

MI NUTES OF A MEETING OF THE FANS (FOREST ALLIANCE OF NURSERY SCHOOLS FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS) HELD ON WEDNESDAY 12 NOVEMBER 2025 AT 6PM VIRTUALLY

Present: Katie Stone (Chair-part)-Parent Governor
 Helen Currie-Executive Head Teacher
 Jana Mills-Co-opted Governor
 Pauline France-Local Authority Governor

Also in Attendance: Hasina Rashid, Federation Business Manager and Associate Governor

Clerk to the Committee: Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1.	Election of Chair and Vice Chair of Committee: Katie Stone and Jana Mills elected respectively.	All to note. GS to amend records.	Ongoing
5	Admissions: HT/SLT/Chair and Vice chair of FGB to liaise per minute.	HT/SLT/ Chair+ Vice Chair to liaise.	As soon as possible
5.3	Audit Recommendations: -School Fund: School to advertise for parent to sign off bank statement.	HT	Ongoing
5.5.	Schools' Financial Value Standard and Update: Next meeting to consider.	Next meeting agenda item.	Next meeting
6.1.	Asset Management Plan: School to liaise with LBWF to countersign grant application form.	HT/SBM	Ongoing
6.2	Safeguarding Audit: HT to send links.	HT	As soon as possible
8	Date and Time of Next Meeting: Tuesday 13 January 2026-6pm-Virtual. PF/KS to liaise re agenda template.	All to note. School/GS to action.	13-01-2026

- 1. WELCOME AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting. Apologies for absence were received from Austin Ventour. The meeting was quorate with 4 governors present.
- 2. DECLARATIONS OF INTEREST:** There were no declarations of interest in any of the following agenda items.
- 3. BUSINESS COMMITTEE MATTERS:**
 - 3.1. Election of Chair of Committee for the Current Academic Year 2025/6: Katie Stone was elected unanimously. (Proposed by Helen Currie and seconded by Pauline France).

3.2. Election of Vice Chair of Committee for the Current Academic Year 2025/6: Jana Mills was elected unanimously. (Proposed by Pauline France and seconded by Helen Currie).

3.3. Committee Terms of Reference 2025-2026: These were readopted for the current academic year following recent revision and considered to still reflect the current remit, roles and responsibilities of the committee.

4. **MINUTES OF THE MEETING HELD ON 25 JUNE 2025:** These were received and accepted, a copy to be retained by the federation and on Governor Hub. There were no matters arising not otherwise on the agenda.

5. **FINANCE AND BUDGET MONITORS-HR:**

5.1. Quarterly Budget Monitoring Quarter 2: It was noted that the budget should be 50% received and spent at this time in the financial year.

Church Hill Nursery School:

5.1.1. Revenue Income: 39% of predicted income has been received, which is under Budget by £78,000)re lower than budgeted intake especially 2 year olds. Demand for day care is buoyant but not UEEE (universal early educational entitlement places) reflecting a low birth rate. Currently both lunch hall and sleep space is limited which reduces flexibility re taking more children where parents want longer hours and wrap around care. The pattern is similar in both schools, the federation needs to consider the in year budget position which is fragile. Other budget lines are largely to budget but with a current predicted deficit for LHNS of £104,000.

5.1.2. Capital Income: This has been received with match funding received for server replacement.

The overall predicted year end surplus is £111,892.

Q. Any evidence of better take up if offered day care and longer hours? **A.** Could offer play scheme and 2 year old places

Q. Meetings with other providers to reduce waiting lists? **A.** There are a number of providers but some are full. Possibly LHNS could be hired by a childcare provider during the school holidays. There are more private providers in the area served by CHNS. Could fill vacancies with day care/wrap around care easily. 2 local closures were noted with marketing agreed to include the Chapel End/Chingford Mount/Woodside and Billet Road areas. Staffing could be adjusted internally by negotiation at CHNS.

Teachers pay increases have now been agreed but are not fully funded.

ACTION: HT/SLT/chair and vice chair of FGB to liaise.

Low Hall Nursery School-Quarter 2: The report was noted. Similar to CHNS as intake underachieved. Possibly both rooms could be used for sleep space. The School is full with ¾ year olds at 26 places. Some additional income has been received from a place creation grant re breakfast and after school clubs but take up of these has been low. Parents want to use their UEEE hours allocation and then supplement payment.

Site services officer cover has been obtained and a new server match funded by LBWF. Re insurance it was noted that other schools are using the DFE's RPA scheme with costs considered to be lower and coverage more comprehensive.

Premises: The floor has been levelled in an office area and lunch provision and daycare increased. There is a predicted deficit of £14,101.

5.2. School Facing Financial Challenge Update: It was noted that there has been

no communication regarding a recent meeting but that, should one be scheduled, Katie Stone will represent the committee.

5.3. Audit Recommendations:

Church Hill Nursery School: Recommendations relating to HT signature on change of addresses, dating and limits have been addressed. The audit recommendation relating to a 5 year development plan is challenged on grounds of practicality and appropriateness given that the intake of the schools changes annually.

Revised Financial Regulations: These will be considered and the debit card policy has been updated.

The **Business Continuity Plan** has been updated and implemented.

School Development Plan: This has been discussed and agreed.

Governor Hub: Declarations of interest have now been completed or are in progress by all governors.

Debt Write Off: There are no current debts to be written off but any future debts will be presented to the future Governing Body if there are any.

Assets: These are now being recorded on SmartLog and include photographs. Stock has been checked.

ACTION: Chair of Governors to sign stock taking certificate.

Purchase Orders Raised After Payment Date: It was stated that this is now avoided where possible (arose during summer holiday when no one in office). There are annual orders and indicative budgets for gas and Tesco bills.

Employee Contracts: All staff now have contracts completed by the School. Consideration will be given to a further change of payroll provider to include pensions.

School Fund: A governor/parent is needed to sign off the bank statement. (£3,500).

ACTION: School to advertise.

5.4. Risk Register and Future Sustainability: Pupil numbers, staffing and premises are the principal risks and this is reflected in the risk register.

5.5. Schools Financial Value Standard (SFVS) and Update: For completion by chair of Governors and committee for submission in March 2025.

ACTION: Next meeting to consider.

6. **PREMISES MATTERS:**

6.1. Asset Management Plan: This was noted.

Church Hill Nursery School: The heating system has been overhauled by LBWF, the boiler removed and replaced with air conditioning units in the nursery, offices, lobby and dining area funded by LBWF. It is hoped that this will reduce the gas bill without a corresponding increase in the electricity bill.

Low Hall Nursery School: The floor has been levelled in the Reception area. The Site Services Officer has repainted the main Nursery hall with the cover SSO. There is a need to replace the sliding doors but could be considered with proposals to increase lunch and sleep space subject to cost. There is possible DFE grant funding for nursery expansion.

ACTION: School to liaise with LB Waltham Forest to countersign the grant application form.

6.2. Safeguarding Audit: This has been completed by HC. Feedback was good and detailed. There is a proforma for online searches and online training re the Single Central Record. The school web page is to be used as a model of good practice.

ACTION: HT to send links.

- 6.3. Health and Safety Audit: This was managed through SmartLog. There was feedback from the CHNS PE inspection re ship safety, safety surface and agility planks disposal. At LHNS minor repairs are to be undertaken re safety surface. Re neighbouring wall, this is down and temporary boarding is up. The sub-contractor has emailed the managing company company. WF want to replace with a fence, the School would prefer a wall for reasons of safeguarding, sustainability, heritage compatibility and environment/curriculum suitability.
ACTION: SBM to liaise with LBWF re wall, HT re cannabis smoking in vicinity of School.
- 6.4. ICT Management: The servers have been replaced, match funded by LBWF.
7. **POLICY REVIEW:** The following was agreed re policies and procedures.
Schools' Financial Regulations: Readopted.
Scheme of Delegation: Readopted.
Debit Card Policy: Updated re personnel.
Governors' Allowance Policy: Agreed.
Shared Parental Leave Procedure: Agreed.
Appraisal Policy for Teachers: Agreed including expectations re upper pay scale.
Volunteer Policy: Agreed.
Staff Handbook and Staff Code of Practice: Agreed.
Probation Policy: Agreed.
Keeping Children Safe in Education 2025:All to read.
Cyber Security: Agreed.
LGFL Online Safety Policy: Agreed.
Freedom of Information Guide to Available Information: Agreed.
Freedom of Information Model Publication: Agreed.
Check of Status of Health and Safety Policy Updates for Schools: Agreed.
8. **DATE AND TIME OF NEXT MEETING:** Tuesday 13 January 2026-6pm-Virtual.
9. **ANY OTHER BUSINESS:**
- 9.1. Agenda Template for Spring Term Meeting:
ACTION: PF/KS to liaise.
10. **CONFIDENTIAL PERSONNEL ITEMS:** Minuted under separate cover.

The meeting closed at 7.55 p.m.