

**MINUTES OF A MEETING OF THE FEDERATED CHURCH HILL AND LOW HALL
NURSERY SCHOOL GOVERNING BODY HELD ON WEDNESDAY 9 MAY 2018 AT 7PM
AT LOW HALL NURSERY SCHOOL**

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

Co-opted Governors

Mrs Gail Allaway
Ms Sandra Campbell
Mrs Abida Chaudhary
Mr Peter Dawe
Mrs Maxine Lafayette

Head Teacher (Voting)

Mrs Helen Currie

Local Authority Governor

Mrs Susan Peacham

Parent Governors

Ms Isabelle Adams
Ms Caoimhe Tierney

Staff Governor

Ms Margaret Rees

Clerk to the Governors: Ms Caroline Russell

Also present: Mrs Hasina Rashid, School Business Manager

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
	Attendance Listing: Pl. remove Ms Katharine Segal (disqualified) and update membership listing to reflect amendments by governors.	Governor Services	Ongoing
3.1	Co-option: Pl. action co-option of Ms Adams with immediate effect	Governor Services	As soon as possible
3.1.	Co-option: Mrs Currie to contact a local organic group/councillor or unelected parent nominee re co-option after parent governor elections in September	Mrs Currie	September 2018
3.1.	2 Parent Governor Vacancies: Mrs Currie to arrange elections in September	Mrs Currie	September 2018
5.2.2.	Charges for Early Help advice and support: Mrs Currie to contact Mr David Kilgallon regarding this.	Mrs Currie	As soon as possible



5.2.3.	Publicity at LHNS: Publicity needed to increase numbers for September 2018.	School	As soon as possible.
5.3.	Future of EYFS and nursery schools: Actions per minute	Mrs Currie and working group	Ongoing
7.5.	Summer Term Governor Visit: To be confirmed.	HC/IA/CT	Ongoing
7.6.	Safeguarding: Standing agenda item for FGB meetings	Governor Services	Ongoing
7.7.	Annual Governance Statement: PF/AE to consider, complete and put on website.	PF/AE	As soon as possible
8.1	School Effectiveness Form and School Development Plan: Governor involvement per minute	All	Ongoing
9.1	GB Skills Audit: Governor Services pl. arrange.	Governor Services	Ongoing
11	Date and Time of Next Meeting: Wednesday 3 October 2018-6.00 p.m.-Low Hall Nursery School. Standing agenda item for safeguarding pl.	All to note /action	Ongoing

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 Sally Davey and Ms Chloe Shrimpton.

1.3. Quorum

The meeting was quorate.

2. DECLARATIONS OF INTEREST

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

3. GOVERNING BODY

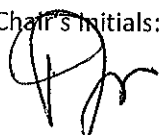
3.1 Clerk to confirm Governing Body membership

The clerk confirmed that there are currently two co-opted governor vacancies and that Ms Adam's terms of office as parent governor ends on 19-10-2018. Ms Adams indicated that she would like to be considered as a co-opted governor and this was unanimously **AGREED** with immediate effect (proposed by Mr Peter Dawe and seconded by Mrs Abida Chaudhary).

Governors noted Caoimhe Tierney's intention to resign at the end of July 2018 and asked Mrs Currie to carry out elections at both schools for two parent governors early in the Autumn term.

ACTIONS:

-Governor Services to action co-option of Ms Adams.

Chair's Initials:


- School to arrange elections for two parent governors early next academic year in September.
- Mrs Currie and Ms France to make contact with a local organic group/councillor or any unelected parent nominee re the second co-opted governor vacancy.

3.3 To consider disqualification due to non-attendance

This item was noted without action

3.4 Disclosure and Barring Service Checks

It is believed that these have been completed by all governors and details are held on file by Governor Services.

4. **MINUTES**

4.1 Minutes of the Last Meeting Held on 7 February 2018

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

4.2. Matters Arising

4.2.1. Actions re Minutes 1.2, 2.3 and 3.1

These have all been actioned, other matters are considered elsewhere on the current agenda.

4.3. Reports from Committees

4.3.1. Premises Committee 09-03-2018

This met and considered premises works including sandpit resiting and kitchen issues at Low Hall Nursery School. Quotes are being obtained to move sandpits at both schools with a mud kitchen still available at Church Hill Nursery School. Feasibility studies for works at Low Hall Nursery School are ongoing. Priority will be given in any works to statutory issues. Buy-back of the LBWF Data Protection Officer service was noted.

Regarding rough sleepers in the car park between Low Hall and Ferguson Centre LBWF have been contacted for assistance (asset manager, health and safety and environmental health) with cleaning by Amey promised. The Health and Safety manager will try to expedite action and drug dealing is reported to the police. CCTV and gating could be considered. The Education and Skills Funding Agency have attended with the issue to be highlighted to them.

There has been a reduction in the number of head injuries reported at Low Hall Nursery School, supervision of the Elephant Room was considered by a learning Walk and a working group has been established re Accessibility and Emergency Plan.

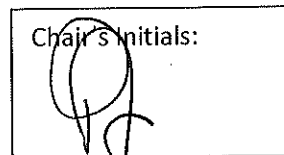
The Schools website has been updated and launched.

4.3.2. Children's Learning and Development Committee

Two meetings are planned for later in the term. Another working party on the equalities objectives is to be convened (HC to check staff representation) and this will report to the Children's Learning & Development Committee.

4.3.3. Finance, Pay and Personnel Committee 25-04-2018

This met and matters arising have been added to the current GB agenda. Charges are to remain unchanged as reviewed last year. Minor changes were reported to the Data Protection policy with appointment of a LBWF Data Protection Officer who is currently reviewing impact assessments and privacy notices. Ms Gail Allaway has agreed to serve as an additional bank



signatory to cover holiday periods.

5. INFORMATION SHARING DOCUMENTATION AND REPORTS

5.1. School Budget 2018/2019

This was discussed in detail at the FPP Committee and presented by Mrs Rashid to the full Governing Body including supporting Consistent Financial Report documentation.

	£
Church Hill Nursery School c/f to 2018/19	345,716
Low Hall Nursery School c/f to 2018/19	266,151
Church Hill Nursery School Total Revenue Resources (Income)	1,065,556
Church Hill Nursery School Total Revenue Expenditure	744,504
Low Hall Nursery School Total Revenue Resources (Income)	751,436
Low Hall Nursery School Total Revenue Expenditure	618,961
Predicted year end carry forward CHNS	344,605
Predicted year end carry forward LHNS	144,593

5.2. Budget Commentary

5.2.1. It was noted that, without day care income the schools are not financially sustainable with publicity needed to try to increase take up of this provision. The LHNS holiday play scheme was poorly attended so the play scheme at CHNS could be offered to LHNS parents if sufficient notice were given.

5.2.2. Delegated income to CHNS has reduced due to falling pupil numbers but may rise during the year. Reimbursement for the costs of the apprentice scheme is possible for under 21s (funded by reduced school business manager and finance assistant hours). It was noted that there is a charge per child for early help information and support, contrary to recent information from David Kilgallon that this is available not charged from Children's Centres.

ACTION: Mrs Currie to contact Mr David Kilgallon re early help charges.

5.2.3. Work continues at LHNS to publicise the school to try to increase the autumn intake but there has been rehousing locally. Recently submitted Education and Health Care plans have been rejected but will be resubmitted with additional information provided to substantiate the applications.

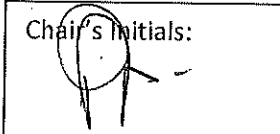
ACTION: Publicity at LHNS needed.

5.2.4. Pay increases to National Joint Council pay scales were noted with increases of 8.8% applying to the lower pay scales in order to increase rates to minimum wage levels. The meeting noted with concern the significant reduction in reserves (used to fund in year deficits at LHNS and fund essential premises improvements) so the future sustainability of the current staffing model will need to be considered with consideration given to increasing charges and developing other sources of funding. At the current rate of depletion reserves will have been exhausted by 2020.

It was unanimously **AGREED** to adopt the 2018/19 budgets as presented (proposed by Mr Peter Dawe and seconded by Mrs Susan Peacham.

5.3. Future of Early Years' Foundation Stage and Nursery School

Mesdames France and Currie reported attendance at the latest All Party Parliamentary Group meeting to discuss nursery education in nursery and primary schools. There is a need to lobby local councillors and MP regarding the earlier government commitment on fair funding noting that almost 100% nursery

Chair's Initials:


schools receive 'outstanding' OFSTED inspection reports yet are still facing closure due to financial pressures.

ACTION:

- Mrs Currie to invite Miss Stella Creasy MP, the leader of the Council Cllr Clare Coghill (also a local ward councillor) and Cllr Grace Williams, Cabinet Member for Education to visit the schools. Mrs Currie to explore other contacts.
- Working party (HC/AE/PF/SP to consider further.

5.4. Head Teacher's Report

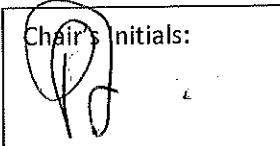
- 5.4.1. Prior e-circulation of this was noted which updates the February 2018 report. This noted staff illness, closures for severe weather and elections. Staff changes were noted including a phased retirement. A teacher post has been advertised to be shared across the Schools. Staff departures and retirement of the site services officer were noted together with a maternity leave (cover advertised).
- 5.4.2. Premises developments at CHNS were noted including installation of a second sink. The federation website has been revitalised including information for OFSTED Inspection. Use of Tales Toolkit teaching resources was noted to build vocabulary, literacy and oracy skills and the INSIGHT assessment system is being used. Extensive partnership working was noted (explanation of acronyms used requested)
- 5.4.3. At Low Hall Nursery School there has been a significant improvement in attendance including by 2 year olds. All children at both schools have made good progress in all areas with the School Development Plan focussing on areas of less effective progress including the development of oracy from 2 to 3 years of age for children from English as an additional language and more deprived backgrounds in particular. There has been an increase in the number of children exceeding expectations with moderation where children are not meeting expectations to review the initial assessment. Uniquely, in both schools, the two years olds are accessing teachers and older peers. Teacher peer observation is planned shortly over a two week period at CHNS as a positive work experience and opportunity for reflection.
- 5.4.4. Regarding safeguarding matters a whole school update is planned for January 2019 with training provided from a number of sources in the local authorities assistant designated officers. A private fostering policy has been devised with staff to report private arrangements to the multi-agency support team where these are for longer than 28 days. Development of the animals on site policy is ongoing with the Head Teacher to buy some guinea pigs. Care of the animals can be added to the site services officer job description.
- 5.4.5. Further quotes will be obtained for the feasibility study re works to LHNS with an EFA visit to be used to try to secure external funding, the objective here being to refurbish the premises to increase pupil numbers. A leaking pond is to be relined. An advert for the site services officer vacancy will include the possibility of job share.

6. **CHAIR'S ACTIONS**

6.1. School Closures

These were authorised by the chair on grounds of urgency.

6.2. Federation Policies

Chair's initials:


As the Children's Learning & Development committee had to be cancelled in the Spring term policies were signed by the chair after email circulation to all governors.

- 6.3. School/Parental Involvement with Open University
Teachers were thanked for their involvement and support for this piece of research into intergenerational communication. There will be feedback in the Autumn term.

7. STRATEGIC PLANNING AND ANNUAL CYCLE

7.1. Behaviour Statement

This has been e-circulated to governors with any comments to the school.

7.2. General Data Protection Regulation and Freedom of Information Act Policies

Appointment of a Data Protection Officer was noted with records amended. Following a walk round, children's Learning Journey books are to be anonymised with surnames and dates of birth removed. Staff awareness of the GDPR legislation is considered to be satisfactory. The new LBWF Data Protection policy has been adopted and remote access discussed with staff. A retention schedule for records is needed-these can be saved digitally.

7.3. Policy for Supporting Children with Medical Conditions

This will be referred to the Children's Learning and Development Committee for consideration.

7.4. Special Educational Needs and Disability Offer

This will be reviewed in the autumn term.

7.5. School Review and Self Evaluation

Meeting dates are to be set with extensive networking both within and outside the federation.

Learning walks were conducted by Mesdames Chaudhary and Frances with good teacher involvement reported re oracy, involvement, sharing and story telling. Environmental improvements have had a positive impact but with recommendations made regarding the supervision of quiet spaces.

A summer term visit is planned (27-06-2018?) by the parent governors.

ACTION: HT to confirm summer term visit.

7.6. Safeguarding and Health and Safety a School Report

Mrs Sue Peacham reported that audits have been done and the single central record checked at Low Hall Nursery School.

ACTION: Safeguarding to be a standard FGB agenda item.

7.7. Annual Governance Statement and Data

The clerk explained the content and purpose of this.

ACTION: PF/AE to consider and put on website.

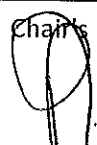
8. SCHOOL EFFECTIVENESS FORM AND SCHOOL DEVELOPMENT PLAN 2018/19

- 8.1. It was advised that these have been completed by HC based on proformas from the East London Early Years' partnership with a focus on identification of unique selling points.

ACTIONS:

- HC/SC/MR to consider and then HC to e-circulate to governors for consideration prior to display on the website.

-Governors to be invited to attend an Away Day/September INSET day.

Chair's Initials:


9. GOVERNOR SKILLS AUDIT AND TRAINING

9.1. Skills Audit 2017/18

ACTION: Governor Services please arrange.

9.2. Courses Attended

Attendance at courses relating to safeguarding and GDPR were reported by Mesdames Peacham and Campbell respectively.

9.3. Date and Focus of Joint Staff and Governor INSET Day

This will be on 3 September with foci to include SEF,SDP issues and eco focus.

10. GOVERNOR SERVICES SLA FOR 2018/2019

Governors confirmed the agreement of the Governor Services' SLA for the financial year 2018/19.

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

11.1. Date and Time of Next Meeting

Wednesday 3 October 2018-6.00 p.m.-Low Hall Nursery School.

11.2. Draft Agenda Items

-Include safeguarding as a standing agenda item.

12. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

12.1. Maternities of Mesdames Adams and Tierney

Best wishes were extended to both.

12.2. Confidential Minutes of 07-02-2018

Minuted as separate confidential appendix.

The meeting closed at 10.00 p.m.

Chair: PAULINE FRANCE (print)

..... Pauline (sign)

Date: 3/10/18

Chair's Initials:
