

LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Tuesday 16 May 2017 at 6.30 p.m.

Present:

Juliet Cassidy (Chair)	Ruth Munro
Cherry Baker	Louise Munton (Associate Member)
Sarah Brodie (Headteacher)	Verna Prodrick
Dan Evans	Lucy Steward
Alex Hardy	Steve Tedbury
Katy Heale	

Also attended: Beryl Hawkins (Clerk to the Governors)

1. APOLOGIES Apologies for absence were received from Jess Craig, Anne Fouché and Mark Given. Steve Tedbury gave apologies for missing both meetings in the spring term.

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

3. MEMBERSHIP

3.1 Governing Body The governing body received the **resignation** of Anne Fouché with immediate effect.

3.2 Curriculum & Standards Committee The governing body **appointed** Katy Heale to the Curriculum & Standards Committee in place of Verna Prodrick. Lucy Steward **agreed** to attend a meeting of the Committee as an observer. The governing body **agreed** that the quorum for the Committee should be changed to four, including any three governors and including the headteacher.

3.3 Community Group Verna Prodrick **agreed** to discuss with Mark Given the possibility of joining the Community Group.

3.4 Skills Audit The governing body **agreed** that a skills audit should be carried out when there was a vacancy for a governor.

ACTION BY: Lucy Steward, Verna Prodrick, Beryl Hawkins

4. MINUTES The minutes of the meeting of the governing body held on 20 March 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 School Website (Ref: Minute 3.2) Sarah Brodie reported that governors' profiles had been uploaded to the new school website. Governors were reminded to check that their entries were up to date. It was noted that other information in the governance area was to be updated.

ACTION BY: Governors, Beryl Hawkins, Charlotte Mayers

4.2 Two-Year-Old (2YO) Free Place Holders (Ref: Minute 6.8) Sarah reported that Surbiton Children's Centre Nursery did not have data on the progress of 2YOs with a free place compared to other 2YOs, but would be carrying out moderation and would share the outcomes with Windham.

4.3 Passwords (Ref: Minute 14) The governing body noted that advice had been obtained on the use of passwords for Tapestry, the advice had been circulated to staff and policies updated.

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

- Progress against targets in the school development plan.
- May attendance summary
- Staffing update

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

5.1 Admissions and Leavers The governing body was pleased to note that all Jigsaw children had been offered a place of their parents' choice within the borough.

It was also noted that all 3YO places for September 2017 had been offered and the first deadline for acceptances was 19 May 2017; all free 2YO places had been accepted.

5.2 Staffing Sarah updated the governing body on long term absences and cover, and recruitment to vacant posts.

5.3 Attendance The governing body was pleased to note the improvement in pupil attendance following a spate of illnesses.

6. JIGSAW EXPANSION Sarah updated the governing body on the proposed Jigsaw expansion:

- Four morning places had been offered, one child was staying on and seven places had been offered afternoon places subject to the proposed expansion going ahead.
- Charis Penfold, Director of Education Services for AfC, was in support of the decision of the school to proceed with staff recruitment, subject to the expansion being formally approved.
- Approval of capital funding by Richmond Council had been delayed due to the General Election and was due to be considered by Cabinet on 25 May 2017.
- Funding of £150,000, including £90,000 for capital works, was expected.
- Building work could not begin before the final week of the summer holidays and was expected to take a minimum of eight weeks.
- Plans were being considered for the staffroom to move temporarily to the large first floor meeting room so that the new Jigsaw classroom could be temporarily located in the staffroom.
- Outreach could take place temporarily in another space – parents would not be on site. The school would need to clarify what would be needed.
- There would be three classes – two in the morning and one in the afternoon. Allocation to classes would be based on need.

In response to a question from a governor, Sarah stated that:

- Referral for Outreach would be linked to when a child was put on the social communication pathway.
- A screening tool would need to be developed, which would serve as a good start to early assessment.

The governing body wished to record their thanks to Sarah and the staff for being pro-active and their appreciation of support from Charis Penfold.

It was noted that if the expansion was approved income and expenditure would need to be built into the final budget plan.

- 7. REPORT OF THE LINK INSPECTOR** The final report of the Link Inspector, Charis Penfold, for her spring term visit on 14 March 2017 was received (copy in the minute book).

Governors were invited to the next visit, scheduled for Tuesday 4 July 2017. Dan Evans expressed an interest in attending.

ACTION BY: Governors

- 8. FINANCE, PREMISES AND PAY COMMITTEE** The minutes of the meeting of the Committee held on 16 March 2017 were received (copy in the minute book). Dan Evans highlighted key points considered at the meeting held on 12 May 2017:

- The school still had £53,000 unexplained income from AfC for 2016/17 which made it difficult to plan with confidence, but allowed the school to start the year with more income than expected and sufficient to support current plans.
- The expansion of Jigsaw was expected to result in budget improvements.
- A final budget plan would be prepared for the next meeting and it was hoped that this could include the expansion of Jigsaw.

On the recommendation of the Committee the governing body **approved** the surplus balances return and it was **signed** by the chair.

- 9. MID-YEAR PERFORMANCE REVIEW OF THE HEADTEACHER** Juliet Cassidy reported on the mid-year performance review of the headteacher that she had carried out with Cherry Baker on 4 May 2017.

The governing body expressed support for the future career development of the headteacher.

- 10.30 HOURS FREE CHILD CARE** The governing body noted that some parents were unclear about the school's position relating to the provision of 30 hours free child care. The governing body **agreed** that it should be made clear to parents that the school would only consider offering the 30 hours if there were vacancies in the 3YO provision.

ACTION BY: Sarah Brodie

- 11. GOVERNORS' VISITS** The governing body received reports from governors who had visited the school since the last meeting (copies in the minute book):

Anne Fouché	Tuesday 21 March 2017	Curriculum
Verna Proderick	Thursday 23 March 2017	EYPPG and vulnerable groups
Dan Evans	Thursday 11 May 2017	Current operation of Jigsaw

Verna and Dan highlighted aspects of their reports. Arising from the reports:

11.1 Early Years Pupil Premium Grant (EYPPG) and Vulnerable Groups

Staff and Verna responded to governors questions:

- Extra resources have been specifically used for the benefit of EYPPG pupils: to meet with parents to support their communication needs; and for education psychologist time to meet the anxiety needs of a pupil.
- On receipt of an application form eligibility for EYPPG was determined by the local authority and was means tested using national indicators.
- Another pupil qualified for Disability Living Allowance from the local authority of £600.

11.2 Jigsaw The governing body noted that the length of the Jigsaw sessions might need to be increased from 2½ hours if Jigsaw expanded as it would be difficult to be effective for a larger number of Jigsaw children attending Rocking Horse Club; lengthening of the session might also help to make the sessions seem less rushed.

It was noted that i-pads and Tapestry were used in the same way in Jigsaw as they were in the mainstream, but most of the notes for Jigsaw children were added out of school hours because of the particular need to continue interaction with the children during the session.

The governing body thanked governors for their reports.

It was noted that Mark Given had yet to arrange a visit.

12. POLICY REVIEW

12.1 The governing body **approved** the following documents:

- Admissions Procedures (as recommended by the Finance, Premises and Pay Committee)
- Staff Dress Code, **subject to further discussion** when the views of parents on the wearing of denim had been received.

The governing body **agreed** that dress should be practical and safe, and welcomed the contribution to the nursery environment made by the individuality of staff dress.

12.2 It was noted that approval of the following policies had been **deferred**:

- Missing and Uncollected Children, revised and with Mark Given, Safeguarding Governor for checking
- Positive Handling Policy, pending completion of consultation.

12.3 The governing body noted that the revised Debt Recovery, Charging and Remissions Policy had been **approved by the Finance, Premises and Pay Committee**.

13. TRAINING Katy Heale stated that she had attended the first part of the induction training for new governors and found it to be useful.

14. GOVERNING BODY WORK PLAN The governing body reviewed progress against the annual work plan and agreed that all work was on track.

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

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

	Reports to Clerk	Agenda Despatch
Finance, Premises and Pay Committee		
Meetings begin at 9.15 a.m.		
Tuesday 20 June 2017	12/6/17	13/6/17
Thursday 5 October 2017	26/9/17	28/9/17
Friday 24 November 2017	15/11/17	17/11/17
Wednesday 31 January 2018	22/1/18	24/1/18
Monday 12 March 2018	1/3/18	5/3/18
Thursday 10 May 2018	1/5/18	3/5/18
Friday 22 June 2018	13/6/18	15/6/18
Curriculum and Standards Committee		
Meetings begin at 9.30 a.m.		
Wednesday 21 June 2017	13/6/17	14/6/17
Wednesday 22 November 2017	13/11/17	15/11/17
Wednesday 7 March 2018	26/2/18	28/2/17
Wednesday 20 June 2018	11/6/18	13/6/18
Governing Body		
Meetings begin at 6.30 p.m.		
Wednesday 28 June 2017	19/6/17	21/6/17
Tuesday 10 October 2017	2/10/17	3/10/17
Wednesday 6 December 2017	27/11/17	29/11/17
Thursday 8 February 2018	30/1/18	1/1/18
Tuesday 20 March 2018	12/3/18	13/3/18
Wednesday 23 May 2018	14/5/18	16/5/18
Wednesday 27 June 2018	18/6/18	20/6/18

The meeting ended at 8.05 p.m.

Windham Nursery School Governing Body Minutes Action Sheet

Minute reference	Action required	By whom and when
Minute 3.2 Committee membership	Attend meeting of the Curriculum & Standards Committee as an observer	Lucy Steward Future meeting
Minute 3.3 Community Group	Discuss with Mark Given possibility of joining the Community Group	Verna Prodrick Immediate
Minute 3 Membership	Update membership lists and terms of reference as agreed	Beryl Hawkins Immediate
Minute 4.1 School website	Check that governance area of school website is up to date	Governors, Beryl Hawkins, Charlotte Mayers
7 Report of the Link Inspector	Note date of next Link Inspector visit – Tuesday 4 July 2017	Governors Immediate
Minute 10 Free 30 hours childcare	Clarify for parents the school's position on the provision of '30 hours'	Sarah Brodie Immediate