

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY (FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS) HELD
ON WEDNESDAY 9 NOVEMBER 2022 AT 6PM VIA TEAMS**

Present: Ms Pauline France (In the Chair)-Local Authority Governor

Co-opted Governors

Mr Peter Dawe
Mr Mark Brown
Mr Abrar Malik
Mr Jana Mills

Head Teacher

Ms Helen Currie

Parent Governor

Ms Aalia Chauhary

Staff Governor

Ms Lindsay Reid

Clerk to the Governors: Ms Caroline Russell

Also present: Ms Paula D’Vaz, Prospective Governor

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.2.	Annual Declarations of Pecuniary and Personal Interest, Code of Conduct and Skills Audit: All asked to complete on GovernorHub.	All	As soon as possible
3.1.	Meeting re Roles of Chair and Vice Chair: Abrar, Mark, Pauline and Helen to meet	Abrar, Mark, Pauline and Helen to meet	As soon as possible
4.1.	Governing Body Membership and Committees: (i) Extensions of Terms of Office: AGREED for Pauline France, Jana Mills and Sally Davey. (ii) Premises: Mark to contact Katy Thompson re chair and send out Whatsapp messages	Governor Services Mark Brown	As soon as possible Ongoing

	per minute 5.2.5		
7	Strategic Intents and Planning for Annual Cycle 2022-23: Documents to be posted on GovernorHub.	HC/PF	Ongoing
8	Dates and Times of Future Meetings: FGB: 31/01/2023 6-8pm Virtual; FPP Committee 18/01/2023-5.30 p.m.-Virtual; Premises Committee 24/02/2022-1pm-Virtual; Children's Learning and Development Committee 07/02/2022-4.30 p.m.-Virtual.	All to note. School/GS to action.	Ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting including Ms Paula D'Vaz, prospective parent governor. A sincere vote of thanks was **AGREED** to Peter Dawe for his unstinting service to the federation over the last 8 years. It was recognised that he has given him time and knowledge in wider public service for more than three decades. Governors valued the way that he has adhered to the Nolan Principles of Public Life throughout the life of the federation and demonstrated compassion and wisdom in his roles as vice-chair and chair of the Finance, Pay and Personnel Committee.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Sally Davey. Apologies were received and accepted from Katy Thompson after the meeting had ended.

1.3 Quorum

The meeting was quorate with 8 governors present.

2. DECLARATIONS OF INTEREST, CODE OF CONDUCT AND SKILLS AUDIT

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.

2.2. Annual Declarations of Pecuniary and Personal Interest, Code of Conduct, Skills Audit

ACTION: All asked to complete on GovernorHub.

3. ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY

3.1. Election of Chair for the Academic Year 2022/23

Abrar Malik was elected chair for the current academic year 2022/23. (Proposed by Helen Currie and seconded by Pauline France. It was **AGREED** that Pauline France chair the current meeting pending a meeting re the role of chair.

ACTION: Abs Malik/Pauline France/Mark Brown/ Helen Currie to meet re roles of chair and vice chair and Abs to undertake LA training re Taking the Chair.

3.2. Election of Vice Chair for the Academic Year 2022/23

Mark Brown was elected vice chair for the current academic year 2022/23.

(Proposed by Pauline France and seconded by Helen Currie).

4. MEMBERSHIP

4.1. Governing Body Membership

Extensions of Terms of Office: These were noted/agreed for Pauline France, Jana Mills and Sally Davey.

4.2. Committee Memberships

Finance, Pay and Personnel Committee: Peter Dawe, Jana Mills, Aalia Choudhary, Pauline France, Helen Currie.

Children's Learning & Development Committee: Sally Davey, Abs Malik, Helen Currie, Lindsay Reid.

Premises Committee: Mark Brown, Katy Thompson, Helen Currie, Pauline France.

ACTION: Mark to contact Katy re chair and send out Whatsapp messages.

4.3. Disclosure and Barring Service Checks

These have been completed by all governors with details held by the School and Governor Services.

4.4. Head Teacher Performance Management

This will be undertaken by Pauline France and Mark Brown.

4.5. Statutory Committees-Governor Discipline and Staff Discipline, Grievance and Dismissal Appeals

It was **AGREED** that the entire Governing Body form a pool from which ad hoc committees may be convened subject to eligibility and availability.

4.6. Link Governor Responsibilities

Safeguarding and Children's Welfare: Mark Brown.

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

Early Years' Foundation Stage and Children's Rights:

Governors noted that the roles are explained on Governor Hub. Link governors will make scheduled visits by arrangement with the Head Teacher in order to talk with designated post holders and review internal monitoring and data. These could be to both schools if a full day is available or for a ½ day each. SD is scheduled to visit on 17 and 22/11/2022 to Church Hill and Low Hall Nursery Schools respectively and AM on 22/11/2022. Visits may also include the School Improvement Partner LM.

It was noted that OFSTED are expected at LHNS (have recently visited CHNS with outstanding judgement confirmed).

5. MINUTES

5.1. Minutes of the Last Meeting Held on 07 June 2022

These were received and accepted with no matters arising not considered elsewhere on the agenda. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

5.2. Verbal Reports and Updates

5.2.1. Meeting with Lindsay Jackson in September 2022

This was reported regarding the recent White Paper and central government policy that all maintained schools be academised by 2030. Currently, nursery schools cannot be academies and the view was expressed that such a change would be

detrimental to local accountability and involvement. It was noted that the current government is in turmoil and that this policy may change. Currently, Acacia Nursery is managed via a service level agreement by AAT with CHNS and LHNS the remaining 2 standalone nursery schools in LBWF. There was also discussion about financial sustainability and possible use of the Ferguson Centre. The meeting was positive in tone noting that LBWF wish to continue to maintain their nursery schools.

5.2.2. Finance, Pay and Personnel Committee

This met on 13/10/2022. It was agreed to defer election of chair and vice chair to the next meeting, terms of reference were agreed, a budget monitoring report was received and staffing reviewed. Head Teacher performance management was conducted on 23-09-2022 with 2/3 objectives fully met and a 3rd mostly met. The stressful nature of the last year was noted with a more directive style of leadership now being adopted in response to challenges including cost of living and inflation, childcare and early education outcomes. A recent OFSTED inspection visit reaffirmed outstanding status and HC's outstanding leadership. Objectives this year relate to strengthening the role of the federation as a model of good practice and beacon of SEND and developing further the well being of staff and governors. A replacement governor is needed for PD.

5.2.3. Premises Committee

This met on 04/11/2022. Flooring at CHNS is being replaced in phases and a tree survey has been done at CHNS. There is no budget for a tree survey at LHNS where access/gate issues are an ongoing concern. A window has been put in the sensory room at CHNS. Asbestos has been found at CHNS with the LA notified but source unknown. A burst radiator at LHNS was noted now repaired. New signage is needed for LHNS to improve the visibility of signage from the main road.

ACTION: Working group to meet re possible use by LHNS of the adjacent Ferguson Centre, improve signage, improve 2 year old provision. A business proposal will be formulated to take to LBWF and Stella Creasy MP.

5.2.4. Children's Learning and Development Committee

This committee met on 07/11/2022. Declarations of interest were checked and feedback given re the recent OFSTED inspection. The local SEND offer and report have been written and policies adopted. Feedback was given re data with use of curriculum goals to write pupil reports. The majority of children are at the 3rd or 4th milestone with rapid progress made in maths. Discussion followed re well being, universal care and early help. A significant number of children in the schools (11) are known to the police or social services reflecting the effects of the pandemic and poverty. A high number of children have special educational needs and disability with a large number of Education and Health Care plans produced. Staff well being is being considered via use of the 5 Pillars of Well-Being.

6. INFORMATION SHARING, REPORTS AND DOCUMENTATION

6.1. Head Teachers' Report-Prior-Ecirculated

6.1.1. School Development Plan

This reflects the structure of the OFSTED inspection framework re quality of education, behaviour and attitude, personal development and leadership and management. Curriculum goals are being embedded via peer observation of teachers with HC to observe LRe shortly. It is proposed to share good practice more widely and apply for the inclusion quality mark in partnership with Roland Hill Nursery

School in Tottenham. Quality mark objectives have been written based on well being connected to equality objectives.

6.1.2. Behaviour and Attitudes

This is being discussed by senior leaders with INSET given re artistic processes. The schools are participating in the WF storytelling project. A main scale teacher has been appointed for 3 days per week re special educational needs and forest school provision at Walthamstow School for Girls. This connects with learning objectives for families.

6.1.3. Cultural Capital

HC noted the development of the We Play project with dinosaur and train sets created for families using a £14,000 LBWF funding allocation. There is currently funding for provision of toy bags for children with SEND. Donations have been made for Harvest Festival and to local food banks which, unfortunately, are being used by both local families and staff. There is use of the Edinburgh/Warwick scale for supervision with ECKERS training in November (classroom research programme). This will be feedback to LM and governors after peer observations in November.

6.1.4. Leadership and Management

There are links with Sheringham Nursery School and an application has been made for early years' best practice funding. HC will run LBWF training re curriculum goals. Staff have been met with re the 5 Pillars of Well Being.

6.1.5. Staffing and School Rolls Including Attendance

It was reported that LHNS is nearly full for January 2023.

6.1.6. Safeguarding

MB reported regarding a visit on 21/10/2022 with some serious and upsetting issues discussed. (Reported to other committees in detail). It was noted that it is the responsibility of all to keep children safe in education and that clear reporting procedures are needed. MB will visit again next term re completion of a safeguarding audit. Training information has been sent by HC with training via Governor Hub and at Willowfield Secondary School on 03/01/2023.

6.1.7. Training Attended re Complaints and Investigations

PF reported regarding this noting that it is important that full details are not shared in case investigations are needed.

6.1.8. Federation Budget 2022/23

HC noted that the financial situation of the federation remains fragile (in year deficits are reported for CHNS and LHNS of £28,000 and £53,000 respectively to be funded from reserves. LHNS has been affected by low uptake of places and daycare. Re energy costs update is awaited from LBWF re support in this area. It is expected that hourly top-up funding will be increased from £1.71 to £3.36 but will be absorbed by recent agreed increases in staff pay. LHNS is well placed re forthcoming OFSTED inspection re educational provision.

7. STRATEGIC INTENTS AND PLANNING FOR ANNUAL CYCLE 2022-23

ACTION: Self evaluation forms and strategic intents and annual cycle of monitoring to be posted on GovernorHub.

8. DATES AND TIMES OF FUTURE MEETINGS

Full Governing Body: 31 January 2023-6-8pm-Virtual.

Finance, Pay and Personnel Committee: 18 January 2023-5.30 p.m.-Virtual.

Premises Committee: 24 February 2023-1pm-Virtual.

Children's Learning and Development Committee: 07 February 2022-4.30 p.m.-Virtual.

9. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

Minuted under separate cover.

The meeting closed at 8. 05 p.m.