

**MINUTES OF A MEETING OF FOREST ALLIANCE OF NURSERY SCHOOLS  
GOVERNING BODY HELD ON FRIDAY 12 NOVEMBER 2021 AT 12.00 P.M. VIRTUALLY**

Present: Mark Brown (Chair)-Co-opted Governor

**Head Teacher**

Helen Currie

**Local Authority**

Pauline France

**Associate Member**

Hasina Rashid (Non-Voting)-School Business Manager

Clerk to the Governors: Caroline Russell

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
6.2.1.	Flooring Works: HR to seek estimates for these during a school closure period.	HR	Ongoing
6.2.3	Leaking Window in Kitchen: HR to check	HR	Ongoing
6.2.4.	Mud in garden: HR to obtain estimates for natural cobble.	HR	Ongoing
6.3.4.	Flooring: HR to obtain quotes	HR	Ongoing
6.5.	Fixing of Pedestrian Gate on Low Hall Lane: HR to send reminder email to AFS/LR	HR	As soon as possible
7.1.	Unit Costing: HR to liaise with LA re this and a governor working party to consider.	HR/governors	Ongoing
9.1.	Accidents: Next INSET day to consider with data to be presented as a percentage of attendance	School	Next INSET day and ongoing
17	Date and Time of Next Meeting: Friday 25 February 2021-12 noon-Zoom. Draft agenda items per minute.	All to note. School/GS to action	25-02-2022

**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 3 governors present.

Chair's Initials:

**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. ELECTION OF CHAIR AND VICE CHAIR OF THE COMMITTEE (ELECTIONS CONDUCTED BY CLERK)**

3.1. Election of Chair of the Committee for the Current Academic Year

Mark Brown was elected unanimously. He was proposed by Pauline France and seconded by Helen Currie.

3.2. Election of Vice Chair of the Committee for the Current Academic Year

Pauline France was elected unanimously. She was proposed by Mark Brown and seconded by Helen Currie.

**4. COMMITTEE TERMS OF REFERENCE**

The purpose of these was noted i.e. to set out the role, responsibility and remit of the committee. It was **AGREED** that they be reviewed by committee members on GovernorHub with a view to ratification by FGB.

**5. MINUTES**

5.1. Minutes of the Last Meeting Held on 25-06-2021

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. Matters Arising

5.2.1. Drainage Works at Church Hill Nursery School

This issue has been referred to AFS at LBWF.

5.2.2. Garden Drainage Works at Low Hall Nursery School

This is a bigger issue than first realised with quotes needed for capital works

5.2.3. Health and Safety Audits

These have been done with air conditioning issues outstanding.

5.2.4. Stress Management

'Thank you' letters have been sent to staff. Re COVID staff need to self-isolate if they have this which could affect their pay and sickness absence record in the long term because this issue is administered under the sickness absence procedure.

**6. BUILDINGS MAINTENANCE FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS-HR SCREEN SHARED ASSET MANAGEMENT PLAN**

6.1. HR reported that the asset management plan is linked with the School Development Plan and annual budget to cover a 3-5 year period. Some priorities are aspirational, other partly completed.

6.2. Church Hill Nursery School

- 6.2.1. Flooring Works: Ideally these should follow earlier planned internal remodelling if the building to accommodate more children in the present dining room but it has proved difficult to obtain estimates for these works. Flooring works are now becoming urgent. **ACTION:** Agreed to proceed with re-flooring during the summer school closure period.
- 6.2.2. Drainage Works: The estimated cost of these is £85,000 i.e. significant. The necessity may be related to tree roots pushing up/cracking the drains causing back up into toilets in school. This is an ongoing issue with call outs incurring costs for the School. Ideally, costs will be met by the local authority as a landlord responsibility but otherwise on a shared funding agreement.
- 6.2.3. Leaking Window in Kitchen  
**ACTION:** HR will check this.
- 6.2.4. Mud in Garden  
**ACTION:** HR to obtain estimates for natural cobble.
- 6.2.5. Relining of Pond  
This is ongoing. Staff have agreed to help.
- 6.2.6. Leaking Kitchen Flat Roof  
This is ongoing linked to leaking kitchen window.
- 6.3. Low Hall Nursery School
- 6.3.1. HR reported that major items have been addressed by LBWF re roof, fencing, foundations for gate and shipping container removed.
- 6.3.2. Reception Area and Location of Main Office  
This project is ongoing to relocate visitor flow to Markhouse Road to improve the visibility of the School locally. Children could still use the Low Hall Lane entrance. An architect has visited to adapt the plans for safety prior to submission of a planning application. School offices would need to be moved if agreed but there is £30,000 in the capital budget.  
**Q.** Is a move possible to the present Ferguson Centre? **A.** The LA has said that the Centre is not available and that the rates liability would increase significantly as the Centre has more rooms than the School. This is unlikely to be affordable given that LBWF are currently funding the School's rates. Representation could be made to Stella Creasy MP regarding worsening traffic noise and deteriorating air quality on both Low Hall Lane and Markhouse Road following displacement arising from the School Streets initiative. In discussion it was indicated that LBWF could be asked to sell the LHNS site to help fund a move as the Ferguson Centre would be a better location for a nursery school as less polluted, adjacent to the allotments and on the original site of the School. However, LBWF are likely to want reassurance from central government regarding top up funding for nursery schools. The Ferguson Centre is currently empty with the gate still an issue (LBWF aware).
- 6.3.3. The gate to the garden is also an issue re electrics. The front of the building has now been redecorated but the rear is outstanding. Doors have been replaced in the main nursery to be Disability Discrimination Act compliant. Works to complete in the server room and office will be funded by the LA from accessibility funding. The LA have

replaced floors at an estimated cost of £25,000 and windows have been repaired (double glazed windows would be warmer and more secure).

- 6.3.4. The playground surface is an ongoing issue and will be considered for capital funding.

**ACTION:** HR to obtain quotes for flooring.

- 6.4. Staff allocations in open plan areas following the recent restructure were queried but seem to be operating alright. Currently, there are no staff in one room as there are less children. This could be used as a parent meeting room or for special needs work once a sliding door has been installed. There is limited space for private meetings but the appearance of LHNS is much improved. A flip down changing mat in the toilets and vent and blind is also needed.

- 6.5. Pedestrian Gate on Low Hall Lane: This is adjacent to a wall which has moved and is not fixed. Photos have been sent to AFS/LR.

**ACTION:** HR to send reminder email.

## 7. NUMBERS ON ROLL-SCREEN SHARED

- 7.1. These were displayed by HR with a number of vacancies noted especially on Friday pm. At CHNS at present a number of parents want 30 hours free early educational entitlement. To accommodate this lunch provision would need to be reconsidered possibly with 4 day operation 8-4pm. Increased government funding would be needed for this to be financially viable. Day care for 2 year olds could be reconsidered with the  $\frac{3}{4}$  year old staff used in order to avoid redundancies.

**ACTION:** HR to liaise with the local authority re unit costing for consideration by a governor working party.

- 7.2. Additional childcare for 3 and 4 year olds is largely covered by 30 hours funding with an onus on parents to renew their eligibility codes. The schools' architect visited in March to review the use of the building.

## 8. HEALTH AND SAFETY ISSUES

These have been considered elsewhere on the agenda.

## 9. ACCIDENT REPORTING-HR SCREENSHARED DATA FOR 2020/2021 ACADEMIC YEAR

- 9.1. Review of accidents logged noted a significant increase in head injuries. However, this may be a reporting issue or due to reduced staffing and supervision. It was also noted that fewer children attended sessions during 'lockdown' but increased thereafter which could affect the figures.

**ACTION:** INSET day to consider with figures to be presented as a percentage of numbers attending.

## 10. POLICIES

- 10.1. Lettings Policy

This now includes a statement regarding the safeguarding commitment of schools and that expected also of external lessees. All policies are now displayed on GovernorHub for governors to read.

## 11. SUSTAINABILITY

11.1. HC reported that personal protective equipment and stronger chemicals were used during lockdown. Usage of these has reduced somewhat recently. However, staff are still wearing masks to change children.

11.2. Hand driers are being used again together with refill bottles for gel. Regarding ventilation carbon dioxide monitors are yet to be received. Most rooms are ventilated by free flow. An increase in energy use is likely this year noting that the LA has bid for low carbon heat source pump funding which may include FANS.

## **12. GENERAL DATA PROTECTION REGULATION**

This was noted.

## **13. SAFEGUARDING**

13.1. MB reported that he had conducted a safeguarding walk with HC on 21/10/2021 at LHNS.

He believes that provision is up to date with training booked where there are gaps. Any causes for concern are reported. MB reported that partnering with a governor at a local primary has been useful and that newly appointed/elected governors could usefully be similarly supported.

13.2. A visit to CHNS is scheduled for 26-11-2021 at 9.30 a.m. to include a health and safety audit by reference to a standard LBWF checklist.  
Re safeguarding all governors have been asked to read the DFE's Keeping Children Safe in Education parts 1 and 2. Staff should read section 1, senior leaders all.

13.3. Staff training re safeguarding is to be provided shortly by Phoenix Community Care. Governors are welcome to attend this in person or to view a recording.

## **14. INVENTORY**

This item was noted.

## **15. FIRE RISK ASSESSMENT/FIRE EMERGENCY PLAN**

15.1. An LBWF audit is due. HR noted that the server room and boiler room at LHNS need to be cleared but the difficulty arises from there being insufficient storage space.

15.2. Scheduled termly fire drills are held.

## **16. FRIENDS OF FOREST ALLIANCE OF NURSERY SCHOOLS (FANS)**

This was noted as a means of establishing a charity to support the Schools financially and socially by fund raising and holding events. However, it would need to be set up by parents who have a limited time at the school.

## **17. DATE AND TIME OF NEXT MEETING**

17.1. Date and Time of Next Meeting

This will be held on Friday 25 February 2022-12 noon-Zoom with another parent governor to be invited to attend to ensure quoracy.

17.2. Draft Agenda Items for Next Meeting

- Welcome/Apologies for absence.
- Declarations of interest/quorum.
- Minutes and matters arising from the last meeting held on 12-11-2021
- Buildings Maintenance reports for CHNS and LHNS.
- Premises Improvement Plan 2021-22 for CHNS and LHNS.
- Health and Safety Issues.
- Accident Reporting: To receive and consider.
- Policies: To consider any policies relevant to the committee remit.
- Sustainability.
- General Data Protection Regulation
- Safeguarding
- Inventory
- Fire risk assessment/fire emergency plan.
- Friends of FANS
- Date and time of next meeting and draft agenda items.
- Any other business/confidential items.

**18. ANY OTHER BUSINESS**

- (i)Contact with Local Authority Designated Officer (LADO)  
This will be reported to PF/MB.

The meeting closed at 1.45 p.m.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:  
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