

**MINUTES OF A MEETING OF THE FEDERATED ALLIANCE OF NURSERY SCHOOLS
(CHURCH HILL AND LOW HALL NURSERY SCHOOLS) HELD ON FRIDAY 13
OCTOBER 2023 AT 1.00 P.M. AT THE SCHOOL AND VIRTUALLY**

Present: Mark Brown(Chair)-Co-opted Governor (MB)

Co-opted Governor
Pauline France (PF)

Executive Head Teacher
Helen Currie (HC)

Clerk to the Governors: Caroline Russell

Also present: Hasina Rashid, Federation Business Manager (HR)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.2.2.	Drainage at CHNS: HR to contact AFS if another overflow.	HR	Ongoing
6.1.2.	Building Maintenance at LHNS: Actions noted per minute	HC/FPP/FGB	Ongoing
7.3.	Disabled Toilet Skylight: HR to action.	HR	Ongoing
8	(i)Health and Safety Accident Reporting: HR to email re LHNS (ii) Fire Risk Assessment and Emergency Plan: Actions per minute	HR HR	Ongoing Ongoing
9	Safeguarding Report: Actions per minute.	MB/HC/PF	Ongoing
13	Date and Time of Next Meeting: Friday 2 February 2024-9.30 a.m.-Virtual. Draft agenda items per minute	All to note. School/ Governor Services to action	02/02/2024

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1. Welcome: All were welcomed to the meeting.

1.2. Apologies for Absence: There were none.

1.3. Quorum: The meeting was quorate with 3 governors present.

2. DECLARATIONS OF INTEREST

There were no declarations of interest in any of the following agenda items.

3. ELECTION OF CHAIR AND VICE CHAIR OF THE COMMITTEE FOR THE CURRENT ACADEMIC YEAR (ELECTIONS CONDUCTED BY CLERK)

- 3.1. Election of Chair of Committee for the Current Academic Year: Mark Brown was elected unanimously. (Proposed by Pauline France and seconded by Helen Currie).
- 3.2. Election of Vice Chair of Committee for the Current Academic Year: Katy Thompson was elected unanimously. (Proposed by Pauline France and seconded by Helen Currie).

4. **COMMITTEE TERMS OF REFERENCE**

These were readopted as continuing to reflect the current remit of the committee.

5. **MINUTES**

- 5.1. Minutes of the Last Meeting Held on 23-06-2023: These were received and accepted, considered signed.

5.2. Matters Arising

- 5.2.1. Installation of Solar Panels with Walthamstow School for Girls: HC indicated that had received no further information and that installation at LHNS would not be possible due to the design of the roof. Possibly, an underground heat source pump would be cost saving but there is currently no funding for this.
- 5.2.2. Drainage Survey at CHNS Garden: This has been forwarded to AFS (LBWF asset manager) with no response. Tree roots are blocking the drainage with potential risk of collapse.
ACTION: HR to contact AFS if there is another overflow.
- 5.2.3. Holes in Garden: These have been repaired with clay.
- 5.2.4. Survey and Plans for Garden Refurbishment-HC: It was noted that this is needed because there are trip hazards (filled with wood chippings) and to consider how to replant the garden to be more sustainable in a warming climate. There is work ongoing with a former head teacher, now a garden designer noting that the current pond needs to be cover or relocated in order to be safer for use of the garden by 2 year olds.
- 5.2.5. Emergency Lighting: These are working but need to be testing regularly by a site services officer. An advert has been placed (deadline for applications after ½ term with a Campions quote sought for installation on both sites).
- 5.2.6. PF Link Governor Visit: PF reported that she will arrange a date and proposed that Finance, Pay and Personnel Committee set a date to consider head teacher performance management arrangements, supervision and well being and curriculum filtering and monitoring.

6. **BUILDING MAINTENANCE REPORTS**

6.1. **Church Hill Nursery School:**

Art Area Sink: This was replaced during the summer holidays with a stand alone sink with a work top to be installed.

Acoustics in Dining Room: Cloud shaped acoustic panels have been purchased for installation during the October ½ term period.

Grounds Maintenance: Trees and leaves have contributed to a roof leak with regular maintenance needed by a site services officer.

Wasp Nest: This was removed during the summer holiday period.

Offer of 2 Year Old Provision: The premises implications of this need to be considered.

Site Services Officer Post: This has been advertised with HC declaring a connection to a potential applicant. If appointment is not successful additional hours worked by an SSO at another local school could be considered.

6.1.2 **Low Hall Nursery School:**

Summer Building Works: These were successful with use of capital funding and LBWF paying for heating. Works completed including fencing of the Ferguson Centre, HT has gardened the site, creation of a new lobby area by removal of a Stock cupboard and reorganisation elsewhere to create more space, a new fire exit, relocation of server (ventilation work is outstanding)). The sloping floor is an issue so will slope to the doorway and new furniture is to be purchased and new doors have been fitted and fobbed.

LBWF's Evolve were given information regarding heating work needed with new heaters fitted which leaked. These have now been checked with partial repairs made and a rehumidifier fitted. New radiators, boxing and carpet tiles are to be installed but with a complaint to be made if satisfactory outcomes are not completed at half term given the disruption to the School at the start of term and that there will be School closure if a minimum temperature is not achieved. A response from RM and a call from TB were noted.

ACTION:

-FPP and FGB to consider further with a formal letter of concern or complaint to be made given the impact on staff well being and curriculum delivery. It was noted that multiple works have a cost in themselves compared to adequate completion of work in the first place.

-HC to send a holding email to RM noting that the basic issue is the long-term lack of investment in LHNS since its construction in the 1970s.

Pathway Lighting: This has been fitted.

Front Gate: This won't close because shrub removal is needed. The site needs to be capable of being secured given past history of incursion.

7. ASSET MANAGEMENT AND IMPROVEMENT PLAN

7.1. There have been no new additions.

7.2. LHNS:

-Works are outstanding re lobby, redecorations and replacement doors are now complete. LBWF are to fund window repairs.

-Playground Safety/Surfacing and Drainage: This is a slip hazard and is costly to rectify. Regular cleaning and treatment is needed by a site services officer.

-Proposed works from feasibility study: There is a deteriorating crack to the boundary wall. Regular maintenance and redecoration is needed subject to funding but no further transfers from CHNS reserves can be justified at present.

Q. Capital Funding? A. This has not yet been paid for 2023/4. £4,000 is expected but possibly affected by DFE budget miscalculations. There is no match funding provision this year.

7.3. CHNS:

-Nursery and Double Doors: These need replacing with windows as other windows are available.

-Space for 2 Year Olds: Room lay out needs to be reviewed with sleeping space provided (priority).

-Drainage: This is an ongoing issue.

-Dining Area Partition Walls and Ventilation Works: These have been done.

-Disabled Toilet Skylight:

ACTION: HR.

8. HEALTH AND SAFETY

8.1. Accident Reports

CHNS: Guidance to staff needed re what constitutes a head injury. Outdoor accidents have increased over the summer period.

LHNS:

ACTION: HR to email LHNS report.

8.2. Fire Risk Assessment and Emergency Plan

LBWF check is due next year (2024). LHNS risks were addressed by LBWF prior building works. Additional storage will be created if possible, staff need fire marshal training, fixed wire testing is due in the next 2 years, fire door sills works are complete and the staff room door has been replaced.

ACTIONS:

-HR to source revised fire evacuation plan reflecting the layout of the refurbished building.

-Fire drills in both schools are needed with alternative routes used for evacuation front and back.

-Boiler room checks-HR to check with LBWF,

-Training has been organised, storage of log book to be confirmed.

9. SAFEGUARDING REPORT

MB will visit in November.

ACTIONS:

-MB/HC to liaise including re gardening.

-PF to do training on 31/10/2023 and send link to MB.

10. 5 PILLARS OF WELL-BEING AND STRESS MANAGEMENT POLICY AND PRACTICE

-Information was received. **Q.** Any support we can offer? **A.** How to approach LBWF re heating works and there is a need to consider staff supervision. Audit of both Schools has been deferred re SBM workload. LHNS is stressful to manage given lack of funding which could potentially be an issue with CHNS as well. Maintenance of the schools has been neglected because they are considered to be outside of the schools' bloc.

-HC noted that GK had suggested hard federation with a local primary school in difficulty with support to be given for the Early Years' curriculum. There is a need for a resourced provision to secure the future of both schools.

ACTION: FPP to discuss further.

11. GENERAL DATA PROTECTION REGULATION POLICY AND PRACTICE

This item was noted.

12. SUSTAINABILITY MATTERS

HC reported that there are Forest school and gardening projects at both schools. Funding applications are ongoing for the latter for both schools with a quote obtained for LED lighting as capable of generating long term utilities cost savings.

13. DATE AND TIME OF NEXT MEETING AND DRAFT AGENDA ITEMS

13.1. Date and Time of Next Meeting:

-Friday 2 February 2023-9.30 a.m.-Virtual.

13.2. Draft Agenda Items

- Welcome/Apologies for absence/Quorum.
- Declarations of interest.
- Minutes and matters arising from the last meeting held on 13/10/2023.
- Building Maintenance Reports:
 - Church Hill Nursery School.
 - Low Hall Nursery School.
- Asset Management and Improvement Plan.
- Health and Safety:
 - Accident reports.
 - Fire Safety.
 - Safeguarding.
- Well-Being and Stress Management Policy and Practice.
- GDPR
- Sustainability
- Date and Time of Next Meeting + draft agenda items.
- Any Other Business/Confidential Items.

14. **ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

There was none.

The meeting closed at 2.45 p.m.