

**MINUTES OF THE MEETING OF THE FEDERATED GOVERNING BODY
OF CHURCH HILL AND LOW HALL NURSERY SCHOOLS
HELD ON THURSDAY 9 MAY 2019 AT 6 P.M. AT LOW HALL NURSERY SCHOOL**

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

Co-opted Governors

Mrs Gail Allaway (GA)
Mrs Maxine Lafayette (ML)
Ms Sally Davey (SD)
Mr Peter Dawe (PD)

Parent Governor

Mr Abrar Malik (AM)

Headteacher (voting)

Mrs Helen Currie

Staff Governor

Mrs Margaret Rees (MR)

Clerk to the Governors: Ms Yvonne Smith, LBWF

Also present: Hasina Rashid, Federation Business Manager

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.1	3.2.1 PF to email contact list to FGB membership	PF	Asap
3.2.2	HC to email new day-care families to invite interest for vacancies on the FGB	HC	Asap
4.1	To note: FGB formally ratified the Federation's change of name to Forest Alliance of Nursery Schools	To note	School/GS
6.3.18	HC and HR to check rate per child budget figures based on, whether this was £6.70 or £7.20. Regular meetings with LBWF on federation budget to continue. PF, PD, HC and HR to be representatives of federation and reports to be brought back to FPP committee and full GB.	HC/HR PF, PD, HC & HR	Asap 6 th June and ongoing
6.3.28	To note: FGB ratified the budget for Church Hill for the current financial year.	To note	All
7.2	PF to liaise with HC on SEF and SDP	PF	Asap

	process		
7.3	Round robin email in June to ascertain information on link visits in June 2019	PF	June 2019
7.6	PF and PD to meet with HC and SLT to formulate a statement on the annual governance statement for the website.	PF/PD/HC	Date to be arranged
8	Clarify training for Governors on GDPR and any additional training needs	GS	Asap
10	To note: FGB agreed to buy into Governing Services for the following financial year. Clarify with WF if they would fund clerking for the SFFC meetings	All/GS HC/GS	To note Asap

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all to the meeting and in particular, Mrs Margaret Rees, who had been re-elected Staff Governor.
- 1.2 Apologies were accepted from Ms Sandra Campbell, Ms Katherine Hall, Mr Jana Mills, Mrs Susan Peacham and Ms Chloe Shrimpton (maternity leave). There were no other apologies or absences.
- 1.3 The Clerk confirmed that the meeting was quorate with 8 Governors present.
- 1.4 Notice of Any Other Business/Confidential items
Notice was given regarding items of confidential business. There was no notice of any other business.

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations of interest pertaining to any matters on the current agenda.
- 2.2 HC noted that Katherine Hall (KH) would be producing artwork for Low Hall (LH) as part of a private funding initiative (PFI).

3. MEMBERSHIP OF GOVERNING BOARD

- 3.1 The Chair confirmed with Governors that they were happy for the contact list of members of the FGB to be shared at the meeting. All members gave permission for these to be shared and copies to be emailed to all on the list.
- 3.2 Vacancies
It was reported that Staff Governor vacancies were now filled. Current vacancies were: one LA and one Parent Governor vacancy.
- 3.2.1 The Chair reported that there had been expressions of interest for co-opted Governor but not LA vacancy. The Chair and HT pointed out that much had been done over the last two years to ensure the FGB included people who had knowledge and experience in education and early years matters. The FGB was asked to consider if there were gaps in expertise on the FGB. It was suggested that finance or legal knowledge would be helpful. The FGB felt further representation from teaching staff was not necessary.
- 3.2.2 It was agreed the vacancies could be left open until next term. There were a number of new day-care families, whom HC would email.
- 3.3 DBS
It was noted that DBS certificates for KH and AM were currently being processed. All other DBS certificates were up-to-date and held by the school.

ACTION

Chair's Initials:	
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3.2.1 PF to email contact list to FGB membership

3.2.2 HC to email new day-care families to invite interest for vacancies on the FGB

4. FEDERATION NAME CHANGE

4.1 It was noted that in last FGB meeting there was a unanimous decision to change the brand name.

4.2 A proposition was put forward and seconded to the FGB that the Federation change its name to Forest Alliance of Nursery Schools (FANS). The FGB unanimously agreed the proposal with no objections. It was noted that the individual schools would retain their existing names (i.e. Church Hill and Low Hall.)

4.2.1 The Federation was working with WF to register the new name on the Instruments of Governance, with Ofsted and any other relevant body.

ACTION

4.1 **To note: FGB formally ratified the Federation's change of name to Forest Alliance of Nursery Schools School, GS**

5. MINUTES OF PREVIOUS MEETING

5.1 Minutes of the FGB meeting held on 18 March 2019

The minutes were accepted as a correct record, signed by the Chair and retained by the Federation.

5.1.1 Matters arising

HC was congratulated on completing her NPQH qualification.

5.2 Minutes of the meeting of the Premises Committee held on 7 March 2019

5.2.1 The minutes were received and accepted by the FGB.

5.3 Minutes of the meeting of the Learning and Development Committee held on 7 March 2019

The minutes were received and accepted by the FGB.

6. INFORMATION SHARING AND REPORTS

(Note agenda item 6.3 was taken before Headteacher's Report 6.1 and Report from Future Sustainability Working Party 6.2)

**6.3 BUDGET MONITORING REPORT;
CHURCH HILL**

Ms Hasina Rashid (HR) reported on the budget outturn 2018-19.

6.3.1 Total income was £671K and expenditure was £833K. When absorbed by the reserves budget, the closing reserves were £304K. The school needed to account for a £35,924 deficit.

6.3.2 It was noted that the £162K in-year deficit was a substantial amount. The day-care reserve of £169K was only sustainable by the school for up to another year, therefore decisions needed to be taken regarding Church Hill's future.

6.3.3 The main emphasis would be on increasing pupil numbers. At the start of the year in September 2018, the numbers were down but the intake for September 2019 looked promising. The school also should not have ongoing LA claw backs.

6.3.4 There was an ongoing staffing restructure.

6.3.5 Pupil Premium (PP) income of £1215K was received.

6.3.6 Accrued income from the rates; the assumption had been that school would be reimbursed by WF for the last two years, as it used to do prior to national funding formula changes. Talks had taken place and WF had now agreed to reimburse the rates to all three nursery schools and not just Acacia Nursery School. The FGB recorded their thanks to HR's persistence and to the Chair for her letter to WF on this.

Q: Ongoing, what is the situation on payment of rates?

A: Until 2021, the school will not pay a rates bill. A review by Government was being undertaken on the funding of nursery schools and it was hoped this would resolve the situation.

- 6.3.7 The predicted day-care income budget of £2010K only actually achieved £141K.
- 6.3.8 This was a direct impact of the 30-hour roll out. This was because, previously, families had bought 5 days and then top-up services. As advised by WF, children could now attend 2 or 3 days and not top-up. This had seriously affected the income of the school.
- 6.3.9 It was noted that nursery schools needed to be flexible to achieve income. LH was not recruiting as much because they were not as flexible.
- 6.3.10 The Chair noted that they had met with Eve McLaughlin (EMcL) and Lindsay Jackson (LJ) from WF to identify budget problems for both schools. WF had noted that the 30-hour funding was affecting the schools and had suggested they look at unit costs. The meeting had proved very helpful. This was the beginning of a series of meetings with WF to focus on a plan for the schools' financial recovery and potential developments in providing training, as well as early education in the borough. The next meeting would be on 6 June.

LOW HALL BUDGET

- 6.3.11 HR reported on the budget outturn 2018-19 for Low Hall
Income was £459K for the year. SEN funding was £31K, including £3,500 PP funding. Daycares income was £62.5K, lower than CH.
- 6.3.12 Expenditure was £658.8K, leaving an in-year deficit of £199.7K.
- 6.3.13 Reserves were £246K. This closed the pot on £54,274K – a significant drop.
- 6.3.14 Capital carry-forward was £21.9K
- 6.3.15 The figures were ringing alarm bells in this financial year. It was noted that the bank account would only currently cover a month or two of staff salaries.
- 6.3.16 Figures were based on the intake of 80 children and LH was fuller than this. Savings could only be achieved in salaries or finding other sources of income.
- 6.3.17 In the meeting held with WF (see 6.3.10 above) a loan was proposed with a 5 year recovery plan.

Q: How does the loan work?

A: LH had been in this situation before. The process was intense. WF would come in. All orders would be authorised by the WF. They would work with the school on financial planning.

- 6.3.18 HC noted that the budget was based on a rate of £6.70 per child but she queried this as children received £5.50 per hour but she believed there was a supplement for nursery schools so each pupil should receive an additional £1.70ph, which totalled £7.20ph.

ACTION

6.3.18 HC and HR to check rate per child, whether this was £6.70 or £7.20. CH, HR Regular meetings with LBWF on federation budget to continue. PF, PD, HC and HR to be representatives of federation and reports to be brought back to FPP committee and full GB.

CHURCH HILL NURSERY SCHOOL BUDGET 2019-20

- 6.3.19 Going forward, income from the polling station would be deducted.
- 6.3.20 Staff costs
The Federation had changed Site Supervisor Officer (SSO) cover; which was halved. However, this had implications for mobile cover. It was hoped that the staffing

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restructure would help with this. The cleaner had been asked to open up at CH and the SSO to close up. This would work across the Federation.

6.3.21 Service Level Agreement/s (SLA)/s

6.3.22 The GDPR buy-in was £3K. This was not good value for money and would be reconsidered. The GDPR oversight had to be independent. It was noted that Newham paid £365 for GDPR, so the Federation could look outside WF

6.3.23 Legal services from WF were bought into.

6.3.24 The deficit was £133K. £169K was carried forward and the reserves pot was £35.9K.

6.3.25 Day care

The cost of daycares was high. The income was £145K for this year. The expenditure was mainly staff costs with £27K of other expenditure. This was already in deficit of £148.5K. LH could try to scale back on daycares expenditure.

Q: Did this budget include the staff restructure?

A: Yes, and the SSO. But LH did not have a reserves pot. HR would recommend that CH could help decrease the deficit for LH for this year.

6.3.26 The SSO level 2 would be cross-charged across budgets for both schools ongoing, and only charged to CH for this financial year. This would be reviewed in October 2019.

6.3.27 The capital pot was up to 23.9K

6.3.28 The FGB agreed to sign off the budget for Church Hill 2019-20 financial year.

ACTION

6.3.28 To note: FGB ratified the budget for Church Hill for the current financial year. GS, School

LOW HALL NURSERY SCHOOL BUDGET

HR reported on the budget.

6.3.29 The intake numbers which the budget was based on were very low although they had risen. The most important challenge was to be full in September 2019, although this would be difficult. The income was only received on the next headcount, which was then backdated.

Q: Why was the intake low in September?

A: There were two terms of being low from September 2018. This depended on what kind of place children had. E.g. if children were born in February, they would receive funding in the summer but the school would not received the funding until the child's birthday. Also, the premises at LH were shabby, although reserves had been spent on this and it was improving. Additionally, the school had to work with the ratio of staff to pupils. If they worked to this ratio, there was a cost if staff were sick.

6.3.30 £49K had been agreed for Education Health Care Plans (EHCPs).

6.3.31 Expenditure; 22% of this was staffing, of which 35% was the SSO, 2% premises and 11% for administration staff.

6.3.32 School was attempting to cut back on mobile cover.

6.3.33 Notice may have to be given to the ITC provider, although this was regrettable.

6.3.34 The two schools were charged for SLAs as two charges. HR was trying to negotiate for one charge across both schools.

6.3.35 Income for daycares had dropped to £50K from £120K for last year. This was also a direct impact of the 30-hours policy. Families had adapted their working patterns to the 30 hours.

6.3.36 The in-year deficit was predicted to be £220K and the FGB needed to focus on this. £54K reserves were predicted as bring forward, which left an in-year deficit of £165K.

6.3.37 Capital was £21.9K.

6.3.38 It was noted that the LH budget could not be ratified as it was a deficit budget.

6.3.39 SFFC

A meeting had been held with WF. The Federation would now be part of "Schools Facing Financial Challenge (SFFC) and this would require a five-year plan. This did not feel negative, as this was happening across all schools and there were challenges such as the 30 hours roll out and a halving of LA funding. SEN funding was also being reduced.

6.3.40 Recommendations for the Federation across both schools

- Restructure options must be considered.
- The 2-year-old provision did not make any money, this must be reviewed.
- Day-care and holiday provision at LH – these were not full and were expensive.
- The Federation needed to bring in more income and HC was trying to generate income using her training expertise. However, HC did not have cover, so if she needed to raise income in this way, this needed to be taken into account and extra staff may be required.

Q: Why was Maintenance and improvements three times higher at CH than LH?

A: LH required more maintenance than CH. Much of the work needed to be paid for by CH. However, savings on this should be possible. The building dated from 1976 and needed electrics, lights, heating. Some of would come from DfE. Finance was bidding for match funding. Feasibility studies had been carried out to ascertain how much funding was required.

6.1. HEADTEACHER'S REPORT

HC reported to the FGB.

6.1.1 There had been no staff changes in the current term

6.1.2 The administration staff was currently being restructured.

6.1.3 At LH, Katherine Hall was compiling histories of ex-pupils; to be shared through the E17 Art Trail. £7,400 of match funding had been agreed. This would also apply to CH, which had its fiftieth anniversary this year. This included funding for mosaics.

6.1.4 Ofsted

LH had had an excellent Ofsted visit and the outcome was they were still Good; which was a significant improvement. Therefore, there would be a 2-day inspection in the next year to move to Good with Outstanding Features or Outstanding. Ofsted would give one day's notice of the visit.

6.1.5 Sue had booked dates for safeguarding visits

6.1.6 SEFF (self evaluation forms) and the School Development Plan (SDP) were highly regarded in Ofsted so these were to be continued.

6.1.7 SLT was to meet in June and the SDP would need to be adapted to the ongoing issues for the Federation.

Q: Will the SLT invite the FGB's input?

A: In light of the financial situation, there would be changes in budget which would need to be agreed through the FGB and the FGB's input was welcome into the SDP also.

6.1.8 Through Arts in the Forest, LH worked with Esther Neslen to create a clay monster; to be displayed in Epping Forest and then returned to the school.

6.1.9 HC was part of the East London and Early Years and Schools Partnership in planning training.

6.1.10 HC was running training for WF and has run training at St Mary's and St Saviour's.

6.1.11 WF was interested in using the outstanding practice in the school as a centre for excellence in the borough. Feasibility studies would be undertaken on freeing up space in the building.

Q: Could the FGB meetings be conducted using technology?

A: Yes, the FGB had agreed remote methods of meeting.

6.1.12 Self evaluation forms (SEFs)

It was being considered how to use the data from SEFs. For the September INSET, staff would be presented with issues from the data and asked to identify the important issues as part of the SEF process. This would feed into information for Ofsted as well as SDP planning.

6.1.13 Staff were now using story planning.

6.1.14 HC, MR and Helen R were also moderators for the 2 year old team in CH and would feed the expertise back to WF. There was a long-term sickness absence for the Y2 lead in LH so the process would be repeated in LH next year. However, the 2-year-old space needed improvement. This would come through to the Premises Committee.

6.1.15 CH was seeking external funding and had discussions with the Fishmongers Society about funding to improve the spaces. Feasibility studies were being carried out on how to use the space within both sites to generate income. LH had applied for match funding but there was nothing to match it with. There was potentially capital funding.

6.1.16. KH was forming friends of the Federation. The aim was to create a group of 21 people to raise funds for the schools and an online group was formed. The FGB sent thanks to KH for her work on this.

7. STRATEGIC PLANNING AND ANNUAL CYCLE

7.1 POLICY REVIEW

It was reported that all Federation policies were on the website

7.2 SCHOOL REVIEW & SELF_EVALUATION

PF would liaise with HC on FGB input into the annual SEF and SDP planning meetings.

7.3 LINK GOVERNORS

Link governors were conducting learning walks this term in Mathematics at Low Hall , Technology at Church Hill, Language & Early Literacy and SEND. Governors PF, SD and GA would confirm dates with HC and reports would be circulated to all governors and school teams.

ACTION

7.2 PF to liaise with HC on SEF and SDP process

7.3 Round robin email in June to ascertain information on visits in June 2019
PF/GS

7.4. SAFEGUARDING AND HEALTH & SAFETY

7.4.1 The SG training for Governors was online and had been circulated to all Governors.

7.4.2 The Designated SG Lead had received training.

7.4.3 The schools financial value standard (SFVS) had been submitted and a copy was on the website.

7.6. ANNUAL GOVERNANCE STATEMENT

It was agreed that PD and PF would meet with HC and SLT to put together a statement on this, to be published on the website.

ACTION

7.6 PF and PD to meet with HC and SLT to formulate a statement on the annual governance statement for the website.
PF/PD/HC

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8. GDPR

It was agreed to clarify training for Governors on this and any additional training needs.

ACTION

8 Clarify training for Governors on this and any additional training needs GS

10. GOVERNOR SERVICES

- 10.1 The Federation currently bought into the gold level of service. There had been an overspend on this as clerking services had been provided for additional meetings.
- 10.2 It was agreed that professional clerking of important meetings was required, and it was agreed to continue to buy into the Governing traded service.

Q: Could WF fund clerking for the future monthly meetings with the Federation and GS?

A: To be clarified with WF.

ACTION

10.2 To note: FGB agreed to buy into Governing Services for the following financial year. All

10Q Clarify with WF if they would fund clerking for the SFFC meetings HC

11. DATE AND AGENDA ITEMS OF FUTURE MEETINGS

- 11.1 The date of the autumn FGB would be Wednesday 9 October at 6pm. It was noted that this was the Jewish Day of Atonement but on consultation, this presented no issues. It was agreed a clerk from GS would be required.

Date	Meeting	Time	Venue
16 May 2019	FS Working Party	9.15am	Church Hill
20 June 2019	FPP Committee	9.15am	Church Hill
20 June 2019	Children, Learning & Development Committee	5.30pm	Church Hill
9 October 2019	Federated Governing Body	6pm	tbc

11.2 Agenda items

Standing items:

Governing Body – including composition and annual elections

Minutes & Matters Arising – FGB and 3 committees

Information Sharing and reports – including head Teachers Report, Future Sustainability Working Party, Federation Meetings with LBWF, Safeguarding audit update,

Strategic Planning & Annual Cycle – including Policy review, SEF & SDP, Link Governors Schedule of visits, Progress on Equalities Objectives

GDPR

Governors Training

The meeting closed 7.30 pm.

Chair: Pauline France (print)

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..... (sign)

Date:

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