

MONKLEIGH PRIMARY SCHOOL

EXTRAORDINARY MEETING OF THE FULL GOVERNING BODY: Wednesday 3rd May 2017 – 08:15

MINUTES

date produced: 03/05/2017

Attendance:

Name	Gov Type	Term of office exp	Present (P) Apologies (Ap) Absent (A)	Name	Gov Type	Term of office exp	Present (P) Apologies (Ap) Absent (A)
Mrs Marci Baxter (<i>v-chair</i>)	MB	Parent	P	Mrs Bethany O'Donoghue	BO'D	Staff	P
Mr David Butler	DB	Co-opted	P	Mrs Leah Paiano (<i>Chair</i>)	LP	LA	P
Mr Brian Evans	BE	Parent	P	Mrs Karen Reeves	KR	Head	P
Mrs Jess Gierke	JG	Parent	P	VACANCY		Co-opted	
Mrs Marie Jones	MJ	Co-opted	P	VACANCY		Co-opted	
Mrs Martha Kingdon	MK	Co-opted	P	VACANCY		Co-opted	

Also present:

Mrs Di Beer	LDB	Clerk (& Administrator)	Miss Jodie Chugg	JC	Pre-school leader
Mrs Kate Slocombe	CS	KS1 teacher	Mrs Donna Richards	DR	Reception teacher

Agenda

1	Welcome and Apologies
2	Declarations of Interest
3	Change of Age Range proposal by adding a nursery provision (FSU) within the school
4	Time & Date of Next Meeting

MINUTES

Ref:	Item:	Action & Completion Date
1	<u>WELCOME AND APOLOGIES</u>	
	The Chair welcomed all to the meeting. There were no apologies.	
2	<u>DECLARATIONS OF INTEREST</u>	
	Mrs Kingdon declared an interest in item 3 (if staffing to be discussed)	
3	<u>CHANGE OF AGE RANGE PROPOSAL BY ADDING A NURSERY PROVISION (FSU) WITHIN THE SCHOOL</u>	
	LP asked KR to take the lead with this.	
	KR asked that FGB keep this meeting as simple as possible at this early stage, explaining that the agenda had been drawn up assuming that there were statutory procedures that needed to be carried out – more recent information had been received implying that a simple swap could be done without any changes to staffing or budgets at the present time.	
a	KR outlined the proposal – to swap the pre-school and Class 1 – with the pre-school to be moved to the Devon Lady building thus creating a Foundation Stage Unit (FSU) with Class R.	
b	KR advised that the newly created FSU would plan to use the Quiet Room for 1 hour per day in future.	
c	KR advised that Mrs Slocombe (CS) has been approached, and she thinks that it would be a good idea to create a KS1 unit situated at the back of the school in the yurt and structure currently used by the pre-school. KR & CS confirmed that the Devon Lady building is not ideal as a KS1 classroom – it is quite dark and the outdoor space doesn't really work. CS confirmed that she is keen to move.	
d	KR informed FGB that a cover will be erected between the yurt and the wooden building for the proposed KS1 unit.	
e	KR confirmed that, at the present time, she is proposing a simple swap of area to try out the spaces – at some point in the future the governors could investigate increasing the age range to create a FSU with a nursery provision.	

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f	LP – How to Class 1 staff feel about it? CS responded ‘excited’ – it could potentially create more space. The interactive screen will need moving to the wooden building.	LDB contact Ashtons asap
g	BE – Does wooden structure create a good enough teaching area? MB – Would this split years 1 & 2? CS – Years 1 & 2 often get ‘split’ in class anyway as each year group taught differently. MB – Will the plan be to eventually have a Year 1 Class and a Year 2 Class? KR – No – as that would situation would need 2 teachers.	
h	BE – Other than cost, what other restrictions are there in creating another new class for KS1? KR – Planning! In future governors can look to developing what is already at the back of the school. DB – Currently a large number of applications for lowering age ranges in schools locally – can this be explained? KR responded that it is due to the 30hrs early years funding – this is not something that is statutory to offer, but Monkleigh will be offering it. She explained that the pre-school has to be financially viable.	
i	JG stated that she has the same concerns that were raised by BE (g). JG – concerned that parents may feel that the areas currently used for the pre-school wouldn’t feel structured enough for a KS1 class. CS responded that 2 teaching spaces would be gained along with a better outdoor space. JG voiced concern about how parents will feel. KR – the area is currently set up as a pre-school – need to set it up as a classroom. DR advised that some children are still on the EYFS spectrum when entering year 1. JG – Will there be a toileting issue? KR responded that there always will be. MB – If taking 2 year olds – will there be a changing area? Toilet training etc.? MJ suggested that the Devon Lady store cupboard could be knocked through into the current toilet area. DR suggested that the section of the Quiet Room could be partitioned off for changing of nappies. LP – questioned the using of the Quiet Room - funding that had been raised was for a much needed intervention space for the school. KR responded that, if used, it would only be for an hour a day . Quiet Room still to be used for Thrive etc.	
j	JG – Is the proposal for a trial period? KR – Yes.	
k	KR – Would like to run the moved pre-school from 08:00 – 17:00hours. MB – Is there demand for the extended hours based on current children? JC – some younger children not really old enough to deal with B&T Club. Some parents may be able to use their entitlement of 30 hours over 3 days – helping working families who need childcare outside of normal school hours. LP – If more children coming in to the pre-school could the situation arise that children who have attended pre-school are unable to get into the school? Could there be a knock-on effect on being able to provide school lunches and on parking etc.? KR confirmed that the school will not get any bigger - the pre-school would have to think of pre-school numbers as a year group, but just staff: child ratios.	
l	LP suggested a trial swap to see how it goes – then look at extending provision times to 08:00-17:00. KR advised that 08:00-17:00 needs to be looked at straight away. MB – If trial doesn’t work, can pre-school and class 1 return to original areas? JC responded that the pre-school is unable to provide 08:00-17:00 provision in current setting. BE – Is having a trial swap going to be possible, or will it be too disruptive? KR happy that physical moving of items is fine – a certain amount of equipment etc. will need to be moved prior to Pre-school Open Afternoon which has been arranged for 13/05/2017 – to be able to show parents the space that will be used.	
	Clerk (LDB) asked for clarification of when the trial is starting. Governors discussed various dates for commencement of trial, and considered the moving of the Pre-school Open Afternoon.	
m	MJ – Will there be any 2 year old children involved in the trial move? MJ – would not be happy to see the Quiet Room “chopped up” KR confirmed that it won’t be. MB suggested that ‘sleep’ time may be in the FSU (Devon Lady). BE recommended partitioning off a sleeping area in the FSU, not the Quiet Room. MJ suggested that the Quiet Room should be ruled out of this proposal at the present time.	

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	LDB requested that MK, JC, DR & CS leave the meeting at this point as governors were starting to talk about staffing of the FSU.	
n	<p>LDB reminded the FGB that the pre-school budget is in a deficit, and that it is the governors' liability, not school. LDB advised that finance officer stated it's illegal for school fund to 'bail' pre-school out.</p> <p>LP recommended that pre-school numbers need to increase before 08:00-17:00 provision can be offered as additional staff costs are not affordable. A discussion on staffing and financial viability ensued. KR advised that the pre-school had made a profit previously, but there had been considerable expenses incurred in the past year with the erection of the yurt etc. After some discussion it was agreed that current pre-school staff can be used to cover the extended sessions, using currently contracted hours to keep any additional hours to a minimum for budgetary reasons.</p> <p>Further discussions ensued regarding extended hours and staffing. Governors agreed that pre-school hours should reflect the extended provision provided by B&T Club – therefore the provision should run from 08:00 to 17:30 – a pricing re-structure was suggested. It was unanimously approved that 'charged for' hours in pre-school by rounded up to:</p> <p>£4.00 per hour (3/4 yr olds – those entitled to 3yr old EY funding) £5.00 per hour (2/3 yr olds)</p> <p>These hourly rates to cover the 08:00-17:30 pre-school provision for all 'charged for' hours.</p>	
o	PROPOSAL 1 – SWAP PRE-SCHOOL AND CLASS 1 AS SOON AS POSSIBLE (TRIAL)	
	Proposed by KR, seconded MB. Govs to visit before half term, monitor/report to FGB via email and the report template within Dropbox	All gov's By 26/05/17
	To be discussed fully at next meeting of FGB in July and decision made regarding whether to A – make the swap permanent B – investigate increasing age range of the school by going to consultation in the future.	All gov's 12/07/17
	JG – Parents will need to be informed and reassured ASAP. KR to prepare email for Parentmail & information for the newsletter – Pre-school, Class R & Class 1 parents priority	KR By 04/05/17
p	PROPOSAL 2 – EXTEND PRE-SCHOOL HOURS TO 08:00-17:30 FROM SEPT 2017	
	Proposed by BO'D, seconded BE Existing staff to be used on current contracted hours to cover the extended times. Charged for hourly rates to be £4/hr & £5/hr respectively	
	LP – Letters to be sent to Pre-school parents (for Sept 2017) offering 08:00-17:30.	KR summer term
q	PROPOSAL 3 – PRICING STRUCTURE OF B&T CLUB FROM JUNE 2017 (AFTER HALF TERM)	
	Current pricing and sessions of B&T Club were discussed. KR proposed, MB seconded dropping the 08:30 & 16:30 session times / fees. Mornings – 08:00 onwards £2.50 (breakfast served 08:00-08:30) Afternoons – 17:30 collection £5.00 £4.00 sibling (tea served 17:00-17:30) Sibling at club – 16:00 collection £2.00	
r	PROPOSAL 4 – PRE-SCHOOL PTFA CREATION	
	BO'D Proposed that the pre-school creates a PTFA to assist with fundraising for fund G122.	LP/BO'D to speak to pre-school staff - ASAP
	All proposals unanimously approved by the FGB.	
s	LP – What are the costs of covering the proposed KS1 unit and how will it be funded? KR advised that a covering similar what currently exists outside class 1 (done by the caretaker) – clear Perspex roof and sides. To be classed as DIY. To be paid for from 'Repairs' cost centre. KR anticipates costs to amount to £300-£500.	KR Caretaker ASAP

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12	DATE & TIME OF NEXT MEETING	
	12 th July 2017 – 15:45	

There being no further business, the meeting was declared closed at 09:50.

Signed as true: _____
(Chair of Governing Body)

Date: _____

ACTION PLAN

<u>Ref:</u>	<u>Action:</u>	<u>Who:</u>	<u>By When:</u>	<u>Date completed:</u>
3f	Contact electrician	LDB	ASAP	03/05/2017
3o	Monitor Pre-school/Class 1 swap	All governors	26/05/2017	
3o	Discussion/Decision at FGB	All governors	12/07/2017	
3o	Inform parents swap	KR	04/05/2017	
3p	Inform parents extended pre-school hours	KR / pre-school staff	Summer term	
3r	Arrange creation of Pre-school PTFA	LP/BO'D	ASAP	
3s	Arrange covering of area for KS1 unit	KR	ASAP	

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