

LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Wednesday 7 December 2016 at 6.30 p.m.

Present: Juliet Cassidy (Chair) Dan Evans
Sarah Brodie (Headteacher) Mark Given
Anne Fouché Steve Tedbury

Also attended: Beryl Hawkins (Clerk to the Governors)

- 1. APOLOGIES** Apologies for absence were received from Cherry Baker, Jess Craig, Alex Hardy, Ruth Munro, Verna Prodrick and Lucy Steward.
- 2. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 3. MINUTES** The minutes of the meeting of the governing body held on 11 October 2016 were **confirmed and signed** (copy in the minute book). The governing body reviewed the action agreed.

Arising from the minutes Mark Given **agreed** to complete the drafting of the first **newsletter** by Friday 16 December 2016.

ACTION BY: Mark Given

- 4. TERMS OF REFERENCE** The governing body considered proposals for the delegation of policy review (copy in the minute book). The governing body welcomed the proposals and **agreed** that the policies should be reviewed as proposed and approved by committees, groups and named governors except that, following review, policies that statutorily required governing body approval and all safeguarding related policies should be submitted to the governing body for approval.

ACTION BY: Beryl Hawkins

- 5. MEMBERSHIP** The governing body **agreed** that:
 - The number of elected parent governors should not be reduced and that the instrument of government should not be changed.
 - Given that the only vacancy was for an elected parent governor the governing body agreed that Anne Fouché should be appointed as an associate member of the Curriculum and Standards Committee for a term of four years with effect from 13 January 2017.
 - Sarah Brodie should organise an election for a parent governor at the beginning of the spring term.
 - Parents should be informed that the term of office is four years but that they should not feel that they cannot resign before the end of the term if they no longer have a child at the school.
 - Parents should also be informed that the governing body would particularly like to increase expertise in the areas of finance and additional needs, but skills in these areas were not a requirement.
 - Governors should review their profiles on the school website and send any revisions to Charlotte Mayers.

ACTION BY: Sarah Brodie, All governors

6. AfC DOCUMENT PORTAL The governing body considered a proposal to use the AfC Document Portal for storage of Windham governing body documents. Governors agreed that it would be useful if documents were stored on the portal rather than being emailed to governors provided governors were alerted by email when the portal had been updated. The governing body **agreed** that Juliet Cassidy and Beryl Hawkins should investigate use of the portal.

ACTION BY: Juliet Cassidy, Beryl Hawkins

7. CHAIR AND VICE-CHAIR The governing body noted that the term of office as chair and vice-chair for Juliet Cassidy and Mark Given ended in the autumn term. Juliet and Mark both agreed that they would be willing to continue for a further year. Governors **agreed** that they should continue and that the elections should be an item on the agenda for the next meeting of the governing body.

Governors thanked Juliet for her work in keeping everything running smoothly.

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

- Update on school self-evaluation
- Attendance summary
- Curriculum talk summary – parent feedback
- Baseline data summary

Sarah highlighted aspects of her report and answered governors' questions. Arising from the report:

8.1 EYFS Curriculum Talk Sarah Brodie **agreed** to provide an amended copy of the feedback from parents on the EYFS Curriculum Talk.

ACTION BY: Sarah Brodie

8.2 Attendance In answer to a question from a governor, Sarah stated that she was required to collect data on attendance and that any correlation between attendance and performance for groups would be further investigated.

8.3 Early Years Pupil Premium (EYPP) In response to a question from a governor, Sarah stated that the school now knew which children attracted EYPP grant and would be considering how the grant, amounting to C£75, could be used to meet their disparate needs. The governing body **agreed** that Verna Prodrick's visit to be arranged for March 2017 should include use of the EYPP.

ACTION BY: Verna Prodrick

8.4 School Development Plan (SDP) The governing body noted that the SDP had been endorsed by Charis Penfold, Link Inspector, without change. The governing body **approved** the document (copy in the minute book) and congratulated Sarah on establishing the three year plan.

8.5 Special Educational Needs The governing body noted the report on identification of additional needs and the action being taken by the school with regard to formal assessments.

8.6 Pensford Sarah reported that visits to Pensford had been planned for the week beginning 19 June (not as stated in the report).

8.7 In-Service Training (INSET) The governing body noted that the INSET on 3 January 2017 would focus on English as an Additional Language (EAL).

8.8 Quiz Night Governors were invited to the PFSA Quiz Night on 10 March 2017.

9. REPORT OF THE LINK INSPECTOR As the report of the autumn visit was not yet available this item was **deferred**.



10. DEVELOPMENT OF THE CROFT CENTRE The governing body received notes of the AfC Schools' 30 Hours Working Party meeting held on 8 November 2016 (copy in the minute book). It was noted that Sarah had met with Charis Penfold and a number of governors to consider the development of the Croft Centre. The governing body **agreed** that the slides presented by Sarah at that meeting to showing options for use of the Croft Centre should be circulated to all governors. The governing body noted that:

- The school's favoured options were expected to pay for themselves and cover building costs.
- AfC was no longer pursuing the idea of extending Windham's provision in another setting, so was ready to look at Windham's proposal.
- It was not yet clear how much of the Croft Centre would be available and when.
- The proposals would need to allow for Crofters to remain and to continue without disruption.
- Due to a lack of funds for running and maintenance of the flat responsibility was to be transferred to another organisation.

The governing body **agreed** that:

- The school should pursue of the options of: extending additional and different provision for children with social communication needs; running an additional Jigsaw class from September 2017; and offering more outreach provision for children with special educational needs to support parents and settings.
- Sarah should meet with Beverley Butler, AfC Building Development Manager, Education and Children's Services, at the school to discuss the required building adaptations in detail.
- Consideration of the offer of 30 hours provision should be deferred for one year.
- A full proposal for use of the Croft Centre should be brought to the next meeting of the governing body, including timescales, adaptations, revenue and capital funding.
- Sarah should call on governors for support when needed.
- Juliet should email absent governors about the proposals and the decision of the governing body.

ACTION BY: Sarah Brodie, Juliet Cassidy



11. POLICY REVIEW Copies of policies approved by committees were available at the meeting:

Curriculum & Standards

- PSED
- Physical Development
- Communication

Finance, Premises & Pay

- Staff Special Leave
- Staff Health & Attendance
- Fire Safety
- General Risk Assessment

See also Minute 4.

12. CURRICULUM AND STANDARDS COMMITTEE Cherry Baker reported on the meeting of the Committee held on 23 November 2016. In summary:

- Children and staff had settled well.
- Among other things, the Baseline summary had pointed to a clear need to focus on speaking and communications skills. Transport had been chosen as a topic to appeal to the children in the cohort, and in particular those with the greatest needs.
- Louise Munton was congratulated for her work with two year olds (2yo) which had greatly contributed to the success of the settling process for three year olds (3yo).
- Anne's spring term visit would follow up on Cherry's visit to look at the mainstream afternoon group.

Question: The data is illuminating and is obviously being translated into action. How much work is involved and is it manageable?

Answer: The data summary takes one to two days to complete. It is required by Ofsted and is used to set the curriculum.

13. FINANCE, PREMISES AND PAY COMMITTEE The governing body received the minutes of the meeting of the Committee held on 4 October 2016 (copy in the minute book). Dan Evans reported from the meeting held on 1 December 2016. In summary:

- When all adjustments had been made it was likely that spending was slightly over budget. A contributory factor to this was that, unusually, not all afternoon places in the 3yo provision had been filled: the school was likely to be full from January 2017.
- The planning application for the canopy was scheduled to be heard by the Planning Committee on 17 January 2017.

Question: Are the vacancies in the 3yo provision a trend or a one-off?

Answer: The sessional model offered by Windham is becoming less accepted, but if the school decided to offer 30-hour provision it would be able to offer a full time place for children on roll.

Question: Do you have a contractor for installation of the canopy?

Answer: Yes. The school gathered and accepted quotes prior to applying for the canopy to become a permitted development. Scheduling of the work has yet to be agreed.

14. SAFEGUARDING ANNUAL REPORT The governing body **agreed** the annual report on safeguarding (copy in the minute book).

15. GOVERNORS' VISITS

15.1 The governing body received a report from Cherry Baker on a visit to the school on 8 November 2016 to observe the mainstream afternoon group (copy in the minute book). It was noted that the report had been considered by the Curriculum and Standards Committee.

The governing body commended the guidance on what to look for when visiting the school and thanked Cherry for her comprehensive report.

15.2 The governing body **agreed** the programme of governors' visits, linked to the school development plan, for 2016/17 (copy in the minute book).

ACTION BY: Governors

16. MARKETING THE SCHOOL The governing body applauded the high quality of the Windham provision and agreed that further efforts should be made to market the school, including signage at the front of the school. It was **agreed** that consideration should be given to investing in Facebook to promote the school.

ACTION BY: Sarah Brodie

17. GOVERNING BODY TRAINING AND SELF-EVALUATION

17.1 Anne Fouché reported on the How to Challenge Effectively governor training that she had attended on 21 November 2016 and recommended the training to other governors as a good refresher.

17.2 The governing body reviewed the 2015 self-evaluation document and **agreed** that the scores at points 3 and 8 in the Critical Friend section should move up to a 4 as the governing body was receiving a greater level of detail on children's performance and progress data throughout the year, and more about the findings of learning walks and the like and changes made as a result. It was **agreed** that in all other respects the evaluation was still valid.

Juliet **agreed** to update the self-evaluation document and send a copy to the clerk for circulation to governors.

ACTION BY: Juliet Cassidy

17.3 As an action from the training on How to Challenge Effectively Anne agreed to compile a list of questions that could be used for the governing body self-evaluation in autumn 2017.

ACTION BY: Anne Fouché

17.4 The governing body reviewed progress against the work plan:

17.4.1 Juliet reported that the Performance Management governors had completed Sarah's annual performance review and target setting and that the Finance, Premises and Pay Committee had agreed the recommendation on pay.

17.4.2 It was noted that the DfE Benchmarking data was not available when the Finance, Premises & Pay Committee met and that the item had therefore been **deferred**.

18. CONFIDENTIALITY The governing body **agreed** that no confidential minutes were required.

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

	Reports to Clerk	Agenda Despatch
Governing Body Meetings begin at 6.30 p.m.		
Thursday 9 February 2017	31/1/17	2/2/17
Monday 20 March 2017	10/3/17	13/3/17
Tuesday 16 May 2017	8/5/17	9/5/17
Wednesday 28 June 2017	19/6/17	21/6/17
Curriculum and Standards Committee Meetings begin at 9.30 a.m.		
Wednesday 8 March 2017	28/2/17	1/3/17
Wednesday 21 June 2017	13/6/17	14/6/17

Finance, Premises and Pay Committee Meetings begin at 9.15 a.m.

Wednesday 1 February 2017	24/1/17	25/1/17
Thursday 16 March 2017	8/3/17	9/3/17
Friday 12 May 2017	4/5/17	5/5/17
Tuesday 20 June 2017	20/6/17	21/6/17

The meeting ended at 8.35 p.m.

Windham Nursery School Governing Body Minutes Action Sheet		
Minute reference	Action required	By whom and when
3. Newsletter	Complete draft of first newsletter for staff	Mark Given By 16/12/16
4. Terms of Reference	Update terms of reference as agreed	Beryl Hawkins Immediate
5. Membership	Hold election for parent governor Update profile on school website and send to Charlotte Mayers	Sarah Brodie Beginning of spring term 2017 All governors Immediate
6. AfC Document Portal	Investigate use of AfC Document Portal for governing body documents	Juliet Cassidy, Beryl Hawkins Immediate
8.1 EYFS Curriculum Talk	Send amended copy of report for circulation to governors	Sarah Brodie Immediate
8.3 EYPP	Include use of EYPP in next visit	Verna Prodrick March 2017
10. Development of the Croft Centre	Take action as required. Inform absent governors about Croft Centre proposals	Sarah Brodie Immediate Juliet Cassidy Immediate
15.2 Programme of Governors' Visits	Arrange visits as agreed	Governors As per schedule
16. Marketing the School	Consider marketing the school as agreed.	Sarah Brodie Immediate
17.2 Governing Body Self-evaluation	Update self-evaluation document for governors	Juliet Cassidy Immediate
17.3 How to Challenge Effectively	Compile list of questions for next self-evaluation	Anne Fouché Immediate