

MINUTES OF A MEETING OF THE PREMISES COMMITTEE OF THE FOREST ALLIANCE OF NURSERY SCHOOLS GOVERNING BODY HELD ON THURSDAY 20 JUNE 2019 AT 9.15 A.M. AT CHURCH HILL NURSERY SCHOOL

Present: Ms Sandra Campbell (Chair)-Co-opted Governor (SC)

Co-opted Governor
Ms Pauline France (PF)

Head Teacher
Mrs Helen Currie (HC)

Clerk to the Governor: 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
3.2.1.	Governing Body Membership: (i)PF to contact Chloe Shrimpton and Katherine Hall re ^{PF} membership and local ward councillors re the local authority governor vacancy. (ii)HC to advertise parent and staff governor vacancies.	PF	As soon as possible
4.3.	Building Proposals: SLT to be consulted and planning permission sought for building proposals at both schools.	HC	Ongoing
5.1.	Maintenance Issues: HR to action per minute	HR	Ongoing
6.1.	Accident Reporting Training: INSET to be delivered at both schools.	HC	September 2019
9.1.	Governor Link Safeguarding Visits: SC/HC to liaise.	SC/HC	Ongoing
	Date of next meeting: 14 November 2019 at 9.30 am at Church Hill Nursery School.	All /GS	Immediate

Councillors + parent still to be done

on going Jan Inset

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Ms Chloe Shrimpton and Mr Geoff Shearcroft (re feasibility study item).

Chair's Initials:

SC

1.3 Quorum

The Clerk confirmed that the meeting was quorate with 3 governors present.

1.4. Notice of Any Other Business/Confidential Items

-Confidential Personnel Items

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

Ms Campbell declared an interest in relation to occasional employment of spouse for minor building works in the federation. There were no declarations made pertaining to any of the agenda items for this meeting.

3. MINUTES

3.1 Minutes of the Last Meeting Held on 7 March 2019

Governors received these and agreed them to be an accurate record of the meeting. Ms Campbell signed a copy of the minutes for retention by the School.

3.2. Matters Arising

3.2.1. Governing Body Membership

Current vacancies were discussed.

ACTIONS:

PF to contact Chloe Shrimpton and Katherine Hall re FPP membership and ward councillors regarding the vacancy for an LA governor.

HC to advertise parent governor and staff governor vacancies.

3.2.2. Federation Lettings Policy

This was considered and reviewed in March 2019.

3.2.3. Planned Premises Maintenance/Health and Safety/Accidents to Staff and Pupils

These are considered elsewhere on the agenda.

3.2.4. Governor Safeguarding Training

Governors are reminded to complete this training.

4. FEASIBILITY STUDY RE WORKS TO LOW HALL NURSERY SCHOOL- PRESENTATION BY HC

4.1. 3 feasibility studies have been commissioned to support long term premises development at the Schools with costed proposals sought for safety, access and sustainability for budgets of £50,000, £100,000 and £150,000.

Low Hall Nursery School:

4.2. Proposal 1 was noted to relocate the School entrance to be more prominent and to separate the present co-access with the adjacent Ferguson Centre on safeguarding grounds (confidential minute 4.2 re a recent incident refers). High priority is given to this issue by LBWF with funding for it likely to be agreed. A second entrance will be opened up with inset from the pavement needed. The proposal will also include office relocation, additional office space and a separate cloakroom space.

Discussion followed regarding management of the project noting LBWF preferred contract management arrangements with a possible compromise being that NPSL Ltd manage it using school nominated contractors. The present long access pathway could be used for deliveries, storage and an emergency exit onto Low Hall Lane. Advantages of this proposal re that it provides a prominent safe access and a gatehouse mirroring the roof.

The proposed accessibility plan was noted with possible LBWF funding for this

also noted. These plans offer sufficient space per child including accessible toilets and make best use of the existing space. It was noted that the federation has paid for these plans from its reserves so assisting LBWF in identifying a solution to the most urgent premises issues identified relating to safeguarding and accessibility issues, both of which have statutory aspects.

Following further discussion, it was **AGREED** to proceed with safeguarding and accessibility works with the federation submitting plans for planning consent.

A match funding bid has also been submitted for windows and other works earlier refused re concerns about lighting.

The plans are considered to represent a reasonable medium term investment in the future of the building necessary to offer an acceptable standard of accommodation and basis for good quality 21st century nursery provision.

Church Hill Nursery School:

- 4.3. A site analysis was noted as for LHNS with options 1-4 explained by HC with Option 4 preferred as providing a separate timber framed space for use for training, stories and 3 year old space. Discussion followed regarding the need to fully utilise the outdoor space and to integrate provision to two and three year olds. Some degree of external funding may be possible for this from a livery company and local business sponsorship. The space would be good for lettings but storage needs will need to be considered.

HC reported that childminder and moderation training have started with training focussing on learning walks, coaching and observations. Expressions of interest have been made for training provision including outdoor learning, cultural capital and creativity.

ACTION: Senior Leadership Team to be consulted and planning permission sought for projects at both Church Hill and Low Hall.

5. MAINTENANCE ISSUES

5.1. Church Hill Nursery School

- 5.1.1. Quotes and actions of HR were authorised and **AGREED** in relation to:

- Faulty sliding doors (further repair may be possible or use capital funding for replacement).
- Replacement of sink, taps and worktop in art area.
- Repair of ongoing leaks in kitchen area and parents' room.
- Provision of nursery buzzer to release blue door but with restricted use.
- Replacement of wooden fascia was noted as part of the capital programme (WF to fund for work this summer).
- Portable Appliance Testing: Contact to be made with contractors.
- Key holder provision.

- 5.1.2. It was noted that there is no grounds maintenance at present so the Head Teacher has been maintaining the grounds and will trim the mound before the school fair. It was noted that LJ is to discuss possible shared caretaking with Walthamstow School for Girls and that HR will advertise for a casual caretaker.
ACTIONS: Multiple on HR as above.

- 5.1.3. HC reported that Borough of Culture funding has been received for replacement exterior mosaics involving the community on the theme of multi-cultural fabrics. A William Morris element will represent the UK element to this.

5.2. Low Hall Nursery School

5.2.1. Building Proposals

These were noted as above to address issues relating to gutters, roofs, lights and door access systems.

- 5.3. Site Services Officers
Minuted as confidential.

6. HEALTH AND SAFETY ACCIDENT REPORT

- 6.1. Recent 'Lock-Down' at LHNS
This was noted.

6.2. Accident Reports

It was reported that numbers have risen at Low Hall with a slight rise in reported accidents.

ACTION: Training needed across both sites re completion of accident forms during September INSET days.

7. SUSTAINABILTY ISSUES

This agenda item was noted.

8. GENERAL DATA PROTECTION REGULATION

- 8.1. HR reported that she had met with the federation's new GDPR officer with a full package of support offered including a data infringement policy and privacy notices for both children and parents.

9. SAFEGUARDING

- 9.1. SC agreed to visit both schools for consideration at the next FGB meeting.
ACTION: SC/HC to liaise.

10. DATE AND TIME OF NEXT MEETING

- 10.1. Date and Time of Next Meeting
Thursday 14 November 2019 at 9.15 for 9.30 a.m. at Church Hill Nursery School.

11. ANY OTHER BUSINESS

- 11.1. Tea Time Pack Up of 8 year 3 Children from Henry Maynard School
This was **AGREED**.

The meeting closed at 11.45 a.m.

Chair: S. ANDRA CAMPBELL (print)

S. J. Campbell (sign)

Date: 14-11-19

Chair's Initials:

SC