assistant to the staff structure and approved the advert to be placed as soon as possible

LH left the meeting at 5:30 pm

5. Speech and Language Resource

GH had discussed with EH and LH the need for extra Speech and Language time with a Therapist. GH had looked into a private speech and language therapist and the cost of this for the rest of the financial year is £2.400. This is two days every half term with a focus on the children in Nursery. The school will continue to have our NHS Therapist who will continue to work with our KS1 caseload. The school has a huge need for this support and our NHS Therapist does not have capacity to cover all our children plus our Nursery children need to be seen in clinic for their first appointment and this is not always successful and children cannot always access the support they need. If they are seen in school, we can support the targets in school and extend that support to at home.

Governor question: As a fairly new governor to the school, why is this need now being requested?

There has been massive changes in the speech and language services to school over the last few years. We have had a private speech and language therapist in the past. In the last academic year, we found that the NHS therapist was discharging children if their speech and language skills were in line with their academic progress, when the children probably should not have been discharged. We have an increasing need in the nursery and our 2 year provision. We have seen with our EAL children that have started with us from nursery/

<p>reception that by the end of KS1, that they are at ARE or at greater than ARE. By securing the support of a private speech and language therapist we plan to replicate this progress.</p> <p>Governor question: Please can the governors have regular feedback on the impact that this additional provision will have?</p> <p>Regular feedback will be provided.</p> <p>LM recommended to GH, that progress is reported at first available FGB meeting at the start of the spring term (so the first half term is reviewed: October: December), and then at the end of the spring term, so that the impact on the children's progress and value of this support can be evaluated by governors.</p> <p>Governor question: Do we have the available budget for the additional resource?</p> <p>It was confirmed that there is funding in the budget for the additional resource.</p>	
<p>6. Date of next meeting</p> <p>The next meeting is scheduled for 18th October 2017 to start at 5.30pm.</p> <p>The meeting finished at 5:45 pm.</p>	