

Premises cttee

**MINUTES OF A MEETING OF THE FEDERATED GOVERNING BODY OF CHURCH HILL  
AND LOW HALL NURSERY SCHOOL HELD ON THURSDAY 15 NOVEMBER 2018  
AT 9.30 A.M. AT LOW HALL NURSERY SCHOOL**

Present: Ms Sandra Campbell (Chair)-Co-opted Governor

**Local Authority Governor**  
Mrs Susan Peacham

**Head Teacher**  
Mrs Helen Currie

**Staff Governor (Teaching)**  
Ms Margaret Rees

Clerk to the Governors: Ms Caroline Russell

Also present: Mrs Hasina Rashid, Federation Business Manager

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.	Election of Chair and Vice-Chair of the Committee: Ms Campbell and Mrs Peacham were elected respectively.	All to note+ Governor Services	As soon as possible
4.2.5.	Maintenance of School Rolls: HC/HR to visit a federation elsewhere in December and then reconsider staffing/finance.	HC/HR	December 2018 and thereafter
3.3.	Committee Terms of Reference: Amend per minute	HC/PF	Ongoing
4.2.8.	Safeguarding Audits: SP to visit both sites including manning of front doors and closure of gates and report to CLD committee.	SP	As advised to FGB
4.2.9.	Vacancy for Co-opted Governors: Head Teacher to approach possible parent nominees.	HC	As soon as possible
5.	Premises Plan 2018/19 re Works to Low Hall Nursery School: Preferred AOC option to be presented to FPP Committee for consideration (agenda item) + SBM to identify funding if possible	All to note/ Governor Services re agenda item and SBM to identify funding if possible	Ongoing
8.2.	Sustainability Issues: PF asked to prioritise Action Plan issues for the next year	PF	Ongoing
9.	Safeguarding Issues: Sue Peacham to arrange to visit and review LA audit when available	SP	Dates as advised to FGB/cttee

Chair's Initials:

*SPC*

11.	General Emergency Plan: Use of plan to be reviewed at INSET sessions in January 2019.	HC	January 2019 and ongoing
12.3.2	Dishwasher Replacement: HR to consider/action	HR	Ongoing
13	Date and Time of Next Meeting: Thursday 7 March 2019-9.15 a.m.-Church Hill Nursery School +draft agenda items per minute	All + Governor Services to note	07-03-2019-9.15 a.m.-CHNS
14.1	Food Hygiene and Handling @ LHNS: SBM to action per minute.	HR	As soon as possible

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Ms Chloe Shrimpton.

1.3 Quorum

The Clerk confirmed that the meeting was quorate with 4 governors present.

1.4 Notice of Any Other Business/Confidential Items

There was none.

**2. DECLARATIONS OF INTEREST**

2.1. Standing Declarations of Interest

Standing declarations were made by Ms Campbell in relation to completion by spouse of minor building works in school and by Ms Rees in relation to personal connection with an architect (did not take part in the discussion at 5.1).

2.2 Declarations of Interest in Relation to Current Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting.

**3. ELECTION OF CHAIR AND VICE CHAIR OF THE COMMITTEE FOR THE CURRENT ACADEMIC YEAR**

3.1 Election of Chair of the Committee for the Academic Year 2018/2019

The Clerk welcomed nominations for the position of Chair of the committee. Mrs Helen Currie proposed that Ms Sandra Campbell be elected as Chair of committee for the 2018/2019 academic year, this was seconded by Mrs Sue Peacham. With no other nominations and no objections Ms Sandra Campbell was duly elected as Chair.

3.2 Election of Vice-Chair of the Committee for the Academic Year 2018/2019

The Clerk welcomed nominations for the position of Vice Chair of the committee. Mrs Helen Currie proposed that Mrs Sue Peacham be elected as vice chair of the committee for the 2018/2019 academic year, this was seconded by Ms Margaret Rees. With no other nominations and no objections Mrs Sue Peacham was duly elected as Vice Chair.

Chair's Initials:

3.3. Committee Terms of Reference

These were received and considered it being **AGREED** to readopt them for a further two years subject to deletion of references to separate 2 year old provision and Children's Centres.

**ACTION:** Head Teacher/Chair of Governors.

4. **MINUTES**

4.1 Minutes of the Last Committee Meeting Held on 21 June 2018

These were received by the committee and agreed to be an accurate record of the meeting. Ms Campbell signed a copy of the minutes for retention by the school for filing.

4.2. Matters Arising

4.2.1. Run, Hide, Tell Posters

These are in the office.

**ACTION:** Federation Business Manager.

4.2.2. Fire Door Signage

This has been completed.

4.2.3. Lock Down Practice

This will be simulated by adults on both sites at the next INSET day on 08/01/2019.

4.2.4. Abuse of Low Hall Nursery School/Ferguson Centre Car Park

It was noted that a meeting is to be held at Mission Grove Primary School on 20/11/2018 regarding crime and anti-social behaviour in the Markhouse/St James' Ward. (Places to be booked). Fencing has now been erected around the school which should prevent unauthorised entry to the site but the wall outside the school site on Low Hall Lane is still used as a gathering and drinking place. The School caretaker is now checking the area for litter regularly and locals have been updated regarding the change.

4.2.5. Maintenance of School Rolls

Numbers at Low Hall Nursery School have risen following Facebook/Twitter ads for the School and it is expected that the school will be full by January which is an improvement compared to last year. It is planned to visit a Nursery federation in LB Barnet to review various aspects of federation including financial sustainability. Circumstances are more difficult at Church Hill Nursery School where numbers have recently risen from 97 to 103 for a total capacity of 130. Demand for day care has reduced due to there being a number of other providers locally and some adjustment of working hours in order to meet childcare needs within the 30 hour free entitlement. 2 year old provision is full but there are pm vacancies for 3 and 4 year olds. A sustainability working party will meet to consider various issues including sustainability, security, health and safety and staffing. The latter will be reviewed regarding the number of staff needed on site in relation to the number of children on site. It was noted that 26% of the intake at Church Hill Nursery School may be considered to have special educational needs but ultimately the financial implications of this need to be manageable. Staff who have left have not been replaced and site services officer hours reduced.

**ACTION:** HC/HR to visit a federation in LB Barnet in December and then reconsider re staffing/finance.

4.2.6. Use of Capital Funding to Reorganise at Church Hill Nursery School

HR reported that quotes have been obtained regarding various works to reorganise

Chair's Initials:

*HC*

the school and administrative and support offices.

4.2.7. Mud Kitchen

Safety considerations have now been rectified following return to school of shards of hard matter found in soil in a child's pocket. HC stated that a borough contractor has agreed to provide wood chip free of charge to cover the area and make safe for the present and that the area is being cleared and tidied.

4.2.8. Safeguarding Audits

It was noted that the LA audit tool is still not live but will be used once it is.

**ACTION:** SP to visit both sites as reported to FGB to include manning of front doors and closure of gates.

4.2.9. Vacancy for Co-opted Governors

Recent co-option of Ms Davey and Mr Mills was noted. A number of parents will be approached regarding the remaining vacancies.

**ACTION:** HC.

4.2.10. Doors, Windows and Glazing at Low Hall Nursery School

This was considered elsewhere on the agenda.

5. **PREMISES PLAN 2018/19**

5.1. Consideration of Architects' Drawings

These were considered for works to Low Hall Nursery School with the recommendation that the AOC proposal be identified as the preferred option **AGREED** as best responding to criteria prioritised by the School regarding visibility, accessibility, sustainability, roof and lighting. The programme is phased and includes works to the lobby, provision of a separate kitchen and dayroom/dining, accessible toilet and changing area and 2 separate adult toilets. An itemised order of costs was noted for a total of £200,000, sub totalled per the prioritisation criteria outlined above.

5.2. Local Authority Condition Surveys and Education Funding Agency Visit

The former was noted with photographic evidence tabled illustrating the poor condition of doors, windows and glazing at the school. The EFA have also visited to inspect the site.

**ACTION:** Preferred AOC option identified for consideration by Finance, Pay and Personnel Committee +school business manager to try to identify funding (match funding or fully funded)

6. **HEALTH AND SAFETY ACTIONS**

6.1. Health and Safety Audit Reports and Pre Audit Compliance

The management of health and safety was commended at both schools with most areas evaluated at 80-90%. There was a 60% evaluation for working at heights with a fibre glass ladder recommended for changing light bulbs.

6.2. Actions Arising

Low Hall Nursery School

These include insurance written scheme of examination report, complete fire risk assessment actions including replacement of window glass at hatch to be more resistant in event of fire. Quotes have been agreed to complete the water risk assessment. Also, to ensure that the main car park gates and fire doors open automatically in event of fire (quote to be obtained) and a closer placed on the front gates. Actions were also identified re switches in cupboard, signage re roof and

water butts. The Site Services Officer checklist is to be updated with emergency access to the car park ensured.

- 6.3. Church Hill Nursery School  
Site Services Officer equipment to be serviced and maintained, tidy and clear server room, label Care of Substances Hazardous to Health cupboard, spray fabric, test emergency lighting is of 3 hours duration.
- 6.4. Asset Management Plan for Both Sites  
This is in the main office at both sites.
- 6.5. Water Management Plan  
This has been drafted including the legionella policy.
- 6.6. Fire Marshall Training for After School Clubs and Adult First Aid Training at Work  
This has been booked.
- 6.7. Annual Health and Safety Report  
This has been superseded by the Health and Safety report.
- 6.8. Accident Reporting  
HR reported re incidents for both schools. Accidents resulting in a hospital visit are recorded with an explanatory narrative and details of remedial action taken.  
**ACTION:** Federation business manager to consider number of incidents reported and try to promote consistency in reporting across schools.
7. **POLICIES**
- 7.1. Parking  
The policy was received and **AGREED** regarding an amendment relating to purchase of permits by staff (to be agreed with Head Teacher).
- 7.2. General Data Protection Regulation (GDPR) School Subject Access Procedure  
This was received and **AGREED** re notice to be given re access, forwarding of complaints to the Local Authority Data Protection Officer for consideration and details of the school's complaints procedure.
- 7.3. Model Data Processing Policy for Employees  
This was noted and **AGREED** re consent and individual rights.
8. **SUSTAINABILITY ISSUES**
- 8.1. Follow up from Staff and Governor Training Day  
Staff and representatives from the Governing Body considered the federation sustainability plan for Green Flag accreditation. A range of issues were considered with sustainable alternatives to be ordered where possible e.g. food and consumables. A summary of staff ideas has been circulated by Ms France. This will need to be pared down and actions prioritised.
- 8.2. Curriculum  
To promote sustainable food choices and healthy eating children are taken to the local market to purchase food using their own bags and handling money. The Forest School initiative is also being developed.  
**ACTION:** PF asked to prioritise Action Plan for the next year.

**9. SAFEGUARDING ISSUES**

- 9.1. **ACTION:** Sue Peacham to arrange to visit and review Local Authority audit when available.

**10. FIRE RISK ASSESSMENT/FIRE EMERGENCY PLAN**

10.1. Fire Risk Assessment

This has been completed.

10.2. Outstanding Actions

10.2.1. Church Hill Nursery School

These were noted including insurance, portable appliance testing, site services officer checklist, signage and emergency planning to go onto LA Concerto system.

10.2.2. Low Hall Nursery School

These were noted including insurance re fire protection, community officer arson prevention check list and emergency planning to go onto LA Concerto system.

**11. GENERAL EMERGENCY PLAN**

- 11.1. This has now been finalised including location, contact details for staff and LA personnel, template re notification of incidents, roles and responsibilities, communications, logging, role of teachers and Educational Visits Coordinator and personnel support.

- 11.2. The plan is on a shared drive which can be accessed remotely and at the home of the executive Head Teacher.

**ACTION:** Staff affected have been consulted and use of the plan will be reviewed at INSET in January 2019.

**12. ASSET MANAGEMENT PLAN**

12.1. Low Hall Nursery School

A template was seen for upload onto Concerto and actions noted.

12.2. Church Hill Nursery School

A template was seen and priority actions noted including re snack table and office reorganisation.

12.3. Maintenance Plan

- 12.3.1. This was received noting that it lists annual, bi-annual and monthly inspections. All statutory checks are complete except re portable appliance testing and emergency lighting. Actions are planned re boiler service and door access release. The plan was signed by Ms Campbell.

- 12.3.2. HR reported regarding review of a daily maintenance log with outstanding actions noted re fire warden, daily health and safety checks, dimmer switch in main and Head Teachers' office, need for replacement potting shed, front gate latch/push button (timing interval to be negotiated), attention to condition of front canopy, removal of condemned A frames, sensor light in children's toilet, storage in art area, instructions for boiler room, asbestos removal, dishwasher operation and replacement of sand pit liner.

**ACTION:** HR to consider purchase of replacement domestic dishwasher.

**13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

**13.1 Date and Time of Next Meeting**

Thursday 7 March 2019-9.15 a.m.-Church Hill Nursery School.

**13.2 Draft Agenda Items**

- Welcome/apologies for absence/quorum/notice of any other business.
- Declarations of interest.
- Minutes and matters arising from the last meeting held on 15-11-2018.
- Policy Review: Acceptable use of IT policy.  
Lettings policy.
- Review of Premises Plan and maintenance issues..
- Review of Health and Safety Audit plan.
- Sustainability Issues
- General Data Protection Regulation Issues: To review.
- Safeguarding Issues

**14. ANY OTHER BUSINESS**

**14.1. Food Handling and Hygiene at Low Hall Nursery School**

It was noted that a new sink has been provided in the kitchen area and that the named person responsible is Ms Hasina Rashid. Food is sealed daily etc.

**ACTION:** Business Manager to order signage re hand washing and brief staff re use of kitchen equipment and utensils elsewhere in the nursery.

The meeting closed at 11.40 a.m.

Chair: SANDRA CAMPBELL ..... (print)

SJ Campbell ..... (sign)

Date: 07-03-2019 .....

Chair's Initials:  
SJC

