

LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Monday 20 March 2017 at 6.30 p.m.

Present:

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

Also attended: Beryl Hawkins (Clerk to the Governors)

1. APOLOGIES Apologies for absence were received from Steve Tedbury.

2. DECLARATIONS OF INTEREST There were no declarations of interest.

Register of interest forms were available at the meeting for the annual update of the register.

3. MEMBERSHIP

3.1 Governing Body It was noted that there had been no changes in membership of the governing body since the last meeting.

3.2 Curriculum & Standards Committee The governing body reviewed membership and quorum of the Curriculum & Standards Committee with regard to the inquorate meeting on 8 March 2017. The governing body **agreed** that the quorum for the Committee should be 3 non-staff members and, in addition, 2 members of the teaching staff or one member of the teaching staff and the headteacher. It was further **agreed** that committee membership should be reviewed in the summer term.

Governors asked for the governance section of the school website to be updated.

ACTION BY: Governing Body, Beryl Hawkins, Charlotte Mayers

4. MINUTES The minutes of the meeting of the governing body held on 9 February 2017 were **confirmed and signed** (copy in the minute book). The governing body reviewed the action agreed at the last meeting.

Arising from the minutes:

4.1 Document Portal (Ref: Minute 5.3) Governors present at the meeting were issued with logins for the AfC document portal and it was noted that documents for the meeting were available to view on the portal.

4.2 Governing Body Self-evaluation (Ref: Minute 5.7) Juliet Cassidy reported that she had received information from Anne Fouché that could help to inform the next governing body self-evaluation and it was agreed that this should be revisited in September 2017.

ACTION BY: Juliet Cassidy

5. HIGH NEEDS FUNDING CONSULTATION Sarah reported that Niki Crookdale, Chair of the Schools Forum, had responded to the government's consultation on High Needs funding on behalf of the Forum and had covered most of what the school wanted; if the governing body wished to make its own response the deadline for submissions was 22 March 2017.

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

- Pupil performance data summary and a brief overview
- NSPCC Safeguarding audit tool
- Document shared with local MP, Sarah Olney, on 3 March 2017
- Attendance summary for the third half term
- Progress 2016/17 against school development plan.

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

6.1 Collaborative Working The governing body was pleased to learn of the success of the first Lead Teacher session run by Jess Craig and the links that had been set up with Surbiton Children's Centre and Nursery around speaking and other curriculum areas.

6.2 Early Years Pupil Premium Grant (EYPPG) The governing body noted that there were still three pupils on roll attracting EYPPG and that Verna's visit would focus on the two of these attending the morning session.

6.3 Behaviour Management The governing body noted that the cause of bites to a member of staff had been identified and eliminated.

6.4 Staffing The governing body noted the arrangements made to cover reception desk duties for the summer term and that the post of administrative assistant would be re-advertised with a view to making an appointment from September 2017; hours would be from 8 a.m. to 12 noon on five days a week for 39 weeks a year; the job description would be reviewed before the post was re-advertised.

The governing body noted that the post of caretaker had not been filled; the expectations of the post were being reviewed and it would be re-advertised.

6.5 Learning Environment The governing body noted that plans were on course for the canopy and decking to be installed at Easter and for the playground work to be carried out soon after.

6.6 Visit of Sarah Olney The governing body **thanked** Alex Hardy for visiting the school on the occasion of the visit of Sarah Olney, MP. It was noted that Sarah had visited Jigsaw, the mainstream nursery and the two-year-old provision and that her visit had been appreciated by staff.

6.7 Jigsaw Sarah reported on progress with regard to the proposed expansion of Jigsaw: Sarah stated that an autumn half term start would be feasible but that a January start would be difficult; if there was only a slight delay in the work being completed, then parents could be supported in their homes for the first week or so; the plans included conversion of the sensory room to a room for midwives and a family room; Hannah Weber was compiling a list of applicants – there were about 9 to date.

6.8 Data Summary A governor queried whether the lower level of progress of two year olds with a free place compared to other two year olds was a cause for concern. Sarah confirmed that it was not and that this group had been a focus for the second half of the spring term. Sarah agreed to compare the data with Surbiton's data when visiting.

ACTION BY: Sarah Brodie

6.9 Attendance Sarah reported that the school would continue to aim for 90% attendance. It was noted that there were no unexplained long-term absences and no worrying trends.

7. SAFEGUARDING The governing body **received** the safeguarding self-assessment carried out by Sarah Brodie and Mark Given using the 2016 audit tool. Sarah reported that staff had yet to attend training on the new Early Help tool; the new report format from the local LSCB would be used from 2018.

8. REPORT OF THE LINK INSPECTOR It was noted that the final report of the Link Inspector for the spring term visit on 14 March 2017 had not been received. Cherry Baker, who had attended for the 3 hour visit reported on the positive nature of the visit and that Charis was complimentary of: the clarity and extent of the school's data and follow up action arising from the findings; links with Surbiton Children's Centre and Nursery; links with the community at local and national level; the school's Teaching School role; and the new playground design, among other things. Working with parents on school readiness and EYPPG case studies were some of the areas identified that could be fed into performance management targets.

Cherry recommended governors to attend for future visits of the Link Inspector and Sarah Brodie agreed to circulate the date of the summer term visit.

ACTION BY: Sarah Brodie

9. CURRICULUM AND STANDARDS COMMITTEE The notes of an inquorate meeting of the Committee held on 8 March 2017 were received (copy in the minute book). Cherry Baker drew attention to key points discussed at the meeting.

10. FINANCE, PREMISES AND PAY COMMITTEE The approved minutes of the meeting of the Committee held on 1 February 2017 were received (copy in the minute book). Dan Evans highlighted key points considered at the meeting held on 16 March 2017:

- Unexplained income from AfC had increased since the last meeting and only a proportion of this had been included in the draft budget; communication with AfC was ongoing with a view to obtaining clarification.
- The predicted carryforward was declining, there was a deficit in Year 3 of the draft budget plan, but the position was better than at the end of the 2015/16 financial year.
- The financial position was expected to improve once Jigsaw 2 was established as income was likely to be higher than costs.
- The Committee had approved expenditure on installation of the canopy and new decking.
- Action had been agreed on payroll overpayments.
- Fees for two-year-old places might need to increase by £1 a week.

- The defibrillator would be installed inside Reception and could be used by anyone in the centre. Training was in the form of an accompanying video and audio instructions; staff would be trained in its use as part of first aid at work.

11. DRAFT BUDGET On the recommendation of the Finance, Premises and Pay Committee the governing body **approved** the draft budget plan (copy in the minute book). It was noted that:

- Although the school had until 30 June 2017 to approve the final budget plan, the allocation from the local authority, when clarified, was final.
- Capital funding would be used to pay for the canopy and decking.
- Longer term placement funding would be included through the National Funding Formula from April 2017 for two to three years.

12. SCHOOLS FINANCIAL VALUE STANDARD On the recommendation of the Finance, Premises and Pay Committee the governing body **approved** the SFVS audit document (copy in the minute book). It was noted that only minor changes had been made.

In response to a question from a governor, Sarah stated that the school was subject to external financial audit, the last audit had taken place at the end of Charlotte Mayers' first year in post and very few changes had been recommended.

13. GOVERNORS' VISITS

13.1 Governors were **reminded** of the GEL online training recommendation for all governors to visit the school once a year with a focus on an aspect of the school development plan.

13.2 Mark Given stated that his spring term visit had been postponed to 21 March 2017. Dan Evans stated that he would be arranging to visit.

13.3 In response to a query raised by a governor, it was noted that Ruth Munro and Anne Fouché had focussed on the afternoon group in the current year.

See also Minute 6.2.

ACTION BY: Mark Given, Dan Evans, Verna Prodrick

14. POLICY REVIEW

14.1 The governing body **approved** the following policies reviewed by Curriculum & Standards Committee members at the meeting on 8 March 2017:

- Characteristics of Effective Learning
- Literacy
- Mathematics

14.2 On the recommendation of Sarah Brodie and Mark Given, named governor for safeguarding, the governing body **approved** the following policies:

- Anti-radicalisation
- E-safety, apart from a misspelling on Page 4
- Whistleblowing
- Child Protection & Safeguarding, updated to include CSE definition

In particular, Mark commended the thoroughness of the E-safety Policy.

In response to a question about Tapestry (E-Safety Policy), Sarah stated that the school knew when individual pupil records had been deleted as they no longer appeared in data summaries – all data for pupils who had left in the summer term was deleted by autumn half term at the latest.

Anne offered to provide Sarah with advice she had received as a parent at another school on use of passwords.

ACTION BY: Anne Fouché

14.3 It was noted that the Missing and Uncollected Children Policy had been reviewed; a number of queries were raised by Mark and the Policy would be further reviewed before being submitted to the governing body for approval.

14.4 The governing body **approved** the revised Early Years Foundation Stage (EYFS) Policy, which had been updated in the light of [revised guidance](#) issued by the Department for Education on 3 March 2017 and effective from 3 April 2017. It was noted that few changes had been needed; all staff now had paediatric or emergency paediatric first aid training.

Mark was thanked for his thorough review of the safeguarding policies.

15. TRAINING

15.1 It was noted that Mark had completed online GEL training on:

- Safeguarding: the governors' role
- Governors' Visits to the school
- E-safety
- Health & Safety

Mark stated that the GEL online training was easy to complete and useful and recommended governors to complete relevant online training. It was also noted that Mark had booked to attend the AfC governor training course on Safeguarding: the governing board's role on 25 April 2017.

15.2 Katy Heale stated that she would be attending governor induction training.

16. GOVERNING BODY WORK PLAN The governing body reviewed progress against the governing body work plan and **agreed** that:

- Juliet Cassidy and Cherry Baker should arrange a date for the headteacher's mid-year review for the beginning of the summer term.
- '2yo provision' should be deleted from the Community Group work plan.

ACTION BY: Juliet Cassidy, Cherry Baker, Beryl Hawkins

17. ACADEMISATION Juliet Cassidy reported that she had received a letter from Charis Penfold, Director of Education Services, about AfC's position on multi-academy trusts (MATs), the current status of schools in Kingston and Richmond and suggested groupings for maintained schools. It was noted that legally MATs had to have at least five pupils of compulsory school age and Windham was therefore not eligible to apply.

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.

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 21 June 2017	13/6/17	14/6/17
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Finance, Premises and Pay Committee Meetings begin at 9.15 a.m.

Friday 12 May 2017	4/5/17	5/5/17
Tuesday 20 June 2017	20/6/17	21/6/17

The meeting ended at 8.25 p.m.

Windham Nursery School Governing Body Minutes Action Sheet		
Minute reference	Action required	By whom and when
3.2 Curriculum & Standards Committee	Update Committee terms of reference Review Committee membership Update governance section of school website	Beryl Hawkins Immediate Governing Body On 12/5/17 Beryl Hawkins, Charlotte Mayers Immediate
4.2 Governing Body Self-evaluation	Revisit resources from Anne Fouché	Juliet Cassidy September 2017
6.8 Data Summary	Compare data for Windham's 2yo free place holders with data for Surbiton	Sarah Brodie When Visiting Surbiton
8 Report of the Link Inspector	Circulate date of summer term visit of the Link Inspector	Sarah Brodie Immediate
13 Governors' Visits	Report to future meeting	Mark Given, Dan Evans, Verna Prodrick Summer term 2017
14 Policy Review	Provide Sarah Brodie with information on passwords	Anne Fouché Immediate
16. Governing Body Work Plan	Arrange headteacher's mid-year review Update work plan	Juliet Cassidy, Cherry Baker For early summer 2017 Beryl Hawkins Immediate