

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY (CHURCH HILL AND LOW HALL NURSERY SCHOOLS) HELD ON
WEDNESDAY 13 MAY 2020 AT 3PM (VIRTUALLY VIA ZOOM)**

Present: Ms Pauline France (Chair)-Co-opted Governor (PF)

Co-opted Governors

Ms Maxine Lafayette (ML)
Ms Sandra Campbell (SC)
Ms Gail Allaway (from 4.30 p.m.) (GA)
Ms Sally Davey (SD)
Mr Jana Mills (JM)
Mr Peter Dawe (PD)

Head Teacher

Ms Helen Currie (HC)

Parent Governors

Mr Abrar Malik (AM)
Mr Mark Brown (MB)

Staff Governor

Ms Lindsey Read (LR)

Clerk to the Governors: Ms Caroline Russell

Also present: Ms Hasina Rashid, Federation Business Manager (Non-Voting) (HR)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1.	Annual Declaration of Pecuniary and Personal Interest Forms: GS pl. send to Mr Mark Brown	Governor Services	As soon as possible
3.1.	GB Membership: HC and ML to liaise re further term of office	HC/ML	Ongoing
3.3.	Disclosure and Barring Service Checks: Ms Rashid to liaise with Messrs Malik and Brown.	Ms Hasina Rashid	As soon as possible
4.2.4.	Revision of Head Teacher Job Description: HC/PF to liaise to agree.	PF/HC	Ongoing
5.1.5.	Letters to Parents/Staff re Possible Reopening and actions so far: HC/PF to liaise. Chairs of the 3 committees to liaise with HC and PF re risk assessment before any opening is undertaken.	PF/HC SC/SD/PD	As soon as possible

Chair's Initials:

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6	Schools' Budgets 2020/2021: FPP to consider including restructure savings.	FPP Committee	14/10/2020-4pm-CHNS
10	Dates and Times of Future Meetings: Provisionally next FGB Wednesday 21 October 2020 6pm-Venue to be confirmed. Next FPP Committee Wednesday 14 October 2020 at 4pm at CHNS.	All to note and Governor Services to action	Immediate and ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the Chair and introduced themselves.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Ms Gail Allaway (logged in 4.30 p.m.).

1.3 Quorum

The Clerk confirmed that the meeting was quorate with 11 governors present.

2. DECLARATIONS OF INTEREST

2.1. Annual Declarations of Pecuniary and Personal Interest Forms

ACTION: Governor Services please send to Mr Mark Brown.

2.2 Declarations of Pecuniary Interest Relating to the Current Agenda Items

There were none.

3. GOVERNING BODY/LOCAL GOVERNING BODY/TRUST BOARD

3.1 Governing Body Membership

It was noted that the Governing Body is now constituted with 12 members with 1 local authority governor vacancy. Ms Currie has contacted Cllrs Mahmoud and Khan neither of whom are available to serve so this vacancy will be left unfilled in the present circumstances. The current term of office of Ms Maxine Lafayette ends on 30.10.2020 and she will liaise with HC regarding a further term.

ACTION: ML/HC to liaise.

3.2 Disqualification due to Non-Attendance

This noted without action.

3.3 Disclosure and Barring Service Checks

ACTION: Ms Rashid to liaise with Messrs Malik and Brown regarding these.

4. MINUTES

4.1. Minutes of the Last FGB Meeting Held on 5 February 2020/ Children's Learning and Development Committee 03/02/2020/ Finance, Pay and Personnel Committee 29/01/2020:

These were received and accepted subject to amendment re 05/02/2020 action 4.3.3 re finance training. Ms France will e-sign these for retention by the alliance.

4.2. Matters Arising

4.2.1 Reconstitution of Governing Body

This has been done.

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4.2.2. Circulation of School Effectiveness Advisor Review

This has been done.

4.2.3. Finance Training

This has been cancelled.

4.2.4. Mid-Year Head Teacher Performance Management Review

This was postponed due to closure but HC and PF have reviewed the Head Teacher job description to assist with future reviews.

ACTION: PF to send to HC to agree.

5. INFORMATION SHARING, REPORTS AND REVIEW CYCLE

5.1. Head Teacher's Report-Coronavirus Update

5.1.1. FANS Staff from both schools have been working with vulnerable and key worker children at hubs set up at Henry Maynard and Barn Croft Primary Schools. 9 key worker children are being accommodated at Henry Maynard Primary School. There has been much less take up of play sessions by Low Hall families. Children considered vulnerable or on the pathway to Education and Health Care Plans with SENIF funding have been invited to attend at Barn Croft where FANS staff have been working. Where this has been declined regular contact has been maintained and alternative support given. One child referred to Early Help is at Henry Maynard Primary School with am sessions offered. The Alliance is not currently able to offer sessions 8-6pm on either school site. This will need to be discussed further in relation to schools' reopening.

5.1.2. There has been significant support for children considered vulnerable at CHNS including food deliveries (LBWF to reimburse costs), with thanks to Lindsey Read and Pat English for their part in this. FANS staff are ensuring food is going to 9 families at Church Hill and 15 at Low Hall.

Personal contact has been maintained with key worker children and contact maintained with others via email and phone. Good use has been made of the Dojo communications app so that families at both schools have daily contact and can access videos, suggestions for play and learning. 80% families have signed up for this and use it regularly. Parents use it to upload what they have been doing in home learning and this is something that FANS would like to continue with beyond lock-down.

Thanks were recorded to staff, senior leaders and the head teacher for their handling of a challenging situation with positive results and good collaborative relationships for the future.

5.1.3. An underspend on Early Years' Pupil Premium funding at LHNS has been used/relocated to yoga and Forest School.

Q. Any underspend on EYPP doesn't affect the 2020/21 budget? **A.** No.

5.1.4. HC reported good support from Walthamstow West Partnership schools reflecting shared vision and values. Support will be needed re possible reopening in June noting that the DFE guidance received is not really appropriate re Nursery age children. Contact has been made by Strictly Education Ltd re risk assessments but these are difficult to apply for young children. Provision could be considered for children of key workers, vulnerable children and children about to transfer to primary school with possibly 45 at each school but not for 8-6pm sessions.

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- 5.1.5. Reference was made here to a joint union statement re what is required from the government for partial reopening to be feasible including risk assessments and local autonomy re closure if there are clusters of new cases.

The premises manager is long term sick at present so deep clean of the schools is difficult at present. It is possible that one school only could be opened noting that as the children are not of statutory school age a number of families may chose not to engage with any reopening until September. It is understood that no fine/compulsion is envisaged in any case. There has not been significant take up by children of key workers with staff shielding if they are living with a vulnerable person. There are sufficient staff to cover at present and staff anxieties in the current situation are supported. FANS staff are working at Henry Maynard School in the nursery for a limited number of sessions each week with good social distancing and hygiene procedures in place. There is sufficient personal protective equipment and clear signage. If staff do have to return there is a LBWF bicycle scheme which staff could be encouraged to use.

Q. Are parents expected to pay for childcare? **A.** Not since March and until further notice which is of future concern for the budget.

ACTION:

- HC/PF to liaise re a letter to parents re the current situation + a letter to staff.
- Chairs of the 3 committees to liaise with HC and PF re risk assessment before any opening is undertaken.

- 5.1.6. **Q.** Re safeguarding concerns there has been a letter from David Kilgallon to schools re vulnerable children? **A.** Yes, directed at schools who have not made contact with vulnerable children. We've highlighted children not known to Social Care and made regular contact. There have been emergency food deliveries to families (greater take up at LHNS than CHNS) and 3 Early Help requests for LHNS. Group emails have been sent to other families offering help. All families have been signposted to relevant sources of support including the provision of cooked meals.

5.2. Link Visits

These have been affected by closure.

5.3 School Development Plan

This usually runs for a year but, in the circumstances, will be extended to the end of next year in order to allow due consideration to be given to issues including training and cultural capital.

There is limited data to report at present but will focus on gap analysis and pupil reports are being written as at February. If children return on a phased basis priority will be given to the needs of children moving to primary school. An additional risk assessment will be needed to reopen (cost £500) but will need to be specific to young children. Provision of 'good bye' parties will be considered at both schools.

6. SCHOOL BUDGETS 2020/2021

- 6.1. The Schools' financial position is better than expected with small carry forwards to be reported for both schools and a balanced budget submitted for both schools.

Church Hill Nursery School

The meeting unanimously ratified a brought forward balance of £66,664 from 2019/2020 and a predicted carry forward balance to 2020/2021 of £235,977.

Income was over budget due to an LA balancing payment in the spring term and rising pupil numbers. Rates have not yet been reimbursed and will be chased with the LA for both schools. Day care has been very successful in year with a flexible offer. Staffing has been overspent to maintain safe ratios but this is partly due to two

year olds and SEN provision. Staff contracts will be reviewed next year with a balance of qualified and other staff maintained. There has been virement between staffing heads to show costs accurately.

Devolved capital funding has been allocated for IT (servers and PCs). Two year old provision is currently not full p.m. so will try to fill with more places a.m. Hourly rates for pupil funding have increased for both school.

6.2. Low Hall Nursery School

This school has been subject to Schools Facing Financial Challenge meetings due to an in year deficit funded from reserves (£122,000 brought forward). The predicted carry forward balance to 200/2021 is - £24,063 but may be recoverable in year if pupil numbers and SEN funding can be sustained and rates reimbursed. However, pupil numbers have been overachieved and an LA balancing payment received for the spring term. There has also been premises refurbishment and tea time provision made. Some capital funding will be used for IT.

There has been good control of income and fees with learning resources supplemented from the day care budget. Agency cover costs have been high so a staffing structure which covers some staff absence may be financially beneficial. No loan has been needed this year with thanks to all including the alliance business manager including for representation made at School Facing Financial Challenge meetings.

Service level agreements for professional services include safeguarding and legal services. There has been National Joint Council consultation re a 2 ½ per cent pay increase which may be part funded from central and local government. The closure has had some impact on fees and cleaning costs for which additional government funding may be available.

Reserves will be exhausted next year if there is no restructure until January 2021 so pupil numbers, staffing and future funding of pay and pensions will need to be considered.

Budget brought forwards and carry forward numbers were unanimously ratified for both Schools. The existing staff structure will continue but it is hoped to make further savings once the approved restructure is implemented.

ACTIONS: FPP to consider.

7. GOVERNOR SERVICES SERVICE LEVEL AGREEMENT FOR 2020/2021

Other providers will be considered re best value.

8. POLICY REQUIREMENTS-SUMMER 2020

8.1. Model Safeguarding Policy

This was approved.

8.2. Annual Governance Statement

This was noted as non-statutory.

9. SCHOOL TERM DATES 2020-2021

These were noted.

10. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

10.1 Date and Time of Next FGB Meeting

Wednesday 21 October 2020-6pm-Venue to be confirmed.

10.2. The next FPP committee meeting is scheduled for Wednesday 14 October 2020-4pm at CHNS.

11. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 11.1. Confidential GB Minutes 5 February 2020 and Extraordinary GB 27/-2/2020
These will be considered at the next meeting.

The meeting closed at 5.00 p.m.

Chair: Pauline France (print)

..... (sign)

Date:

Chair's Initials:
