

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY HELD ON FRIDAY 19 MARCH 2021 AT 12.30 P.M. VIRTUALLY**

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

Co-opted Governors

Pauline France

Head Teacher

Helen Currie

Parent Governor

Mark Brown

Clerk to the Governors: Caroline Russell

Also present: Hasina Rashid, Federation Business Manager

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5	Premises Maintenance Issues: HR to follow up/action for both schools.	HR	Ongoing
6	Health and Safety Accident Reporting: HR to follow up/action for both schools and report accident figures to next meeting	HR	Ongoing/ 25-06-2021
7	Inventory: List of redundant IT equipment for write off to be provided to the next meeting	HR	25-06-2021
11.1	Vulnerable Children Supported by FANS During Lockdown: HC to forward details to PF to go to DK	HC/PF	Ongoing
12	Date and Time of Next Meeting: Friday 25 June 2021-12.00 noon-Virtual. Draft agenda items per minute	All to note. School and Governor Services to action	25-06-2021

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

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Chair's Initials:

The meeting was quorate with 4 governors present.

2. DECLARATIONS OF INTEREST

3.1 Standing Declaration of Interest.

Sandra Campbell declared an interest in connection with occasional use of her spouse for minor repairs/building works in the Schools.

3.2 Declarations of Interest re Current Agenda Items

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

4. MINUTES

4.1 Minutes of the Meeting Held on 26-11-2020

Amended minutes were received and agreed to be an accurate record of the meeting, considered signed for e-retention by the federation and LA.

4.2. Matters Arising

Minute reference	Action	Status update
3.2.3.	Lettings and Marketing of LHNS: Social media will be used incorporating positive parental reviews.	Ongoing
3.2.3	Friends of FANS: HR/AE to liaise with a former parent to try to recreate	Ongoing
3.2.4	Key Holder Responsibility: This has now been reallocated to the current cleaner	Completed
5	Management of Site Works: HC to discuss with PF/PD re complaint about behaviour/general management by contractors.	Ongoing
5.2.1.	Governor Recruitment: PF to see if A Malik would be re co-opted	Ongoing
6.2.1.	Sensory Equipment at LHNS: No finance is available for this.	Answered.
7.4	First Aid Courses and Fire Safety/Equipment Training: Majority of staff now trained	Ongoing

5. REVIEW PREMISES PLAN

5.1. Church Hill Nursery School

5.1.1. Tarmacking on the walkway has been extended into the garden and lighting reoriented to the building.

5.1.2. Tree maintenance works have been done but further work is needed.

ACTION: Recommendation of RMS Trees-PF to provide contact details/HR to contact AFS/Parks team for quotes.

Chair's Initials:

- 5.1.3. Replacement flooring is needed in the lobbies of both schools for which a match funding bid will be submitted by 01/05/2021 based on visual hazard.
- 5.1.4 The playhouse will have a window inserted for safeguarding reasons (SC spouse to action). Replacement decking will be provided to the front of the house and a storage container made for the P.E. mat.
- 5.1.5. There has been a neighbour complaint re child noise when children are playing on the slide so will try to infill under the slide.
- 5.1.6. A gap in a boundary fence will be filled following reports of an unaccompanied male having conversations with children.
- 5.1.7. CHNS reserves will be ring fenced for possible future use for a pavilion.
- 5.1.8. Trellis will be offered to address a neighbour's privacy concerns.
- 5.2. Low Hall Nursery School
- 5.2.1. Fire remedial works and safety surfacing works are needed which can be match funded. HR will submit a bid. It was noted that the roof needs replacing and is on the LBWF list of works.
- 5.2.1. AFS has advised re eligible uses of WF funding. A muddy area near safety surfacing needs edging.

6. HEALTH AND SAFETY ACCIDENT REPORTING

- 6.1. Church Hill Nursery School
- 6.1.1. An accident to a pupil falling on the playhouse and needing hospital treatment was noted with a rough edge to be taped.
Accidents when staff fell in the gardens at CHNS and LHNS were noted with edging/picket fencing to be considered.
- 6.1.2. Materials stored in corridors have been dealt with and a red pull cord in the disabled toilet needs replacing. The 'circle room' has been de-cluttered and 1st Aid signs replaced. A new closer is needed in the sensory room.
- 6.2. Low Hall Nursery School
 - An issue re the boiler and written schemes of inspection has now been advised to LBWF insurance.
 - Fire risk works at LHNS can be match funded.
 - The water risk assessment provider has now been changed.
 - A padlock has been replaced with a door access system.
 - Site services officer training has been provided.
 - Risk assessments have been provided for a leaf blower and jet wash.
 - Garden path slip resistance is to be reviewed.**ACTION:** HR to follow up all including details of COVID risk assessments and adaptations.

7. INVENTORY

- 7.1. Church Hill Nursery School

Details were noted of redundant IT which was **AGREED** for write off as unusable irrecoverable. (Laptop, tablet, 2 i pads). Hard drives have been updated in both schools with some disposals needed.

ACTION: Further list of redundant equipment to be provided to the next meeting.

8. **POLICIES**

- 8.1. HR/AE have transferred policies from the school website to GovernorHub which includes an e-sign facility. These include the Freedom of Information Act policy and emergency response plan with COVID issues covered in the risk assessment.

9. **SUSTAINABILITY**

HC reported that COVID has had a negative impact on sustainability with more disposable and fewer recyclable products used. However, reusable crockery is being used. This has impact negatively on finances and the environment.

10. **GENERAL DATA PROTECTION REGULATION**

- 10.1. An audit report (February 2021) was circulated from the Data Protection Officer. Generally the recommendations were low priority the schools being considered to be low risk overall.
- 10.2. Medium risk recommendations to be addressed include re data sharing, subject access requests (to be logged) and a new Freedom of Information Act policy (standard policy for adoption sent for update with contact names).
- 10.3. There will be whole school Data Protection training in September which can include governors.

11. **SAFEGUARDING**

- 11.1. SC and MB met virtually on 17/12/2021 to check this area with the schools considered to be compliant in all areas.
- HC will investigate an incident with a neighbour (reported above).
 - Use of 'My Concern' system is being developed.
 - Prevent training was reported.
 - Replacement soft surfaces at LHNS are to be considered as injuries were reported to LBWF as necessitating time off and medical intervention.
 - Pupil accident figures will be reported to the next meeting.
 - A split lip injury was noted at LHNS.
 - PF reported attendance at a governors' briefing with a presentation received from DK re support for vulnerable children in schools during lockdown.
- ACTION:** HC to forward details of vulnerable children supported by federation schools to PF to be sent to DK.

12. **DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 12.1 Date and Time of Next Meeting
Friday 25 June 2021-12noon- Virtual.
- 12.2 Agenda Items
- Welcome/apologies for absence/quorum
 - Declarations of interest
 - Minutes and matters arising from the meeting held on 19-03-2021
 - Review Premises plan items for CHNS/LHNS.
 - Health and safety accident reporting

- Policies.
- Sustainability
- Inventory
- GDPR
- Fire risk assessment/fire emergency plan
- Friends of FANS
- Date and time of next meeting
- Any other business

13. ANY OTHER BUSINESS

13.1. Support staff at LHNS

Following a departure an agency fee will be paid for cleaning services at CHNS and LHNS.

13.2. Spring Holiday Play Scheme at CHNS for 30 Children

This was noted.

The meeting closed at 2.15 p.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
