

## London Borough of Richmond upon Thames

Minutes of the meeting of the Curriculum and Standards Committee of Windham Nursery School held at the school on Wednesday 23 November 2016 at 9.30 a.m.

Present:

Governors:	Cherry Baker (Chair)	Anne Fouché
	Sarah Brodie (Headteacher)	Alex Hardy
	Jess Craig (Teaching Staff)	

Associate Members (Staff):	Jo Berry (Jigsaw)
	Carole Johnson (Mainstream)
	Louise Munton (Two year olds)

Also attended: Beryl Hawkins (Clerk)

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- 1. APOLOGIES** Apologies were received from Verna Prodrick.
- 2. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 3. MINUTES** The minutes of the meeting of the Committee held on 15 June 2016 were confirmed and signed (copy in the minute book).
- 4. DATA SUMMARY 2015/16** The Committee received the data summary report for 2016/17 showing strengths, areas of development, group data and impact for practice for the mainstream (3yo - N2), two year olds (2yo - N0 and N1) and Jigsaw (copy in the minute book). Cherry Baker stated that she had also received the full data report. It was noted that data would only be reported for groups of six or more (previously 3 or more).
- 5. JIGSAW** Jo Berry enlarged on the characteristics and needs of the morning and afternoon groups and answered governors' questions. Arising from the report:
  - 5.1 Early Bird Programme** Jo reported that the borough was using the Early Bird Programme to work with parents and pupils together, for children with a diagnosis of autism.
  - 5.2 ABA (Applied Behaviour Analysis) Programme** The Committee noted that as a result of a tribunal ruling the school had admitted a pupil who was on an ABA programme and was currently providing data on toileting, food and toy play for the Programme. The Committee noted that the Programme was also being following privately with other families and conflicted with the school's provision. The governing body endorsed the headteacher's decision not to inform applicants that the school could meet the needs of pupils on the Programme. It was noted that the school's concerns had been shared with Hannah Webber (ASD and Speech & Language Lead, AfC Richmond).
  - 5.3 Speech and Language** The Committee noted that PECS (Picture Exchange Communication System) was being used for pre-verbal children and that progress had been made.

**5.4 EHCPs** The Committee noted that one child had been prioritised for an Education, Health and Care Plan (EHCP) because of his particular needs and had already been observed once by an Educational Psychologist.

It was noted that future school placement meetings would take place in January 2017; possible placements would be flagged and pencilled in without an EHCP; the EHCP process would be initiated in January or later; an EHCP was not required in order to gain admission to specialist provision; parents would complete a form prior to the January meeting to note their placement preference; Hannah Webber had already observed the children and was looking at provision options available within AfC.

**Question: Do you have additional help for children who are pre-verbal?**

**Answer:** No. The Unit has its own strategies.

**Question: Are the strategies working?**

**Answer:** Mostly, and the Unit is currently managing well.

**5.5 Staffing** The new part-time Early Years Educator, Sarah Feltham, had settled well and was making a positive contribution to the team.

**Question: Is staffing adequate?**

**Answer:** Sarah Brodie answered in the affirmative and stated that all staff had a Lead role for part of the week; Sarah Feltham, had settled well; Katy Harrison was providing speech and language therapy; Siobhan Iscario was providing occupational therapy (OT) until the end of the autumn term; from January 2017 OT would be provided by AfC for all specialist provision.

The Committee was pleased to note that all children had settled well. It was also noted that Siobhan had introduced new practice with food play and this was being evaluated through questionnaires to parents; the theme for the term was verbs and the actions that go with them; training was being provided for parents on how they could help their child; to date there had been no reverse inclusion, but Jigsaw children were joining the mainstream once a week for singing and would join in for the Christmas concert.

Jo was thanked for her report.

*Jo Berry left the meeting at this point.*

**6. VISITS** The Committee received a report from Cherry Baker on a visit to the nursery on 8 November 2016 (copy in the minute book). Cherry stated that she had based her report on questions provided by Sarah Brodie. Governors commended the questions and answers.

**Question: Are there any plans to employ a caretaker who can move the heavy equipment?**

**Answer:** No. The larger equipment is now left out and there is less movement of equipment by staff.

The Committee was pleased to note the progress made in settling in, particularly by children who had been in the 2yo provision and noted that the focus was now on increasing children's independence and sorting skills at tidying up time.

It was agreed that the report should be presented to the next meeting of the governing body.

*Carole Johnson arrived at this point.*

- 7. THREE YEAR OLDS (3YO) (N2 COHORT)** Sarah Brodie presented the data summary for 3yo provision. Sarah, Jess and Carole answered governors' questions. Arising from the report:

**7.1 Chronological Age** It was noted that a number of children were being educated out of chronological age for various reasons and that this affected the data as Ofsted looked at data broken into year groups.

**7.2 Groups** The Committee noted that:

- Fifty per cent of the afternoon group were new to English: extra group work was taking place; there was a greater focus on vocabulary; all staff had and were using visuals; strategies were in place for teaching English as an Additional Language (EAL) and Speech & Language Therapy (SALT) would be used where there was also a cause for concern in the home language.
- The school would be focussing on narrowing the gap between the attainment of autumn and summer born children.
- There were fewer children in the white British ethnic group than for the previous two years; the number of pupils in the 'White Other' group (mainly European) was increasing.
- Changes would be seen in the data for 'Gender' when these were updated later in the term due to children starting after the baseline data had been collated.

**Question: Has the data been given to parents?**

**Answer:** The baseline assessment had to be completed by the autumn half term and has been shared with governors and Charis Penfold, School Improvement Partner (SIP); the findings of the assessment without age bandings are shared with parents – age bandings will be shared with parents at the end of the school year.

**7.3 Speech and Language** The Committee noted that speech and language was a focus for the year and agreed that it should also be a focus for visits by governors on the Committee.

Jess Craig stated that she had sourced some helpful guidance by Vivian Gussin Paley on story role play.

**ACTION BY: C&S Governors**

**7.4 EAL**

**Question: How heavily is the curriculum differentiated for EAL children?**

**Answer:** Nothing is prescribed. It is left to staff input, discretion and judgement. Other children are involved as role models.

The Committee thanked Jess and Carole for their input to the meeting.

*Carole Johnson left the meeting at this point.*

- 8. LOCALITY TRAINING DAY** The Committee noted that Ruth Moore had led a session at the Locality training day on 31 October 2016 on the outdoor area and continuous provision, the first time that EYFS had had two spaces on the agenda. The only issue was that the number of people attending was much higher than the number who had booked and than the stated capacity for the session. Sarah stated that in future the school would check demand and if necessary hold more sessions.

*Louise Munton arrived at this point.*

- 9. TWO YEAR OLDS (2YO)** Sarah and Louise presented the report for 2yo and answered governors' questions. Arising from the report:

**9.1 Transition to 3yo** The Committee congratulated Louise on her preparation of the previous 2yo cohort for transfer to the 3yo provision: pupils had already made friendships and parents had established good links.

**9.2 Characteristics of the Cohort** The Committee noted that: the 2yo cohort was very different to the 2015 cohort: some pupils had no English; there were more boisterous boys; the group was still settling as due to the personal circumstances of families some children were just starting; there were 12 children in the morning group and 9 in the afternoon group, plus 2 3yo who had been in the 2yo provision in 2015/16 sharing a place (each attending on two days). Louise shared details of the additional needs of these pupils and the action being taken to address them: one would be attending Jigsaw for two days a week.

**9.3 Toilet Training** The Committee noted that toilet training was taking place earlier in the year if children were ready for it and that if necessary the health visitor would be asked to provide training for parents.

*Alex Hardy and Louise Munton left the meeting at this point.*

- 10. OVERALL IMPLICATIONS FOR FORWARD PLANNING** The Committee noted that development of speech and language would be the overriding priority for the school over the year. In response to a question from a governor Sarah stated that the Communication and Language Policy was published on the school website and a copy was available for perusal in the nursery. Sarah agreed to put a note in the school newsletter to inform parents of its availability.

The Committee was pleased to note the increasing stability in the staffing team since autumn 2015. It was noted that forward planning was in place and that some staff development would be needed.

**ACTION BY: Sarah Brodie**

- 11. POLICY REVIEW** The Committee approved policies that had recently been revised by the school:

- PSED
- Physical Development
- Communication and Language

It was noted that changes had been minimal.

- 12. CONFIDENTIALITY** The Committee agreed that no matters needed to be recorded in confidential minutes.

**13. VISITS AND PLANNING** The Committee agreed the programme of future governor visits (copy in the minute book).

It was noted that Alex Hardy had visited informally during the autumn term and that Dan Evans had attended for the autumn term visit of the SIP.

Anne Fouché agreed to visit a 3yo morning session and the 2yo provision in February.

Sarah reported that the spring term INSET session might be used as two twilight sessions working with Surbiton Children’s Centre Nursery and that the second session would take place in June. Sarah agreed to inform governors when details were known.

**14. FUTURE MEETINGS** Dates of future meetings of the Committee were confirmed:

<b>Meeting date:</b>	<b>Reports to Clerk:</b>	<b>Agenda Despatch:</b>
Wednesday 8 March 2017 at 9.30 a.m.	28/2/17	1/3/17
Wednesday 21 June 2017 at 9.30 a.m.	13/6/17	14/6/17

It was noted that Verna was attending a course on Wednesdays and might not be able to attend future meetings of the Committee.

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The meeting ended at 11.30 a.m.

<b>Windham Nursery School Curriculum and Standards Committee Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>7.3 Speech and Language</b>	Make speech and language a focus for visits	C&S Governors 2016/17 academic year
<b>10 Overall implications for forward planning</b>	Put note in school newsletter about the availability of the Communication and Language Policy	Sarah Brodie Immediate
<b>14 Future meetings</b>	Check implications for Committee constitution if Verna is unable to continue	Beryl Hawkins Immediate