

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY HELD ON WEDNESDAY 5 FEBRUARY 2020 AT 6.00 P.M. AT LOW
HALL NURSERY SCHOOL**

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

Co-opted Governors

Ms Sandra Campell (SC)
Mr Peter Dawe (PD)
Mrs Maxine Lafayette (ML)
Mr Jana Mills (JM)

Head Teacher

Mrs Helen Currie (HC)

Staff Governor

Ms Lindsey Read (for non-confidential items) (LR)

Clerk to the Governors: Ms Caroline Russell

Also present: Mrs Hasina Rashid, Federation Business Manager (HR)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1.	Reconstitution of Governing Body: Actions per minute below	PF/HC/Governor Services	As soon as possible
4.3.2.	'When I Leave Nursery I can...': to be proof read and adopted Circulate SEA review to governors, Spring link visit with combined SEND and Play & Learning focus	HC/AE HC PF & HC	Ongoing
4.3.3.	Final Training on 11-03-2020: PF/HC to e-invite governors.	PF/HC	Ongoing
4.3.3.	Mid-Year Head Teachers' Performance Management Review: PF/PD to conduct	PF/PD/HC	Ongoing
	Dates and Times of Future Meetings: FPP: 0/05/2020 and 21/10/2020 @4pm@CHNS. CLD: 15/06/2020 @5.30 p.m.@ CHNS. FGB: 13/05/2020 @ 6pm @ LHNS.	All /GS	Ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting and introduced themselves, including newly elected staff governor Ms Lindsey Read.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Mrs Gail Allaway, Ms Sally Davey, Ms Katherine Hall and Ms Chloe Shrimpton. The resignations of Ms Katherine Hall and Ms Chloe Shrimpton were received with regret, (to take effect after a vote on the restructure proposal to be considered) with thanks for their service to the Governing Body.

(Apologies from Abrar Malik were sent to chair's phone but not seen until after the meeting.)

1.3 Quorum

The meeting was quorate with 7 governors present.

2. DECLARATIONS OF INTEREST

2.1 There were no declarations made pertaining to any of the agenda items for this meeting. A standing declaration was made by Ms Campbell in relation to occasional use of spouse for minor works at the School(s).

3. GOVERNING BODY

3.1 Appointment of Co-opted, Local Authority and Parent Governors

The meeting noted and discussed vacancies and the size of the Governing Body with the following actions **AGREED** unanimously. (Proposed by Ms Pauline France and Mr Peter Dawe).

ACTIONS:

-PF to contact Governor Services with a proposal that the Governing Body be reconstituted from 15 to 12.

-PF to attend forthcoming Governor Services recruitment event.

-HC to advise outcome of parent governor election, could consider co-opting unsuccessful candidate.

-HC to contact Cllr Saima Mahmud re the LA governor vacancy.

-Consider transfer of PD from co-opted to LA governor category if necessary.

3.3 Disqualification due to Non-Attendance

This item was noted without action.

3.4 Disclosure and Barring Service Checks

HC confirmed that DBS checks have been completed by all governors with details held on file by the Schools.

4. MINUTES

4.1. Minutes of the Last Full Governing Body Meeting Held on 16 October 2019

These were received and accepted subject to correction of typos re names and noting that the next premises committee meeting will be held on 19/03/2020 at 9.15 for 9.30 a.m. at Church Hill Nursery School. Ms France signed a copy of the minutes for retention by the alliance.

4.2. Matters Arising

4.2.1. Declarations of Interest

These have been sent to Governor Services by the Clerk for processing.

4.2.2. Safeguarding Reports

These have been circulated by HR.

4.2.3. Next FGB Meeting

This has been rescheduled to 13/05/2020.

4.3. Reports from Committees

4.3.1. Premises Committee 14/11/2019

This met and discussed building proposals. Planning permission has been sought at Low Hall Nursery for works to the gate and exit and at Church Hill for a garden building for use by 2 year olds. It was noted that maintained nursery schools can be considered for LA funded capital works. Funding and lettings are to be sought by governors. The asset management plan has been updated re sliding doors, fascias, flooring and replacement fencing. At Low Hall work has been completed/is ongoing re internal redecoration, tidying, use of space, pond, roofs and IT replacement and upgrade. Children's parties have been held at CHNS and there have been lettings enquiries for LHNS. The meeting also discussed volunteer gardening work and possible registration of FANS for a community interest company. Accident reports were noted and discussed by staff at January INSET with action taken re slippage of safety matting. Safeguarding visits are to be scheduled, lock up and site services post were also discussed.

4.3.2. Children's Learning and Development Committee 14/10/2019

Discussions were reported at FGB on 16/10/2019. A subsequent meeting on 03/02/2020 discussed the School Effectiveness Forms, curriculum intent and pedagogy statements. FGB unanimously adopted a statement 'As I leave Nursery I can' subject to amendment to refer to use of home languages and non-verbal communication. Link visits and review of Tales Toolkit was noted with a good School Effectiveness Advisor review to be e-circulated. A termly SEND visit is to be conducted by PF and combined with the Spring term focus visit on play and learning.

ACTION:

HC to circulate SEA review,

HC/PF to ensure governors have final SEF and Curriculum Intent & Pedagogy statements

PF/HC carry out Spring link visit and circulate report

4.3.3. Finance, Pay and Personnel Committee Meeting 29/01/2020

This meeting received, considered and agreed financial documentation and considered staff restructuring. The Schools' Financial Value Standard return has been revised for completion by 31/03/2020 informed by governors' finance training to be provided on 11/03/2020 6-8pm at Church Hill.

ACTIONS:

-HC/PF to invite all governors to finance training.

-PF/PD to conduct mid-year Head Teacher performance management review.

5. INFORMATION SHARING AND REVIEW CYCLE

5.1. Executive Head Teacher's Report

This has been e-circulated for detailed consideration by committees.

5.2. General Data Protection Regulation

HR reported attendance at 2 training sessions with audit to be arranged with the local authorities GDPR officer.

5.3. Policy Review

Looked After Children Policy: This will be presented to the summer term FGB meeting.

5.4. Governor Visits

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These have been reported elsewhere.

6. DATES AND TIMES OF FUTURE MEETINGS+ AGENDA ITEMS

6.1. Dates and Times of Future Meetings

Finance, Pay and Personnel Committee: 06/05/2020 and 21/10/2020 at 4pm at Church Hill Nursery School.

Children's Learning and Development Committee: 15/06/2020 at 5.30 p.m. at Church Hill Nursery School.

6.2 Agenda items

-Policy Review: Looked After Children policy.

7. SCHOOL FACING FINANCIAL CHALLENGE

Minuted as confidential.

8. ANY OTHER BUSINESS

There was none.

The meeting closed at 8.40 p.m.

Chair:Pauline France
(print)

..... (sign)

14/02/2020
Date:

Chair's Initials: