

**MINUTES OF A PREMISES COMMITTEE MEETING OF THE FOREST ALLIANCE OF
NURSERY SCHOOLS GOVERNING BODY HELD ON THURSDAY 19 NOVEMBER 2020
AT 12.30 P.M. VIRTUALLY VIA ZOOM**

Present: Ms Sandra Campbell (Chair)-Co-opted Governor (SC)

Co-opted Governor

Ms Pauline France

Head Teacher

Mrs Helen Currie

Parent Governor

Mr Mark Brown (MB)

Clerk to the Governors: Ms Caroline Russell

Also present: Ms Hasina Rashid, Federation Business Manager

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.2	Actions Outstanding from Last Meeting: HC and HR to review please.	HC/HR	Ongoing
7.4.	Fire Equipment Check Contract at LHNS: HR to action.	HR	As soon as possible
8	Policies: AGREED re critical incidents, parking, lettings and GDPR.	All to note and GB to endorse.	Completed.
10.3.	Safeguarding Link Governor Virtual Call: HC to arrange with SC and MB	HC/SC/MB	Last week of term
11	Date and Time of Next Meeting: Friday 12 March 2021-12.30 p.m.-Virtual. Draft agenda items per minute	All to note/GS to action please	12-03-2021

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All present were welcomed to the meeting.

1.2 Apologies for Absence

There were none.

1.3 Quorum

The meeting was quorate with 4 governors present (exceeding the legal minimum of 3) and following the authorisation of the membership of Mr Mark Brown by the chair of governors on grounds of urgency to ensure quoracy.

2. DECLARATIONS OF INTEREST

2.1. Standing Declarations of Interest

Ms Campbell declared an interest in relation to occasional completion of minor building works by her spouse.

3. ELECTION OF CHAIR AND VICE CHAIR OF COMMITTEE

3.1. Election of Chair for the Academic Year 2020/2021

Ms Sandra Campbell was elected unanimously. (Proposed by Ms Pauline France and seconded by Ms Helen Currie).

3.2. Election of Vice Chair for the Academic Year 2020/2021

Mr Mark Brown was elected unanimously. (Proposed by Ms Helen Currie and seconded by Ms Pauline France).

4. UPDATED TERMS OF REFERENCE FOR THE COMMITTEE

4.1. These were received and **AGREED** noting that the quorum is 3 governors + Head Teacher to ensure effective continuity and planning in the current context of COVID19. Additional context will also be sought.

5. MINUTES

5.1. Minutes of the Meeting Held on 2 June 2020

These were received and accepted, considered signed for retention by the federation and on GovernorHub.

5.2. Matters Arising

Minute reference	Action	Status update
3.2.3.	Lettings and Marketing Information:	AE has been progressing and could market the area around LHNS and consider signage. ACTION: HR to liaise.
3.2.3.	Friends of FANS:	Will be considered for action by AE after restructure as the School has a list of interested parents.
3.2.4.	Key Holder Responsibility of Site Services Officer:	SBM has spoken to SSO who is undertaking for the present.
4.2.4.	Purchase of Spray Bottles for Milton Tablets and Communication of Start Dates:	Completed
5	Management of Site Works:	Done including tree works, fencing, green screens and pollution measuring. ACTION: Complaint to be considered by HT/COG re conduct of works.
5.2.1.	HT to Consider Markhouse Road Councillors re Governor Vacancy:	HC reported that contact had been made and governorship declined. It was noted that governors could nominate to this vacancy. An interested parent could be appointed. ACTION: HT to consider.
6	Inventory Items at CHNS	ACTION: Agenda item for next meeting
6.2	Sensory Equipment at LHNS	ACTION: HR to consider re funding.
7.4	4 Day 1 st Aid Courses:	ACTION: School to organise for January INSET with WSFG trainer for a number of

		staff (noted that London is now in tier 2)
8.1	Covid19 Inclusions in Teaching and Learning Policy and 'Getting Along Together'	Completed
9.2	Use of Class Dojo to Privacy Notice:	Completed.

6. BUILDING MAINTENANCE REPORT

Church Hill Nursery School:

6.1. Fire Risk Assessment Report

This has been sent for both schools including actions for this year e.g. re designation of fire marshals and side lighting. The new gate does now work and has a bell.

6.2. External Works

6.2.1. Quotes have been received to replace uneven ground round the nursery and gate works to the rear of the sand pit from devolved capital funding and reserves. This would make the site more secure with fob access. In the longer term an entry system to the 2 year old room is needed.

Works done have improved site security but with sufficient adults needed to man the gate and doors and register children. Further work will be scheduled for the January INSET days.

6.2.2. Re trees at CHNS an independent arboriculturist has been contract with work needed following neighbour complaints. Re the latter, complaints re noise will be mitigated but neighbours are aware that they live close to schools so some noise is only to be expected.

6.2.3. Installation of an additional CCTV camera will be considered in the garden at CHNS following incursion.

6.3. Lino in Lobby

This is in need of replacement.

Low Hall Nursery School:

6.3. External Work

6.3.1. Front gate works have been done and signage will be considered to improve the visibility of the School from Markhouse Road. The exit onto Markhouse Road is being used for emergencies only as there is a shared cycleway there and dilapidated fencing which obscures pedestrian. It could be used for a visitor entrance and exit but the School would have to fund. Minor works are also planned to clear and tidy the car park.

6.3.2. There are problems at both schools with drainage with emergency call outs made re blockages.

7. HEALTH AND SAFETY ISSUES

7.1. LHNS

A hospital visit was reported following a head bumping incident which was also reported to LBWF.

7.2. CHNS

There was a staff visit to A and E following a rabbit bite (animal concerned dealt with).

7.3. COVID

Information was reported re hygiene, bubble mixing and parents wearing masks when on site. Play scheme numbers have been reduced to 30 following LBWF advice but will be reviewed in future if COVID restrictions are eased.

7.4. Fire Equipment Checks

A contract continues at CHNS but a different contractor is needed for LHNS.
ACTION: HR.

7.5. Food Hygiene Training

More staff have now been trained with a 4* rating given at LHNS and 5* at CHNS.

7.6. Accident Reporting

Figures have been e-circulated by HR and were reported verbally (not abnormal for time of year). Head injury forms are to be signed at the gate with follow-up phone calls made to parents.

8. POLICIES

8.1. Critical Incident Policy

There is regular practice and training which will be repeated at the January INSET days.

8.2. Parking

This policy was readopted unchanged. There are temporary classrooms in the WSFG car park so Woodberry Road is very busy. There is some anxiety re use of public transport with adjustments made by staff but generally early years staff develop some resistance and uptake of flu jabs has increased.

8.3. Lettings Policy

This policy was readopted unchanged noting no lettings at present due to COVID.

8.4. General Data Protection Policies

These were readopted re subject access, data, personal data breach and records management. Staff are updated regularly re GDPR including re pupil and staff records.

9. SUSTAINABILITY ISSUES

9.1. Cleaning and PPE Products

More and different products are being used due to COVID but recycling has continued.

9.2. Communication with Parents

This is now by e means instead of paper newsletter including short videos. Info will be sent re end of term and INSET dates, safeguarding and green issues.

9.3. Travel

Children have walked more and mini Holland works have started around LHNS.

9.4. School Gardens

There is no gardening at LHNS due to staff absence and the allotment project with WSFG is unlikely this year. However, previous practices will be reinstated when and where possible.

10. SAFEGUARDING

10.1. Homeless People Using Ferguson Centre Adjacent to LHNS
Prompt action was taken by LBWF re this.

10.2. Electronic Storage of Records
This will be implemented shortly and staff trained in use.

10.3. Link Governor Virtual Call
ACTION: School to arrange with SC and MB.

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

11.1. Date and Time of Next Meeting
Friday 12 March 2021-12.30 p.m.-Virtual.

11.2 Draft Agenda Items
-Welcome and apologies for absence.
-Declarations of interest.
-Minutes and matters arising from the last meeting held on 26-11-2020
-Review of Premises Plan 2020/2021 for CHNS and LHNS.
-Health and Safety
-Accident Reporting
-Policies: To consider any policies relevant to the committee's remit.
-Sustainability
-Inventory
-General Data Protection Regulation
-Safeguarding
-Fire Risk Assessment/Fire Emergency Plan
-Asset Management and Maintenance Plan/Premises Audit:
(Capital works, maintenance schedule and lettings)
-Friends of FANS
-Date and time of next meeting+ draft agenda items
-Any other business/confidential items.

12. ANY OTHER BUSINESS

12.1. Support Staff Review
Information was received with HR advice to be taken.

The meeting closed at 2.30 p.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
