

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY PREMISES COMMITTEE HELD ON FRIDAY 4 NOVEMBER 2022 AT
12.00 P.M. VIRTUALLY**

Present: Mr Mark Brown (Chair)-Co-opted Governor

Head Teacher
Ms Helen Currie

Local Authority Governor
Ms Pauline France

Clerk to the Governors: Ms Caroline Russell

Also present: Ms Hasina Rashid, Federation Business Manager and Associate Member

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4	Terms of Reference and Committee Membership: Amend quorum in terms of reference to 3 and MB to propose to FGB that newly appointed governor Paula be added to the membership of the committee.	HC /MB	Ongoing.
5.2.4.	Replanting of Garden at CHNS: HC to contact PC.	HC	Ongoing
5.2.5.	Gates at LHNS and Potential Use of Adjacent Ferguson Centre Building: MB and HC per minute	MB/HC	As soon as possible
5.2.6.	Partition Wall at CHNS: HR to progress re quotes obtained.	HR	Ongoing
6.1	Hot water at CHNS: HR to obtain quote.	HR	Ongoing
6.2.	Advertisement of LHNS for Lettings: HR to ad online.	HR	Ongoing
7	Health and Safety Reporting: HT to report re accident to next FGB meeting	HC	FGB on 09-11-2022
13	Date and Time of Next Meeting: Friday 24 February 2023-1pm-Virtual. Draft agenda items per minute.	All to note. School/GS to action	24-02-2022

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

Chair's Initials:

Apologies for absence were received and accepted from Ms Katy Thompson.

1.3 Quorum

The meeting was quorate per the legal minimum with 3 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. ELECTION OF CHAIR AND VICE CHAIR OF THE COMMITTEE FOR THE COMING ACADEMIC YEAR 2022/2023

3.1. Election of Chair of Committee: Mr Mark Brown was elected unanimously. (Proposed by Ms Pauline France and seconded by Ms Helen Currie).

3.2. Election of Vice Chair of Committee: Ms Katy Thompson was elected unanimously. (Proposed by Ms Helen Currie and seconded by Ms Pauline France).

4. TERMS OF REFERENCE AND COMMITTEE MEMBERSHIP

Terms of reference were readopted subject to amend at quorum (to be 3 per the legal minimum).

ACTION: School to amend terms of reference and MB to propose to FGB that new member, Paula be added to the committee membership.

5. MINUTES

5.1. Minutes of the Last Meeting Held on 17 June 2022

These were received and accepted. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

5.2. Matters Arising

5.2.1. Flooring at CHNS: HR reported re quotes sought and obtained with £8,000 quoted for renewal of flooring in the entire nursery area to be done in phases.

5.2.2. Leaking Window and Damp to Office Roof at CHNS: HR will progress this with a view to seeing if repairs can be made to the affected areas and gutters cleared. This is a landlord/proprietors responsibility but WF are unwilling to assume this.

5.2.3. Tree Survey at CHNS: The willow tree to the front of the School has now been pollarded with the budget overspent. Maintenance of greenery and green screens is also needed at LHNS.

5.2.4. Mud in School Garden at CHNS: Replanting at a cost of £500 has been arranged by HT.

ACTION: HC to contact PC.

5.2.5. Gates at LHNS/Use of Ferguson Centre Building: No progress has been made with this. HC will consider involving Stella Creasy MP and raise the possible use by the school of the adjacent Ferguson Centre building as there are now a number of children on the waiting list. (HR noted that evaluation will be needed of financial viability given recent increase in pay scales, higher adult: child ratios for 2 year olds, building renovation and ongoing operating and maintenance costs).

ACTION: MB to send Whatsapp message out for working group meeting to devise a brief proposal re benefit to local community, heritage history of site, HC to talk to LJ/LO.

- 5.2.6. Partition Wall at CHNS: HR noted that 2 quotes have been obtained for £9500 and £3500 with references to be sought for lower quote.

ACTION: HR to progress.

6. **BUILDING MAINTENANCE**

6.1. Church Hill Nursery School :

-HR noted that a painted scheduled has restarted.

-A window has been fitted to the former sensory room, children's toilets repainted and reflooring works planned.

-A water leak has been reported possible from a radiator in the lobby which now needs replacing. Asbestos at CHNS has been reported to LBWF.

-There is an issue with hot water at CHNS may be a valve or need boiler/tank replacement.

ACTION: HR to obtain quote and try to access WF sustainability funding.

6.2. Low Hall Nursery School:

-There is a burst pipe/leaking radiator in the kitchen which has been isolated and turned off by a plumber. A replacement heater may be needed and review the condition of the others.

-The front door to the main entrance is not closing securely as rotting inside and top cover leaks (to be cleaned and filled).

-The children's play garden abuts the road and is very messy, water trays could be removed.

-A quote is to be obtained to wash the canopy and clear the gutters and pond. Parental volunteers could help here.

-Re grounds drainage need to check soak aways, hedges need cutting back and there is no signage to identify the Nursery from the main road.

-Lettings: LHNS could be promoted online for lettings. **ACTION:** HR.

7. **HEALTH AND SAFETY REPORTING**

- 7.1. Risk assessments need to be reviewed at both schools with HC to discuss responsibilities with staff. A child was taken to hospital from CHNS recently re a suspected fracture.

ACTION: HT report to update re accident reporting to next FGB meeting.

8. **SAFEGUARDING REPORTING**

It was noted that MB had visited recently with various incidents noted.

-Serious injuries to a child out of the country have been reported to the Local Authority Designated Officer with emergency contract procedures to apply agreed with staff in case of future incidents.

-10/11 children at the Schools currently have social services/police involvement with the families.

-A child managed to push under a fence to exit the premises (repaired).

-Child left in a room unaccompanied after story time with revised procedures agreed.

9. **WELL BEING AND STRESS MANAGEMENT POLICY AND PRACTICE**

-HC reported re a supervision visit from Stoneydown Park Primary + supervision plan devised.

-INSET groups have met to plan re 5 pillars.

10. GENERAL DATA PROTECTION REGULATION

This item was noted.

11. SUSTAINABILITY

This has been discussed elsewhere.

12. POLICIES

12.1. Business Continuity Plan/Critical Incident Plan

A recent finance audit recommends that this be condensed.

12.2. Parking

2 parking spaces have been prioritised for use by senior leaders/site services officer.
2 staff have own parking permits and need agreed to treat staff equally.

13. DATE AND TIME OF NEXT MEETING

13.1. Friday 24 February 2023-1pm-Virtual.

13.2. Draft Agenda Items for Next Meeting

- Welcome/Apologies for absence.
- Declarations of interest/quorum.
- Minutes and matters arising from the last meeting held on 04-11-2022
- Building Maintenance reports for CHNS and LHNS.
- Asset management and improvement plans for CHNS and LHNS
- Health and Safety reporting.
- Safeguarding reporting.
- Well Being and Stress Management Policy and Practice
- General Data Protection Regulation Policy and Practice
- Sustainability matters.
- Date and time of next meeting.
- Any other business/confidential matters.

14. ANY OTHER BUSINESS

14.1. Staff Use of Food Banks

This was reported by HV with staff to be advised of possible sources of supplementary funding (Household Support Fund/Essential Living Fund).

14.2. HR Issue

Minuted as confidential under separate cover.

The meeting closed at 1.45 p.m.