

**MINUTES OF A MEETING OF THE FEDERATED CHURCH HILL AND LOW HALL
NURSERY SCHOOLS GOVERNING BODY CHILDREN'S LEARNING AND
DEVELOPMENT COMMITTEE HELD ON WEDNESDAY 4 JULY 2018 AT 9.30 AM AT
LOW HALL NURSERY SCHOOL**

Present: Mrs Abida Chaudhary (In the Chair) - Co-opted Governor (AC)

Co-opted Governors

Ms Isabelle Adams (IA)
Mrs Pauline France (PF)

Head Teacher (Voting)

Mrs Helen Currie (HC)

Staff Governor

Ms Margaret Rees (MR)

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
3.2.2.	Site Access and Security: HT/Bursar to ask Cllr Khan if the police could joint fund improved security arrangements at LHNS	HT/Bursar	As soon as possible
5.1.	Link Governor Learning Walks: Actions per minutes re curriculum planning, review of schedule and foci of learning walks and SIP reports to be circulated to FGB	School/ Governors	Ongoing
6.1.4.	Children's Well Being and Involvement: PF to arrange schedule and foci for link governor visits next year an federation SEND offer to be published in September	PF	Ongoing
7.2	Safeguarding Audit: SP to report to next FGB and HC/HR to complete WF audit for 2017/18.	SP/HC/HR	Autumn term

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 Caoimhe Tierney.

1.3. Quorum

The meeting was quorate.

Chair's Initials:

SD

2. DECLARATIONS OF INTEREST

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

3. MINUTES

3.1. Minutes of the Committee Meeting Held on 15 May 2018

These were received and agreed to be an accurate record of the meeting. Mrs Chaudhary signed a copy of the minutes for retention by the school.

3.2. Matters Arising

3.2.1. Behaviour Statement and Policy

This was circulated for consideration under policy review.

3.2.2. Access and Site Security

HT reported that the School security company will change the external gate to a self-closing gate with a camera on the alley and car park. The 2nd gate will have a timer on it.

Cllr Khan has spoken to the bursar regarding use of the car park by homeless people and this has been reported to Streetwise. Ongoing issues re drug dealing were noted. The children's garden and fence will be screened with bamboo.

ACTION: HT/Bursar to ask Cllr Khan if the police could joint fund improved security arrangements with LBWF.

3.2.3. Elephant Room at CHNS

The use of this is under consideration including the provision of sliding doors and its use as a sensory room. The room needs to be capable of being closed off when not supervised.

3.2.4. General Data Protection Regulation

Data Protection Officer advice has been sought regarding the wording of the consent form.

3.2.5. Policies re Teaching and Learning/Pupil Premium/Safeguarding and Volunteers

These have been circulated for review by governors.

3.2.6. Equalities Objectives

It was noted that these have been reviewed but with more details needed to support the objectives for ratification by FGB next term. They will be emphasised in the School Effectiveness Form as an area of strength for the federation.

ACTION: Senior Leadership Team meeting to consider further with AC to attend for governors.

4. POLICY REVIEW

4.1. Behaviour Statement

This was read to the meeting by HC including the actions taken to promote positive behaviour to promote education, respect and concern for others and to protect the environment and natural world. A policy outline was also received with MR as school SENCO involved.

4.2. Teaching and Learning Policy

Amendments to names were noted with the policy to be reviewed next year re Early Learning goals and other initiatives to promote the provision of a broad and balanced curriculum. HC reported that a parent lobbyist will be a governor from next term (has

inputted to the More than a Score and nursery schools funding campaign. The policy was signed by PF.

4.3. Equalities and Inclusion Policy (Different but Equal)

It was noted that this has recently been significantly revised. It was signed by PF.

4.4. Volunteer Policy

This was recommended for adoption by the full Governing Body as clear and comprehensive.

4.5. Safeguarding Summary for Parents

Following e-circulation this was signed by PF.

4.6. Communications Policy

Following e-circulation this was signed by PF.

5. CHILDREN'S LEARNING AND DEVELOPMENT

5.1. Link Governor Learning Walk

5.1.1. It was noted that visits had been made and reports circulated. Planning continues and was commended recently by Ms Lorraine Manford, School Improvement Partner who has supported the School in other areas including National Professional Qualification for Headship moderation, two year old moderation, scope for Ferguson Centre to relocate to Queens Road Community Centre and partnerships with the borough to maintain the profile of the School.

5.1.2. Reflecting a School Development Plan priority she observed number activities linked to the snack table with adults responding better to play based activities initiated by the children as well as focussed teaching with an adult. There has also been more child involvement in tidying up at the end of session which will be transferred to Church Hill Nursery School.

ACTIONS:

- Discuss curriculum planning at next INSET day including the integration of number activities and healthy living issues at snack time.
- Review schedule and foci of learning walks to maintain the ethos and unique identity of both schools whilst sharing good practice at INSET day.
- HT to circulate School Improvement Partner reports to FGB.

5.2. Tales Toolkit

This was observed in action by IA as a means of promoting the development of oral language and speaking and listening skills. A focus for a future learning walk could be the use of stories with story groups at CHNS to be revised.

5.3. Update on School Development Plan

Ongoing items include maintenance of the Tales Toolkit initiative and a refocus on Eco and environmental issues with staff INSET to be provided in September on this area. (Details circulated).

6. CHILDREN'S WELL BEING AND INVOLVEMENT

6.1. Annual Special Educational Needs and Disability Reports

6.1.1. Information was presented (prior e-circulated) by MR regarding children with Education and Health Care plans and support for a deaf child and his family. 1 child will be moving onto an LA autistic provision with further EHC plans sought for next year re autism, speech and language delay and global delay. Where necessary, School staff accompany parents to Early Help sessions (possible

because of enhanced staffing ratios.

- 6.1.2. Medical Needs: A range of unusual conditions were noted which may affect attendance (currently just under 90%) or eating and drinking.
- 6.1.3. There is close work with parents re emotional and behavioural difficulties. Receipt of pupil premium funding reports was noted with a focus on use of this funding on Forest School activities.
- 6.1.4. **Q.** Any challenges to pursue with link governors? **A.** Yes, will meet in the autumn term to discuss before the FGB meeting in November.
Q. Similar issues for Church Hill? **A.** There are 20 children with a range of needs with two children deferring entry into Reception year following consultation with primary school concerned. Two year old provision is now more embedded following transfer of this provision to CHNS from the Walthamstow Cricket Club. Speech and language therapy continues and visiting day has highlighted a number of children with needs.
ACTIONS:
-PF to arrange dates and foci for link governor visits (next to CHNS).
-Federation to publish Special Educational Needs and Disability offer in September.

6.2. Vulnerable Children Matters

It was noted that Early Years Pupil Progress reviews have been received for both Schools.

7. **LEADERSHIP AND MANAGEMENT**

7.1. Borough of Culture Programme

It was noted and commended that the LA are to fund Arts in the Forest and that the programme will include provision for early years.

7.2. Safeguarding Audit

It was noted that a log on issue to the LBWF system has now been resolved with HC/HR to conduct this for both schools in September. An LA analysis of actions has been provided re the 2016/17 audit including re governor visits, online safety (will need to be age appropriate!) and Looked After Children (currently nil).

ACTION: Ms Sue Peacham to report to FGB re this area and HC/HR to complete for 2017/18.

7.3. Distributed Leadership and Development of Eco Schools

This has been reviewed by senior leadership team and the School Development Plan amended to focus on sustainability. All staff will be involved with this including the newly appointed site services officer at Church Hill Nursery School. Presentations to staff will include re running an eco-nursery and the KidsKitchen initiative to use on date fruit and vegetables with low income families. Waste will be prioritised as an eco topic and the INSET will also share the lock down and emergency plan and an environmental audit programme.

7.4. All Party Parliamentary Group re Future of Nursery Schools

HC will attend this meeting. She reported that the last meeting was challenging re funding with constant changes of personnel. It was noted that baseline assessment has been introduced with little consultation despite vocal campaigns against testing in reception year. A review of early learning goals has included commercial interests. It was noted that there is a tension between a child based developmental approach and a prescriptive assessment based method which

details expectations of children. (The federation approach is based on assessment of individual children and their needs).

ACTION: Future standing agenda item.

7.5. General Data Protection Regulation (GDPR)

It was noted that following a walk of the Schools by the Data Protection Officer, the children's Learning Journey books do not now include surnames or dates of birth, parental consent forms have been revised and records for retention will be scanned.

8. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

8.1. Date and Time of Next Meeting

Wednesday 7 November 2018 at 9.30 a.m. at Church Hill Nursery School.

8.2. Draft Agenda Items

- Welcome/apologies for absence/quorum/notice of AOB or confidential items.
- Declarations of Interest.
- Election of Chair and Vice Chair of Committee for the Academic Year 2018/19
- Minutes and Matters Arising from the Last Meeting Held on 4 July 2018.
- Policy Review.
- Children's Learning and Development: To consider any matters relating to teaching and assessment, outcomes for children or child's voice.
- Children's Well Being and Involvement: To consider any matters relating to personal, social, emotional development, special educational needs or safeguarding.
- Leadership and Management: To Consider any Leadership and Management issues.
- Equalities Objectives Review: To consider.
- Dates and Times of Meetings for the Remainder of the Academic Year+ draft agenda items for the next meeting.
- Any other business.

9. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were none.

The meeting closed at 11.15 a.m.

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

Sally Davey..... (sign)

Date: 15/11/18.....

Chair's Initials:
SD

