

**MINUTES OF A MEETING OF THE FEDERATED ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY PREMISES COMMITTEE HELD ON FRIDAY 24 FEBRUARY 2023
AT 1.00 P.M. VIRTUALLY (RECORDING)**

Present: Mark Brown (Chair)-Parent Governor (MB)
Helen Currie-Executive Head Teacher (HC)
Pauline France-Co-opted Governor (PF)

Clerk to the Governors: Caroline Russell (Mins from Recording)

Also in Attendance: Hasina Rashid, Federation Business Manager (HR)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.23	LHNS Redecoration: HC/MB to action.	HC/MB	Ongoing
5.1.	CHNS Drainage: HR	HR	Ongoing
6	Health and Safety Audit: PF to visit at LHNS next term.	HC/PF	Next term
13	Policy Review and Signature: MB to sign.	MB	Ongoing
14	Date and Time of Next Meeting: Friday 23 June 2023-1pm-Virtual.	All to note. School/GS to action.	23-06-2023
15.2	Future of Ferguson Centre: FGB to write	FGB	Ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the chair. Apologies from Katy Thompson were received via WhatsApp Premises group link.

1.2. 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 none.

3. MINUTES

3.1. Minutes of the Last Meeting Held on 04 November 2023

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.

4. REVIEW OF PREMISES MAINTENANCE PLAN-SBM

Church Hill Nursery School: Noted staff absence with impact on maintenance situation being managed by SBM. .

4.1. Gas Safety Certificate: This is in hand with update needed for insurance.

- 4.2. 5 Year Fixed Electrical Wiring: This is statutory with quotes being obtained for works during school closure.
- 4.3. Access Control
This is up to date.
- 4.4. Air Condition Supplier: 3 quotes are being obtained for both sites.
- 4.5. CCTV/Alarm/Fire: Up to date.
- 4.6. Gutters: These have been cleared.
- 4.7. Emergency Lighting and Fire Alarm Testing (Monthly and Weekly): This needs to be done with assistant SSO to be trained.
- 4.8. Flooring: There is new flooring at CHNS.
- 4.9. Glazed Doors: 1 door has been replaced, another is needed. Estimated cost £5-£6,000 in 2023/24. One door is not currently operational. Could be funded from additional devolved capital funding with a quote to be obtained.
- 4.10. Heating Controls: WF condition survey is likely to propose heater replacement.
- 4.11. Redecoration: There has been internal redecoration and will paint over around toilets where necessary.
- 4.12. Key Holding Services: Recent call out of SBM noted so **AGREED** to engage services of a key holding company £255.50 per annum for both schools. Could include lettings.
- 4.13. Kitchen: This has been completely renovated with hygienic sheets over tiles so no grout to keep clean. Sliding doors have been commissioned and lobby partition walls removed. This gives an open area giving privacy for groups and allowing higher nursery numbers.
- 4.14. Lightning Protection and Portable Appliance Testing: This has been done.
- 4.15. Picnic Benches: These need replacement.
- 4.16. Roof Coverings: There is an issue re trees with a need to replace roof seals as a capital item. The weeping willow tree has been pollarded.
- 4.17. Water Hygiene/Testing: This is done monthly with quotes sought from Evolve (formerly NPS).
- 4.18. Downpipes and Gutters: These have been cleaned by the builders on site.
- 4.19. Emergency Lighting: This has been done for both schools.
- 4.20. Grounds Maintenance: This is ongoing with safety surfaces washed.
- Low Hall Nursery School:**
- 4.21. Redecoration Works and New Flooring: These have been completed.

4.22. Repainting of Kitchen: This was done in 2019/2020 but needs doing.

4.23. Art Room Redecoration:
ACTION: HC/MB.

**5. ASSET MANAGEMENT PLAN-HR
Church Hill Nursery School:**

5.1. Drainage: There has been no response from AFS (collapse potentially high impact).
ACTION: HR .

5.2. Canopy: May need replacement to provide shade in hot weather.

5.3. Partition Wall: This has been removed with improved ventilation in new sensory room.

5.4. Disabled Toilet Skylight in Nursery: This is outstanding with quotes to be obtained.

5.5. Garden: Will review in summer.

5.6. Planning Permission for 2 Year Old Structure: This is ongoing but estimated cost £200,000 for which no funding presented identified.

5.7. Solar Panels: Possible free installation at CHNS via Lynmouth Road coop but roof works needed first at LHNS.

Low Hall Nursery School:

5.8. Reroofing: This is needed, hope for LBWF help.

5.9. Feasibility Study to Redesign Internal Space:

-This was reviewed for redesign of front entrance, creation of work space and separate accommodation of server room. An architect has been asked to produce revised plans for which capital funding could be used.

-The fence could be cladded to improve the appearance of the site and screen school from car park and Ferguson Centre building. (**AGREED** in principle. The area will need to be tidied and green screens renewed e.g. bamboo in pots.

LBWF contributions are welcomed with thanks. Works to roof and windows are outstanding and planned.

5.10. Central Heating: This has been discussed with LBWF with repairs made but needs replacing. Evolve/NPS have been advised.

5.11. Asbestos: Removal is an ongoing issue.

6. HEALTH AND SAFETY AUDIT: This went well at CHNS noting need for risk assessment for use of all machinery. An audit at LHNS is scheduled for 22/03/2023. A stress management policy is in place with supervision, occupational health, encouragement of team working and staff to be offered manual handling training. A food hygiene audit has been done at LHNS (5* rating and is due at CHNS in summer).

ACTION: PF to visit at LHNS next term and MB to attend LHNS audit if possible.

7. ACCIDENT REPORTING: Reports were shared for both schools noting a downward trend re head injuries possibly reflecting reduced pupil numbers at LHNS. Training has been updated.

8. **COVID RISK ASSESSMENTS:** Not applicable.
9. **INVENTORY:** This will be completed for financial audit. Management of valuation of books and toys needs attention including loans items, budgets for books and development of Early Years lending boxes.
10. **SAFEGUARDING:**
 - 10.1. Double Handling of Small Rooms: Noted to prevent child escape.
 - 10.2. Update of Poster re Safeguarding Concerns Outside School Hours: This was noted.
11. **SCHOOL EFFECTIVENESS FORM:** This has been circulated and is consistent with OFSTED guidance. Both schools are self evaluating as 'outstanding'.
12. **GENERAL DATA PROTECTION REGULATION:** This was noted with INSET training planned for September 2023.
13. **POLICY REVIEW**

Online Safety Policy: AGREED for signature.
ACTION: MB to sign policies.
14. **DATE AND TIME OF NEXT MEETING**
 - 14.1. Friday 23 June 2023-1pm-Virtual.
 - 14.2. Draft Agenda Items for Next Meeting
 - Welcome/Apologies for absence.
 - Declarations of interest/quorum.
 - Minutes and matters arising from the last meeting held on 24-02-2023
 - Review of Premises Maintenance plan
 - Asset Management Plan Update
 - Health and Safety Audit Feedback-LHNS
 - Accident reporting.
 - Inventory.
 - Safeguarding.
 - GDPR
 - Policy Review
 - Date and time of next meeting.
 - Any other business.
15. **ANY OTHER BUSINESS**
 - 15.1. 'On the Record Project': PF reported re this re nursery/childcare issues and challenges. This will include archived recordings, podcast training re childcare, public events, digital maps and resources.
 - 15.2. Future of Ferguson Centre: It was noted that a feasibility study is to be conducted for adult services. Discussion noted that pollution on Markhouse Road adjoining LHNS is an issue re children's outdoor play.
ACTION: FGB to write.
 - 15.3. Jupiter house Nursery Tender 0-4years for 51 Children: This was noted. FANS involvement was sought but HC indicated her reluctance to be involved with a project to be financed and staffed on a commercial basis.

Spring Term 2023

The meeting closed at 2.55 p.m.