

**MINUTES OF THE MEETING OF THE
FOREST ALLIANCE OF NURSERY SCHOOLS
(FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS) GOVERNING BODY
HELD ON TUESDAY 31 JANUARY 2023 AT 6.00 PM
VIA TEAMS**

Participants: Ms Pauline France **Local Authority Governor** (Chaired meeting as Chair and Vice Chair delayed)

Co-opted Governors

Ms Sally Davey (SD)
Mr Jana Mills (JM) joined the meeting at 18:13
Mr Mark Brown (MB) joined the meeting at 18:16
Mr Abrar Malik (AM) joined the meeting at 18:18

Headteacher – voting

Mrs Helen Currie

Parent Governors

Ms Aalia Chaudhary (AC)

Staff Governor

Lindsay Read (LR)

Clerk to the Governors: Zuhra Kayani

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	Share the Skills Audit link with the Governing Body	Pauline France	1 week
3.1.2	The clerk to advise Governor Services of Paula D’Vaz appointment	Clerk / Governor Services	Immediate
3.1.2	The Head Teacher to inform Paula D’Vaz of her appointment	Helen Currie	Immediate
3.2	Governor Services to update their records reflected completed DBS for all members of the Governing Body	Governor Services	Immediate
4.2	Liaise with Committee members and rearrange the next CLD meeting	Sally Davies	Immediate
4.3	Ask Paula D’Vaz her preference to sit as member on FPP Committee.	Helen Currie	1 week
4.3	Circulate the draft statement on Peter Dawe via email to the Governing Body for information and add on.	Pauline France	Immediate
5.1	Model the impact of closure to demonstrate to the Local Authority	Hasina Rashid	2 weeks
5.2	Model budgets from now until April in line with Low Hall and to model the impact if finances taken out of Church Hill and to highlight the changes in both budgets	Hasina Rashid	2 weeks

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6.1	Draft an email to Angelia Ferdinand in the Local Authority for the Chair to send on behalf of the Governing Body advising her of the current situation with heating at the Low Hall site	Pauline France / Abrar Malik	1 week
6.2	Advise the Governing Body of who needs to electronically sign off which policy on GovernorHub via the WhatsApp group	Helen Currie / ALL	1 week
6.3	Governors needing to complete the Safeguarding training to book the next training session on 14 March 2023, delivered by Waltham Forest via GovernorHub.	ALL	2 weeks
6.3	ALL Governors to read KCSIE document on GovernorHub and sign off electronically	ALL	2 weeks
6.3	Book a place on the Ofsted Requirement training	Mark Brown/Abrar Malik	2 weeks
7.3	Rearrange the next CLD meeting via WhatsApp with Committee members	Sally Davies	Immediate
7.1	Date of Next Meeting Full Governing Body Meeting Wednesday 10 May 2023 at 6pm. Finance Pay and Personnel Committee Wednesday 3 May 2023 at 5:30pm.	Governor Services	Immediate
	Agenda Items: <ul style="list-style-type: none"> • Budget • Head Teachers Report 	Governor Services	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

PF welcomed all those present and advised she would be chairing the meeting as AM and MB would be arriving late.

- 1.1 Apologies for absence sent by Katy Thompson.
- 1.2 Apologies for absence not accepted – None.
- 1.3 The clerk confirmed that the meeting was quorate with 4 Governors and the Head Teacher present.
- 1.4 The Chair advised that there was a confidential item, and several AOBs naming, Industrial Action and a proposal of MBE for Peter Dawe.

2. DECLARATIONS OF INTEREST

- 2.1 Register of Business Interests - Governors were reminded to confirm their Pecuniary Interests on GovernorHub as well as completing the Governors Code of Conduct and Annual Skills Audit.

It was noted the Skills Audit was not easy to find on GovernorHub.

ACTION: PH to check on GovernorHub and share the Skills Audit link with the Governing Body.

- 2.2 There were no declarations of interest made pertaining to any of the agenda items for this meeting.

3. GOVERNING BODY

- 3.1.1 PF confirmed she had been reselected as a Local Authority Governor from 1 February 2023 and that her term of office had been extended a further 4 years.
- 3.1.2 PF advised the Governing Body had received an expression of interest from Paula D’Vaz as a Co-opted Governor and reminded the Governing Body PDV had attended the previous meeting.

HC provided some background to PDV informing the Governing Body she was a former parent from one of the settings and that her child had come from a private setting. PDV is supportive of the nursery and is clear of the vision and values as well as parent ethos.

The Governing Body made a unanimous decision to appoint Paula D’Vaz as a Co-opted Governor.

ACTION: The clerk to advise Governor Services of Paula D’Vaz appointment.

ACTION: The Head Teacher to inform Paula D’Vaz of her appointment.

- 3.2 The Clerk advised that the records held by Governor Services indicate both Parent Governors do not have completed DBS, the Head Teacher confirmed DBS checks had been completed for all members of the Governing Body.

ACTION: Governor Services to update their records reflected completed DBS for all members of the Governing Body.

- 3.3 The Governing Body confirmed the WhatsApp group for Members was working well and helpful.

4. MINUTES

- 4.1 The minutes of the meeting held on 9 November 2022 were received with the following amendments:

- Page 1 - Lindsay Reid to be corrected to Lindsay **Read**
- Page 4 – 5.2.3 - A burst radiator at LHNS was noted now repaired, to be corrected the burst radiator has been switched off not repaired.
- Page 5 – 6.1.3 ECKERS training to be corrected to **ECERS** training.
- Page 6 – item 8 - Children’s Learning and Development Committee: 07 February 2022-4.30 p.m. corrected to 07 February **2022**

Subject to the inaccuracy the minutes were agreed to be an accurate record of the meeting. The Chair to e-sign electronically the Governing Body minutes 9 November 2022 on GovernorHub.

- 4.2 Matter Arising
It was noted the CLD Committee needed to be rescheduled.

ACTION: SD to liaise with Committee members and rearrange the next CLD meeting.

PF and the Head Teacher confirmed actions from the previous meeting will be covered under today’s agenda.

- 4.3 PF provided verbal feedback from FPP Committee highlighting the following:
- PF was elected Chair of the Committee and JM Vice Chair.
 - Budget quarter 3 was discussed for each nursery school
 - Wellbeing and Stress policy was discussed and PF to undertake a learning walk in both nursery schools focusing on wellbeing.

- The next FPP meeting is being held on 3 May 2023 and with the departure of Peter Dawe the meeting needs to be quorate excluding staff members for decision making purposes, PF emphasised that some Members may need to double up on Committees or for AM to sit in on the next meeting as a fourth member

Q: Would the attendance be for the entire meeting or just voting purposes?

A: For decision purposes the Committee requires 3 Members plus who are non-staff members.

HC suggested PDV could be invited or be a member of the FPP Committee.

ACTION: HC to ask PDV her preference to sit as member on FPP Committee.

- Donna Miller of Governor Services has proposed Peter Dawe for an MBE for his Services at Waltham Forest and requested any comments from the Governing Body to be submitted by the end of the week.

ACTION: PF to circulate the draft statement on Peter Dawe via email to the Governing Body for information and add on.

4.4 SD confirmed there was no update on the CLD Committee since the last meeting and that the next meeting would be rescheduled

5. INFORMATION SHARING REPORTS AND DOCUMENTATION

5.1 Head Teachers Report

HC informed the Governing Body that she had received a telephone call from the DfE following an administrative error made by Elisha Wilkinsons team in Early Years noting the telephone call resulted positive for FAN as the DfE showed interest in the Curricular Goals and requested a copy of our package to build their own package.

HC confirmed LR had created a template for 2-year-old reporting and a package for curricular goals was available for 2/3 areas and that a good response had been received from parents, Local Authority and Ofsted.

HC highlighted when it comes to charging the Governors' support will be required.

A self-audit was carried out for IQM (Inclusion Quality Mark) and that due to the SEND education provided there is a view to become a gold mark school.

The Local Authority requested to take in children for 'play together learn together' sessions to support families with SEN, the Local Authority is paying £4,000 per nursery per year.

HC informed the Governing Body that the Local Authority had withdrawn their offer and that she was preparing a joint response with Maureen and Lindsay Jackson as do not want to break the relationship that has been formed.

Q: Is there a deadline for the response date?

A: No, ideally in the Easter term before the Summer term.

HC confirmed she has a meeting scheduled with Lindsay Jackson.

It was noted the Local Authority recognised the top up is better but there is a need to lobby for fairer funding, as a Nationwide decision was made to increase formula from £1.71 per child to £3.36. This increase of £75,000 per nursery would take a school out of deficit yet some schools increase was £10.

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HC highlighted how the rise in fuel costs has added to the need for better funding to achieve financial sustainability. In 2021-22 gas and electricity at Low Hall site was £298 per month and it has now increased to £670 per month.

HC advised she will continue working with the Local Authority for long term sustainability and is also working with Barnet as funding needs to be fair across all areas and Boroughs.

HC informed the Governing Body of staff inset taking place at Tate Britain giving the staff time together and considering their wellbeing and that the staff were supportive of the get together at Willowfield School.

A main scale teacher from Walthamstow School for Girls is working with vulnerable pupils from year 9 on a package to support the Forest school which is going well at Church Hill. Low Hall does not have a package to support and have considered to train LR which would cost between £800-£1,000 or ask St Saviours to use their site. It was noted Curious Wilds charge £200 per session and would recommend investing in LR to be trained using EYP funding.

HC highlighted staff were working across the federation and keen on working together.

HC advised she is going into other settings to coach them.

Book assessments have been carried out on random pupil journals where each child is randomly picked and assessed, peers have coached one another on technology which is resulted effectively.

HC confirmed the template would be shared with the School Improvement Partner on 27 February 2023 and that all documents can be found on GovernorHub.

HC informed the Governing Body the Site Services Officer had been off for and was now on a phased return and that an Early Years Practitioner had been signed off for a long period of time.

It was highlighted numbers had gone down at Low Hall site for 3–4-year-olds and that 10 children equates to £30,000.

It was noted a member of staff will be retiring later in the year and that there was no need to change the current structure.

Due to industrial action the on 1 February 2023 Church Hill site was closed and Low Hall site remained opened to provide vulnerable children provision.

Q: Are families aware of the other strike dates?

A: Yes, families have been made aware of the other strike dates.

Q: Will there be an impact refunding parents at Church Hill?

A: Will adjust the following month and some families prefer the sessions within the holidays, adjustments are flexible, however the time to do impacts on admin.

Q: In the future will this put the schools in deficit not having children in school affect the income?

A: This is Government impact on both schools like the snow closure.

ACTION: Hasina Rashid (SBM) to model the impact of closure to demonstrate to the Local Authority.

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5.2 Budget Update from FPP Committee and SFFC Meeting
Agenda item recorded separately under confidential minutes.

5.3 Chairs Action
It was acknowledged AM is new in his role and that he dealt with the decision taken regarding the school closure due to snow well using the WhatsApp group.

AM informed the Governing Body he had recently signed a letter to parents regarding the recent Industrial Action and that the decision taken could not have waited for the Governing Body.

6. STRATEGIC INTENTS AND SDP REVIEW CYCLE 2022-23

6.1 PF reminded the Governing Body of the key Federation priorities:

- Safeguarding All
MB advised he would be arranging a Safeguarding Link up and walk around with HC this term and confirmed there has been no issues reported from both nursery schools.
- SEND
SD confirmed she had spent a day between the two nursery schools and that she had been impressed by the practice. SD advised her full report had been uploaded on GovernorHub and noted that the tiny steps lead to a big difference in a child's life.

Q: As a Governing Body what can we do to support the staff's wellbeing?

A: The current structure does not allow the staff to become overwhelmed

- Developing Staff & Well
The wellbeing and safeguarding of staff and children at Low Hall was expressed due to heaters not working and building being freezing yet the utility bill still being huge. The heating system was installed in the 1970s of which two radiators are broken and require major works.

It was suggested the Governing Body put pressure on the Local Authority and remind them the building has been neglected since it has been built.

ACTION: PF to draft an email to Angelia Ferdinand in the Local Authority for the Chair to send on behalf of the Governing Body advising her of the current situation with heating at the Low Hall site.

- EYFS & Curriculum Change

6.2 Federation Policy
It was noted there was no new policy to present, and all updated policies were available on GovernorHub.

PF advised the Governing Body of all the Policies on GovernorHub.

ACTION: HC to advise the Governing Body of who needs to electronically sign off which policy on GovernorHub via the WhatsApp group.

6.3 Governors Training
No training undertaken since the last meeting.

PF reminded Members to undertake the Annual Safeguarding training for all Governors.

ACTION: Any Governors needing to complete the Safeguarding training to book the next training session on 14 March 2023, delivered by Waltham Forest via GovernorHub.

ACTION: ALL Governors to read KCSIE document on GovernorHub and sign off electronically.

ACTION: MB and AM to book a place on the Ofsted Requirement training.

7. DATE AND AGENDA ITEMS FOR THE NEXT MEETING & COMMITTEE MEETINGS

7.1 Summer Term Full Governing Body meeting to be held on Wednesday 10 May 2023 at 6pm.

7.1.1 Agenda Items for Full Governing Body Meeting

- Budget
- Head Teachers Report

7.2 Summer Term Finance Pay and Personnel Committee meeting to be held on Wednesday 3 May 2023 at 5:30pm.

7.3 Spring and Summer Term Children's Learning & Development Committee to be arranged.

ACTION: SD to rearrange the next CLD meeting via WhatsApp with Committee members.

8. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

8.1 Governing Body Confidential Minutes and matters arising
The Confidential minutes were agreed as accurate.

8.2 FPP Confidential Matters
Taken under agenda item 5.2 under confidential minutes.

8.3 SFFC Brief Report Following Meeting with Lindsay Jackson
Taken under agenda item 5.2 under confidential minutes.

PF and the Chair thanked everyone for attending the meeting.

Meeting closed at 7:55pm