

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS  
(FANS) GOVERNING BODY PREMISES COMMITTEE MEETING HELD ON FRIDAY 25  
JUNE 2021 AT 12.00 NOON VIRTUALLY**

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

**Co-opted Governor**

Pauline France (PF)

**Head Teacher**

Helen Currie (HC)

**Parent Governor**

Mark Brown (MB)

Clerk to the Governors: Caroline Russell

Also present: Hasina Rashid, Federation Business Manager (HR)

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
3.1.	Outstanding Matters Arising: HC/HR to action	HC/HR	Ongoing
4	Date and Time of Next Meeting: Friday 5 November 2021-12 noon-Zoom. MB to stand as committee chair and physically visit both schools early next term. Draft agenda items at minute 11.	All/Governor Services/MB	Ongoing to 05/11/2021
5.1.1	CHNS Drainage Works: HR to follow up with LBWF for work late August if possible	HR	Ongoing
5.2.1.	LHNS Garden: Porous rubber mulch to be laid to alleviate drainage issues	HR	Ongoing
7	Health and Safety Audits: HR to action statutory checks.	HR	Ongoing
8	Stress Management: (i) Personnel Committee agenda item to consider. (ii) PF/HC to liaise re end of year 'thank you' letters to staff. (iii) Stress management to be considered at September INSET day especially at LHNS. (iv) HC to consider if information needed to encourage staff to be vaccinated and wear masks when in close contact/unventilated	Governor Services PF/HC  HC  HC	Ongoing  Ongoing  September 2021 As soon as possible

	spaces		
9.1.	Safeguarding: MB/SC to visit on 01/07/2021 per minute	MB/SC/HC	01/07/2021 and ongoing
11	Draft agenda items for next meeting	Governor Services to action	05/11/2021

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

All were welcomed to the meeting by the Chair.

1.2 Apologies for Absence

There were none.

1.3 Quorum

The meeting was quorate with 4 governors present

**2. DECLARATIONS OF INTEREST**

2.1. Declarations in Relation to Current Agenda Items

A standing declaration was made by Sandra Campbell in relation to the occasional employment of her spouse for minor building works/repairs within the federation.

**3. MINUTES**

3.1 Minutes of the Last Meeting Held on 19/03/2021

These were received (prior e-circulated) and agreed to be an accurate record of the meeting subject to insert of a reference to 'premises committee' on page 1 and at 6.1.2. reference to 'server' not 'circle'. The minutes were considered signed for retention by Governor Services and the School.

3.2. Matters Arising

Minute reference	Action	Status update
5	Recommendation of RMS Trees: HR is contacting LBWF/private companies re arboriculturist work in the federations' schools.	Ongoing, HR to action
5	Safeguarding works to tree house/storage for PE mat:	Works completed
5	Flowerbeds and Planters: In need of replacement, replanting or renovation	Works are ongoing
5	Neighbour complaint re noise: abated following work done.	Completed
5	Height of neighbour fencing: School will contribute to raising this.	Ongoing
6.2.	Health and Safety works at LHNS including COVID adaptations:	Completed/ongoing

7	List of Redundant Equipment for Write Off: Advised to Chair and write off agreed (IT items)	Write off completed. Staff to be reminded re security per missing items.
11.1	List of vulnerable children to PF: HC will action this to be forwarded to DK for info/inclusion in briefings.	Ongoing

**4. DATE AND TIME OF NEXT MEETING**

Friday 5 November 2021-12 noon-virtual.

**ACTION:** MB to stand for election as chair of committee and visit both schools physically early next term.

**5. PREMISES PLANS ITEMS FOR CHNS/LHNS**

5.1. Church Hill Nursery School

5.1.1. Drainage: HR reported that she has sent surveys to AF-S at LBWF with a response awaited.

**ACTION:** HR to chase for summer holiday period works late August if possible.

5.1.2. Lobby Flooring

This is ongoing.

5.1.3. Removal of Internal Wall Between Dining Room and Central Atrium Space

A structural engineers' report has been commissioned to confirm that works wanted are structurally feasible after which two quotes will be sought. It is hoped that works will facilitate an increase in take up of 30 hours free early educational entitlement and daycare. Installation of folding doors will be considered to create a flexible space e.g. for parents' groups and play schemes. Works to the wall will need to precede flooring works.

5.1.4. Leak to Flat Roof Above Kitchen Space

This was noted as ongoing.

5.1.5. Mud in Garden Area

Quotes will be sought to cut and reseed the garden grassed area.

5.1.6. Pond Area

This needs relining and maintenance following a minor injury.

5.1.7. Premises Contract Security

This is under review.

5.1.8. Mosaics Project

Funding has been secured and further sought for art work on a forest theme to the red gate.

5.2. Low Hall Nursery School

5.2.1. Garden Safety Surfacing

There is no drainage at present contributing to 2 staff accidents. A quote will be sought for installation of a drain using capital funding/transfer from reserves.

**ACTION:** Laying of porous rubber mulch would help to alleviate this.

5.2.2. Match Funding Bid for Floors and Doors

LBWF have agreed funding for fire risk items re doors with a meeting also arranged re works to improve accessibility of the nursery and toilets at LHNS.

5.2.3. Ferguson Centre Gate

This is to be replaced at a time to be arranged by the end of July. The adults in the Ferguson Centre are moving out with LBWF negotiating for other users to occupy the building. HC has requested that LBWF measure pollution levels in the playground area (adjacent to Markhouse Road) with a move of the Nursery into the adjacent Ferguson Centre requested if, as expected, pollution levels exceeded permitted maximum levels. This would also be a cost-effective means of providing better accommodation for LHNS.

FANS parents will paint the LHNS building using school funds and the children will help make a virtual tour of the school to put on the federation website to promote the School.

A green ivy screen has been installed which has cosmetically improved the playground and to act as a carbon monoxide 'soak'. Installation of 2 gates for LHNS has helped to secure the site with a planning application to be submitted for improve signage. Before and after photos can go on the federation website.

**6. HEALTH AND SAFETY ACCIDENT REPORTING**

6.1. A report will be made to the next Children's Learning and Development Committee with staff to be advised re reporting of head injuries and accident reporting at LHNS to be reallocated following a long-term staff absence

6.2. There have been two accidents this term involving hospital visits and 1 incident of biting by a child. Walthamstow School for Girls have agreed that their defibrillator may be used if needed.

**7. HEALTH AND SAFETY AUDITS**

7.1. These have been conducted recently for both schools and reports circulated. There was positive feedback from assessors regarding risk assessments with fire risk items to be actioned by the Schools.

7.2. The Head Teacher is to do asbestos risk training with fire evacuation training and termly evacuations to be arranged for all staff and children.

7.3. At LHNS items stored in the boiler room have been cleared and fixed electrical checks are due at both schools as are water risk assessments.

**ACTION:** HR.

**8. STRESS MANAGEMENT**

8.1. It was considered that a policy is needed for this (PF has attended LBWF well-being training) with policies and a resilience grid available.

**ACTION:** Personnel Committee to consider re well-being.

8.2. Discussion noted that HC has been supported in this area by Cllr Grace W and MO (Chief Executive Officer of AAT). The stress of managing local issues re COVID was acknowledged with a number of recent cases in LBWF and a FANS school.

- 8.3. The meeting agreed that there is a need to differentiate factors within and outside of one's own control and to balance the benefits of emotional empathy with stress management. In this regard clear definitions of roles and responsibilities are needed to manage stress which is exacerbated by financial constraints and staff absences.

**ACTIONS:**

- PF/HC to liaise re end of year 'thank you' notes to staff with this issue to be considered at the September INSET especially at LHNS.
- HC to consider whether information is needed to encourage unvaccinated staff to be vaccinated and wear masks when in close contact/unventilated spaces.

**9. SAFEGUARDING**

- 9.1. SC and MB will visit on 01/07/2021 with SC to arrange handover re systems checks, conduct a health and safety check and talk to safeguarding leads.

**ACTION:** SC/MB/HC

- 9.2. Issues were noted re new gates, COVID and mask wearing.

**10. SUSTAINABILITY**

- 10.1. It was noted that FANS purchases as sustainably as possible including products that do not trigger allergies and conditions. Recently, there has been increased use of disposable PPE equipment.

- 10.2. Use of hand driers has been restarted per COVID guidance. Financial constraints are an ongoing issue. Discussion followed re possible funding for renewable energy. It was noted that SALIX loans are available but are expensive and repayable with long pay back periods. Friends of FANS may have more options as a charity.

**11. INVENTORY**

This agenda item was noted with inventory write-off reported at minute 3.2 above.

**12. GENERAL DATA PROTECTION REGULATION**

An audit has been conducted recently and concise training could be given to staff at the September INSET day re whole school data protection issues.

**13. POLICIES**

There were none to consider.

**14. ANY OTHER BUSINESS**

- 14.1. Discontinuation of Use of Schools as Polling Stations  
This was noted.

- 14.2. Retirement of SC as a Governor  
Sincere thanks were recorded to Sandra Campbell for her very long service to the Church Hill/Low Hall/FANS community as both a Head Teacher and governor.

**11. AGENDA ITEMS FOR NEXT MEETING**

- Welcome and apologies for absence.
- Declarations of interest.

- Election of Committee Chair and vice-chair.
- Adoption of committee terms of reference.
- Minutes and matters arising from the last meeting held on 25-06-2021.
- Review Premises Plan items for CHNS and LHNS.
- Health and Safety accident reporting.
- Policies.
- Sustainability.
- Inventory.
- GDPR
- Fire risk assessment/fire emergency plan.
- Friends of FANS
- Date and time of next meeting and draft agenda items.
- Any other business/confidential items.

The meeting closed at 1.45 p.m.