

**MINUTES OF A MEETING OF THE FEDERATED CHURCH HILL AND LOW HALL
NURSERY SCHOOLS GOVERNING BODY PREMISES COMMITTEE HELD ON
THURSDAY 7 MARCH 2019 AT 9.15 A.M. AT CHURCH HILL NURSERY SCHOOL**

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

Head Teacher
Mrs Helen Currie

Co-opted Governor
Mrs Susan Peacham

Also in Attendance: Mrs Hasina Rashid, Federation Business Manager

Clerk to the Governors: Ms Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.4.	Amendments to committee terms of reference: HC to amend per minute	HC	As soon as possible
3.2.5.	Safeguarding Audit: SP to visit in summer term re premises and schools to have two members of staff on reception to 'meet and 'greet'.	SP	Ongoing
3.2.6.	Vacancies for 2 co-opted and 1 staff governor: PF to meet 2 potential co-optees + staff to elect staff governor	HC/PF+staff	As soon as possible
4.2.4.	Lettings Policy: Action per minutes	HC/HR	Ongoing
5.3.	Planned premises works: Actions per minutes.	HC/HR	Ongoing
8.2.	Health and Safety Works: Actions per minutes.	HC/HR	Ongoing
9.	Accidents to Staff/Pupils: These will be e-circulated to committee members.	HR	As soon as possible
12	Governor Safeguarding Training: School to purchase The Key for governors to do online training in the summer term.	HC/HR	Summer term
13.	Date and Time of Next Meeting: Thursday 20 June 2019-9.15 a.m.-Church Hill Nursery School. Draft agenda items per minute	All+ Governor Services to note	20-06-2019

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

There were none.

1.3. Quorum

The Clerk confirmed that the meeting was quorate with 3 governors present, the legal minimum.

1.4 Notice of Any Other Business/Confidential items

Chair's Initials:

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest

This was declared by Ms Sandra Campbell regarding occasional use of spouse for minor works in schools and by Mrs Peacham regarding employment for occasional administrative work in School.

2.2 Declarations of Interest Relating to the Current Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting.

3. MINUTES

3.1 Minutes of the Last Meeting Held on 15 November 2019

These were received and agreed to be an accurate record of the meeting. Ms Campbell signed a copy of the minutes for retention by the federation.

3.2. Matters Arising

3.2.1. Top Up Funding for Maintained Nursery Schools for a Further Year

This was noted.

3.2.2. Election of Chair and Vice Chair of the Committee

This was noted.

3.2.3. Maintenance of School Rolls

A recent visit to a Federated nursery in LB Barnet was reported regarding savings made re processes, administration and senior leadership. A formal consultation has been submitted to the borough and staff advised of it including support staff. A sustainability working party is considering future structures for both schools.

3.2.4. Amendment to Committee Terms of Reference

ACTION: HC to amend premises committee to delete reference to a separate provision for two year olds and to a Children's Centre and to send to SC.

3.2.5. Safeguarding Audit

SP reported that she had visited both schools and would report and make recommendations to the next full Governing Body meeting. Premises issues would be considered in the summer term. It was noted that the Local Authority Designated Officer had recently upgraded the outcomes of the LA safeguarding audit of the schools from 2 to 1 ('outstanding').

ACTIONS: SP to visit in summer term, schools to have two members of staff on reception to 'meet and greet'.

3.2.6. Vacancies for 2 Co-opted Governors and 1 Staff Governor

Election of Ms Katharine Hall, parent governor, was noted.

ACTIONS:

-2 potential co-optees identified who PF to meet

-Staff to elect staff governor.

3.2.7. Lockdown Practice and Emergency Response Plan

This will be done in April with staff.

3.2.8. Dishwasher Replacement

Deferred as machine still working.

3.2.9. Food Hygiene

A hand wash sign has been provided at the sink. HR is responsible for overseeing food hygiene.

4. **POLICY REVIEW**

4.1. Acceptable Use of IT

This is displayed on the governors section of the website customised to be age appropriate. The Head Teacher is completing level one of the NSPCC online safety course.

4.2. Lettings Policy

This has been reviewed by HR and AE. Charges are comparable with the Toy Library and Vestry House Museum lettings charges. Use of the garden and kitchen is extra. A non-returnable deposit is payable in advance. The policy could be extended to LHNS.

ACTION: Publicise on website initially, HT to talk to staff re rationale including income generation, publicity for the schools and community involvement.

5. **REVIEW OF PREMISES MAINTENANCE ISSUES AND IMPROVEMENT PLANS**

5.1. A premises plan was circulated and reviewed with outstanding matters noted e.g. Legionella testing, boiler, potting shed (replacement needed), sandpit installed but problems with liners, maintenance.

5.2. Low Hall Nursery School

5.2.1. Proposed current and future works to refurbish the School were discussed following a DFE condition survey re replacement of external doors and windows and a proposal to move the front entrance of the School.

ACTIONS (per recent Health and Safety report):

-HR to submit bid for £53,000 to move the entrance to increase community visibility+ repairs to roof.

-Caretaker at LHNS booked on COSH (Care of Substances Hazardous to Health) and manual handling training.

-Install new water fountains at both schools.

-Proposal to change electricity boards at LHNS and remove asbestos.

-3 hour emergency lighting checks booked in.

5.2.2. HR reported that she had tried to contact the LA Schools' Asset Manager with little response. HR would try again and ask for substantiation of her assertion that maintained nursery schools are not included in the authority's capital programme.

5.3. Church Hill Nursery School

5.3.1. Work with Playlink

This was reported re proposals for garden improvements over a number of years including development of Forest School, firepit and mud kitchen.

5.3.2. Architects' Proposal re Training Space

This could be via off site crane in of an additional room which could be used for training and 2 year old provision, allowing release of the current 2 year old room as a community room. (HC reported regarding an local authority approach re provision of training facilities which would raise the profile and sustainability of the federation in the borough).

ACTION: HC/HR to meet with LA (EMcL and LJ)

5.3.3. Outdoor Spaces

Renovation work to the mosaics is ongoing. Grounds maintenance will be done in house except re arboriculturist services.

5.3.4. Internal Relocations/Works

These were noted re:

- Elephant room into quiet room.
- HT office to be SENCO/parents and SLT room.
- Relocate HT office and back office.
- Quotes were noted for redecoration of 2/3 rooms (£900), renewal of carpets and matting in office and sensory room.
- Sliding doors are in need of maintenance.

6. **DISABILITY DISCRIMINATION ACT ACCESS PLAN**

This has been signed off.

7. **EMERGENCY RESPONSE PLAN**

Considered under matters arising above.

8. **REVIEW OF HEALTH AND SAFETY AUDIT PLAN AND LINK VISIT**

A plan has been reviewed. The written scheme of inspection document is for the boiler (insurance advice needed urgently).

8.1. Church Hall Nursery School

ACTIONS PLANNED/COMPLETED:

- HR to contact LBWF insurance section to confirm boiler inspection.
- Maintenance of site services officer equipment: Noted.
- Fire and water risk assessments are complete.
- Fire Extinguishers/Sprinklers/Blankets: Schedule devised for site services officer maintenance.
- Use of LA IT Concerto system: This is ongoing.
- Fire action notices: These have been ordered.
- Health and Safety team: Contact details have been changed.
- Site services officer enrolled on building managers' training 18 and 19/03/19.
- Will consider review of am opening times as reasonable adjustment.
- Risk assessments: These have been reviewed.
- Defective ladder: This has been removed
- Server Room: This needs clearing and reorganising for storage of charged IT devices.
- Wooden Safe: Disposed of as unsafe.

8.2. Low Hall Nursery School

ACTIONS PLANNED/COMPLETED:

- Car park gate does not open if fire alarm activated so needs checking.
- Guinea pigs and rocking horse to be moved.
- 1st Aid signage: up.
- Purple Room: Now clearer.
- Gate to side of staff room: Needs changing.
- Emergency access to roof: Signage needed.
- No staff car parking in front of emergency access point.
- Health and Safety poster: Correct details needed.
- Health and Safety training: SSO online training module provided and risk assessments reviewed.
- Relocate items in boiler room, fit correct signage to electrical and COSH cupboard.

-An asbestos management plan has been completed and part of the management plan.

9. ACCIDENTS TO STAFF/CHILDREN

ACTION: Numbers to be e-circulated to committee.

10. SUSTAINABILITY ISSUES AND ECO-AWARD

10.1. HC has ordered recycling bins for use at LHNS. The PHS waste contract has been reviewed for larger weekly collection.

10.2. Healthy Early Years' London Accreditation

This will be considered post restructure.

11. GENERAL DATA PROTECTION REGULATION

11.1. A storage room has been installed in the main office. GDPR processes are displayed on the website with one non-breach and a breach rectified.

11.2. The LGFL contract offers 10 free Egress account (to be retained pending possible change of federation name to FANS –Forest Alliance of Nursery Schools). There is loft space for archiving but a loft access ladder would be needed.

12. SAFEGUARDING ISSUES

12.1. A report was received from SP together with recommendations based on The Key. A summer visit will focus on premises issues. This included Section 128 checks with governors checked against the prohibited lists).

ACTION: School to purchase The Key training for governors to do online in summer term.

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1. Date and Time of Next Meeting

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

13.2 Draft Agenda Items

- Welcome and apologies for absence.
- Declarations of interest.
- Minutes and matters arising from the last meeting held on 7 March 2019.
- Policy review.
- Premises maintenance issues and improvement plans.
- Health and safety.
- Accident report.
- Sustainability.
- General Data Protection Regulation.
- Safeguarding.
- Date and time of next meeting +draft agenda items.
- Any other business/confidential items.


14. ANY OTHER BUSINESS

There was none.

The meeting closed at 11.30 a.m.

Chair: SANDRA CAMPBELL (print)

Date: 20/06/19 (sign)

Chair's Initials: 
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