

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY (CHURCH HILL AND LOW HALL NURSERY SCHOOLS)
HELD ON WEDNESDAY 21 OCTOBER 2020 AT 6.00 P.M. VIA ZOOM**

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

Co-opted Governors

Sandra Campbell (SC)

Jana Mills (JM)

Peter Dawe (PD)

Head Teacher

Helen Currie (HC)

Parent Governors

Abrar Malik (AB)

Mark Brown (MB)

Staff Governor

Lindsey Read (LR)

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
5.3	DBS Checks: Federation to arrange for Abrar Malik and Mark Brown and advise Governor Services when completed	HC	As soon as possible
5.6	Safeguarding Link Governor Visits: Helen Currie to email guidance/notes re safeguarding visit to SC/MB	SC/MB	As soon as possible
6.3.4	LBWF Virtual Audit: PF to make representation to LBWF re this.	PF	Ongoing
7.7.2	Plan for Pavilion Building: Report to FPP and Premises Committees	HC	Ongoing
7.9.	Building Works at LHNS: HC to report to committees and FGB further	HC	Ongoing
9.3	SEND Offer: Governors to review with any comments to PF/SD for sign off by CLD committee/chairs' action.	PF/SD	Ongoing
9.5	Policy Reviews: Any comments to PF/HC/HR/AE	All governors	As soon as possible
9.6	Governor Training: All to do online training re safeguarding	All governors	As soon as possible

Chair's Initials:

10	Dates and Times of Future Meetings GB and Committees: Per minute. GS pl. arrange zoom meetings.	All governors to note/GS+ school to action	Ongoing
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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 Sally Davey.

1.3 Quorum

The meeting was quorate with 8 governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

-Verbal report from recent FPP Committee

3. DECLARATIONS OF INTEREST, CODE OF CONDUCT AND SKILLS AUDIT

3.1 Governors are reminded to complete and return via email the following:

- Register of Business Interests
- Governors' Code of Conduct
- Annual Skills Audit

3.2 Helen Currie declared a personal connection re expenditure of early years' pupil premium funding for art work commissioned from a personal connection.

4. ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY

4.1 Election of Chair for the Academic Year 2020/2021

Pauline France was elected unanimously. (Proposed by Peter Dawe and seconded by Sandra Campbell).

4.2 Election of Vice-Chair for the Academic Year 2020/2021

Peter Dawe was elected unanimously. (Proposed by Helen Currie and seconded by Pauline France).

5. GOVERNING BODY

5.1 Governing Body Membership

Two resignations were received with regret from Maxine Lafayette and Gail Allaway. Following discussion, a proposal was **AGREED** not to fill these and to reduce the future size of the Governing Body to 10.

5.2 Disqualification due to Non-Attendance

This item was noted without action.

5.3 Disclosure and Barring Service Checks

It was noted that these need to be initiated for Abrar Malik and Mark Brown (Lindsey Read will have an enhanced DBS check as a condition of her employment by FANS).

ACTION: Federation to conduct for Abrar and Malik.

5.4 Committee Memberships

These were **AGREED** as follows:

Finance, Pay and Personnel Committee: Peter Davey (Chair), Jana Mills (Vice-Chair), Helen Currie, Pauline France

Children’s Learning and Development Committee: Sally Davey (Chair), Abra Malik, Pauline France and Lindsey Read

Premises Committee: Sandra Campbell (Chair), Lindsay Read, Pauline France

5.5. Head Teacher’s Performance Management Review

This will be conducted by Pauline France, Peter Dawe and Lorraine Manford (School Improvement Partner)

5.6. Link Governor Responsibilities

Safeguarding, Health and Safety and Audit: Sandra Campbell (interim) + Mark Brown

Special Educational Needs and Disability/Looked After Children and Early Years Pupil Premium: Sally Davey

Early Years’ Foundation Stage Curriculum: Mark Brown

ACTION: Helen Currie to circulate notes/guidance re safeguarding to support safeguarding link governor visits.

5.7. Publication of Governor Information on School Website

This was noted.

6. MINUTES

6.1. Minutes of the Full Governing Body Meeting Held on 13 May 2020

These were received and agreed to be an accurate record of the meeting. (Consider signed for retention by the federation and on GovernorHub).

6.2. Matters Arising

Minute reference	Action	Status update
3.3	Disclosure and Barring Service Checks: All to check their entries on GovernorHub	Ongoing
4.2.4.	Head Teachers’ Job Description: PF to agree with HC.	Ongoing
5.1.4	Letter to Parents/Staff re Schools’ Reopening: This was sent.	Completed

6.3. Verbal Report from FPP-Peter Dawe

6.3.1. FPP Business

PD reported that this met on 14/10/2020 for 1 ½ hours. Items discussed included revision of terms of reference in order to ensure effective business continuity and practice. It was noted that rates had been refunded by LBWF for the current year but not last year, it being unanimously **AGREED** that the Chair make representation to the Local Authority about this. The Governing Body unanimously **AGREED** that representation be made to Schools’ Forum to re-designate the federations’ schools from the early years’ funding block to the schools’ budget (Proposed by Peter Dawe and seconded by Helen Currie) in the expectation that this should enhance the funding delegated to the schools. It was noted that the School was obliged to make

premises improvements and purchases from reserves without adequate additional funding being available in the present pandemic.

6.3.2 Proposed Transfer to LBWF Schools' Funding Bloc

Helen Currie reported that she had written to Maureen Okoye (Chief Executive Officer of the Arbor Academy Trust who operate a service level agreement to run Acacia Nursery School in Leytonstone) to seek a meeting with Eve McCloughlin and David Kilgallon to formally move the federation schools into the schools' block with the funding entitlements of schools. (It was noted here that the federation schools receive much lower top up funding than neighbouring boroughs delegate for the funding of their nursery schools).

6.3.3. Fees during COVID Closure

Regarding refund of fees at Low Hall Nursery School during COVID closure it was **AGREED** that this could not be made due to the precedent that would be set for CHNS given the possibility of further closures. However, credit in kind for future care could be offered. (The relevant terms and conditions say only that refund will be made if parents don't take up places).

ACTION: Helen/ Peter/Pauline and Hasina to discuss options with future care in kind preferred.

6.3.4. LBWF Virtual Audit: This was noted to have been badly timed and exceedingly protracted as coinciding with reopening.

ACTION: Chair to write to borough to make representation regarding this.

6.3.5. Loss of Income due to COVID19

This was noted due to cancellation of bookings and holiday play schemes.

6.3.6. Schools' Financial Value Standard Return

This was submitted on time last term.

7. INFORMATION SHARING REPORTS AND DOCUMENTATION-HEAD TEACHERS' REPORT PRIOR E-CIRCULATED

7.1. Distributed Leadership

This was noted re staffing and finance with thanks to staff and school leaders for keeping the federation schools running throughout COVID19. Current School Development Plan items will be carried forward to this academic year.

7.2. Challenges at LHNS and CHNS

7.2.1. Recent expenditures were noted of £13,065 at CHNS re exterior works and at LHNS of £5822.69 re works to gates both ensuring that the Schools are COVID secure. Predicted losses are to April it being hoped to make in year savings and to have increased play scheme numbers and income.

7.2.2. Numbers on roll at CHNS are satisfactory, less so at LHNS especially for the free early educational entitlement hours but it is hoped that numbers will rise again as the year progresses.

7.3. Quality of Education

7.3.1. The 2020 School Development Plan has been readopted with additions for 2021 including a recovery curriculum. Local visits are being planned for next term together with new artwork murals.

- 7.3.2. A new curriculum is planned for next year with staff given a document and to watch a blog as a basis for discussion re ages and stages. Less data is required but progress measures will be considered.
- 7.3.3. Re Black Lives Matter it is important that images in core books and texts reflect the ethnically mixed community in which the children are growing up.
- 7.3.4. The Schools continue to use the Tales Toolkits and provide training to staff in its use. This could be provided to other settings.

7.4. Recovery Curriculum

This has been discussed with documents circulated re curriculum intent and pedagogy focussing on early years' practice. The document 'I Can' has been shared with the Lloyd Park charity (who provide a range of pre-school provision in Walthamstow) reflecting our child-centred approach.

7.5. Early Years' Pupil Premium

Numbers are not yet known but may increase especially at LHNS. A number of food parcels were delivered during 'lockdown' to families in need of this support.

7.6. Class Mojo

Parents are engaging well with this with examples sent of play based learning. Thanks were recorded to Lindsey Read for keeping this going during 'lockdown'.

7.7. Leadership and Management

7.7.1. Training continues to be provided online with staff well-being also supported.

The importance of being kind was noted was agreed with the school community cooperating re hygiene and social distancing.

7.7.2. There is a plan for use of pavilion buildings by AAC (to be financed from ring-fenced reserves and a bid for match funding).

ACTION: Report to next FPP Committee.

7.8. Governance

This was noted as continuing.

7.9. Building Works

LHNS: Building sustainability has been reviewed and works undertaken re fencing and creation of separate egress. Works were carried out by LBWF approved contractors with costs unknown. Following removal of laurel hedge cover there is a proposal for 'living walls' which could involve parents.

ACTION: HC to report further to FGB and FPP.

8. CHAIR'S ACTIONS

These were reported as follows:

- Signed off risk assessments with HC.
- Attendance at various online meetings with LBWF (stressed safeguarding processes to be followed with OFSTED visits possible).
- Strategic priorities were listed.

9. STRATEGIC INTENTS AND PLANNING FOR ANNUAL CYCLE 2020-2021

9.1. Safeguarding

Governors are advised to read the DFE document Keeping Children Safe in Education with a safeguarding audit to be done virtually by the end of the spring term.

9.2. COVID Risk Assessment

This has been completed with a recommendation that the Head Teacher is not allocated to a bubble (difficult given layout of LHNS e.g. toilet access from HT office is across the open plan teaching and learning space).

9.3. Special Educational Needs and Disability Offer

Details have been posted on the federation website.

ACTION: Governors to review with any comments to PF/SD for sign off by chairs' action.

9.4. Early Years' Foundation Stage and Curriculum Changes

These are delegated for consideration by the Children's Learning and Development Committee.

9.5. Policy Review Cycle and COVID Relevant Updates

These have been updated with FANS branding and put on the website. Changes were noted to the staff Code of Conduct, Acceptable Use of IT policy and social media policy.

ACTION: Any comments to PF/HC/HR/AE.

9.6. Governors' Training Programme

ACTION: Governors are asked to do The Key online safeguarding training. There is also bought in LBWF training which is now all online. Details on GovernorHub.

10. DATES AND TIMES OF FUTURE MEETINGS

10.1. **Full Governing Body:** Wednesday 10 February 2020-6pm
Wednesday 5 May 2020-6pm

10.2. **Committees:**

Finance, Pay and Personnel Committee: Wednesday 27 January 2021 pm

Children's Learning and Development Committee: HC to liaise with SD. (Evening if possible)

Premises Committee: Thursday 19 November 2020-9.30 a.m.-Zoom.

11. ANY OTHER BUSINESS

Minuted as confidential.

The meeting closed at 8.00 p.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
