

**MINUTES OF A MEETING OF THE FEDERATED CHURCH HILL AND LOW HALL
NURSERY SCHOOLS GOVERNING BOARD HELD ON 3 OCTOBER 2018 AT 6.30 P.M.
AT LOW HALL NURSERY SCHOOL**

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

Co-opted Governors

Mrs Gail Allaway
Ms Sandra Campbell
Ms Sally Davey
Mr Peter Dawe
Mrs Maxine Lafayette
Mr Jana Mills
Ms Chloe Shrimpton

Head Teacher

Mrs Helen Currie

Local Authority Governor

Mrs Susan Peacham

Staff Governor

Ms Margaret Rees

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
2.1.	Declarations of Pecuniary and Personal Interest and Governing Board Code of Conduct: Clerk to return to Governor Services for processing and absent governors to complete and return under separate cover.	Clerk/ Governor Services/ IA/AC	Ongoing
2.3.	Annual Skills Audit: Governors to complete online and return to Governor Services for summary analysis.	All governors and Governor Services	Ongoing
3.	Election of Chair and Vice Chair of the Governing Board: Ms France and Mr Dawe elected respectively	Governor Services to note/action	As soon as possible
4.	GB Membership: (i) School to conduct elections for 2 parent governors (ii) Mr Jana Mills formally co-opted.	School	As soon as possible
4.3	Disclosure and Barring Service Checks: School to send forms to Ms Davey and Mr Mills for completion and return to school.	School/SD /JM	As soon as possible

Chair's Initials:



4.6.	Publication of Governor Information on School Website: PF/AE to liaise.	PF/AE	As soon as possible
5.2.4.	Future Sustainability of Low Hall Nursery School: Working Party to be set up	HC/PF/PD+	Ongoing
5.3.3.	FPP Committee Report: Actions agreed per minute	Sustainability WP (PF,PD,SC +HC,HR)	Ongoing
6.2.15.	INSIGHT Data: Summary to Children's Learning and Development Committee: HC	HC + Committee	Next CLD meeting
6.2.16.	School Development Plan: Progress on plan to be presented to next meeting.	HC	Spring term FGB meeting
6.6.	SEND Offer at LHNS: PF/ SD and MR to liaise re link visit to LHNS and SEND offer	PF/MR/SD	Before mid November
6.7.	Health and Safety Audit and Report: Next premises committee to consider	HC	Next premises committee
7.3	Aide Memoire 2018-19 to be uploaded onto governor secure site	AE	ASAP
7.4.	Schools' Financial Value Standard Statement: FPP Committee to review spring 2019	FPP Committee	Spring 2019
8.	Dates and Times of Future FGB and Committee Meetings: Pl. see per minute noting earlier start time for 06-02-2019.	All Governors + Governor Services to note/action	Ongoing

1. **WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

All were welcomed to the meeting including Ms Sally Davey, newly appointed co-opted governor and Mr Jana Mills, prospective co-opted governors.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Ms Issy Adams, and Mrs Abida Chaudhary.

1.3 Quorum

The Clerk confirmed that the meeting was quorate with 11 governors present.

1.4 Notice of Any Other Business/Confidential Items

-Review of FPP Confidential minutes of 9 May 2018.

2. **DECLARATIONS OF INTEREST**

2.1 Declarations of Pecuniary and Personal Interest and Governing Board Codes of Conduct

The clerk issued all present governors with copies of the personal and pecuniary interest form who duly completed them returned them to the clerk for processing. Ms Adams and Ms Chaudhary were not present and so will be asked to complete and return forms under separate cover.

ACTIONS: Clerk to return forms to Governor Services for processing and absent governors to be asked to complete and return under separate cover.



2.2 Declarations of Interest in any of the Following Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting. Standing declarations were noted by Mrs Rees re architects' feasibility study, Mrs Campbell re employment of spouse for minor building work and Mrs Sue Peacham re part time data input.

2.3. Annual Skills Audit

Governors are asked to complete these online and return to Governor Services for summary analysis.

ACTION: Governors and Governor Services.

3. **ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BOARD FOR THE CURRENT ACADEMIC YEAR 2018/19**

3.1 Election of Chair for the Academic Year 2018/2019

The Clerk welcomed nominations for the position of Chair of Governors. Mr Peter Dawe proposed that Ms Pauline France be elected as Chair of Governors for the 2018/2019 academic year, this was seconded by Mrs Sue Peacham. With no other nominations and no objections Ms France was duly elected as Chair.

3.2 Election of Vice-Chair for the Academic Year 2018/2019

The Clerk welcomed nominations for the position of Vice Chair of Governors. Ms Sandra Campbell proposed that Mr Peter Dawe be elected as Vice Chair of Governors for the 2018/2019 academic year, this was seconded by Mrs Sue Peacham. With no other nominations and no objections Mr Dawe was duly elected as Vice Chair.

4. **GOVERNING BOARD**

4.1. Appointment of 1 Co-opted and 2 Parent Governors

The Clerk confirmed that there are vacancies for a co-opted and two parent governors and noted that Mrs Abida Chaudhary, Mr Peter Dawe, Ms Pauline France and Mrs Susan Peacham will come to end of their current terms of office on 01-02-2019.

ACTIONS:

- School to conduct elections for two parent governors as soon as possible.
- Mr Jana Mills was formally co-opted (unanimously) by the Governing Board.
- Mr Peter Dawe, Ms Pauline France and Mrs Susan Peacham were co-opted for a new term from 01-02-2019.

4.2 To Consider Disqualification due to Non-Attendance

The clerk advised that no governors are eligible for disqualification due to non-attendance.

Governors acknowledged that both Mrs Abida Chaudhary and Ms Issy Adams would be absent from future meetings due to personal circumstances this term.

4.3. Disclosure and Barring Service Checks

ACTION: School to send forms to Ms Davey and Mr Mills for completion and return to School.

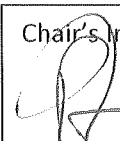
4.4. Committee Memberships

Governors **AGREED** to serve as follows:

Finance, Pay and Personnel Committee: Ms Pauline France, Ms Maxine Lafayette, Mr Peter Dawe, Mrs Helen Currie, Mr Jana Mills.

Premises: Ms Sandra Campbell, Ms Chloe Shrimpton, Ms Margaret Rees, Mrs Helen Currie, Ms Sue Peacham and Mrs Hasina Rashid.

Chair's Initials:



Children's Learning and Development Committee: Ms Issy Adams, Mrs Abida Chaudhary, Ms Pauline France, Ms Margaret Rees, Mrs Helen Currie, Ms Sally Davey and Ms Gail Allaway.

Governor Discipline, Staff Discipline, Grievance and Dismissal Appeals: It was **AGREED** that the entire Governing Board form a pool from which eligible governors may be drawn on an ad hoc basis as necessary.

Head Teacher Performance Management Review: Mr Peter Dawe, Ms Pauline France and Mrs Maxine Lafayette.

4.5. Link Governors

Link Governor Document and Link Governor Monitoring Schedule

These documents were circulated. PF explained the purpose of the link governor roles as a means of familiarisation with the Schools.

Governors **AGREED** to serve in the following areas reflecting the early years curriculum:

Children's Personal, Social and Emotional Development (PSED) & Special Educational Needs and Disability (SEND): Ms Sally Davey with hand over from Ms France.

Safeguarding and Children's Welfare: Mrs Sue Peacham.

Child's Voice: Mrs Maxine Lafayette and Ms Chloe Shrimpton.

Early Literacy: Mrs Gail Allaway.

Children's Play and Learning: Ms Pauline France.

Sustainability and Equalities: Mr Jana Mills and Ms Sandra Campbell.

Autumn term visits focus on SEND, PSED, Safeguarding and Children's welfare.

Visits will focus in the spring term on active learning and the child's voice.

In the summer term the focus is on early literacy and specific areas of learning.

Support will be offered with documentation and buddying for newly appointed governors.

4.6. Publication of Governor Information on School Website

This was noted re Governing Board composition and governor attendance for 2017-18. The School has now established a secure site for governors (password details circulated).

ACTION: PF to liaise with Alison Emmett, Schools Marketing & Policy Officer

5. **MINUTES**

5.1. Minutes of the Last Governing Board Meeting Held on 9 May 2018

These were received and agreed to be an accurate record of the meeting.

Ms France signed a copy of the minutes for retention by the school for filing.

5.2. Matters Arising

5.2.1. Membership Matters

These have been actioned.

5.2.2. Charges for Early Help Advice and Support

HC reported that the School is entitled to support from Early Help as an Early Years provider without charge.

5.2.3. Publicity to Support Numbers at Low Hall Nursery School

There has been publicity on Facebook. Numbers on roll are currently at 70, including 2 year olds.

5.2.4. Future Sustainability of Early Years Foundation Stage and Nursery School

ACTION: Working party to be set up.



5.2.5. Performance Management

PD reported that the actions arising from the Finance, Pay and Personnel Committee held on 25 April have now been actioned. Head Teacher performance management review was conducted by PF and PD with Lorraine Manford. The objectives set in 2017-18 re OFSTED readiness, promotion of the federation in the Waltham Forest community and promotion of arts and creative learning were fully met and specific aspects have been selected for further extension in the current year. It was recognised that HC has achieved a great deal in her first year as executive headteacher. Payment for HC to complete the National Professional Qualification for Headship was **AGREED**.

Objectives for 2018/19 were noted relating to embedding a culture of reflection and self-evaluation, promotion of the federation in Waltham Forest and development of life coaching skills.

5.2.6. Annual Governance Statement

This has been completed and is on the schools' website.

5.2.7. Governing Board Skills Audit

ACTION: Governors to complete and return to Governor Services for summary analysis per minute 2.3.

5.3. Finance, Pay and Personnel Committee Meeting 25/04/2018

Minutes were noted and reported in summary by PD including the election of PD and ML as chair and vice chair of the committee. It was reported that the finances of Church Hill Nursery School (CHNS) are generally satisfactory with a rates rebate owing and successful extended services provision. Regarding Low Hall Nursery School (LHNS) financial problems were raised in a letter from DP, the main difficulty being that pupil recruitment and retention is a problem due to there being a number of other early years' providers locally. A working party is needed to consider the future sustainability of both nursery schools. As a short term measure, a recruitment freeze was agreed for LHNS noting that this nursery was not full last year until June 2018. It is hoped that this will improve this year in order to relieve the pressure on the federations' reserves which are finite. The transfer of the LHNS holiday play scheme to CHNS will be considered and the federation wish to retain experienced and qualified Teachers and Early Years' educators, including SEND experienced staff, on both sites following a possible restructure. Governor visits to nurseries in LB Barnet were recommended by HC as these nurseries had overcome similar financial difficulties.

ACTIONS:

- Sustainability working party to be established to meet mid-November (PF, PD, SC agreed to serve with HC and HR ex-officio).
- Request housing development information locally from LBWF.
- Obtain overview of local nursery offers and explore potential for collaborative rather than competitive working.
- Staff induction training to include LBWF Financial Regulations for staff including delegated expenditure limits.

5.4. Children's Learning and Development Committee 04-07-2018

Minutes were received and accepted. Matters arising are dealt with elsewhere on this agenda.

5.5. Premises Committee 21 June 2018

Minutes were received and accepted. Discussion regarding the car park noted that this has now been cleared and security improved. Plans for CHNS were noted

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including closing off the Elephant Room when not supervised, development of a sensory room, minor repairs now undertaken by a newly appointed site services officer, development of Forest School provision, renovation of sand pits on both sites, reduction of head injuries on both sites and receipt of feasibility studies for capital funding.

6. INFORMATION SHARING, REPORTS AND DOCUMENTATION

6.1. Budget Monitoring

This was reported per minute 5.3 above.

6.2. Executive Head Teacher's Report

6.2.1. Staffing Changes

These were noted including teachers working on both sites, employment of a fixed term contract teacher and reductions in contracted hours. It was noted that all staff at both schools are paid at least the London Living Wage.

6.2.2. Revision of Schools' Self-Evaluation Forms

This was noted in response to the latest OFSTED inspection framework, moderation of data across schools and coaching in development.

6.2.3. Teaching and Learning and Assessment

Implementation of the Tales Toolkit was noted with opportunities to be given for staff peer observation.

6.2.4. Creating Partnerships

The federation are supporting LBWF with special educational needs and disabilities in private and voluntary settings. LBWF have invited the federation to partake in an intergenerational project.

6.2.5. Literacy Progress in Reading and Writing

Progress is good or better in reading and writing for 3 and 4 year olds at both sites. It was also noted that both schools supported by planning for educational visits and development of the Forest School provision.

6.2.6. Physical Development

This has accelerated following review of the provision made.

6.2.7. Teaching of Shape, Space and Measure 40-60 Months

This has been reviewed with data noted.

6.2.8. Vulnerable Children List

The keeping of this was noted.

6.2.9. Attendance

OFSTED and LA concerns regarding this were considered but it was also noted that attendance at nursery is not mandatory. Problems were reported regarding monitoring of 30 hour attendance but this is estimated to be close to 90%. Attendance will continue to be monitored and the schools will try to encourage regular attendance, but a number of children have significant problems with this including medical difficulties.

6.2.10. Peer Observation

Opportunities will be offered for these.



6.2.11. Safeguarding

LBWF training will be used in January 2019 for safeguarding and Looked After Children. The meeting **AGREED** to adopt the Schools' private fostering policy.

6.2.12. Animals on Site

Practice and policy in this regard was noted.

6.2.13. Building Development

Work was noted to develop the garden as a Forest School area with feasibility studies to be reported to the premises committee.

6.2.14. Eco School

This was relaunched in September. Following staff INSET PF is compiling an action plan.

6.2.15. INSIGHT Data

This was reviewed for both schools noting that a number of children have significant needs but that good progress is made from entry in attainment and progress. Governors are satisfied that good use is made of the Early Years' pupil premium funding received at both schools and there is good evidence that children's progress and attainment is enhanced.

ACTION: Summary to Children's Learning and Development Committee.

6.2.16. School Development Plan

This was reviewed noting that a short summary plan for this year has been produced and will be reviewed in future meetings. Areas for development were noted re early learning in maths and technology and early literacy will also be reviewed.

ACTION: Progress on SDP to be reported to next meeting.

6.3 **CHAIR'S ACTION**

PF reported attending a celebration of the federation being accredited as a living wage employer with local ward councillors. It was agreed that the schools' sustainability working party should make contact with ward councillors so that they can consider together what local communities needs are.

6.4. Safeguarding Governors' Report and Safeguarding Audit

SP reported that an audit summary will be completed for publication on 12-10-2018. Any recommendations will be reported back to the Governing Board.

6.5. Joint INSET

This was agreed to have been a worthwhile and constructive day with thanks to governors for their attendance and input. The CLD committee will discuss the review and action planning that took place on the day and has been written up by PF. Sustainability leads at each school will be identified and the new link governor for sustainability and equality will be supported in carrying out a visit and learning walk.

6.6. Special Educational Needs and Disability (SEND) Report and SEND Offer

Reports were received from each school. PF has met the special needs Coordinator at CHNS and discussed INSIGHT data for SEND, Early Years Pupil Premium (EYPP) and Every Child A Talker (ECAT) groups. She has circulated a visit report to all governors. She will arrange a similar visit with LHNS SEND Coordinator before half term. It was noted that there is an on-going issue regarding the start the

Education and Health Care plan process. With some parents still being told by Health professionals that their children have to be on a school/nursery roll before then process can begin. This delays support for children with complex needs. Funding concerns were noted re the LBWF high needs bloc including SEND.
ACTION: PF/SD and MR to liaise re link governor visit and SEND Offer.

6.7. Health and Safety Audit and Report

ACTION: This will be reported to the next premises committee meeting.

7. **STRATEGIC PLANNING AND ANNUAL CYCLE OF BUSINESS**

7.1. Aide Memoire

The 2018-19 aide memoire has been circulated and revised paper copies were shared at the meeting. It was noted that the federation does not need to adopt the LBWF blank delegated decision planner as the aide memoire already has a comprehensive cycle of business including delegation of duties.

7.2. Self-Evaluation of Governance

An updated form was agreed with movement from amber to green noted re support for new governors. Succession planning is needed for governance.

7.3. School Review, Self Evaluation Form and Development Priorities

A summary of strategic intents and school development priorities were agreed for 2018/19. New equalities objectives have been set including increasing the use made by families of opportunities arising from living in London and improved use of how we listen to parents.

ACTION: Aide memoire 2018-19 will be uploaded onto the governor secure site.

7.4. Schools' Financial Value Standard Statement

ACTION: This was noted for review by FPP committee in spring 2019.

8. **DATES AND TIMES OF FUTURE MEETINGS**

8.1. Date and Times of Future Full Governing Board Meetings

-Wednesday 6 February 2018-6pm-Low Hall Nursery School (note earlier start time).

-Thursday 9 May 2018-6pm-Low Hall Nursery School.

8.2. Dates and Times of Future Committee Meetings

Premises Committee: 15th November 9.15am -Church Hill Nursery School.

Finance, Pay and Personnel Committee: Thursday 15 January 2019-5pm- Church Hill Nursery School.

ACTION: Date and time for next Children's Learning and Development Committee to be advised. (PF to notify Governor Services and Clerk).

Dates of future governor briefings were noted per the agenda.

.9. **ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

Minuted at separate appendix. Ms Rees, staff governor, withdrew for consideration of this item.

The meeting closed at 9.25pm

Chair: PAULINE FRANCE (print)

Pauline France (sign)

Date: 18/03/19