

**MINUTES OF A MEETING OF THE FEDERATED CHURCH HILL AND LOW HALL
NURSERY SCHOOL GOVERNING BOARD CHILDREN'S LEARNING AND
DEVELOPMENT COMMITTEE HELD ON THURSDAY 15 NOVEMBER 2018 AT 5.30 P.M.
AT LOW HALL NURSERY SCHOOL**

Present: Ms Sally Davey (Chair)-Co-opted Governor (SD)

Co-opted Governors

Mrs Gail Allaway (GA)
Ms Pauline France (PF)

Head Teacher (Voting)

Mrs Helen Currie (HC)

Staff Governor

Ms Margaret Rees (MR)

Clerk to the Governors: Mrs 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.	Election of Chair and Vice-Chair of Committee: Mesdames Davey and Allaway elected respectively.	Governor Services to note	Ongoing
4.2.3.	Link Governor Learning Walks and Other Documents: HC to circulate to SD.	HC/SD	Ongoing
4.2.4.	Equalities Objectives: Standing agenda item for this committee	Governor Services	Ongoing
4.2.6.	Safeguarding Audit: SP to visit both sites and report regarding this to the next FGB meeting.	SP	Next FGB meeting
5.1	Food Policy: HT to check re allergies and milk and then sign off.	HT	As soon as possible
5.4.	Early Years' Safeguarding Policy: To be placed on federation website.	HT	Ongoing
6.	Governor Link Visit to LHNS 16-11-2018: PF to circulate a written report. To include looking for evidence of SDP teaching and learning priorities.	PF/SD	16-11-2018
10.2	Self-Evaluation Process: Actions per minute.	HT and Governors	Ongoing
11.	Date and Time of Next Meeting: Thursday 7 March 2019-5.30 p.m.-Church Hill Nursery School. Draft agenda items per minute.	All + Governor Services	07-03-2019.

Chair's Initials:

SD

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

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

1.3. Quorum

The Clerk confirmed that the meeting was quorate with 5 governors present.

2. DECLARATIONS OF INTEREST

2.1 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 FOR THE CURRENT ACADEMIC YEAR

3.1 Election of Chair for the Academic Year 2018/2019

The Clerk welcomed nominations for the position of chair of the committee. Governors. Mrs Helen Currie proposed that Ms Sally Davey be elected as Chair of the committee for the 2018/2019 academic year, this was seconded by Ms Pauline France. With no other nominations and no objections Ms Davey 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 the committee. Ms Pauline France proposed that Ms Gail Allaway be elected as vice chair of the committee for the 2018/2019 academic year, this was seconded by Mrs Helen Currie. With no other nominations and no objections Ms Allaway was duly elected as vice chair.

ACTION: Governor Services to note.

4. MINUTES

4.1 Minutes of the Last Meeting Held on 4 July 2018

These were received and agreed these to be an accurate record of the meeting. Ms Davey signed a copy of the minutes and these were retained by the school for filing.

4.2. Matters Arising

4.2.1. Adoption of Committee Terms of Reference

These were circulated prior to the full Governing Body it being unanimously **AGREED** to readopt them.

4.2.2. Site Access and Security

The site is now fenced around the Ferguson Centre and there has been newspaper publicity regarding this change.

4.2.3. Link Governor Learning Walks

ACTION: HC will circulate e-copies and School Improvement Plan reports to SD.

4.2.4. Equalities Objectives

A working party has met and set objectives which were presented to full Governing Body on strategic vision, intents and planning. These were accepted by all governors as equalities objectives for the next 4 years. The Governing Body delegated responsibility for update reports and monitoring to this committee.

ACTION: Equalities objectives to be a standing agenda item for this committee.

Chair's Initials:

SD

4.2.5. Children's Well Being and Involvement

A schedule of visits was approved at the full Governing Body and PF signed the special educational needs and disability offer at the end of the meeting. MR reported that Education and Health Care plans submitted by her on behalf of the school were accepted. It was noted that Mr Andrew Beckett, LBWF Director of Disability and Enablement Service has resigned with an interim appointment made.

4.2.6. Safeguarding Audit

The LBWF audit is now live and can be accessed for completion before January.
ACTION: SP will report regarding this to the next full Governing Body meeting.

5. POLICIES

5.1. Food Policy Review

This was presented including proposed training re nutritional balance.
ACTION: HT to check re response to allergies and milk and then sign off.

5.2. Sex and Relationships Update

Issue of Department for Education guidance re Relationships and Sex Education was noted. The School will continue to use existing school guidance regarding the Knowledge and Understanding of the World curriculum.

5.3. Different but Equal (Equality and Inclusion) Policy

This includes updates re the 2015 Special Educational Needs and Disability Code of Practice. The policy was **AGREED** and signed by SD.

5.4. Early Years' Safeguarding Policy

This was **AGREED** based on a model LBWF policy and signed by HC and PF. It will be placed on the secure section of the governors' website for governor information.
ACTION: Policy to be placed on governors' website.

5.5. Pay Policy and Special Educational Needs and Disability Offer

These were signed by PF, as chair's action on grounds of urgency.

5.6. Annual Special Educational Needs and Disability Report

This was signed by SD.

6. GOVERNOR LINK VISITS

6.1. Visit to Low Hall Nursery School on 16/11/2018

This was noted with a focus on special educational needs.
ACTION: PF to circulate a written report.

7. DATA PROTECTION ISSUES

It was noted that the front page of the children's Special Books now show only the child's first name and date of joining the school.

8. CHILDRENS' LEARNING AND DEVELOPMENT

8.1. Teaching, Learning and Assessment Priorities in the School Development Plan

These were emailed to all prior to the full Governing Body meeting and are being shared with staff. Priorities include continued use of Tales Toolkits and number with training to be attended and shared with other staff. These reflect action points arising from recent OFSTED inspections.

Other priorities include developing opportunities for speech with 2 year olds and environmental/sustainability objectives, Arts in the Forest, Forest School, KidzKitchen, dental monitoring and yoga as enrichment and enhancement activities for all children.

ACTION: Governors to look for evidence of SDP teaching and learning priorities on their learning walks.

8.2. Early Years' Pupil Premium Children

There are 16 eligible children at Low Hall Nursery School, 8 at Church Hill Nursery School.

8.3. INSIGHT Data Summary and Outcomes for Children in the School Development Plan

This was reviewed by the full Governing Body. The School Improvement Partner was very impressed by progress made with practice shared with the Arbor Academy Trust.

9. CHILDREN'S WELL BEING AND INVOLVEMENT

9.1. Safeguarding and Children's Welfare-Audit Matters, Link Visit and Matters in the School Development Plan

9.1. Audit Matters

The LBWF audit tool is now live. Following a recent health and safety audit actions arising re emergency exit and guinea pigs are to be actions.

9.2. School Development Plan

This refers to whole school safeguarding training with LBWF led training in January to include admin and support staff. Training re Looked After Children and Children in Need will also be provided with a named person identified and linked to the Head of the Virtual School overseeing their care and education.
The School Effectiveness Form will include evidence of priorities and actions.

9.3. Link Visit

SP will visit re safeguarding including re manning of the gates and gate closure.

9.4. Early Years' Pupil Premium and 2 Year Old Free Early Educational Entitlement Children-Matters in School Development Plan

It was noted that Early Years' Pupil Premium funding is for families with a household income of less than £7,000 affecting a number of children. A further number are in households with a low income of £7-£16,000 per annum. An increasing number of families are just working 30 hours per week with a consequent reduction in demand for day care and 5 day provision with an impact on funding.

10. LEADERSHIP AND MANAGEMENT

10.1. Children and Sustainability/Eco Schools' Plan-Environment and ECO School in School Development Plan/Self Evaluation Form

This plan was shared at the recent full Governing Body meeting based on INSET analysis. The plan is being refined for progressive implementation. HC has reviewed food orders and children visit the local open and international market weekly from LHNS with plans to extend this to CHNS. Bin usage and waste separation and recycling has also been reviewed. The weekly shop has been reviewed for sustainability with use of Fair Trade products and natural materials where possible. A welcome booklet will include a short prospectus and welcome bag including local information.

10.2. Educational Leadership Matters-School Development Plan Priorities on Coaching and the Self Evaluation Process

The School Evaluation Form (SEF) has been e-circulated to governors. The Head Teacher has been on a SEF writing course with a maximum length of 4-5 pages suggested. Unique selling points will be included and shared with both schools.

ACTIONS:

- Head Teacher will update in April re data, SDP priorities and the achievements of the current year group.
- Governors to suggest evidence for inclusion in the SEF from their learning walks.

10.3. Coaching

HC has now finished the National Professional Qualification for Headship and will shortly start a coaching qualification.

10.4. Self-Evaluation

Principles will be selected for these in learning walks e.g. children's voice and rights to play.

10.5. Early Years' Foundation Stage Leadership Matters

A working party meeting has been held which reviewed the context, role and remit for the working party. Available options will be circulated to the Governing Body, informed by a visit to a nursery schools' federation in LB Barnet. The meeting discussed closure, reorganisation of federation, amalgamation of services, re-designation as a co-operative schools, academy conversion or free school provision. It is proposed to meet monthly into next financial year to review different options costed by HR. LHNS is currently nearly full, at CHNS more work is needed. At LHNS the DFE now recognise the poor physical condition of the school with offers of funding received and a good response from local ward councillors. The Chair of the Learning Partnership Board (Mr Juan Fernandez) has visited and representation made to Cllr Grace Williams.

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

11.1 Date and Time of Next Meeting

Thursday March 7 2019 at 5.30 p.m.at Church Hill Nursery School.

11.2 Draft Agenda Items

- Welcome and apologies for absence.
- Declarations of interest.
- Minutes and matters arising from the last meeting held on 15 November 2018.
- Policy review, publication and implementation.
- Children's Learning and Development.
- Children's Well Being and Involvement.
- Leadership and Management.
- Date and time of next meeting and draft agenda items.
- Any other business/confidential matters.

The meeting closed at 6.45 p.m.

Chair: Sally Davey..... (print)

Sally Davey..... (sign)

Date: 07.10.31.19......

Chair's Initials:
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