

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
FEDERATED GOVERNING BODY PREMISES COMMITTEE HELD ON FRIDAY 25
FEBRUARY 2022 AT 12.00 NOON VIRTUALLY AND AT CHURCH HILL NURSERY
SCHOOL**

Present: Mr Mark Brown (Chair)-Co-opted Governor (MB)
Ms Katy Thompson-Co-opted Governor (to 1pm) (KT)
Ms Helen Currie-Executive Head Teacher (HC)
Ms Pauline France-Local Authority Governor (PF)

Clerk to the Governors: Ms Caroline Russell

Also present: Ms Hasina Rashid, Federation Business Manager (HR)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.1.	Flooring Works: HR to progress	HR	Ongoing
3.2.3.	Mud in CHNS Garden: Use of £10,000 capital funding AGREED , HR/HC to discuss with contractor	HC/HR	Ongoing
3.2.4. /4	Pedestrian and Vehicle Gates at LHNS/Ferguson Centre Site: PF/MB to liaise with LBWF per minute RM/AF-S.	PF/MB	Ongoing
4.3	Fire Drills: Due at both schools this term	HC/HR	Ongoing
7.3.	Safeguarding Training: Requested via GovernorHub	WFGS-DH	As soon as possible
8.1	Future SEND Provision: HC to liaise with MO (CEO of AAT) and governors to visit the Ronald Openshaw Nursery Education Centre, LB Newham.	HC/MO/governors	Ongoing
9	General Data Protection Regulation: HR/AE to liaise.	HR/AE	Ongoing
10.	Policies: HR to source re stress management and menopause.	HR	Next meeting
11	Date and Time of Next Meeting: Friday 17 June 2022-12 noon-Zoom. Draft agenda items per minute	All to note, Schools+ GS to action	17-06-2022

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the Chair.

1.2 Apologies for Absence

There were no apologies for absence.

1.3 Quorum

The meeting was quorate throughout per the legal minimum of 3.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in 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 12 November 2021

These were received and accepted, considered signed, e-copies to be retained by the School and Governor Services.

3.2. Matters Arising

3.2.1. Flooring Works

ACTION: HR to progress.

3.2.2. Leaking Window in Kitchen at CHNS

ACTION: HR to consider (caretaker/maintenance contractor).

3.2.3. Mud in School Garden

Various options were discussed noting that the School has some capital funding which could be used (up to £10,000 **AGREED**).

ACTION: HR to discuss with contractor.

3.2.4. Pedestrian and Vehicle Gates at LHNS

A wall has been dug out but the pedestrian gate still needs adjusting. The issue of the car park gate is outstanding noting that the Ferguson Centre building is being vacated after which access will be needed by LBWF but the site, shared with the Nursery will need to be secured.

ACTION: HC to liaise with AF-S/RM.

3.2.5. Unit Costing

This can be raised at the next School Facing Financial Challenge meeting noting that HR has a costed Business Plan with estimated hourly rates for 30 hours Universal Early Educational Entitlement and a rate for 2 year olds. The LA are considering top up funding for two year olds.

3.2.6. Accidents

Accident data is considered at agenda item 5.1.

4. REVIEW OF PREMISES PLAN 2021-2022 AND BUILDING MAINTENANCE REPORT FOR THE FEDERATED NURSERY SCHOOLS-SCREENSHARED

4.1. Maintenance contracts were reviewed. The lighting maintenance contract has been reviewed with electrical faults at both schools to be rectified.

4.2. Most items have been updated including portable appliance testing. Contact has been made with the LA re a tree survey following concern expressed re the condition of a willow at the front of the CHNS site. Ideally, any works can be carried out via a service level agreement contracted through LBWF.

- 4.3. Asbestos and legionella surveys are due with AF-S emailed as now out of date.
ACTION: Fire drills need to be done at both schools this term.
- 4.4. Fixed electrical testing is due at LHNS (Campions to inspect at LHNS).
- 4.5. **ACTION:** Re gate maintenance at LHNS PF and MB will liaise with LBWF AFS + RM-Head of Schools' Delivery/Capital Growth outlining site safety issues as the Ferguson Centre closes and complaints re site access and egress dating back to 2018 and affecting staff well-being.

5. HEALTH AND SAFETY MATTERS

5.1. Staff Well-Being

This was noted per minute 4.

5.2. COVID Risk Assessments

5.2.1. These need to be revised as COVID restrictions end. LBWF is expected to issue public health guidance shortly which the Schools will follow. Concern was expressed about unvaccinated staff noting that the guidance is likely to say that they should stay at home if they have COVID. Schools could buy into a private provider for testing kits. It is hoped that staff stress re COVID will reduce as restrictions end and noted that pay will reduce to ½ pay following 6 months absence in a rolling year.

5.2.2. The future onus will be on individual staff re testing with families advised to test if have symptoms. In future, it is likely that COVID will be treated like any other contagious disease. However, the School does not have a CO2 monitor, personal protective equipment and sanitising routines with visitors to be minimised and on an appointment only basis.

5.3. Accident Reporting

5.3.1. Data was noted re head injuries, indoors/outdoors and children with no accidents. The increase in head injuries and outdoor accidents reported is considered to reflect the reopening of the School following lockdown. The meeting noted the need to attend to the play surface at LHNS and to maintain staffing ratios.

5.3.2. Details of an accident to a staff member were noted (reported to WF-slipped on spilt jelly). Staff working at lunchtimes have received further training re cleaning routines, no puddings except Friday, more fruit and no jelly. Children taking lunch have been spaced out with school meals taken reduced in number recently so a separate packed lunch area is provided.

6. INVENTORY

This item was noted for consideration at the next meeting.

7. SAFEGUARDING MATTERS

7.1. MB noted that he had visited CHNS on 03-12-2022. An extensive health and safety questionnaire had been reviewed and an early years statutory guidance audit reviewed.

7.2. Flooring in the red classroom at CHNS needs replacement and at LHNS security lighting needed for the pedestrian passage from Low Hall Lane into LHNS. Closure of the Ferguson Centre was noted with future occupation unclear possibly

guardianship. Wheelchair access needs updating possibly via a ramp and a large window in Cheetah room needs privacy stickers on it. The Single Central Record has been updated.

- 7.3. Re safeguarding training this is provided via GovernorHub with safeguarding training to be asked for via WFGS and all governors reminded re safeguarding requirements at FGB meeting relating to Keeping Children Safe in Education.
ACTION: WF governor services to be asked to arrange.

8. SCHOOL DEVELOPMENT PLAN PRIORITIES INCLUDING FEDERATION SUSTAINABILITY AND PREMISES FIT FOR FUTURE PURPOSES

- 8.1. The premises plan has been considered re 2 year old provision and open visiting. HC stated that she considers that a business plan is needed re SEND provision given the number of EHCP plans at the schools.

- 8.2. A governor visit to Ronald Openshaw Nursery Education Centre (LB Newham) re resourcing of the SEND provision and the federation will apply for Goldmark SEND provision.
ACTION: HC to liaise with MO (Chief Executive Officer of AAT).

9. GENERAL DATA PROTECTION REGULATION

- 9.1. It was noted that AE is to undertake training re Freedom of Information and subject access requests and nominated Data Protection Officer.
ACTION: HR/AE.

10. POLICY REVIEW

- 10.1. Lettings
Inclusion of content from Keeping Children Safe in Education was noted.
- 10.2. Future Policies
These are needed re stress and menopause.
ACTION: HR to source, agenda item next meeting.

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 11.1 Date and Time of Next Meeting
Friday 17 June 2022-12 noon-Zoom.
- 11.2.. Draft Agenda Items for Next Meeting
- Welcome/Apologies for absence.
 - Declarations of interest/quorum.
 - Minutes and matters arising from the last meeting held on 25 February 2022.
 - Review of federated schools premises plan and building maintenance report.
 - Health and Safety matters: Staff well being/accident reporting/post COVID and public health guidance and maintaining safety precautions on both sites.
 - Inventory.
 - Safeguarding matters.
 - SDP priorities including federation sustainability and premises fit for future purposes.
 - General Data Protection Regulation.
 - Policy Review: Stress and menopause.
 - Date and time of autumn term meeting and draft agenda items.
 - Any other business/confidential items.

12. ANY OTHER BUSINESS

There was none.

The meeting closed at 1.45 p.m.