

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
CHILDREN'S LEARNING AND DEVELOPMENT COMMITTEE HELD ON MONDAY 21
FEBRUARY 2022 AT 5.30 P.M. VIRTUALLY**

Present: Ms Sally Davey (Chair)-Co-opted Governor (SD)
Mr Abs Malik-Co-opted Governor (AM)
Ms Helen Currie-Executive Head Teacher (HC)
Ms Lindsay Read-Assistant Head Teacher and Staff Governor (LRe)

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
3.1.	E-Signature of Minutes: SD asked to e-sign via GovernorHub.	SD	As soon as possible
5.3	Use of Learning Books: HC/LRe to review with a report to be made to FGB.	HC/LRe	Ongoing
8.2.	Resource Development: HC to review per minute	HC	Ongoing
9	Date and Time of Next Meeting + draft agenda items: Monday 23 May 2022-4.30 p.m. @ Church Hill Nursery School	School + Governor Services to action.	23-05-2022

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the Chair.

1.2 Apologies for Absence

There were no apologies for absence.

1.3 Quorum

The meeting was quorate with 4 governors present.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

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

3. MINUTES

3.1. Minutes of the Last Meeting Held on 29 November 2021

These were received and accepted subject to amendment at 5.1. (ECERS not INSET). The minutes were considered signed, e-copies to be retained by the School and Governor Services.

Chair's Initials:

- 3.2. SEND Link Governor and Children's Learning and Development Walks
SD reported that these have been rescheduled for 10-03-2022 to focus on curriculum goals and to be conducted with Ms Lorraine Manford, the School Improvement Partner. HC noted that there have been internal learning walks re ECERS with Lloyd Park Nursery and that Mr Mark Brown, governor, has conducted 2 safeguarding visits.

4. POLICIES IN PRACTICE AND LINK VISIT SCHEDULE

- 4.1. Link Governor Visit Schedule
These are now scheduled.
- 4.2. Policies in Practice
HC reported that a number of policies have now been revised and posted on GovernorHub for signature by PF, chair of governors. HC noted that she is revising the staff handbook including content re home visits. Other recently revised policies including those for teaching and learning and Relationships and Sex Education. (The latter is not taught as the federations' schools are for early years children but if children refer to body parts staff have been directed to use standard English).
- 4.3. Special Educational Needs and Disability and Personal Social and Emotional Development Link Visits
These are now scheduled for SD by zoom. A visit is planned to the Ronald Openshaw Nursery Education Centre (LB Newham) re their SEN provision with Acacia Nursery to be invited to join with this.
- 4.4. Parents' Charter in Practice
This was recently updated re learning goals which have been shared with parents. An opportunity for feedback will be given regarding these and there is a parents' charter.
- 4.5. Food Policy
All necessary staff now have food hygiene certificates.

5. CHILDREN'S LEARNING AND DEVELOPMENT

- 5.1. Teaching and Assessment and Learning Matters
- 5.1.1. LRe reported that new curricula goals have now been written together with an assessment system. HC noted that there are 4 main parts to these with Numerical values assigned to each to help monitor progress to final achievement before transition across a range of objectives.
- 5.1.2. A transition report will be produced describing the children's curriculum journey. An INSET day reviewed this successfully and INSET time will be allocated termly in order to facilitate moderation.
- 5.1.3. HC noted that 2 other nurseries have been visited including LB Newham (Sheringham Nursery) to support identification of the key skills to be achieved by children at Church Hill and Low Hall Nursery Schools.
Q. Are parents involved with this to see their children's progress? **A.** There is assessment after 6 weeks of 2 and 3 year olds which is shared with families in relation to communication and socialisation. Progress with the curriculum goals

is also reviewed so that, by the end of the year, the children have also been involved. Outcomes can be emailed to parents.

5.1.4. A 2 year old curriculum goals statement is being written based on Development Matters and linked to assessment to help tailor the teaching needed. Good practice will be shared with other LBWF schools with sources to be acknowledged. The School's documentation was commended noting that it supports transition to other settings and minimises staff workload by generating a report which guides future teaching needed.

5.1.5. The 'We Play' project is being shared in LBWF. It was noted that generation of teaching content is time consuming to produce so a charge of £1,000 is proposed where INSET sessions with other settings are led. It was noted that a number of new nurseries are expected to be opened locally supporting new housing developments.

5.2. Children's Outcomes
These will be shared re progress in the summer term.

5.3. Children's Voice-Tales Toolkit
This is going well. All Early Years' practitioners will use these at least termly with SD to view on her learning walk. HC/LR will consider the use of learning books to see evidence and progress.
ACTION: Report to FGB.

6. CHILDREN'S BEHAVIOUR, WELL-BEING AND INVOLVEMENT

6.1. Special Educational Needs and Disability Offer
This was written in September 2021 and is displayed on the school website and GovernorHub.

6.2. Safeguarding Matters
Staff are using the format of My Concern which is useful for recording low level concerns.

7. DIFFERENT BUT EQUAL

7.1. Equalities Objectives
These have been reviewed and updated and are on GovernorHub.
There is the We Play project for lower income families with videos recorded for use at home. The project has broadened the play and language experience of children with content to be developed for dinosaur sets and shared with Acacia Nursery.

8. LEADERSHIP AND MANAGEMENT

8.1. Educational Leadership Matters for 2 Year Old Provision and 30 Hour Changes
Staff attendance at LBWF training and meetings was noted regarding these.

8.2. Leading on Resource Development and Curriculum Related Changes
These were noted including sharing of the We Play project. It was stated that Nursery budgets are insufficient for resources especially at Low Hall Nursery School as there are significant termly consumables and resources are needed sufficient for use by a number of children.
ACTIONS:

-HC to review resources including use of voluntary fund, swap of resources between Church Hill and Low Hall Nursery Schools, use of Walthamstow Toy Library(?)

8.3. Early Education Networks and Organisations

There has been involvement from Walthamstow School for Girls and support for other LBWF nurseries including Lloyd Park. Early Years' INSET will be run, there is involvement in an intergenerational project and the We Play project. HC stated that the federation is selective about its support with a focus on doing things well. In the COVID recovery period the focus is on developing curricular goals and running training in school.

8.4. Safeguarding

Training has been filmed for sharing with governors provided by Phoenix Community Care.

9. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

9.1 Date and Time of Next Meeting

Monday 23 May 2022-4.30 p.m. in person at Church Hill Nursery School.

9.2. Draft Agenda Items for Next Meeting

- Welcome/Apologies for absence.
- Declarations of interest/quorum.
- Minutes and matters arising from the last meeting held on 21-02-2022
- Report on Learning Walks.
- Report on special educational needs and disability.
- Data share re children's progress and reports to parents.
- Review of curriculum goals reflecting the statutory Early Years' curriculum.
- Peer observations

10. ANY OTHER BUSINESS

10.1. Change to Staff Working Hours at CHNS

This was reported verbally, having been considered in detail and agreed provisionally by the finance, pay and personnel committee.

The meeting closed at 6.45 p.m.