

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS  
(FANS) HELD ON WEDNESDAY 16 OCTOBER 2019 AT 6.00 P.M. AT CHURCH HILL  
NURSERY SCHOOL**

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

**Co-opted Governors**

Mrs Gail Allaway  
Ms Sandra Campbell  
Mr Peter Dawe  
Ms Katherine Hall  
Ms Maxine Lafayette  
Ms Chloe Shrimpton

**Head Teacher**

Mrs Helen Currie

**Parent Governor (Nursery)**

Mr Abrar Malik

Clerk to the Governors: Ms Caroline Russell

Also present: Mrs Hasina Rashid, Federation Business Manager (part)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1.	Declarations of Interest, Codes of Conduct and Skills Audit: Forms were completed for return to Governor Services by the Clerk for processing and scan back to federation.	All governors/ Clerk/ GS	Ongoing
6.4.	Safeguarding Reports: (i) Keeping Children Safe in Education declaration completed by governors for retention. (ii) HR to circulate safeguarding reports.	All governors  HR	Done  As soon as possible
8.	Dates and Times of Future Meetings: -Wednesday 5 February 2020-6-9pm @LHNS. -Wednesday 6 May 2020-6-9pm-LHNS.		

1.1. Welcome

All were welcomed to the meeting and Ms Chloe Shrimpton was welcomed back following maternity leave.

Chair's Initials:



**Children's Learning and Development Committee:** Ms Sally Davey (Chair), Ms Gail Allaway (Vice Chair), Ms Pauline France, Mrs Helen Currie, Mr Abra Malik, Ms Lindsey Reid.

**Governor Discipline and Staff Discipline, Grievance and Dismissal Appeals:**

It was **AGREED** that the whole Governing Body form a pool from which 3 eligible and available governors may be drawn on an ad hoc basis as necessary.

**Head Teacher's Performance Management:** Ms Pauline France, Mr Peter Dawe.

4.4. Link Governors and Schedule of Visits for 2019-2020

4.4.1. A document was circulated and agreed re link governor visits with governors reminded by the Chair that they are not inspectors or advisors but 'critical friends' of the School with a brief to constructively consider the application of policies and School Development Plan priorities based on visits and direct observation.

4.4.2. The following link governor responsibilities were **AGREED**:

**Special Educational Needs and Disability and Children's Personal, Social and Emotional Development:** Ms Sally Davey.

**Safeguarding and Children's Welfare:** Ms Sandra Campbell and Ms Maxine Lafayette.

**Children's Voice (Communication, Spoken Language and Early Literacy):** Ms Gail Allaway and Ms Chloe Shrimpton.

**Children's Play and Learning:** Ms Pauline France.

4.5. Publication of Governor Information on the School Website

This has now been updated to include the composition of the Governing Body + attendance. AE checks that other statutory content is included, has amended the name of the federation to FANS and included the new Instrument of Government.

**5. MINUTES**

5.1. Minutes of the Last Governing Body Meeting Held on 9 May 2019

These were noted.

**ACTION:** PF to check and sign off under Chair's action.

5.2. Matters Arising

5.2.1. New Day Care Families

These were noted.

5.2.2. Change of Name

This has now been ratified.

5.2.3. Church Hill Nursery School Budget

This has now been ratified.

5.2.4. Link Visits


An email was sent to governors to agree dates for these.

5.2.5. Annual Governance Statement for Website

AE has actioned this.

5.2.6. Training for Governors on the General Data Protection Regulation

Details of this may be emailed by the Local Authority.

Chair's Initials:  


the community. In future a cap will be needed on UEEE places. Online applications have been successful.  
Capital spend at CHNS was noted.

**Low Hall Nursery School Budget Monitoring at Month 6:**

A loan has not yet been taken up. Savings were noted re teachers and a redundancy payment made. An under spend is predicted re external services it being **AGREED** that a play scheme will not be provided at LHNS but that they can use the CHNS play scheme. There have been some savings on catering day care costs using LBWF catering including a vegan option.

**Income:** Numbers have risen and a balancing payment for the spring and summer term is expected. SEND funding is under budget, there has been a Borough of Culture grant, rates rebate is awaited and day care income is over budget. There is a predicted in year revenue deficit of £116,700 at present with a projected year end deficit of £62,426.

**ACTION:** Minuted as confidential

5.3.5. Confidential Minutes

Minuted as confidential.

**6. INFORMATION SHARING, REPORTS AND DOCUMENTATION**

6.1. Special Educational Needs Documentation

Documents were e-circulated it being **AGREED** to publish the SEND offer is redrafted to follow the same format and summarised.

6.2. Federation Joint INSET Day

Details were circulated.

6.3. Chair's Action

There was none reported.

6.4. Safeguarding Report

HC reported that the federation scored very highly on the local authority audit last year so minor update only will be needed his year. SC visited and sent a report to HR and HC following check of the Single Central Record. It was reported that children showed a good awareness of safe practice.

**ACTIONS:**

-Governors completed a declaration relating to the DFE's Keeping Children Safe in Education document section 1 in the meeting for retention by the School.

-HR to e-circulate safeguarding reports.

6.5. Head Teachers Report

6.5.1. Curriculum

Prior e-circulation of this was not ed. HC reported that the new draft School Development Plan structure is based on the revised OFSTED inspection framework with a focus on intent, implementation and impact. OFSTED will review the teaching of reading and phonics in depth and check that staff know and understand the curriculum. There is ongoing work re cultural capital including the use of educational visits as an integral part of cross-curricula provision. Local training was noted with HC to become a Senior Leader of Education through Sheringham Nursery.

6.5.2. Confidential Staffing Issues

Minuted as confidential.

Chair's Initials:  
