

**NON-CONFIDENTIAL MINUTES OF A THE MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS (CHURCH HILL AND LOW HALL NURSERY SCHOOLS) HELD ON FRIDAY 28 JUNE 2024 AT 9.30 A.M. VIRTUALLY**

Present: Mark Brown(Chair)-Co-opted Governor  
Helen Currie-Head Teacher  
Pauline France-Co-opted Governor

Clerk to the Committee: Caroline Russell

Also present: Hasina Rashid, Federation Business Manager

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.15	Proposed Use of Former Ferguson Centre car park as a playground space: Actions per minute	HC/HR/SFFC /Cllr T/LBWF	Ongoing
6.	Report and Collation of Health and Safety Incidents: HR to consider urgently and report to Finance Committee.	HR	As soon as possible
7	Asset Management and Improvement Plans: -HR to update and put on GovernorHub. -Kitchen hygiene works to be scheduled for summer holiday period.	HR	September 2024
8	Well-Being and Stress Management: -FPP committee to consider governor involvement. -School to consider workflows including re assessment and reporting to parents	FPP committee HC	Ongoing Ongoing
9	Sustainability: Review re use of cleaning materials, water management, lighting and curriculum work with children.	HC/HR	Ongoing
10.	SDP Priorities: HC to draft 5 year plan.	HC	Ongoing
13	Date and Time of Next Meeting: Friday 18 October 2024-9.30 a.m.-Hybrid meeting.	All to note. School/GS to action	18-10-2024.

**1. WELCOME AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting. Apologies for absence were received and accepted from Cllr Katy Thompson with thanks to her for her contribution. The meeting was quorate with 3 governors present.

**2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS:** Confidential staffing and child matters will be reported.

3. **DECLARATIONS OF INTEREST:** There were no declarations of interest in the current agenda items.

4. **MINUTES**

4.1 Minutes of the Meeting Held on 09-02-2024:

These were received and agreed to be an accurate record of the meeting considered signed with an e-copy to be retained by the School and Governor Services.

4.2 Matters Arising: There were none not considered elsewhere on the agenda.

5. **REVIEW OF PREMISES AND BUILDING MAINTENANCE PLANS 2023/4 FOR CHNS AND LHNS-HR SCREENSHARED: CHURCH HILL NURSERY SCHOOL:**

5.1 Replacement of Sliding Doors: This is ongoing estimated cost £5,000.

5.2. Redesign of Internal Spaces re 2 Year Old Provision: This is needed to include sleep space so redesign is needed of 2 year old room, staff room and Zebra room. Summer works are planned.

5.3. Main Office Reorganisation and Flooring Works: These have been done but deep clean of the floor may be needed.

5.4. Shutters: Works are under review.

5.5. Drainage: Reported to LBWF but with no response to date.

5.6. Kitchen Window Leak or Blocked Downpipes: Gutters have been cleaned.

5.7. Removal of Dining Room Partition Wall: Noted.

5.8. Installation of Windows in Zebra Room: Noted.

5.9. Need for Ventilation in Disabled Toilet (Used for Changing Children): This is ongoing.

5.10. Erection of Willow Fence re Forest School Space: Estimate received for £7,000 for summer works.

5.11. Phased Redesign of Garden: Noted per GovernorHub.

5.12. Installation of New Sheds After Damage Following Rat Infestation: This is being Addressed and may repurpose for Forest School use.

5.13. Wet Room Area: Will consider inclusion of a visible water tank to encourage water conservation. Would need cleanable materials and a floor drain with location of the sand pit to be considered carefully.

**Low Hall Nursery School:**

5.12. Leaking Roof: A £45,000 quote has been received which is unaffordable by the federation so hope that WF will fund next year.

5.13. Front Reception Area: Following office reorganisation there is concern re sloped seating. Quotes have been obtained to address or could be incorporated

into extension works to include a visitors toilet.

- 5.14. Playground Safety Surfacing: This shrinking and lifting with near misses so patching repairs considered.
- 5.15. Proposed Use of Former and Unused Ferguson Centre Car Park as a Playground Space: This was proposed to mitigate increasing levels of atmospheric pollution to the current playground space abutting Markhouse Road.  
**ACTION:**
  - Next School Facing Financial Challenge meeting to consider, liaise with Cllr Thompson and parent supporting statements to be written re proposal.
  - Ask LBWF to do a feasibility study.
- 5.16. Preparation of 2 Year Old Room for September 2024: Removal of partition wall and server is needed together with request for change of skylight which leaks.
- 5.17. Phased Redevelopment of Garden: This will be added to the plan.
- 5.18. DFE GEMS Format Estate Strategy: HR reported that this will be developed and put on Governor Hub to include sustainability and community involvement and access of national funding streams. A LBWF 5 year estate management strategy is being developed for use with the asset plan.
- 6. HEALTH AND SAFETY MATTERS-HR:** This noted the need for electronic report and collation of incidents. Accidents resulting in hospitalisation are reported LBWF (one recent incident noted re cut to chin on sandpit).  
**ACTION:** HR to consider urgently and report to finance committee.
- 7. ASSET MANAGEMENT AND IMPROVEMENT PLANS:**
  - 7.1. These include air conditioning units and lightning conductor updates.  
**ACTIONS:**
    - HR to update and put on Governor Hub.
    - Kitchen hygiene works to be scheduled for summer holiday period.
- 8. WELL-BEING AND STRESS MANAGEMENT-HC:**
  - 8.1. Staff supervision training has been conducted. HC is recreating Early Years professional documentation and a staff learning library.
  - 8.2. £45,000 has been agreed by LBWF for provision based learning to be supported by off-site training.  
**ACTION:** FPP committee to consider governor involvement and School to consider work flows including re assessment and reporting to parents.
- 9. SUSTAINABILITY-HC AND HR:**
  - 9.1. Installation of fencing and gates using sustainable materials (bamboo) at CHNS was noted and commended.  
**ACTION:** Review sustainability of cleaning materials, water management, lighting and curriculum work with children.
- 10. SCHOOL DEVELOPMENT PLAN PRIORITIES:**  
**ACTION:** HC to draft 5 year plan.

11. **GDPR:** Minor breaches and a subject access request were noted. Staff wishes have been respected re use of images for school publicity.
12. **POLICY REVIEW:** Federation policies are up to date.
13. **DATE AND TIME OF NEXT MEETING:** Friday 18/10/2024. Agenda items per current agenda to include inventory and SDP priorities.
14. **CONFIDENTIAL ITEMS:** Reported under separate confidential appendix.
15. **ANY OTHER BUSINESS:** There was none.  
The meeting closed at 11.25 a.m.