

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
(FANS) HELD ON 16 NOVEMBER 2021 FROM 6.00 P.M. VIRTUALLY**

Present: Pauline France (Chair)-Local Authority Governor

Co-opted Governors

Sally Davey
Jana Mills

Head Teacher

Helen Currie

Parent Governors

Abrar Malik
Mark Brown
Katy Thompson

Staff Governor

Lindsay Read

Clerk to the Governors: Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.	Declarations of Interest, Code of Conduct and Skills Audit: All to complete these via GovernorHub.	All	As soon as possible
6.2.	DBS Checks: School to action for newly appointed/elected governors	Hasina Rashid	As soon as possible
6.4.	Next Children's Learning and Development Committee Meeting: 29-11-2021-5.30 p.m.	School/Governor Services	29-11-2021
7	Minutes: Pauline France to e-sign via GovernorHub.	PF	As soon as possible
7.2.	Video Footage of LHNS: HC/AM to action.	HC/AM	Ongoing
7.2.4	Annual Governance Statement: PF to complete	PF	As soon as possible
8.1.3.	Revised SDP/Curriculum Goals: All to read for discussion at the next meeting	All	Ongoing
8.2.	Keeping Children Safe in Education: All to read relevant sections of guidance per minute	All	As soon as possible
9.1.	Date and Time of Next FGB Meeting: Tuesday 1 March 2022-6pm-Virtual.	All. School + GS to action	01-03-2022

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting. Pauline France expressed her appreciation to Governors for their up their time and participation in a range of challenging issues related to the governance of the federated schools. These had included chairing and attending committee meetings, visiting the schools and supporting the head teacher and leadership team.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Peter Dawes.

1.3 Quorum

The meeting was quorate with 8 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. PRESENTATION BY PAULINE FRANCE ABOUT THE FEDERATION-SCREEN SHARED

This referred to:

- ‘Where are we now as a federation’ including the original rationale for federating which had include financial reasons relating to lower numbers at LHNS than CHNS and the shared educational vision and ethos between the two schools.
- Children being at the heart of what the provision made in order to support them in belonging, learning and developing in a safe environment consistent with the UN Declaration of Human Rights.
- The unique identity of the schools was noted from the 20th to 21st century which had been secured by federation.
- Core functions of governance. These were explained and noted including re clarity of vision, ethos and strategy, challenge and support for the Head Teacher and leadership team through performance management, accountability regarding the quality of education provided, financial performance and safeguarding. These roles are carried out via the full governing body and committee meetings, link governor roles and responsibilities, aide memoires and GovernorHub.

4. DECLARATIONS OF INTEREST, CODE OF CONDUCT AND SKILLS AUDIT

ACTION: All were reminded to complete these via GovernorHub.

5. ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY FOR THE CURRENT ACADEMIC YEAR (ELECTIONS CONDUCTED BY CLERK)

5.1. Election of Chair

Pauline France was elected unanimously and unopposed, noting that she wishes to reduce her involvement in the Governing Body. She was proposed by Mark Brown and seconded by Abrar Malik.

5.2. Election of Vice-Chair

Peter Dawe was elected unanimously and unopposed. He was proposed by Helen Currie and seconded by Jana Mills.

6. GOVERNING BODY MEMBERSHIP

6.1. New Member

Katy Thompson was warmly welcomed to the Governing Body.

- 6.2. Disclosure and Barring Service Checks
These have been completed for all governors and are in date except for Katy and Alias.
ACTION: School.
- 6.3. Committee Memberships
Finance, Pay and Personnel Committee: Pauline France, Helen Currie, Jana Mills (Vice-Chair) and Peter Dawes (Chair).
Premises Committee: Mark Brown (Chair), Pauline France (Vice-Chair), Helen Currie and Katy Thompson.
Children's Learning and Development Committee: Sally Davey (Chair), Abrar Malik (Vice-Chair), Lindsay Read and Helen Currie (Head Teacher).
Head Teacher's Performance Management: Pauline France and Peter Dawes
Statutory Committees-Governor Discipline and Staff, Discipline, Grievance and Dismissal Appeals: These will be convened from eligible governors on an ad hoc basis supported by governors from other Governing Bodies if necessary.
- 6.4. Link Governor Responsibilities
These were noted as follows with governors referred to a document circulated prioritising areas for consideration and arrangements for learning walks, visits and virtual meetings:
Safeguarding: Mark Brown.
Special Educational Needs and Disability: Sally Davey.
Children's Learning and Development: Abrar Malik.
(Next meeting 29-11-2021, 5.30 p.m.).
- 7. MINUTES**
- 7.1. Minutes of the Last Meeting Held on 5 May 2021
These were received and accepted subject to noting 4.1 should be 'Lindsay Read' and 9.2 should refer to 'Special Educational Needs and Disability'. The minutes were considered signed, e-copies to be retained by the School and Governor Services.
ACTION: Pauline France to action via GovernorHub.
- 7.2. Matters Arising
- 7.2.1. 2 Year Old Funding
This was discussed by premises committee with places filled by children with Free Early Educational Entitlement funding.
- 7.2.2. Marketing Video Footage of LHNS
ACTION: Helen Currie and Abrar Malik following premises improvements at LHNS.
- 7.2.3. Budget Ratification 2021/2022 and Governor Visits
These have been auctioned.
- 7.2.4. Annual Governance Statement
ACTION: Pauline France to complete.
- 7.3. Committee Reports
Finance, Pay and Personnel Committee: Transfer of funds has been agreed to support the budget at LHNS with a limit set of £45,000 and £30,000 transferred so far.
Complaint by Head Teacher re Contractors' Behaviour: It was noted that an apology is still outstanding.
ACTION: Pauline France to draft a letter on behalf of all governors.

Policies: These have been signed off by Pauline France.

Additional Bank Holiday for Queen's Platinum Jubilee: This will be taken on 15-07-2021 (last day of summer term) per LBWF recommendation.

Premises Committee 12-11-2021: Minutes have been circulated, will be reviewed by MB and actioned by the School. (Katy T will arrange to visit LHNS in liaison with Helen).

8. INFORMATION SHARING, REPORTS AND DOCUMENTATION

8.1. Head Teacher Termly Report-Prior E-Circulated

- 8.1.1. Helen noted that this included a revised and updated School Development Plan referring both to OFSTED targets and areas for inspection together with school based objectives.
- 8.1.2. There is a new Development Matters curriculum guidance which is a simplified document that reduces staff workload by rationalising pupil assessment. To support this senior staff visited a number of outstanding Nursery schools to review their practices re assessment and curriculum intent.
- 8.1.3. Curricular goals have been devised for areas including personal, social and emotional development, literacy and numeracy. These refer to activities which the majority of children can be expected to achieve by the time they leave nursery (referred to at the recent INSET day). Goals include reference to communication, specific early literacy and numeracy skills and understanding of the world. 3 prime goals will be written at INSET in January for consideration by governors in February. Goals re SEND (special educational needs and disability) have been revised and will assess simply whether children or can't do the activities concerned. They are based on existing good practice.
ACTION: All to read and discuss for consideration at the next meeting following visits noting that OFSTED inspection may be expected soon.
- 8.1.4. SDP targets relating to behaviour and attitudes aim to embed resilience and develop negotiating skills to solve problems. In January the School will join the LBWF project 'We are Friends' to develop partnerships with OAP homes. Personal development goals will focus on children and parents with communication with parents via class Mojo.
- 8.1.5. HC noted that all child facing staff are regularly supervised but there have been some delays to this now being resolved. Assessment systems to reduce staff workload are being trialled.
- 8.1.6. HC will resend data re numbers on roll, free school meals and early years pupil premium funding. The School Effectiveness Form will be circulated to governors with all asked to read it and to be able explain their participation in this area e.g. by reference to reports, meetings and learning walks. The self-evaluation of both schools is 'outstanding'. HC noted that the schools have an increasing percentage of children with special educational needs with a significant proportion at LHNS in particular considered to be vulnerable or from very low income families.
- 8.1.7. Currently there is 1 'Looked after Child' at CHNS and 2 at LHNS.
- 8.2. Safeguarding Update
Mark Brown reported that he has visited recently and that Sandra Campbell visited in July. His report has now been uploaded to GovernorHub and a walk around CHNS is scheduled.

ACTION: All to read the relevant guidance in Keeping Children Safe in Education (staff section 1, governors sections 1 and 2, senior leaders sections 3 and 4).

9. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

9.1 Date and Time of Next Meeting

Tuesday 1 March 2022-6.00 p.m. - Virtual. Agenda items per LA standard agenda+ to be determined by the chair and Head Teacher.

10. ANY OTHER BUSINESS

(i) Confidential Matters: These will be considered by the Chair and Head Teacher at a meeting scheduled for 30/11/2021.

The meeting closed at 8.00 p.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
