

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS  
(FANS) GOVERNING BODY HELD ON WEDNESDAY 5 MAY 2021 AT 6.00 P.M. VIA  
ZOOM**

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

**Co-opted Governors**

Sandra Campbell

Peter Dawe

**Executive Head Teacher**

Helen Currie

**Parent Governors**

Abrar Malik

Mark Brown

Also in attendance to 7.40 pm

Hasina Rashid, FANS Schools Business Manager

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
4.1.	Governing Body Membership: Governor Services to note actions per minute and amend records accordingly.	All to note/GS to action	As soon as possible
6.1.5	Building Works to CHNS: HR to obtain quotes and present to premises committee	HR/premises committee	As soon as possible
6.1.6	2 year Old Funding and Provision at CHNS: Agenda item for FPP committee to consider	GS/FPP committee	Next FPP committee meeting
6.2.4.	Video Footage of LHNS: Abrar Malik to support	HC/AM	As soon as possible
6.2.5	Budget Ratifications and Submission to LBWF: Formally <b>AGREED</b> for CHNS and LHNS.	HR/HC/PF	As soon as possible
9.12	CLD Committee: To be convened per minute	HC/SD	Summer term
10.	Safeguarding Link Governor Visits (i)HC/MB/SC to liaise re visit. (ii)MB to be future nominated link governor (iii)WWP support to be sought	HC/MB/SC MB HC	Ongoing

15	Annual Governance Statement: PF/PD to draft and post	PF/PD	Ongoing
16.	Governor Services Service Level Agreement: <b>AGREED</b> to continue in 2021/2022 at previous level.	GS to note and action	Ongoing
17	Date and Time of Next FGB Meeting: Wednesday 20 October 2021-6pm-Virtual	All to note/GS+ schools to action	20-10-2021

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

All were welcomed to the meeting noting that this will be the last FGB of this academic year and includes budget ratification by the due date.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Jana Mills, Sally Davey and Lindsay Reid.

1.3 Quorum

The meeting was quorate with 6 governors present and remained quorate throughout.

**2. DECLARATIONS OF INTEREST**

3.1 Completion of Declarations of Pecuniary and Personal Interest, Code of Conduct and Reading of Keeping Children Safe in Education

All are reminded to do this via GovernorHub.

3.2 Declarations of Interest in Relation to the Current Agenda Items

Sandra Campbell declared an interest in relation to recent completion of minor building works by her spouse at the Schools.

**4. GOVERNING BODY MEMBERSHIP**

4.1. Governing Body Membership

This was reviewed noting that Abrar Malik's term of office ends in October and that Sandra Campbell's term of office ends in August and will not be renewed. A sincere vote of thanks was recorded to Sandra for her long service to the federation as both Head Teacher and a governor with very best wishes for the future.

**ACTIONS:**

- Mark Brown and Abrar Malik to transfer to co-opted governor vacancies with immediate effect.
- Pauline France to transfer to Local Authority governor vacancy with immediate effect.
- GS to obtain details of parent governor nominations to those vacancies from the federation.

4.2 Disqualification due to Non-Attendance

This item was noted without action.

**5. MINUTES**

5.1. Full Governing Body Minutes of 10 February 2021

These were received and accepted as an accurate record of the meeting, considered signed. There were no matters arising not considered elsewhere on the agenda.

5.2. Finance, Pay and Personnel Minutes of 28-04-2021

These were received and accepted noting that budget outturn figures had been received and accepted for 2020/2021. PD noted that this had been a very difficult year for the federation financially so senior leaders were congratulated on achieving a balanced budget for both schools, commended by Local Authority officers. Breakfast and after school club fee review will be reported as confidential. Issues were noted re drainage works estimated to cost £60-£80,000. It is hoped that these will be largely funded by LBWF as landlord but will necessitate lifting of asphalt and a school closure as the toilets will be out of action. HR was authorised to send copy surveys to LBWF. The Schools' Financial Value Standard Return (SFVS) will be resubmitted by the revised due date of 28-05-2021.

5.3. Premises Minutes of 19-03-2021

These were received and accepted. Some items were dealt with, other items will need to be prioritised re funding. Safeguarding items were noted re a neighbour and a staff accident on a safety surface.

**6. SCHOOL BUDGET 2021/2022-PAPERS POSTED ON GOVENORHUB, HR SCREEN SHARED IN THE MEETING**

6.1. Church Hill Nursery School

6.1.1. Carry Forward to 2021/2022

This was noted of a total of £201,000 including £39,000 revenue, £7,300 capital and £154,000 day care.

6.1.2. Basis of 2021/2022 Budget

The budget is based on 89 children on roll for 15 hours and 30 children on roll for 30 hours universal free early educational entitlement. It includes two year olds with the hourly rate increased to £5. Top-up funding will be paid but deprivation funding is reducing at Low Hall Nursery School. Funding for two year olds at CHNS will reduce as numbers are low pm. Income estimates are prudent.

Pupil premium funding of £3500 is expected with two payments outstanding.

Day care income will be monitored closely and is based on full permitted numbers for the holiday play scheme. Total income is projected at £798,000.

6.1.3. Expenditure

Increased staff costs were noted re pay scale, pension and on-costs with total expenditure projected at £921,524. Other budget lines reflect 2020/2021 actuals. Premises expenditure has been reduced compared to last year following a number of one off items related to COVID which are not expected to recur. Rates relief has been given by LBWF for April-June 2021.

6.1.4. Projected In Year Deficit

This is projected at £42,000 but may be offset by day care income. Year end predicted carry forward balances are currently £151,524 (sufficient for 3 years if expended at the predicted rate).

6.1.5. 5 Year Budget Projection

This was noted. Budget assumptions were noted re long-standing low pm numbers (trying to fill) and restricted provision for 30 hours FEEE due to limited lunch capacity.

Therefore, it is proposed (unanimously **AGREED**) to increase capacity for 30 hours FEEE via minor building works to increase lunch provision by removing a stud wall and installing movable partition doors between the dining room and current lobby area. It was also **AGREED**, subject to LBWF advice re legality, to offer a proportion of 30 hours FEEE places to lower income families. **Q.** Alternative storage space? **A.** Re-organise and relocate existing cupboard space.

**ACTION:** HR to obtain quotes, consult LBWF and present to premises committee.

#### 6.1.6. Summary

It was **AGREED** to set an in year deficit budget funded from school balances. It was noted that the base funding delegated by LBWF is not sufficient to run the schools with a balanced budget but there may be SEN and lettings income to bridge the gap. Risk factors were noted re 30 hour places, rates, child care fee income and national base funding which is not sufficient for nurseries to operate as schools. The latter was noted as a national problem. Future reviews will consider the future of 2 year old provision at CHNS which operates at a loss especially pm.

**ACTION:** Agenda item for FPP committee to consider 2 year provision and funding.

#### 6.2. Low Hall Nursery School

##### 6.2.1. Carry Forward to 2021/2022

Year end balances were noted at £38,136 with the in year deficit reduced from £62,000 to £52,000 and reserves reduced from £92,000 to £60,000 due to day care income being under-budget.

##### 6.2.2. Budget Assumptions

These were noted as full numbers for 2 year olds, average pupil numbers of 63 and 24 for the 15 and 30 hours FEEE entitlement respectively. Budgetted income is projected at £431,000 and assumes a significant reduction in community focussed income compared to pre-COVID times.

##### 6.2.3. Expenditure

Increased teaching staff and reduced support staff costs were noted. Provision for staff development training includes costs of the statutory SENCO qualification.

The building maintenance budget has been reduced as significant work has been completed recently.

Orders will be monitored closely, cleaning recharged to the school and 100% rates relief requested from LBWF.

There is a predicted in year deficit of £6,221. There is a need to review after school provision and day care costs but the deficit may be reduced by SEN income. Day care income is based on COVID numbers, no play scheme provision, partnership with Barn Croft could be promoted and the number of LPC children currently being taken could be increased.

##### 6.2.4. Summary

Provision at LHNS was commended including the outdoor space and will be promoted locally e.g. by more conspicuous signage, use of positive parent reviews and a video virtual tour. Support from Stella Creasy MP and Cllr Grace Williams was noted and is appreciated.

Financial risks were noted re rates relief, early years National Formula Funding, day care income and after school club. LBWF will support for a further year and service level agreements will be reviewed and renegotiated. All federation staff were thanked for their support for the recent restructuring process during a challenging period.

**ACTION:** Abrar Malik to support re video footage.

6.2.5. Ratification of Budgets

These were formally **AGREED** for both schools as presented with the outturns as presented to FPP committee. These will be forwarded to LBWF by 17-05-2021.

**ACTION:** Executive Head Teacher/Chair of Governors.

**7. LOW HALL NURSERY SCHOOL BREAKFAST AND AFTER SCHOOL CLUB AND INCOME**

Minuted as confidential.

**8. PERSONNEL ISSUE-STAFF SICKNESS ABSENCE**

Minuted as confidential.

**9. EXECUTIVE HEAD TEACHER'S REPORT-PRIOR E-CIRCULATION OF A SHORT REPORT WAS NOTED.**

.1. Staff and Budget Restructuring

This work has been largely completed for the present.

9.2. Full Re-opening of School after Lockdown

This was noted, following a period when the school remained open when others were closed.

9.3. COVID Related Issues

The loss of a number of staff family members was noted with regret with counselling offered to staff. Many staff have now been vaccinated so feel a little safer.

9.4. After School Club at LHNS

This has closed on Mondays and Fridays due to very low numbers with children relocated to CHNS.

9.5. Children from Lloyd Park Centre

8 children and 3 staff have transferred following safeguarding incidents and lack of information re staff. Further support will be offered in future.

9.6. Special Educational Needs

There are high numbers of SEN and SENIF funded children at both schools including provision of 1: 1 support. Training re children with SEN has been disseminated and the SENCO is undertaking a statutory qualification. An LBWF SENCO conference will be held at the end of May with input from the executive and assistant head teachers.

9.7. Project with Queens Road Community Centre

This was noted re provision of toys for children with ward funding to be applied for.

9.8. Use of Music Therapy

This was noted.

9.9. Appointment of Assistant Head Teacher

This was noted with the role being developed re provision of phonics workshops for parents and organisation of staffing cover.

- 9.10 Premises Review  
This will be undertaken including re signage.
- 9.11. Holiday Playscheme Numbers  
These have been increased for the May ½ term from 30 to 45 at CHNS and may be increased further in summer to 60 by agreement with LBWF.
- 9.12. Pupil Data  
This has been circulated by the assistant head teacher re children working above and below age related expectations and will be further analysed in relation to attendance.  
**ACTION:** Children's Learning and Development Committee to be convened to review data, EYFS curriculum, SEN, end of year report and schedule visits and meetings (focus on safeguarding, health and safety, children's welfare, child's voice, early learning development).
- 10. SAFEGUARDING**  
Four governors attended Safeguarding training and reported back on the importance of regular monitoring by governors, and when possible safe school visits and learning walks in both schools  
**ACTIONS:** SC/MB/HC to liaise re visit, MB to be future nominated link governor for safeguarding and support from Walthamstow West Partnership to be sought.
- 11. SUMMER TERM 2021 DATA PROTECTION ACT AND FREEDOM OF INFORMATION ACT**  
Noted.
- 12. SCHOOL TERM DATES 2021/2022**  
These have been circulated and **AGREED** with 5 INSET dates determined for September 2021 and January 2022. Governors may attend the first September INSET date.
- 13. CHAIR'S ACTION**  
This item was noted.
- 14. GOVERNOR TRAINING**  
Attendance at training re safeguarding was noted.
- 15. ANNUAL GOVERNANCE STATEMENT**  
**ACTION:** PF/PD to draft and post.
- 16. GOVERNOR SERVICES SERVICE LEVEL AGREEMENT**  
This was **AGREED** to continue in 2021/2022 at the current level.
- 17. DATE AND TIME OF NEXT FGB MEETING**  
Wednesday 20 October 2021-6pm- Virtual.
- 18. CONFIDENTIAL MINUTES**  
Minuted as confidential

The meeting closed at 8.15 p.m.