

MINUTES OF A MEETING OF THE PREMISES COMMITTEE OF THE FOREST ALLIANCE OF NURSERY SCHOOLS GOVERNING BODY HELD ON THURSDAY 14 NOVEMBER 2019 AT 9.15 A.M. AT CHURCH HILL NURSERY SCHOOL

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

Co-opted Governors

Ms Katherine Hall
Ms Chloe Shrimpton

Head Teacher (Voting)

Mrs Helen Currie

Clerk to the Governors: Ms Caroline Russell

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.	Election of Chair and Vice Chair of Committee + Re-adoption of Terms of Reference	All+ Governor Services to note.	Ongoing
4.2.1.	GB Membership: School to contact Cllrs Kahn and Mahmud re Local Authority governor vacancy.	HC	As soon as possible
5.3.1.	Legionella Test: HR to arrange.	HR	Ongoing
6.1.	Lettings: KH to design marketing information.	KH	Ongoing
7.2.	Parent Volunteers for gardening/tidy up work: KH to advertise.	KH	Ongoing
9.1.	Date and Time of Next Meeting: Thursday 19 March 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.	19-03-2020
10.	Accident Reporting: Spring Term INSET to discuss.	HT	Spring term INSET
11.4.	Parking Policy: SC to sign and scan back.	SC/HR/HT	Ongoing
13.4.	Site Services Assistant Post: HR to advertise.	HR	Ongoing

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

Apologies for absence were received and accepted from Ms Lindsey Reid.

1.3. Quorum

The meeting was quorate with 4 governors present.

2. DECLARATIONS OF INTEREST

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

3. ELECTION OF CHAIR AND VICE CHAIR OF THE COMMITTEE (ELECTIONS CONDUCTED BY CLERK) +COMMITTEE TERMS OF REFERENCE

3.1. Election of Chair of the Committee for the Academic Year 2019/2020

Ms Sandra Campbell was elected unanimously. (Proposed by Mrs Helen Currie and seconded by Ms Chloe Shrimpton).

3.2. Election of Vice Chair of the Committee for the Academic Year 2019/2020

Ms Chloe Shrimpton was elected unanimously. (Proposed by Ms Sandra Campbell and seconded by Mrs Helen Currie).

3.3. Committee Terms of Reference

These were received and readopted subject to change of next review date to November 2019.

ACTION: Governor Services to note.

4. MINUTES

4.1. Minutes of the Last Premises Committee Held on 20 June 2019

These were received and accepted as an accurate record subject to correction re committee memberships to governors here present. A copy was signed by the Chair for retention by the School.

4.2. Matters Arising

4.2.1. Governing Body Vacancies

It was noted that a staff governor has been appointed.

ACTION: School will discuss local authority governor vacancy with Cllrs Kahn and Mahmud.

4.2.2. Building Proposals

Low Hall Nursery School

HC reported that planning has been sought for a 2nd exit at Low Hall Nursery School+ permission for a gate house roof as detailed in a feasibility study. It was noted that NPSL (Norfolk Property Services London) cancelled planned work at ½ term but with some redress offered re a replacement door and costing of 2nd access.

The shipping container has been removed but roof works have not been done.

Lighting works have been booked (February/Easter 2020) but not electrical works.

Windows painted in have now been released. HT has contacted BW, (sites and buildings head of service) with acknowledgement received that maintained nursery schools should be included on lists of capital works as local authority maintained schools. There is a local authority commitment to work with the architect commissioned by the federation.

Church Hill Nursery School

Planning permission has been sought for a garden pavilion ('wonder hut') for two years and as a training space. Options have been costed with the objective of giving two year olds access to green space. The pavilion includes a child and an adult toilet and changing station. The cost of the preferred option is £125,000 with the Friends' group to be approached for funding.

ACTION:

- Ms Chloe Shrimpton to draft letter to parents and make initial fundraising approaches.
- Ms Hall to support re digital marketing aspects.

5. PREMISES ASSET MANAGEMENT PLAN 2019/2020

5.1. CHURCH HILL NURSERY SCHOOL

5.1.1. Capital Works

HR updated the meeting regarding these including:

- Replacement of fascias and sliding door.
- Redesign of internal layout, reorganisation of office and purchase of new office furniture.
- Need for new lobby flooring estimated cost £2,000+ with sustainable products and cleaning materials to be sourced if possible.
- Locked shutters for back of Nursery costed (£4,500). The back doors can now be closed swiftly if necessary.
- Replacement of defective fencing.

5.1.2. Neighbour Complaint

Information was received regarding this with advice given to make an insurance claim regarding damaged outdoor musical instruments.

5.1.3. Side Gate

This is not aligning. It has now been chained and padlocked but needs replacing.

5.1.4. Attempted Pupil Exit

A 2nd handle has now been placed on a door as a further preventative measure.

5.2. LOW HALL NURSERY SCHOOL

HR advised as follows including:

- Roof needs repair (estimated cost £45,000) and interior redecoration is needed including stained areas.
- Condition of ageing front Reception noted. Would relocate if a 2nd access was installed.
- IT replacement needed for Windows 10.
- Red room/dining room: Use of space has been reviewed.
- Purple room is a server room.

5.3. MAINTENANCE ITEMS

5.3.1. Church Hill Nursery School

Completed works were advised as including:

- Sink in art area replaced and cleared.
- Emergency lighting checks carried out.
- Doors connected to fire alarm system.
- Local Authority to recommence fire risk assessments.
- 3 new water fountains have been installed by the Local Authority with 1 subsequently repaired as trickling.
- Heating/air conditioning units have been installed.

-Forest School development and new art benches are completed.

Works/repairs needed including:

-Legionella Test to be arranged.

ACTION: HR to arrange.

-Repair is needed of shed light.

-Staffroom urn has been installed but temperature needs to be increased.

-Log circles to be removed.

-Ventilation is needed in changing room.

-Security audit: Signage needs updating at LHNS.

-Windows painted shut at LHNS have now been released but need replacing.

5.3.2. Low Hall Nursery School

-Water fountains have been installed.

-Dimmer switch has been installed.

-The art area has been split.

-The metal storage container has gone but the base needs removal.

-Sheds have been replaced.

-Planning permission has been sought for proposed works.

-The ponds needs attention.

-NPS work is scheduled to the playground gate.

-The gate latch at the walkway needs attention.

-An electrician has been booked re defective external lights.

-A skylight and gutter pipe work have been repaired.

-Inspections are up to date but tree surveys are needed. A dead tree has been removed.

-2 apple trees have been donated (Walthamstow West Partnership are sharing a Woodland Trust resource for tree planning).

-LA to arrange asbestos re-inspection and fire risk assessments at both schools.

6. **LETTINGS**

6.1. Church Hill Nursery School

This has been used for party lets with £1,000 raised, £700 net of caretaking costs.

ACTION: KH to design marketing information.

6.2. Low Hall Nursery School

-An enquiry has been received re a Sunday School let.

-LJ has looked at the play scheme costing and has contacted South Grove Primary who may lease for summer holiday play scheme use.

-Recent changes to school lunch provision were noted re use of LBWF catering service and transport arranged.

7. **HEALTH AND SAFETY ITEMS**

7.1. Audits are due shortly at CHNS and LHNS with an action plan circulated re actions completed and ongoing.

7.2. It was advised that termly premises walks are needed.
Boiler commission works are now completed.

7.3. The serving hatch is not fire compliant but its future depends on any building works agreed for LHNS.

7.4. A health and safety checklist is available for use by the site services officer.
ACTION: CH to advertise for parent volunteers for gardening work.

8. FRIENDS OF FANS

8.1. CH reported that she has sought information from the Friends of Henry Maynard re their constitution.

8.2. The School does have a contact database and there could be tweet and Facebook of parents.

ACTION:

-CH/HC/PF to agree registration of Friends as a community interest company and ask parent for help with fundraising and gardening.

9. DATE AND TIME OF NEXT MEETING

9.1. This will be held on Thursday 19 March 2020 at 9.15 for 9.30 a.m. at Church Hill Nursery School.

9.2. Draft Agenda Items to Include

-Welcome and apologies for absence.

-Declarations of interest.

-Minutes and matters arising from the meeting held on 14-11-2019.

-Report re Premises Plan.

-Health and Safety Issues.

-Accident Reporting: To receive and consider.

-Policies: To consider any policies relevant to the committees' remit.

-Sustainability.

-General Data Protection Regulation.

-Safeguarding.

-Asset Management plan.

-Friends of FANS.

-Date and time of next meeting and draft agenda items.

-Any other business/confidential items.

10. ACCIDENT REPORTING

10.1. Church Hill Nursery School

111 incidents logged (reduction on last reporting period).

10.2. Low Hall Nursery School

156 incidents logged, 41 head injury forms.

ACTION: Spring term INSET to discuss.

11. POLICIES

11.1. LBWF Health and Safety Policies

These were agreed.

11.2. Fire Risk Assessment

This has been done, insurance to be contacted. Fire marshal training is needed with documents loaded on Concerto.

11.3. Data Protection and General Data Protection Regulation

Documents were circulated and **AGREED**.

11.4. Parking Policy

This has been circulated with date and signature needed.

ACTION: SC to sign and scan in.

12. SUSTAINABILITY

12.1. HC reported regarding possible Heritage funding with the Museum of Childhood, tree planting, cyclist delivering lunches, INSET re recycling and CLD committee item.

13. ANY OTHER BUSINESS

13.1. LBWF Borough of Culture Funding-Wonder at 90

This was discussed including framing of photos. £6,000 is available for funding expenditure on the project.

13.2. Safeguarding

SC reported regarding 2 recent visits with ML. Points noted included re:

- Door entry exit buttons and installation of 2nd handle.
 - Staffing at doors.
 - Renewal at LHNS of food hygiene and 1st Aid certificates is needed.
 - The executive Head Teacher and 2 year old lead have received updated designated safeguarding lead training.
 - Gaps re the single central record need to be completed or explained.
- Next joint visit in February 2020 arranged.

13.3. Traded Service Cover Pool for Site Services Officers/Level 3s

This was discussed as a potential source of income.

13.4. Site Services Assistant Post 15 Hours Across Federation to Lock UP and Close.

A proposal was noted including a job description.

ACTION: HR.

The meeting closed at 11.55 p.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
