

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY (FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS) HELD
ON WEDNESDAY 10 MAY 2023 AT 6PM VIRTUALLY**

Present: Pauline France (In the Chair to 7.40 p.m.)
Abrar Malik (Chair from 7.40 p.m.)

Co-opted Governor

Paula Vaz Cudna
Mark Brown

Sally Davey

Head Teacher

Helen Currie

Parent Governors

Aalia Chaudhary
Katy Thompson (to 7pm)

Staff Governor

Lindsay Read

Also in Attendance: Hasina Rashid, Associate Member (Non-Voting) and School Business Manager (from 6.35 pm to 8pm)

Clerk to the Governors: Ms Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1.	Declarations of Pecuniary Interest on GovernorHub: All reminded to review and update if necessary	All	Ongoing
4.3.	DBS Check: Paula to email number to school to forward to Gov Services to update records.	Paula/School /GS	As soon as possible
5	Minutes of 31-01-2023: (i)GS asked to correct spelling of names (Paula and Lindsay) and AM to sign asap. (ii)Children’s Learning and Development Committee: SD to email school re SEND offer and schedule committee meeting this term.	GS/AM SD	Ongoing Ongoing
6	Financial Risk Register: Committee Reps +HC/HR to meet in June to devise.	Committee reps/HC/HR	June 2023
7	Finance: (i)2022/23 outturn figures ratified. 2023/24 budgets proposed noted. HR to forward	HR/LA	Ongoing

	documentation to LA for consideration at SFFC meeting. (ii)Governor Services SLA: Agreed at current level including appointment of clerk to GB. (iii)School Fund Audit: HR to present to FPP Committee	GS to note.	Ongoing
10	Link Governor Visits: HC to circulate possible dates.	HC/Govs	Ongoing
16	Dates and Times of Future Meetings: (i)FPP Committee: 04/10-5.30 p.m.Virtual. (ii) FGB 18/10 6pm-Virtual (iii)Schedule of Meetings for 2023/24: GS asked to devise and send to HC	All to note. School/GS to action	Ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by PF.

1.2. Quorum

The meeting was quorate with 6/7 governors present (quorate throughout).

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

-These were noted re a staff matter.

3. DECLARATIONS OF INTEREST

3.1. Declarations of Pecuniary Interest on GovernorHub

ACTION: All were reminded to review and update these if necessary help contacting VK if help needed to access GovernorHub.

3.2 Declarations of Interest in the Current Agenda Items

There were no declarations of interest in the current agenda items. HC noted that a gate had recently been repainted by a contact of hers on grounds of urgency.

4. GOVERNING BOARD

4.1. Governing Board Membership

It was noted that there are no current vacancies and that Lindsay Read's current term of office ends on 15/10/2023.

4.2. Disqualification due to Non-Attendance

This was noted without action.

4.3. Disclosure and Barring Service Checks

ACTION: Paula to forward DBS enhanced check number to school to advise GS and update records.

4.4. Instrument of Government and GB Succession Plan

These have been recently reviewed by PF/MB/HC/AM with activities analysed term by term.

5. MINUTES

5.1. Minutes of the Governing Board Meeting Held on 31-01-2023

These were received and accepted relating to the Governing Board meeting held on 31 January 2023 and finance and premises committee reports relating to the spring term.

ACTION: Gov Services asked to correct spelling of names (Paula, Lindsay) and AM to sign as soon as possible.

5.2. Matters Arising

5.2.1. Skills Audit Link: This has been actioned.

5.2.2. Contact Made with PVC and Update of GS Records: This has been actioned.

5.2.3. Committee Membership of Children's Learning and Development Committee
This has been actioned.

5.2.4. Draft Annual Governance Statement: PD is drafting this.

5.2.5. Heating System and Windows

A feasibility study is being done for works over the summer holiday period.

5.2.6. Safeguarding Training: MB to report.

5.3. Committee Minutes/Reports

5.3.1. Finance Pay and Personnel Committee: PF chaired. Minutes were received and matters arising considered. Requirements relating to the Schools' Financial Value Standard Return (SFVS) have been completed on time.

5.3.2. Premises Committee: MB reported with no matters arising specifically to report to FGB. HC noted that an asbestos inspection is due with 2 weeks' notice given, the LA to attend. HC is the responsible person and meeting the school's duty of care. There is regular contact with the LA and paperwork is up to date. There are regular inspections, the condition of the asbestos is known and there is a management plan for it. There is capital income to spend which will be used to address a drainage issue at CHNS.

5.3.3. Children's Learning and Development Committee: SD noted that she had visited the Schools and conducted a special educational needs and learning walk. It was noted that a SEND report and details of the SEND offer is needed from each school.

ACTION: SD to email HC/LR to arrange and schedule a summer term meeting.

6. FINANCIAL RISK REGISTER

6.1. PF noted that this was a standing item for governing bodies and that an LA template had been sent but this did not capture inter-related issues of curriculum, premises and finance.

ACTION: Meeting of committee reps+ HC/HR in June to do a financial risk analysis to take to School Facing Financial Challenge meetings.

7. FINANCE-HR SCREENSHARED AND PRESENTED

7.1. Ratification of Budget Outturn 2022/23

7.1.1. **Church Hill Nursery School:** It was noted that there was a c/f £37,646 deficit funded from a carry forward of £162,211. Cash flow is satisfactory with day care historically subsidising the school budget. Income in year has increased but there is a shortfall in pupil numbers affecting income. Works have now been completed so it is hoped to increase numbers with admin systems revised. There has been £60,000 support for LHNS with a Head Teacher recharge yet to be deducted (40% of costs

based on pro rata of pupil numbers). The in year deficit is largely related to staff costs (pay awards part funded) including absence and supply cover. Additional capital funding has been allocated for energy efficiency work which can be carried forward for 2 years. There is a predicted closing balance of £13,000. The long term issue is inadequate funding to run 2 nursery schools legally.

- 7.1.2. **Low Hall Nursery School:** There is a carry forward deficit of £53,895 which is reduced on the previous year so SFFC meetings with the LA continue. There is a cumulative deficit of £197,553 but day care income has increased. There has been expenditure on architects' fees to try to remodel the School to increase its visibility in the community. Cash flow is funded by capital. A carry forward capital balance of £35,000 is to be spent this year. It was noted that there have been significant increases in energy, resources and pension contribution costs. The predicted closing deficit is £49,157. It was **AGREED** to ratify the 2022/23 budget outturn figures as reported.

7.2. School Budget Share Income and Expenditure 2023/24

- 7.2.1. Church Hill Nursery School: 2 year old provision is a loss leader with the daily rate delegated insufficient. Following a resignation a member of staff will be transferred from CHNS to LHNS to contain costs and equalise ratios. 4 paid places pm will be offered with the future introduction of 30 hours free early educational entitlement for 2 year olds noted.

Base rate funding is expected to rise to £8 (5% top slice likely) but £9.50 per hour is needed for break even on costs. There is a predicted in year deficit of £8,548 due to increased teacher and support staff costs. Contracts are being reviewed to reduced costs. **Q.** Why is there a difference in staff ratios between CHNS and LHNS? **A.** Layout of buildings and maintenance of quality of provision.

It was **AGREED** to ratify the budget with the in year deficit to be funded from the cumulative carry forward. Concern was expressed about the reduction in provision for low income families at LHNS with 2 year old FEEE places likely to be limited for financial reasons.

- 7.2.2. Low Hall Nursery School 2023/4: There is a predicted in year deficit of £42,693 following some increase in funding. A holiday play scheme could be restarted as a possible income source for 2/3 weeks following significant increases in costs. **ACTION:** HR to forward documentation to LA for use at SFFC meeting.

7.3. School Fund Audit

ACTION: This is now on the school's financial system and will be presented BT HR to the finance, pay and personnel committee.

7.4. Review of Business Continuity Plan

This was reviewed in the autumn term.

7.5. Review of Asset Register and Asset Disposals

This was reviewed by premises committee and will be reviewed again next term.

8. HEAD TEACHERS' REPORT-HC PRESENTED, REPORT PRIOR E-CIRCULATED

8.1. Curriculum Goals

These have now been published in book format.

8.2. Termly Reports to Parents

These have been received positively and will support statutory annual report writing.

- 8.3. Special Educational Needs and Disability Inclusion Quality Mark
This is in progress with collaborative work with Rowland Hill Nursery.
- 8.4. Play Together Learn Together
This has been a collaborative project with LBWF to support families with children not in nurseries. Good practice has been shared and it generates income for the schools.
- 8.5. Development of Creative Practices including INSET Training
This was noted.
- 8.6. Charitable Funding for Artists with West Walthamstow Federation
This was noted.
- 8.7. Development of Forest School Provision
LR is completing training and there is work with Walthamstow School for Girls re this. Training has been financed by early years pupil premium funding with an area identified on site for this + a half termly visit out. Capital funding will be used to develop the site and also to mask the Ferguson Centre car park area at LHNS> 4 parents have helped to dig out the pond.
- 8.8. Cultural Capital Offer
This was noted re share of toys and SEND bag for low income families.
- 8.9. Statement re Equalities Objectives
This has been circulated.
- 8.10. Active Goals and Walking to School Days
This was noted.
- 8.11. Learning Walk with Lorraine Manford, School Improvement Partner
This was noted.
- 8.12. Staff Assessment and INSET Days Proposals
These were noted.
- 9. SPECIAL EDUCATIONAL NEEDS AND DISABILITY INFORMATION REPORT**
SD noted that she had done an SEND walk and reported on GovernorHub + will report back to CLD committee.
- 10. LINK GOVERNOR REPORTS**
- 10.1. Safeguarding Link Governor Visit:
MB reported that he had conducted a walk with HC in March at LHNS which has included asbestos. There have been no hospital visits and the Single Central Record has been checked (satisfactory). MB proposed expenditure on 'green screens' to screen the car park and bins.
- 10.2. Link Governor Visits and Learning Walks: All governors are encouraged to visit the schools.
ACTION: HC to circulate possible dates.
- 11. GOVERNOR TRAINING**
- 11.1. Safeguarding Training: MB noted that he had completed this recently and SD stated that she had undertaken this at work. AC has booked safeguarding training in June.

12. **CHAIR'S ACTION:** This was noted to authorise school closures related to severe weather and strikes/industrial actions.
13. **DRAFT ANNUAL GOVERNANCE STATEMENT**
PF is updating this.
14. **AUDIT OF SCHOOL WEBSITE**
This was noted. AM/PF/SD and HC have reviewed this and it has been recently updated.
15. **SCHOOL TERM DATES**
LBWF school term dates were noted and approved. Re staff INSET days these will be used to retrain staff in paediatric 1st Aid on 8 and 9 January 2024. There will be 3 INSET days on 4,5 and 6 September to include statutory food hygiene training, safeguarding refresher, creativity, assessment and 30 hour FEEE provision for 2 year olds.
16. **DATES AND TIMES OF FUTURE MEETINGS**
 - 16.1. **Finance, Pay and Personnel Committee:** 04/10/2023-5.30p.m-Virtual.
Full Governing Board: 18/10/2023-6pm-Virtual. Agenda items will be considered by AM/PF using last years' template as a guide.
 - 16.2. Schedule of Meeting Dates for the Academic Year 2023/24
ACTION: VK asked to devise and advise HC.
 - 16.3. LA Governors' Briefing: This will be held on Wednesday 24 May 2023 at 6pm-Virtual.
17. **ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**
 - 17.1. Confidential Mins/Reports to FPP Committee
These were noted and **AGREED.**

The meeting closed at 8.40 p.m.