

## LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Tuesday 28 June 2016 at 6.30 p.m.

**Present:**

Juliet Cassidy (Chair)	Mark Given
Cherry Baker	Ruth Munro
Sarah Brodie (Headteacher)	Verna Prodrick
Jess Craig	Lucy Steward
Anne Fouché	Steve Tedbury

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

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- 1. APOLOGIES** Apologies for absence were received from Dan Evans and Alex Hardy.
- 2. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 3. MINUTES** The minutes of the meeting of the governing body held on 16 May 2016 were confirmed and signed (copy in the minute book). Arising from the minutes:
  - 3.1 Admissions (Ref: Minute 4.3)** The governing body noted that the school was waiting for a ruling from the local authority on whether there was a statutory right of appeal for parents against admission decisions; in the meantime the word 'statutory' had been deleted from the policy.
  - 3.2 Development of the Croft Centre (Ref: Minute 12)** The governing body noted that Alex Hardy had discussed with Jo Berry ideas for development of the Croft Centre and were agreed that extension of the Jigsaw provision in some way should be considered; AfC had no other plans for new provision in the Croft Centre. See also Minute 5.
- 4. 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
  - update on school self-evaluation

Sarah answered governors' questions. Arising from the report:

- 4.1 Attendance** The governing body noted that there had been an improvement in attendance since the report was written.
- 4.2 Rocking Horse Club** The governing body noted that:
  - There would be a taster session for the hot meal in Rocking Horse Club on 1 July 2016.
  - The cost to parents for meals could be as much as £4, depending on take up.

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

- Hygiene and health & safety policies would need to cover provision of the hot meal.
- Temperature of the food would be tested during transit.
- AfC had made the decision that meals should be supplied by Darell Primary School.

- All the meals would be cooked in the new kitchen at Darell and would follow the same menu as used at Darell.
- Some parents were trying out the meals in readiness for Universal Infant Free School Meals when their children transferred to Reception.

**4.3 Education, Health & Care Plans (EHCPs)** It was noted that one more EHCP had been finalised and that four were in process.

The governing body agreed that the school should continue to register the amount of time being taken by staff in school for completion of EHCPs.

**4.4 2016 Admissions** It was noted that all morning places for three year olds had been filled and about 10 afternoon places were yet to be confirmed; all free two year old places had been filled and the school was waiting for four afternoon 'paying' places to be confirmed.

**4.5 Professional Development** The governing body noted the mixed evaluations from the free CPD sessions at the new Early Excellence Centre in Canada Water; the learning walks had proved particularly useful and there would be a further report to the governing body on these at the October meeting.

**4.6 Staffing** Sarah updated the governing body on progress with recruiting two staff members; Sarah, Louise Munton, Jess Craig and Jo Berry were involved in the recruitment process; interviews had been arranged for 5 July 2016; the posts had been advertised in ETeach and through AfC.

**4.7 Enrichment Activities** The governing body was pleased to note the number of school trips that had taken place.

**4.8 Open Day for New Parents** It was noted that there would be two sessions for new parents on 1 July 2016 – 9.30 to 10.30 a.m. and 1 a.m. to 12 noon. Verna Prodrick stated that she was hoping to attend the open day for new parents as a parent. The governing body agreed that Verna should if possible also attend as a governor. Steve Tedbury agreed to attend the early session.

**ACTION BY: Verna Prodrick, Steve Tedbury**

**4.9 School Development Plan** The governing body noted the update on progress against targets in the school development plan for the second half of the summer term. See also Minute 10.2.

Asked by a governor whether the 'two year old' training had been useful, Sarah confirmed that the training at Windham had been useful, but that one of the outreach sessions had been cancelled.

**4.10 School Self-evaluation** The governing body received the updated school self-evaluation document. Sarah stated that the document would be further updated to include the survey results and again in October.

**5. REPORT OF THE LINK INSPECTOR** The governing body noted that Charis Penfold, Link Inspector, had visited the school on 22 June 2016 and that her report was awaited. It was noted that Juliet Cassidy had attended for the visit and she reported that Charis had been impressed with the quality and thoroughness of the data summary.

In considering whether wider use could be made of the data summary the governing body noted that it had been extensively used by the Curriculum and Standards Committee for monitoring throughout the year and could be used as a basis for case studies.

It was noted that at the meeting:

- Charis had agreed to look into the issue of overpayment of SEN funding.
- AfC's proposals with regard to meeting the government's proposals for 30 hours of child care provision for three year olds from 17 September 2016 were discussed – AfC were open to suggestions from schools; there was no requirement for the 30 hours of provision to be offered by a single provider.
- Sarah and Juliet agreed that Charis had been supportive but challenging.

The governing body agreed that:

- It would be undesirable for the school to be open for longer hours.
- Sarah Brodie should talk to governors at the next meeting about possible options to support the '30 hours' legislation.

#### **ACTION BY: Sarah Brodie**

**6. POLICY REVIEW** The governing body approved the following policies and other documents, subject to a spelling correction in the E-safety Policy:

- Admission Arrangements
- Attendance and Punctuality Policy
- Accessibility Plan
- E-safety Policy
- Governors' Allowances Policy
- Governor Visits Policy (reviewed by Curriculum and Standards Committee on 15/6/16)
- Missing & Uncollected Child Policy
- SEND Policy and Information Report
- Whistleblowing Policy

The governing body commended the Missing & Uncollected Child Policy.

It was noted that the policies would be available on the school website.

**7. CURRICULUM AND STANDARDS COMMITTEE** Cherry Baker reported from the meeting of the Curriculum and Standards Committee meeting held on 15 June 2016 and answered governors' questions with Sarah Brodie and Jess Craig:

- The Committee had considered full data reports.
- Some of the data was not useful because of the small numbers in the groups.
- Priorities for the year had been summer born boys, EAL (English as an Additional Language), self-care, self-confidence and self-awareness.
- Overall, good progress had been made with the majority making expected or above expected progress.
- A one-page summary of the data and key to abbreviations used in the EYFS curriculum would be circulated to governors with the minutes.
- As there were five boys and only one girl in Jigsaw some of the data was skewed, but the numbers pointed to a possible need for further investigation.
- The school was considering moving to a new tracking tool from 2016/17 – the school favoured a tried and tested system used by Pen Green Centre in Croydon as opposed to a new system recently developed by headteachers for the Early Excellence Centre that was not yet available; if the Pen Green model was adopted the school might need to work with them for moderation.

- Sarah was aware of other systems in use through the London-wide Nursery Forum but some of these were less appropriate for a standalone nursery than the Pen Green model.

**8. FINANCE, PREMISES AND PAY COMMITTEE** The minutes of the meeting of the Committee held on 11 May 2016 had been previously circulated (copy in the minute book). Juliet Cassidy and Steve Tedbury reported from the meeting of the Committee held on 21 June 2016. It was noted that spending was slightly over budget. See also Minute 9.

**9. 2016/17 FINAL BUDGET PLAN** Juliet Cassidy and Steve Llewellyn reported on consideration of the budget plan by the Finance, Premises and Pay Committee. It was noted that:

- Minor changes had been made to the approved draft budget plan to take account of increased costs for cleaning and staff insurance.
- The projected third year budget was sensitive to minor adjustments and showed a negative balance to carry forward of £9,818, but the school was in a good position financially compared to most other schools in the borough.
- The Band 7 income received for SEN Pupil Place funding had not been included in the plan.
- Estimated costs for the playground development had been included in the revenue budget for the current year and any additional costs could be met from the capital budget.

The governing body approved the final budget plan (copy in the minute book) and thanked Sarah and the Finance, Premises and Pay Committee for their work in setting a balanced budget.

It was noted that Paul Bettles, Director of Finance and Resources for AfC, was retiring. Paul's practical support for Windham over many years was commended.

## **10. GOVERNORS' VISITS**

**10.1 Pensford Field** The governing body received a report from Anne Fouché on a visit to Pensford Field on 23 June 2016 (copy in the minute book). Anne reported positively on the visit, highlighting links to the curriculum and successful integration of Jigsaw pupils.

It was noted that only two visits had been possible compared to three in previous years and that the consequent larger number of pupils on the trip had made the experience slightly less beneficial for some pupils; the school would consider reducing the number of pupils on a trip in future. Verna Prodrick reported that she had also joined the Pensford Field trip and shared the views of Anne and the staff.

Governors were invited to join the visit to Pensford Field on the afternoon of 12 July 2016 and to inform Jess Craig by 8 July 2016 if they wished to attend.

### **ACTION BY: Governors**

**10.2 INSET Day** The governing body received a report from Cherry Baker on her visit to the INSET day on 6 June 2016 (copy in the minute book). Cherry reported that she had gained a better understanding of the nature of continuous provision, through the morning session, led by Sarah. Louise Munton stated that all staff were now much more confident to move forward with the concept of continuous provision.

It was noted that the afternoon session had focussed on review of the school development plan and future priorities; a look at the first draft of the new website developed by Charlotte Mayers; and review of the school's vision, purpose and values – the resulting statement from this being 'Play, learn and have fun at Windham'. Mark Given was thanked for his contribution to the review of vision, purpose and values.

Cherry stated that she planned to visit the school again before the end of term to see continuous provision in practice.

It was noted that the next INSET day had been arranged for Wednesday 7 September 2016.

**10.3 Premises** The governing body receive a report from Steve Tedbury (copy in the minute book) on a health & safety visit to the school on 21 June 2016 focussing on the development of the playground area and possible expenditure on this work. It was noted that the playground could be expected to be good for the next five years and that a possible improvement was installation of an awning at the back of the school for the two-year-old provision.

Governors were thanked for their reports.

**11. TRAINING** It was noted that no governors had attended training since the last meeting.

## **12. GOVERNING BODY ACTION PLAN**

**12.1 Governors' Newsletter** The governing body considered a draft template for a governors' newsletter prepared by Mark (copy in the minute book) as an action arising from the staff survey. The governing body approved the newsletter in principle and agreed that:

- Content should be taken from minutes of meetings of the governing body and committees.
- Mark should view the Marshgate governors' newsletter with a view to developing the design of the Windham newsletter.
- The newsletter should be for staff only and should be in printed format.
- Mark should draft the first newsletter, to be issued to staff by the end of the summer term.
- The newsletter should be approved by the headteacher and chair of governors before circulation to staff.
- The governing body should consider including a paragraph once a term in the school newsletter to parents.
- Sarah should send Mark some examples of school newsletters with input from governors.

Mark was thanked for his work on the newsletter.

**ACTION BY: Mark Given, Sarah Brodie, Juliet Cassidy**

*Mark Given left the meeting at this point.*

**12.2 Annual Work Plan** Progress against the work plan was reviewed. It was agreed that:

- The annual headteacher's performance review and target setting should both take place in the autumn term.

- The review of two-year-old provision by the Community Group should be moved to the spring term, when children had had time to settle in.
- Family Learning should be moved from the spring term to the autumn term.

**ACTION BY: Performance Management Governors, Sarah Brodie, Community Group, Beryl Hawkins**

**13. CONFIDENTIALITY** The governing body agreed that no items discussed required a confidential minute.

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

	<b>Reports to Clerk</b>	<b>Agenda Despatch</b>
<b>Governing Body</b>		
Meetings begin at 6.30 p.m.		
Tuesday 11 October 2016	3/10/16	4/10/16
Wednesday 7 December 2016.	28/11/16	30/11/16
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
<b>Curriculum and Standards Committee</b>		
Meetings begin at 9.30 a.m.		
Wednesday 23 November 2016	15/11/16	16/11/16
Wednesday 8 March 2017	28/2/17	1/3/17
Wednesday 21 June 2017	13/6/17	14/6/17
<b>Finance, Premises and Pay Committee</b>		
Meetings begin at 9.15 a.m.		
Tuesday 4 October 2016	26/9/16	27/9/16
Thursday 1 December 2016	23/11/16	24/11/16
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
Wednesday 28 June 2017	20/6/17	21/6/17

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The meeting ended at 8.17 p.m.

**Windham Nursery School Governing Body Minutes Action Sheet**

<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>4.8 Open Day for New Parents</b>	Attend open day for new parents	Verna Prodrick, Steve Tedbury 1/7/16
<b>5 '30 hours' legislations</b>	Bring ideas to governors to support '30 hours' legislation	Sarah Brodie For 11/10/16
<b>6 Policy Review</b>	Note amendment to E-safety Policy	Sarah Brodie Immediate
<b>10.1 Pensford Field</b>	Register interest in attending Pensford Field trip on 12/7/16	Governors By 8/7/16
<b>12.1 Governors' Newsletter</b>	Take action as agreed with regard to governors' newsletter	Mark Given, Sarah Brodie, Juliet Cassidy By end of summer term
<b>12.2 Annual Work Plan</b>	Implement changes to annual work plan  Update work plan	PM Governors Community Group Beryl Hawkins Immediate