

**MINUTES OF A MEETING OF THE PREMISES COMMITTEE OF THE FOREST ALLIANCE OF NURSERY SCHOOLS GOVERNING BODY HELD ON THURSDAY 2 JULY 2020 AT 1.30 P.M. BY ZOOM**

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

**Co-opted Governors**  
Pauline France (PF)

**Parent Governor**  
Mr Mark Brown (MB)

**Staff Governor**  
Mrs Lindsay Read (LR)

**Head Teacher (Voting)**  
Mrs Helen Currie (HC)

Clerk to the Governors: Ms Alison Emmett, Federation Marketing & Policy Officer (AE)

Also present: Ms Hasina Rashid, Federation Schools' Business Manager

**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	GB Membership: School to contact Markhouse Road Cllrs re Local Authority governor vacancy.	HC	As soon as possible
3.2.3	School to re-start Friends of FANS with new cohort parents	HC	October 2020
3.2.4	HR to ask SSO Asst Adam if he can take on Key Holder role; if not, commission HM Security.	HR	End of Summer Term
4.1	Replace the Henry Maynard PPE we used while using their site.	HR	End of Summer Term
4.2	Purchase spray bottles for Milton tablets	HR	Start of Autumn Term
4.2	Communicate start dates as soon as possible after DfE guidance is published.	Admin Team	As soon as possible
5.1.1	Manage access system work at CHNS	HR	As soon as possible
5.2.3	Visit Low Hall during summer holiday	HC/HR	Over

Chair's Initials:

*SC*

	building work when possible		summer
6.1	Action inventory actions  Send CH inventory to governors for approval	HR	By audit date ASAP
6.2	Simone to check sensory equipment at Low Hall	HR	As soon as possible
7.5	Book 4 day First Aid courses for September	HR	As soon as possible
8.1	Add COVID-19 sections to Teaching and Learning and Getting Along Together at their next review	HC	As it arises
8.2	Finalise and post to Governor Secure Area of website any outstanding policies	HC/HR AE	Asap As soon as policies are finalised
9.2	Add Class Dojo to Privacy Notice list of software	HR	September 2020
10.1	Date and Time of Next Meeting: Thursday 19 November 2020 at 9.15 a.m. for 9.30 a.m. at Church Hill Nursery School. Draft agenda items per minute	All to note +Governor Services to action.	19-11-2020

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1. Welcome

All were welcomed to the meeting and thanked for their attendance.

1.2. Apologies for Absence

There were no apologies for absence.

1.3. Quorum

The meeting was quorate with 5 governors present.

**2. DECLARATIONS OF INTEREST**

2.1. Ms Campbell declared an interest regarding occasional completion by spouse of minor building works.

**3. MINUTES**

3.1. Minutes of the Last Premises Committee Held on 14 November 2019

These were received and accepted as an accurate record at the previous FGB Meeting.

3.2 Matters Arising

Governing Body Vacancies

3.2.1 Cllr Kahn has given HC the contact details for the 3 Markhouse Road Councillors

**ACTION:** HC to contact the Markhouse Road Councillors

Chair's Initials:

*SJC*

- 3.2.2 It was noted that Ms Chloe Shrimpton has stepped down creating a vacancy in the role of Vice Chair of this committee. Mr Mark Brown was elected unanimously. (Proposed by Ms Pauline France and seconded by Mrs Helen Currie).  
**ACTION:** Governor Services to note.
- 3.2.3 It was noted that the actions relating to Friends of FANS and Lettings are outstanding now that KH and CS have stood down from the Governing Body.  
**ACTION:** Consider actions at next meeting  
**ACTION:** School to re-start Friends of FANS with new cohort parents
- 3.2.4 Site Services Assistant post  
Adam Bailey has been recruited to work 15 hours per week, and has been working overtime to help with the cleaning and reopening of the schools. HR and HC are very pleased with his performance.

The schools don't have enough Key Holders. The SSO post is now term-time only. It is not safe for HC to attend schools alone at night in the event of an emergency. HR has sought quotes for Key Holding companies but this is a specialist activity and companies are rare and/or expensive. The Business Manager at Thorpe Hall Primary School recommended local (Loughton) company HM Security, and they have quoted £352 per school per annum.

**ACTION:** HR to ask SSO Asst Adam if he can take on Key Holder role; if not, commission HM Security.

#### 4. RE-OPENING OF SCHOOLS

##### 4.1 What has been done

Both schools have had a deep clean. At Low Hall this was done by the company that also completed the updating of the lighting. Risk Assessments have been completed and circulated to Governors. RAs and site plans were submitted to LBWF and approved. £5k of PPE was sourced across both schools as part of an LBWF purchase. It is stored securely and staff are being abstemious in their use. HC and HR met with all staff on site to brief them, and are briefing newly-returning staff individually. BAME staff including the SSO and the cleaner at Church Hill, have all had individual RAs and are not permitted to change children or isolate with a child should one develop COVID-19 symptoms. The result is that a very small number of staff at each school are permitted to change nappies. Now there are 2 bubbles at Church Hill, and a clean takes place at lunchtime.

**ACTION:** HR to replace the Henry Maynard PPE we used while using their site.

There is 1 bubble of 15 for the am session at Low Hall, and 2 bubbles of 15 at Church Hill, one for morning and one for afternoon. HC spends the morning at Low Hall and the afternoon at Church Hill. HC has taken the roll of SENCo at Low Hall while the SENCo has been shielding. NS is due to return to school w/b 6.7.20. There aren't enough staff to open a second bubble at Low Hall.

HR has done a tremendous amount of work to ensure the safe re-opening of the schools, working on the RA, getting it signed off and putting it into practice. Wider opening will necessitate extensive adaptation of the RA.

LBWF briefings prioritise safety of communities and procedures during a second spike of the virus. Test, track & trace is now the responsibility of LAs.

LR has done amazing work setting up and running Class Dojo, providing all families with activities, stories and connection during Lockdown. LR and Pat English have been going to families' doorsteps to check their well-being and bring them food.

#### 4.2 Next steps

Today the government announced that schools will re-open fully in September, but DfE guidance for how to achieve this safely is not expected to be put on the Hub for another week, at which point extensive adaptation of the RA will begin. HC and HR practice 'don't guess, wait' to avoid doing work twice and to help manage their anxiety.

In September Daycare children will be welcomed first and all first visits will be completed before Census Day. The newly established cleaning practices will be maintained. Toys will be washed regularly, and families will be asked to dress their children in clothes fit for going out in the rain.

**ACTION:** HR to purchase spray bottles for Milton tablets

**ACTION:** Admin team to communicate start dates as soon as possible after DfE guidance is published.

One-way systems will be: at Church Hill families will enter by the side of the building and exit by the office; at Low Hall entry will be via the garden and exit via the lobby.

#### 4.3 Playscheme

DfE guidance gives a limit of 15 children of one age group if possible although guidance changes after 20<sup>th</sup> July. Charges are £720 each for 4 weeks. It is unclear how many days' isolation staff should have between working in the school bubbles and moving to the Playscheme bubble, and vice versa at the end of the summer. It is likely we will lose close down at Church Hill, but as the school as just had a deep clean and no major work is planned, this should not be problematic.

### 5 **ASSET MANAGEMENT AND BUILDING WORK**

#### 5.1 Works at Church Hill

5.1.1 Door access system to extend to main nursery gate and new side gate to kitchen. SC and LR **APPROVED** spend of £6.2k and £7k to complete.

**ACTION:** HR to manage access system work.

#### 5.2 Capital Works at Low Hall

5.2.1 The work to adapt the side gate will be completed in July.

5.2.2 Lighting renovation and renewal of electrical cupboard COMPLETE.

5.2.3 LA-appointed contractor NPS will do work at Low Hall in the summer holidays to create a 2<sup>nd</sup> exit and install the posts for the gate house roof as detailed in the feasibility study. After the last work done by NPS they left the site unsecured.

**SC:** Will anyone oversee the work?

Adam will open up but has asked for leave.

**ACTION:** HR/HC to do surprise site visits when possible.

**MB:** The bushes between school and Markhouse Road form a pollution barrier; how is this being safeguarded during the works?

**HC:** This is very important as pollution has been noted as a barrier to families choosing Low Hall. This is one of the reasons why the adjacent Ferguson Centre

would be a better building in which to educate young children. NPS have been briefed in the strictest of terms not to disturb bushes unnecessarily.

- 5.2.4 School has been advised that planning permission is required to improve signage on Markhouse Road. The architects have advised that getting planning permission for the Gatehouse and the entrance will be a lengthy process.

5.3 Safeguarding

School had been told that during Lockdown homeless people had returned to the Ferguson Centre, however this hasn't been confirmed by the manager who is on site once a week. There has been extensive fly tipping at Low Hall. HC alerted Cllr Ahsan Khan to the fly tipping and possible homeless people on site and an LA Officer has already been in touch.

**6 Inventory**

- 6.1 HR shared the inventory for Low Hall, in particular:

- 11 bikes have been donated to a local PVI
- Computers have been taken out of the nursery and must be disposed of
- Laptops require disposal

**APPROVED**

**ACTION: HC to send CH inventory to governors for approval**

- 6.2 £2.5k spent on sensory equipment at Church Hill which no longer works

**ACTION: HR to ask Simone to check sensory equipment at Low Hall**

- 6.3 HR sought approval of £2.5k ICT spend at Low Hall

**APPROVED**

**7 Health & Safety; Safeguarding**

- 7.1 The re-opening RA will require Governor approval, and this will be done virtually. It will need to include the contingency plans for when a child tests positive for COVID-19.

- 7.2 See 5.1 above adaptation of gates and 4.1 regarding PPE and RAs

- 7.3 To note: COSHH sheets are provided by the suppliers.

- 7.4 The LH playhouse window has been enlarged which improves light as well as sight-lines for staff.

- 7.5 The Paediatric First Aids of some Church Hill staff have expired.

- 7.5 **SC:** is there a DSL on site at all times? And will there be in Playscheme?

**HC:** Sarah T, Pat, Rockena and Lindsay are all DSLs in addition to HC as the DSL, so there are always 1 and often 2 on site in each bubble.

**MB:** isn't it likely First Aid courses will get booked up quickly?

**ACTION:** HR to book now for September

- 7.6 DfE Guidance says it is safe for children to sing and do body percussion. Our musical instruments are also deemed safe as we have no recorders or other wind instruments.

**8 Policies**

- 8.1 It was **AGREED** that COVID-19 sections be added to Teaching and Learning and Getting Along Together at their next review.
- 8.2 It was **AGREED** that policies due for review at this meeting will be considered digitally over the summer and ratified by Chair's Action.  
**ACTION:** HC/HR/AE to finalise and post to Governor Secure Area of website any outstanding policies

**9 AOB**

- 9.1 Most children will need emotional support on returning to school.
- 9.2 All new children are being invited to join Class Dojo this term. The item on the SDP to improve Parent's Voice has been progressed dramatically through the use of Class Dojo during Lockdown.  
**ACTION:** HR to add Class Dojo to Privacy Notice list of software
- 9.3 Sustainability with regard to the cost of waste management has declined during Lockdown due to double bagging of for disposal of PPE and increased use of PPE and using disposable mop heads.

**10 DATE AND TIME OF NEXT MEETING**

- 10.1 This will be held on Thursday 19 November 2020 at 9.15 for 9.30 a.m. at Church Hill Nursery School.
- 10.2 Draft Agenda Items to Include
  - Welcome and apologies for absence.
  - Declarations of interest.
  - Minutes and matters arising from the meeting held on 2.7.20.
  - Report re Building Work and Plans.
  - Health and Safety Issues.
  - Building Maintenance Schedule.
  - Asset Management plan.
  - Accident Reporting: To receive and consider.
  - Policies: To consider any policies relevant to the committees' remit.
  - Sustainability.
  - General Data Protection Regulation.
  - Safeguarding.
  - Friends of FANS.
  - Date and time of next meeting and draft agenda items.
  - Any other business/confidential items.

The meeting closed at 14.45 p.m

Chair: SANDRA CAMPBELL (print)

Sj Campbell (sign)

Date: 26-11-20

Chair's Initials:  
SC