

MINUTES OF A MEETING OF THE CHILDREN’S LEARNING AND DEVELOPMENT COMMITTEE OF THE FOREST ALLIANCE OF NURSERY SCHOOLS HELD ON MONDAY 23 MAY 2022 AT 4.30 P.M. VIRTUALLY AND AT THE SCHOOL

Present: Ms Sally Davey (Chair)-Co-opted Governor (SD)
 Mr Abs Malik-Co-opted Governor (AM)
 Ms Helen Currie-Executive Head Teacher (HC)
 Ms Lindsay Read-Assistant Head Teacher and Staff Governor (LRe)

Clerk to the Governors: Ms Caroline Russell

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. | -E-Signature of Mins: PF to be asked by SD to sign on GovernorHub. | SD/PF | As soon as possible. |
| 6 | Provision for Special Educational Needs and Disability: SD to meet with the SENCO. | SD | Ongoing |
| 7.4. | OFSTED Inspection: Detailed feedback to be given to the next full Governing Body meeting. | HC/LRe | 07-06-2022 |
| 11 | Date and Time of Next Meeting: Monday 7 November 2022-4.30 p.m. Draft agenda items per minute | All to note. School/GS to action. | 07-11-2022 |

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

There were none.

1.3 Quorum

The meeting was quorate with 4 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. MINUTES

3.1. Minutes of the Last Meeting Held on 21 February 2022

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

3.2. Matters Arising

3.2.1. E-Signature of Mins

Chair’s Initials:

ACTION: PF to be asked to sign on Governor Hub.

3.2.2. Use of Learning Books

This is a current agenda item.

3.2.3. Resource Development

HC noted that there has been a budget overspend at CHNS following purchase of consumable resources and of books to reflect the diverse intake of the school. This can be funded from the school's private funds but reflects current budget stringency/inadequacy. Voluntary funds will also be used to finance an artist in residence.

4. REPORT ON LEARNING WALKS-SD

4.1. SD reported that this was done with Lorraine Manford, School Improvement Partner. The day had been interesting, enjoyable and constructive with evidence seen re the implementation of the curriculum and learning goals, evidence of impact and progress, use of Tales Toolkits, consideration of what a typical 4 year old would learn, the impact of learning and the quality of adult interaction seen. The curriculum included outdoor learning and was shared by the staff. Curriculum cards have been devised for staff to refer to.

4.2. There had been discussion with staff re monitoring systems including the use of special books, creation of an assessment spreadsheet and use of well written curriculum goals.

4.3. Extension of the curriculum goals from 2 to 3 year olds have been considered with COVID catch up measures related to children's home lives. Children had used picture books as a stimulus to create their own characters. Use of Tales Toolkit is well established and there had been talk with children and parents.

4.4. Careful thought had been given to the children's special books and putting these Online. The Schools are covering all statutory elements of the curriculum and safeguarding with documentation online in event of inspection. Staff planning, preparation and assessment time has been reduced so assessment is being managed to reduced staff workload with staff creating their own formats related to learning goals. Presentation issues have been followed up with staff.

5. SAFEGUARDING

5.1. Several walks and online checks have been done by governor MB which will be reported to the full Governing Body including a check of the Single Central Record. No major issues were found.

5.2. A hard copy leaflet has been devised relating to expectations of supply staff including re safeguarding, use of phones, safe storage of valuables, evacuation in event of emergency, location and use of fire exits and sanitation.

6. SPECIAL EDUCATIONAL NEEDS AND DISABILITY

ACTION: SD to meet with the SENCO.

6.1. HC reported that currently there are 22 children at CHNS with Education and Health Care plans and 11 at Low Hall Nursery School with funding received for These. A SEND qualification is currently being completed and PE reducing her days to 3 per week from September. An application for a quality inclusion mark

is to be made reflecting a very high number of children with special needs in the schools' intakes.

- 6.2. Discussion with the LA is ongoing re additional funding for SEND via a possible resourced provision. **Q.** Why is there a high incidence of SEND at the schools?
A. Word of mouth between parents, we don't turn children away and have accepted children who have been refused by other settings. At present cannot take children with EHCPs from working families 8-6pm as don't have sufficient staffing or suitable accommodation.

7. DATA SHARE RE CHILDREN'S PROGRESS AND REPORTS TO PARENTS

- 7.1. Data is shared via booklets at parents' meetings (these can be taken by the families when the child leaves the schools).
- 7.2. A transition report shows a statement for each milestone and there is a personalised statement about the child on the front of the report.
- 7.3. Children's progress is mapped for planning purposes for the individual and in groups. An outcome of a recent progress assessment was that maths was the least developed area so there was a focus on that from the autumn term. 'Recipe' cards are made to use for different areas including maths and arts and crafts.
- 7.4. Following recent OFSTED inspection a factual check has been made of the report. The presence of EMcCI at the feedback session was welcome.
ACTION: Detailed feedback will be given to the forthcoming full Governing Body meeting.

8. REVIEW OF CURRICULUM GOALS REFLECTING THE STATUTORY EARLY YEARS' CURRICULUM

- 8.1. HC reported that a recent 'must' audit showed compliance with statutory goals and OFSTED feedback in this area had been positive. Learning goals will be reviewed again in September to focus on 'what the child has learnt'.
- 8.2. Data is being developed to share and special books being monitored.

9. PARENTAL COMPLAINT

Minuted as confidential under separate cover.

10. STAFF PEER OBSERVATIONS

- 10.1. There was limited evidence of maths based activities in the book look so this area is being developed including for independent child led activities.
- 10.2. Generally, evidence was seen of activities with strong literacy links, sequential activities, modelling of reading left to right and 'recipe' books will be shared. There will be further development of activities to use resources in a cross-curricular way e.g. use of children's names in alphabetical lists and for table settings.

11. DATE AND TIME OF NEXT MEETING

This will be held on Monday 7 November 2022-4.30 p.m.

Draft Agenda Items for Next Meeting

-Welcome/Apologies for absence.

- Declarations of interest/quorum.
- Minutes and matters arising from the last meeting held on 23 May 2022.
- OFSTED action plan feedback re learning and development.
- Final draft of curriculum goals.
- 2 year old plan.
- Transition report.

12 . ANY OTHER BUSINESS

12.1. Sources of Online Phonics Training Courses

ACTION: LRe to consider to AM prior to voluntary work in the schools.

The meeting closed at 5.40 p.m.