

**MINUTES OF A MEETING OF THE PREMISES COMMITTEE OF THE GOVERNING BODY OF THE FEDERATED ALLIANCE OF NURSERY SCHOOLS (FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS) HELD ON FRIDAY 23 JUNE 2023 AT 1.00 P.M. VIRTUALLY AND AT THE SCHOOL**

Present: Mark Brown(Chair)-Co-opted Governor (MB)  
Helen Currie-Head Teacher Governor (HC)  
Pauline France-Local Authority Governor (PF)  
Katy Thompson-Parent Governor (KT)

Also in Attendance:Hasina Rashid, Federation Business Manager and Associate Governor

Clerk to the Governors: Ms Caroline Russell

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
3.2.2	Drainage CHNS: HR re insurance and full survey.	HR	Ongoing
3.2.13	Accident in Garden re Holes not Filled: HR to consider subject to finance.	HR	As soon as possible
3.2.14	Emergency Lighting Testing Training: HR to arrange.	HR	Ongoing
5.2	Link Governor Visit: PF to arrange.	PF	Summer term.
5.5	Solar Panel Installation: HC to liaise with Walthamstow School for Girls.	HC	Ongoing
11	Date and Time of Next Meeting: Friday 13 October 2023-1pm-Virtual. Draft agenda items per minute.	School/GS to action	13/10/2023.

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

All were welcomed to the meeting by the chair.

1.2. Quorum

The meeting was quorate with 4 governors present.

**2. DECLARATIONS OF INTEREST**

2.1 Declarations of Interest in the Current Agenda Items

A declaration of interest was made by Katy Thompson as ward councillor for the Low Hall area.

**3. MINUTES**

3.1. Minutes of the Last Meeting Held on 24 February 2023

These were received and accepted. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

3.2. Matters Arising

3.2.1. Low Hall Nursery School Redecoration

This is largely complete but with further work planned re the creative room.

3.2.2. Drainage Church Hill Nursery School

This is an ongoing problem, exacerbated by recent downpours when water rises into lobby carpets with drainage in the walkway also a problem.

**ACTION:**

-HR re insurance claim and full drainage survey to find obstruction when school is closed.

3.2.3. Health and Safety Audit

This has been conducted at LHNS and was helpful. Workplace assessments including eye tests have been completed with regularly employed staff.

3.2.4. Gas Safety Certificate

This has been updated for both schools.

3.2.5. 5 Year Fixed Electrical Safety Test

This is not yet due.

3.2.6. New Access Control Panels

This has been installed at LHNS.

3.2.7. Air Conditioning

This has been serviced.

3.2.8. CCTV Fire and Alarm

This has been updated and is provided by SLG for both schools. Contact details are managed by Apollo who hold a set of keys and attend and report on any callouts.

3.2.9. Heating Upgrade

Work is to be done to upgrade heating and windows at LHNS during the summer. A full condition survey has been commissioned by LBWF for eligibility for DFE capital funding. Replacement doors and windows are also to be provided to make a 2 year old room and will be Disability Discrimination Act compliant. At CHNS glazed doors are not operational so a quote has been obtained and may be replaced by 1 door and 1 window to aid traffic flow and insulation.

3.2.10. Ferguson Centre

A feasibility study was recently conducted for use for Adult Learning but with a planning application rejected.

3.2.11. Lighting Protection

Works have been done with a quote obtained for £520 for fault repair.

3.2.12. Picnic Bench

This has not yet been replaced with a skip needed.

3.2.13 Accident in Garden re Holes not Filled

**ACTION:** HR to consider subject to finance.

3.2.14. Emergency Lighting

There is no site services officer to test this so training to be arranged through Walthamstow West Partnership/electrical maintenance contractor.

**ACTION:** HR to arrange.

3.2.15. LHNS Canopy

This needs replacement.

**4. FEASIBILITY STUDY FOR DEVELOPMENT OF LHNS PREMISES FOR SUSTAINABILITY FOR FIT FOR PURPOSE**

4.1. HC has circulated this to PF and KB for reference it being proposed to use capital funding in phases:

-Creation of garden adjacent to car park, potting shed removed and screen fencing (may create a cash flow issue for LHNS).

-Long walkway from Low Hall Lane and garden to be refurbished as a Forest School area. Parents have been very positive with formal opening proposed coinciding with a staff departure.

-Pond area has been cordoned off.

-A purchase order waiver was approved for works above (tried to obtain 2 quotes locally but not successful re builder availability, reliability and best value) so will use a contractor known to the School.

**5. HEALTH AND SAFETY**

5.1. Accident Reporting for 3 Year Olds at CHNS and LHNS

HR will email details but noted an increase in outdoor accidents with better weather, new starters with high needs and greater use of garden area. Head injuries have reduced since the autumn term.

5.2. Link Governor Visit

**ACTION:** PF to undertake with focus on stress and well being.

5.3. Safeguarding and Manual Handling Staff Training

This has been undertaken.

5.4. Food and Hygiene Inspection

HC noted that there is no legal requirement to renew but this will be updated for key personnel re food temperatures and use of fridge.

5.5. Solar Panel Installation

**ACTION:** HC to liaise with Walthamstow School for Girls.

**6. SAFEGUARDING**

Minuted as confidential under separate cover.

**7. SCHOOL EVALUATION FORM/SCHOOL DEVELOPMENT PLAN AND OFSTED PREPARATION**

Minuted as confidential under separate cover.

**8. FEDERATION SUSTAINABILITY AND PREMISES FIT FOR THE FUTURE**

8.1. PF reported that the risk register has been updated re this issue. Before the next School Facing Financial Challenge meeting on 11/07/2023 this will be circulated. Financial risks arising from premises issues are covered with reference to budget

inadequacy and uncertainty regarding the future of the Ferguson Centre including the adjacent green land.

- 8.2. Future government plans re Free Universal Early Educational Entitlement may generate funding.
- 8.3. The meeting noted an increased in traffic volumes on Markhouse Road and Hoe Street due to the displacement effect of mini-Holland and traffic calming measures so green screens will be replant next academic year as a carbon soak.
- 8.4. Voluntary effort to refurbish and upgrade the pond was noted with appreciated and thanks to the parents concerned.
- 8.5. Heating upgrade works need to be completed before winter.

## **9. GENERAL DATA PROTECTION REGULATION**

HC noted that agreements have been received from WF and have been emailed to governors for information.

## **10. POLICY REVIEW**

MB has authorised a number of policies recently with none further currently outstanding for review.

## **11. DATE AND TIME OF NEXT MEETING**

11.1. This will be held on Friday 13 October 2023-1pm-Virtual.

### **11.2. Draft Agenda Items for Next Meeting**

- Welcome/Apologies for absence.
- Declarations of interest/quorum.
- Minutes and matters arising from the last meeting held on 23 June 2023.
- Termly Updates re Premises and Building Maintenance Matters:  
CHNS and LHNS.
- Health and Safety: Accidents and stress and well being.
- Safeguarding including KCSIE update 2023.
- Current premises matters re SEF/SDP/OFSTED.
- Federation sustainability and premises fit for future purpose.
- GDPR termly update.
- Policy review termly update.
- Date and time of spring term meeting.
- Any other business/confidential matters.

## **11. ANY OTHER BUSINESS**

### **11.1. Head Teacher Performance Management Review**

This will take place on 30/06/2023-10.30 a.m. (MB and PF) to be combined with a learning walk.

The meeting closed at 2.30 p.m.