

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
(CHURCH HILL AND LOW HALL NURSERY SCHOOLS) GOVERNING BODY PREMISES
COMMITTEE HELD ON FRIDAY 18 OCTOBER 2024 AT 9.30 A.M. VIRTUALLY**

Present: Mark Brown (Chair)-Co-opted Governor
Lindsay Read-Staff Governor and DHT
Pauline France-Local Authority Governor

Also in Attendance: Hasina Rashid, Federation Business Manager

Clerk to the Committee: Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.2.1.	Use of Ferguson Centre Building by LHNS: HT to register an interest in principle with GB support.	HT/FGB	Ongoing
6	Building Maintenance: (i)HR to contact electrician re sensor light. (ii)Accident Reporting : Use DCF to fund Smartlog and pilot at CHNS for report to FPP committee.	HR HR	Ongoing Ongoing
8	Safeguarding: (i) MB/HC to liaise re visit, governors to confirm have read KCSIE and undertaken updated training.	MB/HC	Ongoing
9	Supervision Training: HT/HR/LR to discuss supervision and identify dates and pairings. Physical if possible.	HT/HR/LR	Ongoing
12	Date and Time of Next Meeting: Friday 28 February 2025-9.30 a.m.-Virtual.	All to note. School/GS to action.	28-02-2025

1. **WELCOME AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting with no apologies for absence. The meeting was quorate per the legal minimum with 3 governors present.
2. **DECLARATIONS OF INTEREST:** There were no declarations of interest in any of the following agenda items.
3. **ELECTION OF CHAIR AND VICE CHAIR OF THE COMMITTEE FOR THE CURRENT ACADEMIC YEAR 2024/5 (ELECTIONS CONDUCTED BY CLERK):**
 - 3.1. Election of Chair: Mark Brown was elected unanimously. (Proposed by Mark Brown and seconded by Pauline France.
 - 3.2. Election of Vice Chair: Pauline France was elected unanimously (temporary/interim pending additional membership). She was proposed by Mark Brown and seconded by

Lindsay Read.

4. COMMITTEE TERMS OF REFERENCE: It was unanimously **AGREED** to readopt these as continuing to reflect the current remit of the committee.

5. MINUTES:

5.1. Minutes of the Last Meeting Held on 28 June 2024: These were received and **AGREED** considered e-signed for retention by the federation and Governor Services on Governor Hub.

5.2. Matter Arising:

5.2.1. Use of Ferguson Centre Building by LHNS: It was reported that AFS (LBWF Asset Manager) had agreed to raise this with the relevant people with a request that a feasibility study be undertaken including part use of car park. This has also been raised in a School Facing Financial Challenge meeting re use of the grounds at the back of the School where traffic pollution levels are lower. It was noted that the future of the Ferguson Centre is uncertain with a need to assess renovation and running costs carefully. If used for 2 year olds staff and running costs would be higher so a business plan would be need possibly to include even younger children.

ACTION: HT to register an interest in the site in principle with Governing Body support.

6. BUILDING MAINTENANCE REPORT-PRIOR E-CIRCULATED ON GOVERNOR HUB-HR SCREENSHARED:

6.1. Building Asset Plan for CHNS and LHNS:

6.1.1. Use of SmartLog for Accident Reports: This was displayed and explained to the Committee including a function to submit job tickets for a range of areas including accidents and maintenance. The majority have been completed with the log helping to identify costs, trends, time and effectiveness of response. The majority of tickets raised are for LHNS.

ACTION: HR to contact electrician re sensor light (health and safety).

6.1.2. Rodent Droppings: Action has been taken.

6.1.3. Fire Risk Doorguards at CHNS and LHNS: These have been commissioned and repaired by LBWF.

6.1.4. Heating at LHNS: This is not working so the contractor responsible has been recalled.

6.1.5. Replacement Windows and Doors at LHNS: LA works are scheduled for ½ term including re a skylight.

6.1.6. Accident Reporting: The Smartlog system gives period, who involved, location and generates a report. Parents must be informed with staff concerned to complete the form for the information of families and school.

ACTIONS: Use DCF to fund and pilot at CHNS for report to FPP Committee.

6.2. Asset Management and Improvement Plans-Screenshared:

6.2.1. LHNS: A 2 year old room has been created in response to very low numbers. There is a 2 year old waiting list for daycare so sleep space if needed following review of the total area available to include rainbow room, office and kitchen. Possible part time 15 hours provision is available so a grant for 2 year old breakfast club has been applied for to the end of the School year. It is hoped to increase numbers returning for 3 year old provision as there is

currently a loss of children to other nurseries locally. A possible application for match funding at LHNS could be made re development of outdoor space. WF had funded signage improvements at LHNS but the entrance gate needs to be relocated. LHNS outstanding items include windows and fire risk assessment items.

- 6.2.2. CHNS: Sliding doors need replacement. These could be changed to windows but this would be costly.

Completed Works: These were noted re willow fencing, kitchen renovation, relocation of 2 year old room/staffroom (cost £10,439). A window is needed in the main office possibly match funded.

Reports were noted as red, amber and green rated re statutory or condition survey generated items.

7. **HEALTH AND SAFETY REPORTING 2024/5:**

- 7.1. LHNS: Accidents reported were 35 head injuries, 1 to hospital and 140 accidents in the summer term.

- 7.2. CHNS: Head injuries 35, 0 to hospital 285 accidents. Smartlog analysis is by gender, and location and can include trainers and training log and risk assessments.

- 7.3. Fire Risk Assessment and Emergency Plan: This needs to be tested on the January INSET day.

8. Safeguarding Report: It was noted that training update is needed and that Prevent duty training has been allocated. At LHNS there is Social Care involvement.

ACTION: MB/HC to liaise re visit and governors to confirm that they have undertaken updated training and read Keeping Children Safe in Education.

9. **5 PILLARS OF WELL-BEING AND STRESS MANAGEMENT POLICY AND PRACTICE :**

Stress factors were noted re premises for staff and parents. Supervision training has been attended by 3 committee chairs for HT/LR and HR including re safeguarding.

ACTION: HT/HR/LR to discuss supervision and identify dates and pairings. Physical if possible.

10. **GDPR POLICY AND PRACTICE:** Training was held in September by AE including re SmartLog. A potential data breach was averted with a policy not to use Whatsapp for reporting of absences.

11. **SUSTAINABILITY MATTERS:**

- 11.1. Major Maintenance: Roof, door and window repairs are ongoing. There is a need to consider the financial sustainability of the Nursery school. Energy contracts are to be renewed with the LA.

- 11.2. Gardens: These are satisfactory at CHNS, at LHNS work is needed including re making a discrete water play area.

12. **DATE AND TIME OF NEXT MEETING:** Friday 28 February 2025-9.30 a.m.-Virtual.

13. **ANY OTHER BUSINESS/CONFIDENTIAL ITEMS:** There were none.

The meeting closed at 11.20 a.m.

Autumn Term 2024