



**Minutes of Ace Centre Nursery School Extraordinary Governing Body
Meeting
held on Tuesday 30th March 2019 at the Centre**

Present:

Helen Ruff (HR) - Headteacher
 Kate Barlow (KB) – Co-Opted Governor (**Chair**)
 David Quick (DQ) – Co-opted Governor (**Vice-Chair**)
 Rebecca Macrae (RM) –Parent Governor
 Mike Cahill (MC) – Co-Opted Governor
 Laetisia Carter (LC) –Parent Governor (arrived 19.40)

Apologies:

Georgia Mazower (GM) – Co-opted Governor
 Eve Coles (EC) - Associate Governor

Absent:

In Attendance:

Lexy Tuckwell (LT) – Associate Member

The meeting started at 7.00pm.

The meeting was quorate

Item	Discussion	Action/Outcome
1.	<p>Welcome and Apologies</p> <p>KB welcomed all to the meeting. Apologies were received and accepted from those governors listed above.</p>	
2.	<p>Staffing Strategy</p> <p>Staff have been briefed about the restructure and they have been invited to the meeting but none wish to come.</p> <p>Staff were told on 1st day of term and Helen spoke with them immediately after. She spoke further on Wednesday and then she made herself available yesterday. Spoke to all staff yesterday and discussed their feelings, positions and concerns</p> <p>Aim of today is to agree whether or not we're going ahead with the consultation. (Following procedure laid down by HR)</p> <p>HR reprised her document. We've been going through an unprecedented period of change, notably relating to funding,</p>	

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closure of the Family Centre and the introduction of 30 hours provision.
We have wanted to let changes settle down before going through a review of staffing. Changes that have occurred around the N/S funding formula and the closure of the Family Centre have created a deficit and it's our duty as leadership team and governing body to reduce this deficit.

The current staffing structure is not sufficiently resilient and doesn't allow for long term strategy e.g. succession planning. OFSTED commented on this at our last inspection and tasked the governing body with finding solutions. We need to be mindful that leadership is key to our teaching school status too. Grandpont lost their status as a teaching school because their leadership changed and they didn't have a succession plan. DfE has allowed schools with a plan to run for a year with new leader and they have then gone on to maintain TS designation.

One of the main problems we are facing has been reduction of qualified teacher posts. In the past we had 2 FTE teachers and this reduced in stages to 1.4 teachers. The 0.4 has been filled by a TA working as a teacher. The pressures on the staff have grown since we lost the bigger team provided by the Family Centre. This has increased the social care demands for HR and LT and there is a growing number of families with needs. Additionally, the social care agenda has grown rapidly.

The proposed restructure covers the TA posts. We are planning to reinstate an FTE 2nd teacher. This second teacher will contribute to the school's leadership and contribute to planning, pedagogy etc.. It is important to note that we must have a QTS on site at all times, which can be difficult if HR and LT both need to be out at the same time. The holder of the proposed post must be someone who can disseminate EYS pedagogy. The plan removes the need for the 0.4 teaching contract beyond the end of August.

We have many children attending for 30 hours, rather than 15. Upper salary limit on Grade 6 posts has increased so the difference between a TA and an NQT is only £1700. Morning sessions were traditionally busier than afternoons but this has changed with 30 hours. We need to change the TA hours to address this.

The proposed structure:

F/t term time TA post is unchanged.

One morning term time TA is also unchanged.

We will remove one of the morning TA posts and replace it with an Afternoon term time TA.

Remove the year round f/t TA post. This is tied to our close relationship with day care but it is our most expensive post. We

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will direct funding into the term time core offer. The post will become more expensive from this month due to the increase in Grade 6 salaries.

MC – what’s the relationship between the school and the charity?
HR – N/S day is 8.50-3.30. Some children require lunchtime cover (£5 charge – managed by NS staff). Some come from 8:00-18.00 and the wrap around hours are covered by charity staff and they receive the income from this. The holiday Playscheme is operated by the charity but the children have continuity. James Corfield works for the charity and has the overview of the 3-5 year olds and he is the familiar face to children in the holidays. In the past, N/S also provided a year-round post but now we feel that the investment in the teacher post will be a greater contribution to the schools’ future development and resilience. We think we can make it work better by doing things differently.

This is the end of the 2nd year of the 30 hours scheme and we’ve seen a far more even split between the morning and afternoon sessions than we anticipated with 20 children staying for lunch each day at present (our busiest term).

HR has had feedback from all the staff in favour of having a 2nd teacher. All recognise the need. They have all had 1-2-1 sessions on the day that the staffing review was announced and yesterday. HR has reassured everyone who is feeling uncertain. No one has come forward with alternative structures. There have also been comments from all that they are not surprised that there’s a need and they have all acknowledged that financial pressures have played a big part in driving change.

The current staffing structure makes it difficult to have SLT meetings and difficult for LT to fulfil all her requirements as SENCO, without intruding far beyond normal working hours. The team has worked incredibly hard and they have all done a good job during this difficult time. We recognise that they have all made an excellent contribution to the school.

Human Resources have advised HR that we have some flexibility over compensation for loss of role but they also recommended that we should make a redundancy payment for the P/T teacher role if we can manage financially. HR talked to KB & DQ and we have agreed that we will offer severance pay if this person does not go forward with the F/T teacher role. She made a huge contribution to the school by stepping up during a difficult period and we would like to acknowledge this.

HR asked 2 questions:
Do we go ahead with a consultation?
Do we go forward with the proposed structure?

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	<p>Proposed by HR, seconded by KB. Unanimously carried.</p> <p>HR will open the formal consultation period with staff tomorrow. It closes on 5th June (4 weeks but we don't count half term). Then we will hold another EGM.</p> <p>Teacher post is being advertised this week. We are expecting internal and external applicants. We need a robust selection process. Aim to interview for teacher post w/c 20th May.</p> <p>Governors asked about concerns. DQ reiterated need to follow correct procedures. HR is in close contact with Human Resources and ensure that we do everything in the correct order. It seems to be logically correct for our internal candidates.</p> <p>LC arrived. Asked if the restructure has been imposed or is of our choosing. HR reiterated the benefits of the proposed strategy and the logic behind it. LT talked about the productivity benefits and better outcomes that come from having 2 QTS working together on the creative aspects delivers greater outcomes which benefit the entire team.</p> <p>KB reminded everyone about the importance of governors remaining neutral and keeping focused on the strategy. She explained that we will need governor support to implement the strategy so everyone needs to avoid getting personally involved.</p> <p>HR reiterated her feeling that this is an optimistic step forward to creating a better model for the future of the school. She acknowledged the impact on individuals and restated the difficulty this creates for people. It is not what we want but, for the N/S, it is right to look to the future.</p> <p>Next steps HR will open the consultation period on 1st May.</p> <p>Governors role is strategic. LT is at a distance. Staff know that HR is the point of contact.</p> <p>LT reiterated how impressed she is with how measured everyone's responses to the change have been.</p>	
	<p>Future Meetings:</p> <ul style="list-style-type: none"> • EGB – 6th June 2019 • FGB – 13th May 2019 • FGB – 10th July 2019 – new date agreed 	

The meeting finished at 8.05pm.

Signed (by Chair):



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(KB/13.05.2019)

APPROVED

Signed (by Chair):

A handwritten signature in black ink, appearing to read 'A. Barber', is written over the 'Signed (by Chair):' label.

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