

LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Thursday 9 February 2017 at 6.30 p.m.

Present:

Juliet Cassidy (Chair)	Alex Hardy
Cherry Baker	Katy Heale
Sarah Brodie (Headteacher)	Ruth Munro
Jess Craig	Verna Prodrick
Dan Evans	Lucy Steward
Anne Fouché	

Also attended: Louise Muntun (Associate Member)
Beryl Hawkins (Clerk to the Governors)

- 1. APOLOGIES** Apologies for absence were received from Mark Given and Steve Tedbury.
- 2. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 3. ELECTION OF CHAIR AND VICE-CHAIR** Juliet Cassidy was elected chair and Mark Given vice-chair for terms of one year ending at the second meeting of the governing body in the autumn term 2017.
- 4. MEMBERSHIP** Katy Heale, parent governor elected for a term of four years ending on 30 January 2021, was welcomed to the governing body. All governors introduced themselves. Juliet Cassidy stated that parent governors had an important role to play in bringing parents' concerns to the governing body and providing a link between parents and governors.

With reference to named governor roles, Sarah Brodie stated that Jo Berry was now the SENCO (Special Educational Needs Co-ordinator). The clerk **agreed** to amend the list of named governor roles.

ACTION BY: Beryl Hawkins

Juliet Cassidy stated that Mark Given was considering resigning from the governing body after one year due to changes in personal circumstances, which would leave the vice-chair and named safeguarding roles vacant. Juliet also stated that it would be helpful for succession for a governor to join the Finance, Premises and Pay Committee.

ACTION BY: Governors

- 5. MINUTES** The minutes of the meeting of the governing body held on 7 December 2016 were **confirmed and signed** (copy in the minute book). The governing body reviewed the action agreed at the last meeting.

Arising from the minutes:

- 5.1 Staff Newsletter (Ref: Minute 3)** The governing body noted that the staff newsletter had been completed and all staff members given a named copy. Jess Craig reported that staff had been pleased to receive the newsletter and would welcome future editions, especially during the time of anticipated developments.

The governing body **agreed** that the newsletter should continue to be published termly and that Juliet should suggest to Mark that it be part of the vice-chair role.

ACTION BY: Juliet Cassidy, Mark Given

5.2 Governor Profiles (Ref: Minute 5) It was noted that Mark had updated his profile. Other governors were **reminded** to write or update their profiles.

ACTION BY: Governors

5.3 Document Portal (Ref: Minute 6) Juliet Cassidy stated that she had looked at the main AfC area of the Document Portal and found it easy to navigate. On Juliet's recommendation the governing body **agreed** to use of the Portal in place of documents being emailed. Governors asked for an email to be sent whenever documents were uploaded to the Portal.

ACTION BY: Beryl Hawkins

5.4 Early Years Pupil Premium Grant (EYPPG) (Ref: Minute 8.3) Sarah clarified that the EYPPG amounted to £75 per pupil per term and that there were currently three qualifying pupils.

5.5 Future Visits (Ref: Minute 15.2) It was noted that Anne Fouché and Mark Given had arranged visits for 7 March 2017. See also Minute 11.

5.6 Marketing the School (Ref: Minute 16) Sarah stated that she would be discussing marketing through Facebook with Mark on 7 March; new flyers advertising the school were tabled and it was noted that they had been circulated. The governing body agreed that:

- The school's new value statement should be included on future issues of the flyer.
- Peter Cowley, AfC IT Consultant, should be consulted about the feasibility of opening a Twitter account for the school.

5.7 Governing Body Self-evaluation (Ref: Minutes 17.2 and 17.3) Anne **agreed** to compile the list of questions for the next annual governing body self-evaluation for consideration at the next meeting.

ACTION BY: Anne Fouché

It was noted that all other agreed action had been addressed or was in hand.

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

- Progress update on the school development plan
- Attendance data

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

6.1 Attendance The governing body **endorsed** the school's policy of recording holiday absences for two-year-olds (2yo) as unauthorised while at the same time agreeing to the absence, and **agreed** that the same policy should apply to absences of 'paid for' two year olds. In answer to questions from governors, Sarah stated that:

- All parents were aware that it was not a statutory requirement for their child to attend school.
- The school was required to keep records of attendance and followed the local authority's policy on recording.
- The school required parents to continue to pay for days when their child was absent.
- Windham's attendance record for the year to date for the mainstream and Jigsaw was similar to that for Surbiton Children's Centre Nursery.

6.2 Rocking Horse Club Sarah reported that Emma Tonge had left and that the vacancy was being covered in the short term by existing Rocking Horse Club staff. In answer to questions from governors, Sarah stated that:

- The arrangements for hot meals were working well, but there would not be a further move towards the 1:6 ratio in the current academic year.
- The children tended to like foods they knew, but some were trying new things.
- Parents were given a 1 to 5 rating on how well their child had eaten.
- About two thirds had taken up the option of a hot meal.

The governing body **agreed** that the hot food option was a good preparation for Reception.

6.3 Pensford The governing body noted that visits to Pensford would take place in the week beginning 19 June 2017.

6.4 Recruitment to Administrative Post The governing body **agreed** that Sarah should ask if she would like a governor to help with the interviews on 6 March 2017 for the administrative post available from 18 April 2017.

ACTION BY: Sarah Brodie

6.5 Quiz Night The governing body **agreed** to form a team for the Quiz Night on 10 March 2017.

6.6 INSET Sarah and Jess answered governors questions about the January INSET, focussing on speaking, particularly for children with English as an Additional Language (EAL), and the key worker relationship:

- Staff have been reviewing their practice in the light of the training.
- The school is trying to place siblings in the same key worker group.
- The training covered aspects of parental involvement and induction packs.
- It would have been useful to have known in advance songs in different languages.
- Fifty percent of the afternoon group is new to English; historically the number new to English has been about one third.
- It is important to know the level of language for each child.

It was noted that for the June 2017 INSET staff would like help with IT skills; this training would be attended by staff governors.

6.7 Play and Observe It was noted that Play and Observe sessions had started.

7. REPORT OF THE LINK INSPECTOR The autumn term report of the Link Inspector, Charis Penfold, was received (copy in the minute book). It was noted that Dan Evans had attended the meeting and that discussion focussed on the Jigsaw proposal. Sarah Brodie **agreed** to circulate the date of the spring term meeting and invite a governor to attend.

ACTION BY: Sarah Brodie

8. CURRICULUM AND STANDARDS COMMITTEE The minutes of the meeting of the Committee held on 23 November 2016 were received (copy in the minute book). Arising from the minutes:

8.1 Occupational Therapy (OT) (Ref: Minute 5.5) In answer to a question from a governor, Sarah confirmed that a Jigsaw dedicated OT started at the beginning of the spring term.

8.2 Applied Behaviour Analysis (ABA) (Ref: Minute 5.2) Sarah answered governors' questions about ABA and the effect on the school of the tribunal's decision. It was noted that the school could not overturn the decision, but could consider asking for funding.

9. DEVELOPMENT OF THE CROFT CENTRE Juliet apologised for not having personally communicated progress on the proposals to governors absent from the last meeting. It was noted that the slides presented to Charis Penfold and Anna Chiva from AfC in December 2016 had been circulated to all governors. Sarah updated governors on developments since the last meeting:

- Since the meeting in December Charis Penfold had approved the proposal subject to finance.
- Following further approaches, Anna Chiva had recently confirmed that she would visit the school to talk with Sarah about the proposal after the half-term break and after consulting the AfC finance team.
- Sarah had asked the same group of governors who attended the last meeting, including the chair and chairs of committees and groups, to join the meeting after half term and stated that other governors were welcome to attend.
- Sarah had previously given 10 February as a deadline for knowing whether the proposal could go ahead for September 2017.
- The proposal was to increase Jigsaw by one session by offering four morning places and to offer Outreach in the afternoon session – working with families, six children would be accommodated every half term throughout the year.
- The school had asked for funding at the same rate as currently received for Jigsaw and this had been agreed – meaning that the school would receive double the current Jigsaw budget.
- The school had set a deadline of the end of the spring term for plans to be drawn up.
- Jigsaw starters would start when the first starters began in the mainstream nursery so that their routine was consistent from the start of term.
- Thirteen pupils, twelve in-borough and one out-borough, had been discussed by professionals at the school's pre-placement meeting. The panel considering placements for the autumn term was to meet at the end of April 2017; one of the current children was staying on for a second year.
- There was a long waiting list of families for Outreach; there was a six-month waiting list for EarlyBird courses.

- As Crofters would be using the site throughout the summer holidays, building work was likely to start in September, which would mean a later start date for the expansion.
- The school was looking for commitment and a plan of action from the local authority: the school would need to recruit and contracts for the work would need to be secured.
- Jo Berry was supportive of the proposals and currently doing Outreach to meet variable demand, although there was evident need.

The governing body **endorsed** the school's plans.

The governing body deplored the planned closure of the respite flat, but **agreed** to take no immediate action.

10. FINANCE, PREMISES AND PAY COMMITTEE The minutes of the meeting held on 1 December 2016 were received (copy in the minute book). Dan Evans highlighted the main points considered:

- Although there remained some confusion over income received it appeared that the school continued to have a reasonable reserve.
- The Schools Forum had confirmed the Early Years Nursery Funding Formula – the school would continue to receive the same rate of funding; funding for the 30 hours provision would be considerably lower and was not sustainable.
- The Jigsaw expansion would cover costs and could generate income.
- Installation of the canopy for the two-year-old area was going ahead and the cost would be met from the capital budget.
- Overall expenditure for Rocking Horse Club, Little Learners and Crawlers & Explorers was more or less offset by income.
- The two-year-old provision was broadly meeting its costs.
- Development of the playground would include: replacement of the existing Astroturf with a water area, more natural materials, extension of the safety surface, and a Perspex-type roof for the play house. It was hoped that the work could be completed for the summer term. Negotiations were taking place to bring the work within budget; a grant had been requested; and parents were raising fund to support the project.
- A decision had been made to come out of the Babcock building maintenance contract and this would involve a period of transition for the school as new arrangements were made.

11. GOVERNORS' VISITS The governing body received a report from Lucy Steward on her visit to the school on 16 December 2017 to observe the extent to which events such as the Christmas Concert and Fair consolidated and strengthened links between parents and carers and the school (copy in the minute book). The governing body thanked Lucy for her report.

12. POLICY REVIEW

12.1 Confidentiality Policy On the recommendation of Sarah Brodie and Mark Given, the governing body **approved** the revised Confidentiality Policy (previously circulated).

12.2 Positive Handling Policy Sarah stated that she had received helpful comments from Alex Hardy on the revised Positive Handling Policy (previously circulated) and that she would be reviewing the Policy again

with Jo Berry in the light of the comments and would submit it to a future meeting for approval.

ACTION BY: Sarah Brodie

13. GOVERNING BODY TRAINING AND SELF-EVALUATION

- 13.1** Katy Heale was **recommended** to attend online Safeguarding training (GEL or LSCB) and Getting to Grips with Governance.
- 13.2** The clerk **agreed** to re-circulate the training schedule, including details of how to register for GEL training.
- 13.3** Dan Evans stated that he had attended SEN legal training in another capacity.

ACTION BY: Katy Heale, Beryl Hawkins

14. GOVERNING BODY WORK PLAN The governing body reviewed progress against the work plan. Sarah reported that she had had an initial meeting with Steve Llewellyn to work on the draft budget for 2017/18. The governing body **agreed** that there was no need to review vision and values in the current year, but that the item should be left on the work plan for review in future years.

15. 30 HOURS PROPOSAL Juliet recommended the [government's report](#) on parents' views and demand for 30 hours free childcare as interesting to read.

16. SCHEME FOR FINANCING SCHOOLS The governing body received an AfC consultation paper on the the Scheme for Financing Schools (copy in the minute book) and **agreed** to take no action.

17. PUBLICITY Sarah stated that she had:

- been invited and was planning to attend a debate on the funding formula at Westminster Hall with the local MP, Sarah Olney, on 3 March 2017; Sarah would meet with Alex Hardy to discuss SEN funding prior to the debate.
- was planning to attend with other nursery colleagues a meeting at City Hall organised by Sadiq Khan, Mayor of London, later in February.

The governing body congratulated Sarah on her efforts to promote the school.

18. AfC The governing body noted AfC's plans to expand its operation to include some aspects of children's services in Windsor and Maidenhead; three schools in Windsor and Maidenhead had federated and would be looking to work together for training and as a teacher training route.

In answer to a question from a governor, Sarah stated that she met every term with colleagues from nurseries in Greenwich and Croydon.

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

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

	Reports to Clerk	Agenda Despatch
Governing Body Meetings begin at 6.30 p.m.		
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.
 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 8.30 p.m.

Windham Nursery School Governing Body Minutes Action Sheet		
Minute reference	Action required	By whom and when
4 Membership	Amend list of named governor roles	Beryl Hawkins Immediate
	Consider training to fill possible future vacancies	Governors Immediate
5.1 Staff Newsletter	Contact Mark Given about continuation of newsletter.	Juliet Cassidy, Mark Given Immediate
5.3 Governor Profiles	Write or update profile and send to Charlotte Mayers	Governors Immediate
5.4 Document Portal	Arrange for use of Portal	Beryl Hawkins By 20/3/17
5.8 Governing Body Self-evaluation	Compile list of questions for next GB self-evaluation	Anne Fouché For 20/3/17
6.4 Recruitment to Administrative Post	Ask governors for help with interviews if needed	Sarah Brodie For 6/3/17
7 Report of the Link Inspector	Circulate date of spring term Link Inspector visit with a view to a governor attending	Sarah Brodie Immediate
12.2 Positive Handling Policy	Review Positive Handling Policy with Jo Berry and present to GB	Sarah Brodie For 6/3/17
13. Governor Training	Take action as agreed.	Katy Heale, Beryl Hawkins Immediate