

**MINUTES OF THE MEETING OF THE  
FOREST ALLIANCE OF NURSERY SCHOOLS GOVERNING BODY  
(FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS) CHILDREN LEARNING AND  
DEVELOPMENT COMMITTEE HELD ON TUESDAY 13 JUNE 2023  
AT 5:00PM VIA TEAMS**

Participants: Ms Sally Davey (Chair) **Co-opted Governor**  
Mrs Helen Currie (HC) Head Teacher  
Mr Abrar Malik (AM) Co-opted Governor  
Ms Lindsay Read (LR) Staff Governor

Clerk to the Governors: Zuhra Kayani

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1	Browse nursery website and ensure they are confident with uploaded policies	Sally Davey / Abrar Malik	2 weeks
4.4	Seek clarification of 'parents charter in practice' and double check with Pauline France its purpose	Helen Currie / Pauline France	1 week
6.2	Query if the safeguarding trainer can provide class-based training for the whole of the Governing Body for the future.	Helen Currie	2 weeks
10.2	Sign off her profile on GovernorHub	Sally Davey	1 week
10.3	Arrange next SEND learning walk.	Helen Currie / Sally Davey	2 weeks
9.1	Date and Time of the Next Meeting: Thursday 9 November 5pm	Governor Services	Immediate
9.2	Agenda Items: - Parents Charter in Practice	Governor Services	Immediate

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 There were no apologies of absence.
- 1.3 The clerk confirmed that the meeting was quorate with 4 Governors and the Head Teacher present.
- 1.4 There was no notice of any other business or confidential items.

**2. DECLARATIONS OF INTEREST**

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

**3. MINUTES**

- 3.1 The minutes of the meeting held on 7 November 2022 were received and agreed these to be an accurate record of the meeting. The Chair agreed to sign a copy of the minutes on GovernorHub.

3.2 Matters Arising  
It was noted there was no outstanding actions.

3.2.1 Action item 6.3 - Children's Outcomes: LR to send report to SD – LR confirmed the report had been uploaded to GovernorHub.

#### 4. POLICES IN PRACTICE AND LINK VISIT SCHEDULE

4.1 Making our key policies accessible and concise for website and welcome booklet (Teaching & Learning, Safeguarding & Welfare, Behaviour, Equality & Inclusion, Admissions and Transitions)  
HC confirmed Alison looks after the nursery website and that polices had been updated and signed by all appropriate Governors and uploaded on to the website.

**ACTION: SD and AM to browse nursery website and ensure they are confident with uploaded polices.**

4.2 Teaching and Learning Policy (+Sex & Relationships Education) is up to date and has not had any changes.

4.3 Report from SEND/PSED link Governor on Autumn Link Visits  
SD confirmed she had recently completed her link governor visit and that she focused on key things that were positive which she shared with the Head Teacher.

SD noted that there were fantastic activities in place for problem solving.

It was noted the CLD report is with Lorraine Manford and that the SND report has been uploaded on GovenorHub.

Naline Sabaroche and Pat English set up questions and undertook observations which are on the website, the depth of how they think about how and what to teach the children is that of a parents prospective which SD found very positive.

HC confirmed 12 EHCPs had been applied for at Low Hall. SD expressed there had been a really big impact of COVID and that the team have done really well as it was difficult for her to identify and pick out the children unless a child was having a difficulty or hard time, or the SENCO identified and that the tiny steps taken in the nursery have made a big impact on the children.

4.4 Parents Charter in Practice

**ACTION: HC to seek clarification of 'parents charter in practice' and double check with Pauline France its purpose.**

HC advised the School Development Plan refers to wellbeing and taking care of one another and may this be what the agenda item is referring to.

HC advised of toy swap which took place in the nursery as well as cake sale with all proceeds going to a hospice of a siblings.

4.5 Food Policy has been completed.

#### 5. CHILDRENS LEARNING AND DEVELOPMENT

5.1 Teaching and Assessment and Learning Matters  
Data from both nursery sites had been circulated prior to the meeting, LR expressed planning was being undertaken with consideration given to other children achieving the same milestone and that tracking was in place ensuring very child is making progress. The following was highlighted from the data:

## Summer Term 2023

- An average score for the entire cohort focusing on each area of learning is recorded as well as keeping track and making sure every child is achieving their potential meeting their milestones.
- There has been a big push on recipes and planning in more consistently.
- Different planning planners with staff working hard to support the children's setting in a 2 week focus to gather enough evidence, especially with Low Hall who are understaffed.
- The staff have approached the planning and evidence gathering really well and are confident in what they do well.
- Peer observation has not been completed due to staff absences.

**Q:** How are children moving from 1 end of the milestone to the next and Church Hill and Low Hall, has the data been looked at what is the difference?

**A:** The data is in the folder; literacy is lower and dipping into the milestone.

**Q:** Is the progress what you would expect?

**A:** Yes, with some working towards, the pattern is consistent with an indication of the most able children and based on the children's learning ensure milestone is reflected.

LR confirmed children identified with special needs are not included in the presented data and that they have their own personal needs, target measured for their own curricular goals.

**Q:** Is progress for every child measured?

**A:** Yes.

### 5.2 Parents Charter, Equality, SEND Report and Local Offer, Admissions, Transitions and Attendance

Nalinee Sabaroche and Pat English are the SENCOs for each nursery, the Local Offer has been published to Waltham Forest and what is offered to school from September 2023.

HC advised the SENCOs are working in partnership with parents planning little steps which is included in the School Development Plan and will be presented at the Full Governing Body meeting. It was noted that achievements never reflected all the families and children and that this has been affective this year.

Admissions – Both nursery settings are full for September 2023, not aware of any dropouts until start of the new term, last year 72 places were allocated and dropped to 65 due to families being rehoused to different boroughs. HC confirmed staff are working hard across the federation ensuring places are full.

Transition Reports – Report are being prepared and will be sent to parents with the data coming directly from assessments tailored to the child's own milestones ready for their final school. Transition reports to schools are submitted within 5 days of the child being at the setting, reports are not submitted until the child is attending the school.

Attendance is really good in both sites, Primary schools percentage fell to 90% due to chickenpox, generally the attendance has been good following a written message to all families in April 2023 attendance has been much better.

### 5.3 Childrens Outcomes

Covered under agenda item 5.1.

- 5.4 Childs Voice – Tales Toolkit  
Focusing on the children’s book once a term where the sharing progress has been successful and that symbols in role play areas are as reference point.

HC confirmed that it was evident in both settings as progress in stories was visible.

## 6. **Childrens Behaviour, Wellbeing and Involvement**

- 6.1 SEND Offer, SEND Report and Learning Walk  
SD emphasised she was really pleased with her most recent learning walk; the behaviour was lovely and that there was a really nice interaction and that children are encouraged to solve their own problem. The involvement and engagement with all the children involved by the practitioners is based on the way that they talk to the children.

- 6.2 Safeguarding Matters  
AM informed the Committee he completed the Safeguarding Governor training and that he found it very shocking and scary, SD confirmed she also attended the training and that it was shocking for her too but confirmed she was glad she attended it. AM suggested to have the training for all the Governing Body to have group engagement with discussions in break out areas as this was not possible in the training AM attended.

AM advised the training reflected on KCSIE and that it was an eye opener for him and that it was difficult to sit through virtually.

HC confirmed all members of the Governing Body have undertaken the Safeguarding training.

**ACTION: HC to query if the safeguarding trainer can provide class-based training for the whole of the Governing Body for the future.**

HC advised that an issue the one of the door handles at Church Hill has been resolved.

Planning for Safeguarding inset training for September has commenced which will be a reflection on learning.

HC confirmed that the staff on both sites is very vigilant and quick to report concerns.

- 6.2.1 Confidential item recorded under separate minutes.

## 7. **DIFFERENT BUT EQUAL: EQUALITY & INCLUSION/SEND CODE OF PRACTICE EQUALITIES OBJECTIVES REVIEW**

It was noted the equalities objectives have been reviewed by the Governing Body in the School Development Plan and continue embedding the practice with codes on site and learning walks.

## 8. **LEADERSHIP AND MANAGEMENT**

- 8.1 Educational Leadership matters for Two-Year-Old Provision and 30 Hour Changes  
HC informed the he Committee as of April 2024 2-year-olds will be entitled to 15 hours of free childcare and that from September 2024 the current 2-year-olds from the lower income families will be entitled to 30 hours free childcare.

Lin Mustafa at Low Hall is retiring at the end of the academic year, numbers are currently low at Church Hill in the afternoon and have asked for volunteers in both settings for collaboration with 2-year-olds and for job sharing across Low Hall and Church Hill.

CH advised of whole staff inset day for the whole team to share expertise.

Changes taking place to the Low Hall site sleeping rooms in the summer for 2-year-olds in 30-hour free childcare placements.

HC confirmed the Forest School had been successful and that LR has had training, changes using Pupil Premium funding and Capital funding will be implemented to accommodate the forest school on both sites with a trip out to an actual setting.

The pathway at Low Hall will also be fenced up covering up the carpark area.

8.2 Leading on Resource Development and Curriculum Related Changes  
Families will receive a report.

8.3 Early Education Networks and Organisations  
HC informed the Committee of funding available outside of London for developing staff practice. The funding is a foundation bid in partnership with Suffolk for Early Years settings and are currently in the process of applying for this funding in partnership with Suffolk.

Development will be around art looking at clay and wet cupboard.

**9. DATE AND AGENDA ITEMS FOR THE NEXT MEETING & COMMITTEE MEETINGS**

9.1 Date of next meeting Thursday 9 November 5pm.  
The Committee agreed to follow the meeting scheduled as last year.

9.2 Agenda Items:  
- Parents Charter in Practice

**10. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

10.1 Inclusion Quality Mark  
HC informed the Committee of the Inclusion Quality Mark and that herself and Pauline France had completed 3 sections and were getting on quite well and that it will be shared with the Governing Body once completed as it is not due until next Easter.

10.2 Profile on GovernorHub  
**ACTION: SD to sign off her profile on GovernorHub.**

10.3 SEND Learning Walks  
**ACTION: HC and SD to arrange next SEND learning walk.**

**Meeting closed at 18:15pm**