

MINUTES OF A MEETING OF THE FEDERATED ALLIANCE OF NURSERY SCHOOLS PREMISES COMMITTEE HELD ON FRIDAY 17 JUNE 2022 AT 12.30 P.M. VIRTUALLY AND AT THE SCHOOLS

Present: Mr Mark Brown (Chair)-Co-opted Governor (MB)

Head Teacher

Ms Helen Currie (HC)

Local Authority Governor

Ms Pauline France (PF)

Clerk to the Governors: Ms Caroline Russell

Also Present: Ms Hasina Rashid (HR)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.2	Leaking Window and Damp to Office Roof at CHNS: HR to obtain quotes and discuss responsibility with LA as landlord.	HR	As soon as possible
3.2.3.	Tree Survey at CHNS: Present to next meeting	HR	Ongoing
3.2.6	Gates at Low Hall Nursery School: HC to raise with LO stressing issue re safety of predominantly female staff.	HC/LO	As soon as possible
4	Maintenance: (i) Garden Maintenance: HT to contact former HT for assistance. (ii) External Repairs: HR to contact AFS (iii) Partition Wall: Quote to be obtained for work in autumn term (delegated authority to approve AGREED per minute).	HC HR	Ongoing Ongoing
5.2. and 6	Stress and Well-Being: (i) HC and HR to consider per minute and raise as a funding issue with LO.	HC/HR	Ongoing
10.	Date and Time of Next Meeting: Friday 4 November 2022-12 noon-Zoom. Draft agenda items per minute.	All to note. School and Governor Services to action	04-11-2022

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

Chair's Initials:

All were welcomed to the meeting.

1.2 Apologies for Absence

There were no apologies for absence.

1.3 Quorum

The meeting was quorate with 3 governors present.

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.

3. MINUTES

3.1. Minutes of the Last Meeting Held on 25 February 2022

These were received and accepted with no matters arising not considered elsewhere on the agenda. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

3.2. Matters Arising

3.2.1. Flooring at Church Hill Nursery School

HR is obtaining quotes for works over the summer holiday period.

3.2.2. Leaking Window in Kitchen at CHNS

This has been partially resolved but there is now also a penetrating roof leak through the flat roof into the school office (screenshared!)

ACTION: A quote for roofing works is to be obtained with responsibility for works to the structure of the building to be discussed with the LA as landlord.

3.2.3. Tree Survey at CHNS

The willow to the front of the School is to be pollarded during a morning weekday before pick up. Re the garden there is concern about the condition of the oak trees. An arboriculturist is to produce a plan noting that there is a Tree Protection Order on the trees and that children play on the fallen tree.

ACTION: Survey to next meeting.

3.2.4. Tree Survey at LHNS

ACTION: A survey is to be sought.

3.2.5. Mud in School Garden

This is an ongoing issue when it is wet near the shed.

3.2.6. Gates at Low Hall Nursery School

HC reported that there are guardians in the Ferguson Centre who have challenged staff members regarding parking. HC has emailed S****/RM/AFS regarding safe access to the car park for the School's mainly female staff.

Q. Is there rubbish collection from the Ferguson Centre? **A.** LRe has obtained a Quote which has been difficult because there is a limited turning circle for vehicle access. A 2nd quote is to be obtained and installation of a key pad requested. PF noted earlier assurance from RM that action would be taken regarding access.

ACTION: HC to raise with LO, Director of Education stressing the need to ensure the safety of predominantly female staff.

4. TERMLY UPDATE ON PREMISES PLAN 2021-2022 AND BUILDING MAINTENANCE REPORTS-SCREENSHARED ASSET MANAGEMENT PLAN

- 4.1. Low Hall Nursery School: It was noted that significant work has been done with the Support of the Local Authority including replacement window and installation of a 2nd egress. Roof repairs and new flooring are underway. Playground safety surfacing is outstanding as this is a trip hazard and there is no drainage. Internal reconfiguration has been considered but would incurred significant costs so doors have been replaced and some redecoration done.
ACTION: Head Teacher to try to arrange garden maintenance from capital funds.
- 4.2. Church Hill Nursery School
- 4.2.1. Sliding Doors: These have been replaced to the art area but further are outstanding.
- 4.2.2. Redesign of Internal Layout: This is ongoing.
- 4.2.3. Flooring: This needs replacing to the lobby area.
- 4.2.4. Windows: There is a need to replace timber frame windows and a window is needed in the old sensory room.
- 4.2.5. Disabled Toilet: A skylight is needed as the fan is not very good.
- 4.2.6. External Repairs: Some repair works have been done to the soffits and fascias but further are needed.
ACTION: HR to check with AFS.
- 4.2.7. Partition Wall: A quote is to be obtained for work in the autumn term. (Delegated authority to approve quote **AGREED** by contacting PF/MB and PD).
Q. How are maintenance priorities determined? **A.** By reference to health and safety, legislative breach and impact on the operation of the nursery.
- 4.2.8. Garden at CHNS: This is overgrown and needs maintenance work but the children Enjoy being in it. An animal hole has been covered and warning letter sent to flat holders re food thrown from flat windows.

5. HEALTH AND SAFETY MATTERS

- 5.1. Accident Reporting: This will be deferred to the autumn term.
- 5.2. Stress and Well-Being Matters: HC stated that she finds supervision had to manage given that the federation has 30 staff working with children and that she is often covering for staff absence. This is a statutory requirement for early years. The meeting noted that limited delegation is possible but that cover costs could be added to the School Development Plan for each school.
Q. How are the admin team supervised? **A. HR:** I meet with staff termly re supervision and objectives.
ACTION: HC and HR to consider use of staff meeting times and raise with LO (Director of Education) re funding and Senior Leadership Team well being.
- 5.3. COVID/Monkey Pox Risk Assessments and Maintenance of Safety Precautions on Both Sites: This item was noted but the schools demographic is not considered to be at risk re monkey pox. There have been no COVID risk assessments since March 2022 consistent with Public Health advice.

6. SAFEGUARDING MATTERS

- 6.1. Visit of MB: MB noted that he had visited recently and reported to FGB. This had included a discussion with the special educational needs coordinator including some difficult and distressing content. It was noted that the stress policy has now been updated to reflect that organising and resourcing supervision requirements can be a source of stress. Concern was expressed about the resourcing and manageability of the policy.

ACTION: Working party to identify a more manageable model and discuss with AE before submission to finance, pay and personnel committee noting the responsibility of the Governing Body as an employer. This will consider possible use of INSET time by senior leadership team and write well-being plans.

7. CURRENT SCHOOL EFFECTIVENESS FORM, SCHOOL DEVELOPMENT PLAN AND BUSINESS PLAN PRIORITIES: This item was noted.

- 8. GENERAL DATA PROTECTION REGULATION (GDPR):** It was noted that the services of the LA Data Protection Officer are to be used following agreement to a discount on the original contracted terms.

9. POLICY REVIEW:

- 9.1. Early Career Teachers: Adoption of a policy was noted.

10. DATE AND TIME OF NEXT MEETING: This will be held on Friday 4 November 2022 at 12 noon via zoom.

Draft Agenda Items for Next Meeting

- Welcome/Apologies for absence.
- Declarations of interest/quorum.
- Minutes and matters arising from the last meeting held on 17 June 2022.
- Termly Update on Premises Plan 2021-2022 and Building Maintenance Report for each School
- Health and Safety Matters
- Safeguarding matters
- Current SEF, SDP and Business Plan priorities
- General Data Protection Regulation update
- Policy Review update.
- Date and Time of Spring Term Meeting.

11. ANY OTHER BUSINESS

There was none.

The meeting closed at 2.00 p.m.