

## LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Wednesday 17 October 2018 at 6.30 p.m.

**Present:** Juliet Cassidy (Chair) Charlotte Mayers (Associate Member)  
Cherry Baker Ruth Munro  
Jo Berry (Associate Member) Louise Muntun (Associate Member)  
Jess Craig Steve Tedbury  
Dan Evans Bev Turner (Headteacher)

**Also attended:** Councillor Helen Lee-Parsons (Prospective Governor)  
Julia Neumann (Jigsaw - Observer)  
Beryl Hawkins (Clerk to the Governors)

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1. **APOLOGIES** Apologies for absence were received from Mark Given, Alex Hardy, Verna Prodrick and Lucy Steward.
2. **DECLARATIONS OF INTEREST** There were no declarations of interest.
3. **MEMBERSHIP**
  - 3.1 The governing body received the resignation of Mark Given with immediate effect.
  - 3.2 Councillor Helen Lee-Parsons was welcomed to the meeting. All governors introduced themselves. Helen gave governors an insight into her links with Windham and her interest in being a governor.
4. **MINUTES** The minutes of the meeting of the governing body held on 27 June 2018, including a confidential minute, were **confirmed and signed** (copies in the minute book). The governing body reviewed progress against the action agreed.

### Arising from the minutes:

- 4.1 **Windham Seventieth Anniversary (Ref: Minute 6.3)** Staff and governors reported on the success of the 70<sup>th</sup> anniversary celebration, with many attending from the neighbourhood of the school, children helping and good income raised.
- 4.2 **School Development Plan (SDP) and School Self-evaluation) SSE (Ref: Minute 6.4)** Bev Turner reported that she had been working on the SDP and SSE, many of the aims would be continuing, and the documents would be finalised and presented to the next meeting of the governing body following agreement of performance management targets.
- 4.3 **Attendance (Ref: Minute 6.6)** The governing body received the attendance summary on attendance percentages including some data for Summer (3b) 2018. Bev stated that a full set of data would be available after half term.

In response to a question from a governor, Bev confirmed that there had been more emphasis on attendance at home visits.

- 4.4 **Governors' Visits (Ref: Minute 7)** The governing body **agreed** that:

- Cherry Baker should contact Bev after half term to arrange a visit linked to the school development plan.
- Bev should agree a programme of visits for the year with the Curriculum and Standards Committee with a tight focus, for example, on transition, use of the Early Years Pupil Premium grant (EYPPG).
- Katy Heale should be included in the programme of visits.

**ACTION BY: Cherry Baker, Bev Turner, C&S Committee**

**4.5 EYPPG** It was noted that there were currently eight pupils eligible for EYPPG (3 a.m. including a Jigsaw child, 4 p.m., 1 a.m. 2yo).

**Question: When is EYPPG received?**

**Answer:** It is received termly. The first payment is due soon.

**Question: Can the grant be spent on staffing?**

**Answer:** Yes. But it is a small amount so would not go far on staffing.

Bev gave examples of how the grant had been spent in her experience – to support a parents' club, for a cooking club, on trips.

**Question: Is the grant available for Jigsaw children?**

**Answer:** Jo Berry agreed to check whether any Jigsaw children might be eligible for the grant.

**ACTION BY: Jo Berry**

**5. SEND FUNDING CONSULTATION WORKSHOPS** Steve Tedbury reported from the AfC SEND funding workshop held on 16 October 2018:

- The consultation workshops of governors and headteachers, run by Ashley Whittaker, AfC Project Leader, had been called to try to find solutions to the funding shortfall for special educational needs and disability (SEND).
- One of the reasons for the shortfall was the government's decision to raise the age of eligibility from 19 to 25 without adequate funding.
- Ages at which children started to attract funding were fairly evenly spread, but reached a peak in Years 6 to 8 when pupils faced pressure at secondary school. It was agreed that support should begin as early as possible.
- About a fifth of the total education budget was spent on SEND.
- Suggested solutions included reducing independent provision.
- There was consensus that more should not be taken from the Direct Schools Grant.

It was **agreed** that:

- Dan, Juliet, Bev and maybe Charlotte should attend the workshop to be held on 15 November 2018.
- Steve should ask for the slides from the workshop and also information from Niki Crookdake, Chair of the Schools Forum, to send to governors.

**ACTION BY: Dan Evans, Juliet Cassidy, Bev Turner, Charlotte Mayers, Steve Tedbury**

**6. REPORT OF THE HEADTEACHER** The report of the headteacher was **received** (copy in the minute book), including:

- October 2018 school profile
- 2018/19 ethnicity profile
- attendance summary (see Minute 4.4)

Bev highlighted key points in her report and answered governors' questions. It was noted that:

- Staff appraisals would start after half term.
- The new pupil performance assessment system was easier to use but it was too early to judge its usefulness for analysis.
- The school would be starting to use the Power of Reading reading scheme.
- The school had applied for a grant for an air filtration system.
- Parents were being surveyed on their wishes in advance of future planning.

**Arising from the report:**

**6.1 Parents Staff Friends Association (PSFA)** The governing body was pleased to learn that the PSA was active and motivated.

**6.2 Moonbeams** It was noted that:

- Since funding had been cut for the speech and language therapist, a possible funding source through a charitable donation was being investigated.
- In the meantime, AfC would have sufficient work for Moonbeams staff to be employed for the autumn term, visiting settings and the like.
- Jo Berry would be starting to use Early Birds in the spring term for 12 weeks, working with a partner.

**6.3 Parent Exit Surveys** Bev reported key points from the parent exit surveys:

- One hundred percent of parents either agreed or strongly agreed with all the statements in the questionnaire apart from 'The school is led and managed well', and 'Staff work effectively with the school to resolve conflicts', where parents didn't know.
- Changes that parents wanted included: nap times for children attending for 30 hours; the Council to be forced to increase contributions; an increase in voluntary payments.

The governing body **agreed** that the survey findings should be made available in the staffroom and tabulated for governors. It was agreed that the report should include the findings for the Rocking Horse Club.

**ACTION BY: Bev Turner**

**7. SUMMER TERM VISIT OF THE SCHOOL IMPROVEMENT PARTNER (SIP)**

The governing body received a report from Charis Penfold, SIP, for her summer term visit, carried out on 12 June 2018 (copy in the minute book). Juliet stated that she had received the report on 26 July 2018. The governing body **agreed** that Bev should inform Charis of the dates of governing body meetings for the

second half of each term and ask for her termly meetings to be early enough for her report to be available a week in advance of the governing body meetings.

**ACTION BY: Bev Turner**

Governors queried whether there was a conflict of interest between Charis being Director of Education Services for Richmond and also SIP for Windham. The governing body **agreed** that her guidance and support was helpful and that she should continue to be the school's SIP for the immediate future.

It was noted that the next visit had been arranged for Friday 9 November 2018 at 1 p.m. Juliet and Jess volunteered to attend the meeting. It was agreed that attendance should be confirmed in the week after half term.

**ACTION BY: Bev Turner, Juliet Cassidy, Jess Craig**

**8. FINANCE, PREMISES AND PAY COMMITTEE** The minutes of the meeting of the Committee held on 22 June 2018 were received (copy in the minute book).

Dan, Bev and Jo updated the governing body on developments with funding for Jigsaw, with particular reference to: the meeting with Zac Goldsmith, MP, on 7 September 2018; visits to other settings to compare provision and funding; the meeting of the Finance, Premises and Pay Committee held on 8 October 2018; and plans for the first meeting with Charis Penfold, Michael Smith (Finance) and Helen Gillespie (Early Years Adviser) from AfC, to be held on 8 November 2018, to consider how Jigsaw should be funded and to look at different models of provision.

It was noted that:

- Eighty four percent of Jigsaw children had transferred to mainstream provision on leaving the setting.
- Finance for Jigsaw was guaranteed until September 2019.
- Ignoring the Jigsaw funding issue, the school was in a slightly better financial position than at the same time a year earlier.

The governing body **agreed** that:

- As many governors as possible should attend the meeting on 8 November – attendance should be agreed after the meeting.
- The school should continue to operate as normal pending the resolution of the Jigsaw funding issue.
- Steve Tedbury should attend for the visit of Zac Goldsmith on 9 November.

**ACTION BY: All, Steve Tedbury**

**9. TEACHERS' PAY AWARD 2018** On the recommendation of the Finance, Premises and Pay Committee the governing body **agreed** to:

retain the existing discretionary pay structure and spine points, increased within the overall national framework by 3.5% for all teachers on the unqualified pay range and main pay range, 2% for all teachers on the upper pay range and leading practitioner pay range, 2% on all allowances, and 1.5% to all teachers on the leadership pay range.

It was noted that the option could take a month for payroll to set up but that it would be backdated to 1 September 2018.

**10. CURRICULUM AND STANDARDS COMMITTEE** The Committee received the minutes of the meeting of the Committee held on 27 June 2018 (copy in the minute book).

**11. GOVERNORS' VISITS** See Minute 4.4.

## **12. POLICIES DUE FOR REVIEW**

**12.1** On the recommendation of Bev Turner and Mark Given (Safeguarding Governor), the governing body approved the **Child Protection and Safeguarding Policy**.

**12.2** Bev stated that she had arranged for Sarah Herbert, AfC Lead Education Adviser for SEND, to review the **SEND Information Report** through SPARK.

**12.3** It was noted that Mark Given had reviewed the **Data Protection Policy** and **Privacy Notice** previously approved by the Curriculum and Standards Committee and found them to be up to date and compliant with the General Data Protection Regulation.

Mark had advised that any data collected by the PSA needed to be collected and stored in line with the Policy. It was noted that the PSA would need to register with the ISO and that Charlotte Mayers would be working with them to ensure that they were compliant.

**12.4** Charlotte Mayers agreed to check whether the **Freedom of Information Publication Scheme and Access Policy** was covered in the Data Protection Policy.

### **ACTION BY: Charlotte Mayers**

## **13. TRAINING AND OTHER EVENTS**

**13.1 Safeguarding** Dan Evans reported that he had attended the Level 1 Safeguarding INSET at Windham on 3 September 2018. It was noted that the course had been comprehensive.

**13.2 SEND** It was noted that Juliet, Alex and Jo had attended the AfC SEND conference on 3 July 2018: speakers included young people saying that they want to be heard, but not singled out as different; headteachers speaking about how they use PPG funds; other participants speaking about what SEN provision might look like in 2020.

Governors agreed that SEN advisory teachers needed to ensure that needs are being identified and met; their help was needed to help write EHCPs (Education, Health and Care Plans).

It was noted that to date only one pupil in the nursery had been identified as having SEN and the case had been referred to Helen Gillespie.

Juliet offered to send the slides from the conference to anyone who wished to see them.

**13.3 Leading in Partnership** It was noted that Bev and Juliet had booked to attend Leading In Partnership on 16 November 2018.

**13.4 First Aid Training** Bev reported that all staff were now first aid trained.

## 14. GOVERNING BODY ACTION PLAN

**14.1 Appointments to the Governing Body** The governing body **agreed** that an election should be held for three parent governors after half term and that parents should be informed that the governing body was particularly interested in people who had skills in the areas of finance, education and marketing.

The clerk **agreed** to send a copy of the AfC parent election guidelines to Bev.

The governing body further **agreed** that:

- Katy Heale should be appointed as an associate member of the Curriculum and Standards Committee (with voting rights) with immediate effect.
- Dan Evans, Cherry Baker and Juliet Cassidy should be reappointed as co-opted governors with effect from 8 November 2018.
- Charlotte Mayers should be reappointed as an associate member of the Finance, Premises and Pay Committee (without voting rights) for a term of four years with effect from 8 November 2018.

It was noted that Lucy Steward did not intend to seek re-appointment. Juliet Cassidy agreed to contact Alex Hardy and Verna Prodrick with regard to their governorships.

### **ACTION BY: Bev Turner, Beryl Hawkins, Juliet Cassidy**

**14.2 Code of Conduct** Juliet reported that a code of conduct had been drafted based on the model supplied by AfC. The governing body **agreed** that the code should be circulated with the minutes for comment with a view to it being adopted and signed by all governors at the next meeting of the governing body.

### **ACTION BY: Beryl Hawkins, All**

**14.3 Governing Body Structure and Terms of Reference** The governing body agreed that its structure should take account of the major contribution of non-maintained specialist provision, which brought with it £150,000 of the school's income. It was suggested that the Curriculum and Standards Committee might take on more responsibility in this area and that some of its work might transfer to the whole governing body.

The governing body **agreed** that review of its structure and terms of reference should be revisited higher up the agenda at the next meeting with the input of new governors. In the meantime, governors should submit ideas and Juliet and Bev should consider ideas in the light of the Leading in Partnership course.

### **ACTION BY: Juliet Cassidy, Beryl Hawkins, Bev Turner, All**

**14.4 Annual Work Plan** The governing body **agreed** that the annual work plan should be reviewed in conjunction with the review of governing body structure.

**14.5 Performance Adviser** The governing body confirmed the appointment of Charis Penfold as the school's performance adviser. It was noted that Juliet, Cherry and Bev would be meeting on 18 October 2018 to set the headteacher's performance targets.

**15. CARETAKER** It was noted that the caretaker was leaving and that the school was looking to recruit a successor.

**16. CONFIDENTIALITY** No confidential minutes were agreed.

**17. FUTURE MEETINGS** The governing body **confirmed** dates of future meetings:

	Reports to Clerk	Agenda Despatch
Wednesday 5 December 2018 at 6.30 p.m.	27/11/18	28/11/18
Monday 11 February 2019 at 6.30 p.m.	1/2/19	4/2/19
Thursday 21 March 2019 at 6.30 p.m.	13/3/19	14/3/19
Tuesday 14 May 2019 at 6.30 p.m.	6/5/19	7/5/19
Thursday 27 June 2019 at 6.30 p.m.	19/6/19	20/6/19

The meeting ended at 8.50 p.m.

<b>Windham Nursery School Governing Body Minutes Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>4.4 Governors' Visits</b>	Contact Bev Turner to arrange a visit linked to the SDP. Agree a programme of visits for the year with the Curriculum and Standards Committee	Cherry Baker After half term Bev Turner For C&S on 21/11/18
<b>4.5 EYPPG</b>	Check whether any Jigsaw pupil might be eligible for EYPPG	Jo Berry Immediate
<b>5 SEND Consultation</b>	Attend workshop  Request slides from workshop and information from Niki Crookdake	Dan Evans, Juliet Cassidy, Bev Turner, Charlotte Mayers 15/11/18 Steve Tedbury Immediate
<b>6.3 Parent Exit Surveys</b>	Arrange for surveys for nursery, Jigsaw and Rocking Horse Club to be tabulated and presented to governors.	Bev Turner For 5/12/18
<b>7 SIP Visit</b>	Agree visit dates with Charis Penfold to fit with GB meetings Agree attendance for SIP visit and attend as agreed	Bev Turner Immediate Bev Turner, Juliet Cassidy, Jess Craig Week after half term for visit on 9/11/18

<b>8 Jigsaw Funding</b>	Agree attendance at AfC meeting on 8/11/18 Attend for visit of Zac Goldsmith	All Immediate Steve Tedbury 9/11/18 at 10 a.m.
<b>12.4 FOI Information Scheme and Access Policy</b>	Check whether further action required	Charlotte Mayers Immediate
<b>14.1 Appointments to the governing body</b>	Hold election for three parent governors Send parent election guidelines to Bev Turner Contact Alex Hardy and Verna Prodrick with regard to their governorships	Bev Turner After half term Beryl Hawkins Immediate Juliet Cassidy Immediate
<b>14.2 Code of Conduct</b>	Finalise draft code of conduct and circulate with minutes for comment Adopt and sign code of conduct	Beryl Hawkins Immediate Governors Immediate and on 5/12/18
<b>14.3 GB Structure and Terms of Reference</b>	Review GB structure and TOR as agreed	Juliet Cassidy, Beryl Hawkins, Bev Turner, All Immediate and for 5/12/18