

**MINUTES OF A MEETING OF THE CHURCH HILL AND LOW HALL NURSERY SCHOOL
FEDERATED GOVERNING BODY HELD ON MONDAY 18 MARCH 2019 AT 6.00 P.M. AT
LOW HALL NURSERY SCHOOL**

Present: Ms Pauline France (Chair)-Co-opted Governor (PF)

Co-opted Governors

Mrs Gail Allaway (GA)
Ms Sandra Campbell (SC)
Ms Sally Davey (SD)
Mr Peter Dawe (PD)
Mr Jana Mills (JM)
Ms Katherine Hall (KH)
Mr Abrar Malik (AM)

Head Teacher

Mrs Helen Currie (HC)

Local Authority Governor

Mrs Susan Peacham (SP)

Clerk to the Governors: Mrs Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1.	Governing Body Membership: (i)Governor Service please send Code of Conduct to Ms Hall and Mr Malik + a co-option form to Ms Peacham. (ii) HT (HC) to arrange election of staff governor	Governor Services (VK) HC	As soon as possible As soon as possible
4.3.1.	Rate Rebate: PF to make written representation	PF	Ongoing
5.8.4.	Children's Learning and Development Committee: Consider curriculum implications of revised national descriptors	CLD Committee	Ongoing
6.3.	Link Governor Visits schedule and Safeguarding Report: (i) HC to circulate to governors. (ii)VK to recirculate declaration to governors that they have read and understood DFE Keeping Children Safe in Education (iii) PF to circulate link governor visit schedule and liaise on dates	HC VK PF	As soon as possible Before end of Spring term
7.2	School Self-Evaluation Exercise: Action per	PF	Summer term

Chair's Initials:



- 3.3. Disclosure and Barring Service Checks
It was noted that this is ongoing for Ms Hall.

- 3.4 To Consider Disqualification due to Non-Attendance
This item was noted without action.

4. **MINUTES**

- 4.1. Minutes of the Last Meeting Held on 3 October 2018
These were received and accepted. Ms France signed a copy of the minutes for retention by the federation.

- 4.2. Matters Arising
These have been completed or are otherwise on the agenda.

4.3. Minutes/ Reports from Committees

- 4.3.1. Finance, Pay and Personnel Committee 29 January 2019: Minutes were received and accepted. PD reported that an increase in provision for both 2 and 3 year olds at the schools had been discussed as there were both waiting lists and vacant places. At the January census there had been 80 children on roll, now 96 with just 2 places for 2 year olds now left. The Schools are now almost full but, if possible, need to ensure that this is not repeated next year to reeve pressure on reserves. (The increase in numbers was achieved by adverts, word of mouth, day care and premises improvements).
Local Authority reimbursement of rates is being requested with assistance from LBWF legal services to be sought if possible. (An email has been sent to David Kilgallon regarding this and liaison with finance continues). It was pointed out that the maintained schools are expected to buy into Service Level Agreements but not treated as schools in relation to rates rebates.
All FPP Policies have been updated and uploaded onto the Schools' website. Submission of the Schools' Financial Value Standard (mandatory return to DFE) is in hand. A report was received from the sustainability working party to be discussed later on the agenda. The next Head Teachers' performance management review will be held by Ms France and Mr Dawe, additional member welcome.
ACTION: PF to make written representation re rate rebate.

- 4.3.2. Premises Committee
Ms Campbell reported regarding two meetings held in November 2018 and March 2019. These meetings reviewed health and safety, premises, safeguarding, policies and data protection regulations. The condition of the building at Low Hall Nursery School was also considered with AOC architects' plans for a phased refurbishment of the building selected following submission of 3 feasibility studies. Bids will be submitted to the LA for match funding to relocate the School entrance, increase storage, replace windows, roofs and electrics and at Church Hill to reorganise offices and outdoor space. Management of health and safety at the schools was commended following recent Local Authority audits with outstanding issues rectified. Updated policies were considered including maintenance, asset management, food hygiene, lettings and acceptable use of IT. HC has applied for match funding of £53,000 (school to pay 10%, local authority 90%) with the architect to return on 04/04/2019. Formal approval will be needed by the Governing Body for planning permission.

- 4.3.3. Children's Learning and Development Committee



- 5.8.3. There are working partnerships with William Morris Gallery, Arts in the Forest, Arts Trail E17, Forest School provision (use of EYPP funding to buy in support and training), Kids Kitchen (use of EYPP funding for future in house provision cooking with on date fruit and veg). The federation is part of the Walthamstow Early Learning and Childcare hub. Relationships with LBWF are mixed but with possible use of an underspend for use of the schools as a training hub.

Information was received regarding Mayor of London funding for Early Years in London with a focus on hubs to develop partnership in childcare.

The federation participates in the East London Early Years Partnership with several intergenerational projects ongoing including celebration of the 90th birthday of LHNS with oral histories and photos being collected and a sensory session in adult social care homes.

- 5.8.4. Outcomes for pupils focus on technology and maths including accessible IT to record pupil learning. There is an intervention group based on maths with national descriptors noted as likely to be imposed. Re 2 year old and EYPP funding HC is on the moderation team with staff training received.

ACTION: CLD committee to consider curriculum implications.

5.9 Early Years' Pupil Premium Funding

The meeting noted the lowering of income thresholds for entitlement to free school meals. HENRY (Health, Exercise and Nutrition Really Young) have run training sessions at both schools.

5.10. Safeguarding Training

Whole school training is offered including online options for governors. The Designated Safeguarding Lead is HC with designated deputies including special needs coordinators. (A number of children in the schools are known to social services with vulnerable children supported carefully re appearance, behaviour and attendance).

5.11. Building Development

Information was received regarding garden enhancement, Forest School and making the LHNS lobby safer possibly via match funding.

5.12. Friends of the Federation

KH reported regarding this it being agreed that a low tech community interest company be established (incorporated association with a constitution) with assignation of an asset of community value).

5.13. Environment and Eco-Schools

Training has been provided with the schools well rated. Recycling bins are now in use at Church Hill Nursery School, also use of eco-friendly products and weekly shopping trips with children to the market.

5.14. Future Sustainability Working Party Report

4 meetings have been held to consider this with a remit and duration to the summer term. Following discussion, proposals were unanimously **AGREED** to rename the federation as FANS (Forest Alliance of Nursery Schools) with consideration to be given to development of a hard federation with possible combination of budgets. The development of Juniper House was considered including a proposal for a 53 place pre-school. Issues have been raised regarding this including supply and demand locally and impact on other local providers.

9.1 Dates and Times of Future Meetings

FGB: Thursday 9 May 2019-6.15 p.m.-Low Hall Nursery School. (Clerk apologised for absence, GS pl. reallocate clerking).

Committees:

Finance/Pay and Personnel Committee: Wednesday 1 May 2019-4-6pm-Church Hill Nursery School.

Premises Committee: Thursday 20 June 2019-9.15 a.m.-Church Hill Nursery School.

Children's Learning and Development Committee: Monday 24 June 2019 5.30-6.30 p.m-Church Hill Nursery School.

10. ANY OTHER BUSINESS

10.1. Governor Update

Information was received from newly appointed governors re their skills and work experience.

The meeting closed at 8.45 p.m.

Chair: Dance ARRANGE (print)

..... (sign)

Date: 9~~8~~/05/19

Chair's Initials:
