

**MINUTES OF A MEETING OF THE FEDERATED ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY HELD ON TUESDAY 7 JUNE AT 6.00 P.M. VIRTUALLY**

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

Co-opted Governors

Ms Sally Davey (SD)
Mr Peter Dawe (PD)
Mr Mark Brown (MB)
Mr Abrar Malik (AM)

Head Teacher

Ms Helen Currie (HC)

Parent Governors

Ms Aalia Chaudhary (AC)

Staff Governor

Ms Lindsay Reid (LR)

Clerk to the Governors: Ms Caroline Russell

Also present: Ms Hasina Rashid, Federation Business Manager (from 8.30 p.m. for budget item) (HR)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.1.	Governing Body Membership: Amend ends of terms of office per minute	Governor Services	As soon as possible
3.2.2.	Visit of Director of Schools: HC to advise to governors.	HC	As soon as possible
3.2.3.	Access and Site Security at LHNS: HC to make further representation and report to Premises committee.	HC	Ongoing
3.2.4.	Governor Training re Finance: GS asked to arrange this for the Autumn term	Governor Services/PF	Ongoing
9..	Governing Body: (i)SD agreed co-option for a further term after 03-10-2022. (ii)PF to contact governor JM.	Governor Services PF	Ongoing
10	Governor Services SLA for 2022/2023: Confirmed.	Governor Services	Ongoing
11.3.	Dates and Times of Future Meetings: FGB: 18-10-2022-6-8pm-Virtual.	All noted.	18-10-2022

	Committee Meetings: FPP 28-09-2022 5.30pm -Virtual Governor Services to propose possible dates in consultation with committee chairs based on 2021/2022.		
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1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the chair and thanked for their attendance, giving an outline of business to be conducted per the agenda (rearrangement of order of business agreed pending joining of the federation business manager).

1.2 Apologies for Absence

Apologies received from Jana Mills and Katy Thompson post meeting.

1.3 Quorum

The meeting was quorate with 8 governors in attendance.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

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

2.2. Annual Declarations of Pecuniary and Personal Interest

This item was noted with all forms completed per GovernorHub records.

3. MINUTES

3.1. Minutes of the Governing Body Meeting Held on Tuesday 1 March 2022

These were received and accepted subject to amendment to 'Mr Peter Dawe'. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

3.2. Matters Arising

3.2.1. Governing Body Membership

Governors agreed to retain current committee memberships for the present.
ACTION: Amend terms of office of Mesdames Aalia Chaudhuary and Katy Thompson to 10.01.23.

3.2.2. Invitation to Recently Appointed Portfolio Lead and Director of Schools to Visit the Schools.

HC reported that Ms Lauren Ovenden is to visit the schools shortly.
ACTION: HC to advise date to all with all invited to attend if available.

3.2.3. Access and Site Security at LHNS

HC reported that a meeting was held with an LBWF officer re the car park gate which is not closing. Updated information was received re the adjacent Ferguson Centre and that HC has asked for a renewed access pad to be installed in the interests of site safety.
ACTION: HC to make further representations and report to Premises committee.

3.2.4. Governor Training re Finance

ACTION: Governor Services asked to arrange this with PF for the autumn term.

Chair's Initials:

3.3. Minutes of the FPP Committee Held on 27-04-2022

These were noted including that charges for breakfast and after school clubs are to be equalised between the two schools at £9 per hour.

4. **SCHOOL BUDGET 2021/2022 AND 2022/23-HR SCREENSHARED DOCUMENTS**

4.1. Low Hall Nursery School Outturn 2021/2022

4.1.1. Year end returns were presented by HR indicating that the main variance related to free early educational entitlement funding (adverse variance of £129,000 as allocated by LBWF based on previous year numbers). Restructure followed with the planned number to admit now reduced. However, SEN and day care funding was received over budget and some savings made on contracted services. The year ended with a £54,000 operating deficit with cash flow funded from capital funds (per advice from LBWF Finance) and then reimbursed by virement from CHNS.

4.2. Church Hill Nursery School Outturn 2021/2022

4.2.1. This reported a total accumulated carry forward of £193,496 at the start of the year reducing to a year end carry forward surplus of £162,211 reflecting transfer to LHNS. Income received was noted re pupil numbers, high needs funding for Education and Health Care plans and special educational needs interim funding (over budget).

4.2.2. A £30,555 adverse variance relates to non recharge of the School Business Manager and Publicity Officer services to LHNS. Agency cover costs exceeded budget by £15,000. Executive Head Teacher costs have been recharged to LHNS pro rata to pupil numbers for CHNS and LHNS. Additional costs were noted re SEN support and play workers. An over-spend on the learning resources budget has been charged to daycare.

The meeting unanimously **AGREED** the budget reports as presented for submission to the LA. (Proposed by Mr Peter Dawe and seconded by Ms Pauline France).

4.3. 2022/2023 Budget Predicted Income and Expenditure Report

4.3.1. Low Hall Nursery School

This reported predicted funded income of £357,000 reflecting an increase in supplementary funding. (£206,785 has been allocated equally across the 3 LBWF maintained nursery schools to the advantage of LHNS and the federated schools combined). Additional supplementary grant and SENIF funding was also allocated and day care fees have increased. New contractual agreements were noted with savings made in some areas. It is hoped that fee income will increase if numbers rise in September with the objective of a year-end breakeven budget.

4.3.2. Church Hill Nursery School

Budget numbers are based on full occupancy for 2 year olds with 4 places reserved at each school for fee paying children. Staffing costs are likely to increase if cover is needed. Buy in of a Data Protection Officer was noted at £1875 together with architects costs re dining hall remodelling. A small in year surplus of £5,283 is currently predicted with a projected cumulative surplus of £167,493 following restructure. The objective is to achieve a break even budget by the year end and to reduce the deficit at LHNS. However, this relies on receipt of SENIF funding and there are variables re inflation. LBWF officers have been asked for a secure funding stream in order to support longer term financial sustainability.

The meeting unanimously **AGREED** the budget reports as presented. (Proposed by Mr Peter Dawe and seconded by Ms Pauline France).

4.4. Schools' Facing Financial Challenge Update

4.4.1. This updated re recent meetings with LBWF officers. It was noted that the schools operate as a federation with a shared staffing and leadership structure in order to present budgets which are as economical as possible for the operation of 2 maintained nursery schools. The outcome of the recent OFSTED inspection was noted and commended as maintaining the school's reputation for leadership and management and early years' curriculum excellence.

4.4.2. A meeting is to be held shortly re the 2022/2023 budgets with early years' leads to consider the community needs within the 2 areas served by the schools. The retention of the school's OFSTED rating was **AGREED** to be a significant achievement in the current inspection context noting that alternative proposed models of organisation for the schools do not result in financial savings. It was reiterated that the schools serve vulnerable children in a socially mixed area of Walthamstow and noting that there has been a nursery school at LHNS since 1929. Thanks and congratulations were recorded to senior leaders regarding the OFSTED inspection report, confirming the judgement given. Representation will be made locally to lobby for the retention of adequately funded maintained nursery schools locally and for full support from LBWF officers.
HR left the meeting at this point.

5. EXECUTIVE HEAD TEACHER'S REPORT-SCREENSHARED

5.1. Numbers on Roll at CHNS and LHNS and Details of Children with Child Protection Plans/Child in Need Plans

These were noted. Early Years pupil premium funded numbers were noted as high at LHNS. However, there is low entitlement to Universal Credit support due to reduced household income eligibility thresholds.

5.2. Curriculum Goals

These were screen shared and noted as endorsed by OFSTED. Assessment system information has been removed from the website. Governor and School Improvement Partner visits were noted as very positive with the federation proud of its curriculum development during a pandemic. Children were observed to be on task, engaged, resilient and coping well independently. Revised curriculum goals have been developed with end of year reports to be provided about each child's learning. An entry video will be created for families re curriculum goals and assessment. There is termly formal supervision of staff with a focus on maintenance of staff well being.

5.3. Leadership and Management Strategic Plan

This was noted including plans for the sharing of good practice across the borough. The schools' achievements this academic year were commended and noted to have been externally validated.(Formal outcomes to be shared once in the public domain with thanks to governors who had attended).

5.4. Parental Complaint

Minuted as confidential.

6. LINK GOVERNOR REPORTS

6.1. Safeguarding Visit

MB reported re a visit in March to LHNS which had included a walk round the nursery to observe teaching and learning, reports re SENCO duty of care and website

statutory reports re care and external agency support. The walk included gate access issues and a staff training update (all staff trained in January). FGM training is to be carried out by all staff and training re 1st Aid, hygiene and asbestos awareness has also been completed. Update is needed re stress and risk assessments. The visit was positive and enlightening and included talking to children.

6.2. Special Educational Needs and Disability Visit

SD reported re a recent visit and learning walk which has been reported in detail to the children's learning and development committee. SD will visit again physically in future.

7. **CHAIR'S REPORT**

This was noted per the agenda with items reported elsewhere on the agenda.

8. **POLICIES UPDATE**

Adoption of model policies re Data Protection and Early Career Teachers' induction was noted.

9. **GOVERNING BODY**

9.1. Governing Body Membership

It was noted that there are no current vacancies.

ACTION:

-Ms Sally Davey agreed to be co-opted for a further term of office after her current term expires on 03-10-2022.

-PF will contact governor Jana Mills regarding the expiry of his current term of office on 04-09-2022 and governors wishes to co-opt him for a further term.

9.2. Elections of Chair and Vice Chair of the Governing Body in Autumn 2022

PF noted that elections would be needed next term and that she wishes to stand down from following that role. She will continue to work for the federation as an LA governor until her term of office as a governor expires.

Peter Dawe, vice-chair indicated his term of office as a governor expires 01-02-2023 and so he will not be standing for vice chair or FPP chair role. All governors were asked to consider standing for either position, with PF indicating her willingness to support handover.

Sincere thanks were extended to both for many years of service to the governing body.

10. **GOVERNOR SERVICES SERVICE LEVEL AGREEMENT FOR 2022/2023**

This was confirmed for the financial year 2022/2023.

11. **SCHOOL TERM DATES**

11.1. LBWF School Term Dates 2023-24 and 2024-25

These were **AGREED** per the website and GovernorHub.

11.2. 2022/2023 School INSET Dates

These were confirmed as 01 and 02 September 2022 and 03, 04 and 05 January 2023.

11.3. Schedule of Meeting Dates for the Academic Year 2022-2023

The next FGB meeting will be held on Tuesday 18 October 2022-6pm-Zoom.

FPP: 28 September 5.30pm Zoom, /February/ April or May-evening?

Premises: October/November, March, June/July-midday-2pm.

Children's Learning and Development: November, March, July-evening?
ACTION: Governor Services with committee chairs to devise calendar of dates based on 2021/2022..

12. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 12.1. Confidential Minutes of 01-03-2022
Minuted as confidential under separate cover.

The meeting closed at 8.15 p.m.