

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS (FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS) HELD ON THURSDAY 9 MAY 2024 AT 6PM VIRTUALLY**

Present:

**Co-opted Governors:**

Mark Brown  
 Jana Mills (Joined 8PM)  
 Paula Vaz Cudna (Joined 8PM)  
 Sally Davey

**Head Teacher**

Helen Currie

**Local Authority Governor**

Pauline France

**Parent Governor**

Aalia Chaudhary

**Staff Governor**

Lindsay Read

**Associate Member (Non Voting)**

Hasina Rashid

Apologies: Abrar Malik (Chair)-Co-opted Governor, Katy Thompson, Parent Governor

Clerk to the Board: Samantha Service

**Summary of agreements and actions:**

<b>Minute</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
4.3	Governing Services to check that a DBS check is on file on GovernorHub for Paula Vaz Cudna	Gov Services	Ongoing
5	Governing Services to amend the wording in Item 4.2.2 in the minutes from 7 March 2024 from “officers and councillors” to “MPs”	Gov Services	Ongoing
6.1.	HC to seek the Chair’s sign off for the budget report	HC	31/05/24
8.	HC to contact the Chair to set up a meeting for the committee to discuss the FANS 5 year strategy and schools development plans.	HC	31/05/24

	PF to action the Annual Governance Statement and publication schedule.	PF	07/11/24
--	--	----	----------

1. **WELCOME AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting. Apologies for absence were received and accepted from Abrar Malik (Chair) and Katy Thompson. Pauline France acted as Chair until the arrival of Mark Brown (Vice chair). It was confirmed the meeting was quorate.
2. **NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS:** Nothing confidential reported and no AOB
3. **DECLARATIONS OF INTEREST:** There were no declarations made pertaining to any of the agenda items for this meeting. It was declared that affordable gardening services are being sought and discussions with a supplier who is known to one of the governors is taking place. If successful, this will be declared as an interest. All were asked to update annual declarations of pecuniary and personal interest on GovernorHub.
4. **GOVERNING BODY**
  - 4.1 Governing Body Membership: It was noted that Aalia Chaudhary and Katy Thompson term as Parent Governors has been reached. The Chair thanked Aalia and Katy for their work and commitment to the Governing Board and committee meetings. The school is in charge of recruiting parent governors and will take this forward in September. It was noted that the quorum of meetings may be affected whilst the vacancies are being filled.
  - 4.2 There were no concerns about disqualification due to non-attendance
  - 4.3 It was reported that at the last meeting, Paula Vaz Cudna had technical difficulties filing a DBS check on GovernorHub and this might need to be resolved.
  - 4.4 The Chair confirmed the Review Instrument had been looked at and signed off and discussions continued about succession planning.

**ACTION:** Governing Services to check that a DBS check is on file on GovernorHub for Paula Vaz Cudna

## 5. MINUTES:

Minutes of the Last Meeting Held on 07/03/2024: An inaccuracy in item 4.2.2 was raised and requested that the final sentence is changed from “officers and councillors” to “MPs and councillors” to accurately reflect the discussion. The amendment was **AGREED**, minutes received and

**AGREED** to be an accurate record of the meeting (subject to the amendment) and considered signed.

**ACTION:** Governor Services to amend Item 4.2.2 accordingly

### 5.2. Matters Arising:

Minute	Formal agreements and/or actions identified	Named person(s) for action(s) identified
3.1.	Governing Body Membership: (i) GS to note that Lindsay Read has filled the staff governor vacancy. (ii) School to send DBS check number for Paula Vaz Cudna to GS.	Completed  Gov Services

4.1.5.	Sale of Curriculum and Assessment Package to Other Schools: HC to meet with Roland Hill Nursery re: establishment of Community Interest Company to administer and financial risk mitigation.	Completed
4.2.5.	SFVS Return: HC/HR/PF to report re mitigations, premises development, staffing ratios.	HC/HR/PF – FPP Committee meeting has been rescheduled for 18 July 2024 to avoid clash with FGB meeting

5.3 Finance, Pay & Personnel Committee and Premises Committee: nothing to report. Children’s Learning and Development Committee: Many policies apart from RSE have been looked at and renewed. This included the behavioural principles statement, Equality objectives, 5 pillars of wellbeing, curriculum goals, Parents Charter. Next meeting is scheduled for 15 May. An Inclusion Quality Mark (IQM) Assessment inspection will take place at Low Hall and Church Hill on 15 May. This will involve learning walks, teams have been prepared. The following policies were ratified:

- Privacy Notice for Staff – ratified
- Lone Working Policy–ratified
- Admissions and Transitions policy – signed off by Chair
- Data Protection policy – ratified
- Leave of absence policy – ratified
- Flexible working procedures policy - ratified

## 6. FINANCE:

- 6.1 Both 2023-24 budget Outturn report for Church Hill Nursery School and 2023- Outturn report for Low Hall Nursery School were shared in detail with governors who acknowledged the hard work of senior leaders to ensure Low Hall ended the year with a surplus. Governors recognised the cost pressures both schools were still experiencing in relation to staffing and running costs. They noted how lower rolls affected Church Hill’s in year deficit, which could be offset by the school’s reserves. But it was noted that there are additional challenges around income generation capacity and this will impact on Church Hill’s reserves and the way the federation resolves financial challenges through the year. School Budget Share 2024-25 reports and Outturn 2023-24 reports for each school were ratified and now need to be signed off by the Chair.
- 6.2 HR flagged that the contracts register will be uploaded on GovernorHub and will share with the FFP committee in July.
- 6.3 The draft risk register contains 8 risks, the majority of these were flagged as Challenges and cost pressures in the budget report. Impact of risks and action to reduce risks were discussed by governors. It was **AGREED** that the risk register is ratified by the FFP committee in July and the risk register is saved as a confidential file on GovernorHub, access will be limited to Governors, SLT and the Information Officer.
- 6.5 It was **AGREED** that the audit report would be taken to FPP
- 6.6 The agreement to Governor Service’s SLA, including appointment of a clerk is to be confirmed

**ACTION:** HC to seek the Chair’s sign off for the budget reports

7. Reports:

- 7.1 Received grant funding from RHS to improve the garden at the front of the building. Plans for garden works is posted on GovernorHub to view. The work has to be completed by 26 July. IQM inspection is due on 15<sup>th</sup> May. Noted a teacher has requested and been granted to be moved from the mainstream scale, policy has been followed. The teacher has added a lot of value and is a SENCO.
- 7.2 Safeguarding link visit hasn't taken place yet but a visit is planned for 17 May for both schools. SEND link visit hasn't taken place but SD can meet inspectors on the IQM if necessary.
- 7.3 Chair absent/none received

**8. FANS 5 YEAR STRATEGY AND SCHOOLS DEVELOPMENT PLANS:**

A committee meeting is required to progress this and a date needs to be set up. PF volunteered to take on an action for the Annual Governance Statement and publication schedule. The audit of the school website has already been done. It was praised by Ofsted inspectors for its ease and resources.

**ACTION:** HC to contact the Chair to set up a meeting for the committee to discuss the FANS 5 year strategy and schools development plans.

**ACTION:** PF to action the Annual Governance Statement and publication schedule.

**9. GOVERNORS TRAINING:** Governors were reminded to check their status of safeguarding training and to book on for a refresher course if it has been a year since they last completed safeguarding training.

**10. SCHOOL TERM DATES AND INSET DAYS:** Schools term dates and 2024/25 INSET day dates were **AGREED**.

**11. DATE AND AGENDA ITEMS FOR NEXT MEETING:**

11.1 **Autumn FANS FGB meeting:** 7 November 2024 – 6PM - Virtual.

11.2 Agenda items:

- IQM Feedback
- End of year report on SEND provision and the SEND Offer for each school
- All declarations are signed before the meeting as recommended by the audit review

**12. AOB AND CONFIDENTIAL:** Nothing confidential reported and no AOB

**THE MEETING CLOSED AT 8.18 P.M.**