

**CONFIDENTIAL**  
**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS**  
**GOVERNING BODY (FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS) HELD**  
**ON WEDNESDAY 2 FEBRUARY 2022 AT 12.00 NOON VIA ZOOM AND AT CHURCH**  
**HILL NURSERY SCHOOL**

Present: Mr Peter Dawe (Chair)-Co-opted Governor (PD)  
 Ms Pauline France-Co-opted Governor (PF)  
 Mr Jana Mills-Parent Governor (JM)  
 Ms Helen Currie-Executive Head Teacher (HC)

Clerk to the Governors: Ms Caroline Russell

Also present: Ms 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
9.2.1.	Gate Security at LHNS: Premises Committee to consider	EHT/SBM	Ongoing
9.3.1.	Future of Federation: Discuss with FGB	All	Ongoing
9.5.	Request from SENCO at CHNS to Reduce Hours to 3 Days Per Week: Action per minute	HR	Ongoing

**9. ANY OTHER BUSINESS-CONFIDENTIAL PAY AND PERSONNEL MATTERS**

9.1. Confidential Minutes of the Last Meeting Held on 03-11-2021  
 These were received and **AGREED** as an accurate record.

9.2. Complaint re Contractor

9.2.1. It was noted that documentation had been circulated with an apology belatedly received. A letter from LJ was noted re the complaint with acknowledgement needed of receipt of correspondence re the procurement issues raised. HC expressed her frustration that works had still not been completed adequately and that she had had to organise her own apology. Governors expressed their concern and will make a formal complaint if there is any recurrence.  
**ACTION:** Premises Committee to consider issue of gate security at LHNS.

9.3. Future of Federation

9.3.1. It was noted that this had been discussed by the committee and referred to FGB for information. Various options for sustaining the federation are under consideration as well as analysis of the strengths, weaknesses, threats and opportunities of partnerships/federations with other schools. The full governing body will be responsible for decisions around any changes. It was agreed that issues such as early education quality, specialist expertise in SEND and education for most vulnerable, capacity building and staff wellbeing, meeting local needs and priorities must be part of any decision making.  
**ACTION:** Discuss with FGB.

Chair's Initials:

9.4. 2 Contacts Made with Local Authority Designated Officer

These were noted re allegations against staff (found to be unsubstantiated).  
The issue has been escalated to Early Help.

9.5. Request from CHNS Special Educational Needs Coordinator to Reduce Hours to 3 Days Per Week

This was **AGREED** in the interests of teacher well-being, the organisational structure remaining the same.

**ACTION:** Application in writing to be requested and HR advice re payment of TLR allowance to be taken.