

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS  
(CHURCH HILL AND LOW HALL NURSERY SCHOOLS) BUSINESS COMMITTEE HELD  
ON WEDNESDAY 25 JUNE 2025 AT 6PM VIRTUALLY**

Present: Pauline France (Chair)-Co-opted Governor  
Helen Currie-Head Teacher  
Jana Mills-Co-opted Governor  
Katie Stone-Parent Governor

Also in Attendance: Hasina Rashid, Federation Business Manager and Associate Member

Clerk to the Committee: Caroline Russell

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2	Committee Terms of Reference: PF/HT to devise before next FGB meeting for consideration for ratification.	PF/HT	Next FGB meeting
3.4	Governor Training Plans: HT/KS to coordinate +COG to book safeguarding training.	HT/KS/COG	Ongoing
4.3	Draft Budget: To be sent to LA	HR	As soon as possible
4.5.	Low Hall Nursery School: Advice to be taken from Haringey Education Partnership.	HT/SBM	Ongoing
9	Date and Time of Next Meeting: Wednesday 12 November 2025-6pm-Virtual.	All to note. School/GS to action.	12-11-2025

1. **WELCOME AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting. Apologies for absence were received from Austin Ventour.
2. **DECLARATIONS OF INTEREST:** There were no declarations of interest in any of the following agenda items.
3. **GOVERNANCE AND NEW COMMITTEE MEMBERS:**
  - 3.1. Committee Structure: It was noted that the former Finance, Pay and Personnel Committee included 3 non-staff members. There had been overlap between the remits of the committees so it was decided to rationalise the committee structure into a business committee with 3 non-staff committee members and the Executive Head Teacher.
  - 3.2. Terms of Reference: These will be devised before the next FGB meeting to reflect the Federation 5 year strategy and the 5 UNICEF principles which guide the federation including children’s right to a name, voice, family, education, home and food.  
**ACTION:** PF/HT.

3.3. Annual Cycle of Business and Meetings Schedule for 2025/6: This will be considered with Terms of Reference to align with audit, budget monitoring and reports to FGB meetings.

3.4. Governor Training Plans: These will be delivered via the Governor Services service level agreement (retained at gold level).

**ACTION:** HT and KS to coordinate+ COG to book safeguarding training.

#### **4. REPORTS AND MINUTES FROM PREVIOUS MEETINGS:**

4.1. Minutes were received and accepted from the last working party meeting of the FPP committee and accepted, copy to be retained on Governor Hub. There were no matters arising not earlier considered or a current agenda item.

4.2. Premises Minutes 28/02/2025: These were received and accepted.

4.3. Budget Monitoring and Update on 2025/6 Financial Matters Including SLA Agreements: SBM noted that finances are still in Quarter 1 with the monitoring template to be amended to reflect current CFR (consistent financial reporting) codes). Following discussion and contact with the chair offline it was

**ACTION: AGREED** to send the draft budget to the local authority.

4.4. Church Hill Nursery School: 2025/6 budgeted revenue income and expenditure was noted of £1,286,689 and £1,321,409 with a budgeted in year deficit of £34,720 funded from reserves. At this rate of depletion there is sufficient funding for the next 5 years but this could change if LA or day care income changes. Os were noted on the monitoring report. There have been costs re air conditioning on the gas server and the LGFL (London Grid for Learning) service level agreement has been paid. Substantiation of the LBWF insurance quote is awaited (may use DFE group scheme) and there is a new payroll provider. There has been £72,000 expenditure on supplies and services and £185,000 on staffing so there is a deficit in the 1<sup>st</sup> quarter. Need to try to ensure that the School is full and that the holiday play scheme is full and successful. SLAs were noted for LGFL, Governor Services, gas and electricity, 5 year photocopier lease, telephone contract for cloud based renewal. Re the new payroll provider now in operation there is a need to check timely payment of pensions, HMRC and other statutory agencies. The safeguarding SLA is on a rolling contract year. Strictly Education has merged with Judicium and SLAs for health and safety and educational psychology support have been paid. **Q.** IT server? **A.** This needs upgrade with a match funding bid submitted to the LA for a remote federation server.

4.5. Low Hall Nursery School: The projected in year deficit has been reduced to £500. There have been discussions with the LA regarding local demographic trends and optimising income as there is demand for 2 year old places year round across the federation. £15,000 has been spent on supplies and services, there has been £133,000 income to include Centre of Excellence funding to the end of July. The meeting noted transactions re LGFL, gas and electricity, payroll, educational psychology and Occupational Health, refuse collections.

**Q.** Has there been premises improvement funding? **A.** Some capital and some revenue.

**ACTION:** Advice/ support to be taken from Haringey Education Partnership by HT/SBM.

#### **5. PREMISES:**

5.1. Health and Safety Audit: This was noted. SBM will annotate the checklist in future. There is agency site services officer cover for weekly tests, clearing of delivery areas

and screening of the garden area. Storage is an issue on both sites and there is a need to designate a 1<sup>st</sup> Aid person to check 1<sup>st</sup> Aid boxes. Unsafe flooring by the serving hatch is to be addressed and a step ladder is needed to access storage. The staffroom needs clearing. Hot air driers and air conditioning are needed in the nursery if possible+ consideration of 2 year old sleep space. Garden surfacing and the front gate need attention + consider bike storage. Children have access to water at all times in hot weather.

5.2. Asset Management Plan and Funding: An update was noted.

5.2.1. LBWF Works: The LA will reroof the main school building as capital work planned for summer 2025 with scaffolding to be erected from the car park to the roof. Insertion of a skylight has been requested.

The front red canopy will be removed as dirty and worn. Doors and windows have been replaced and the front of the school redecorated. Playground safety surfacing needs replacement but is very costly. There is also a need to consider entrance gate security, level reception area floors and provision of a visitor washroom.

The Ferguson Centre is being prepared for sale by WF. The School needs to ensure that emergency vehicle access is retained. Following drainage call outs there is now provision for LA capital works this summer, pipes may need to be replaced.

5.2.2. Internal Works/Renovations: There is a proposal to remove internal sliding doors and replace with ½ wall and ½ window. The heating and ventilation system is to be reviewed including air conditioning unit (WF to decommission the boiler).

Thanks were noted to LBWF for the works agreed.

Extension options were noted with a costing for option 2 to provide more 2 year old sleep space.

6. **CONFIDENTIAL:** Separate appendix refers.

7. **PERSONNEL AND LEADERSHIP MATTERS:** These were noted as above.

8. **POLICY REVIEW:** Policies have been updated and signed (**AGREED**) relating to:

- Charging and remissions.
- Debt recovery.
- Management of stress.
- Model Pay Policy 2024 Final.
- Staff Code of Conduct.
- Data retention.
- Packed lunch.
- Lone Working.
- Personal safety.
- Asbestos Management Plan

9. **DATE AND TIME OF NEXT MEETING:** Wednesday 12 November 2025-6pm-Virtual.

**The meeting closed at 8.10 p.m.**