

## LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Tuesday 10 October 2017 at 6.30 p.m.

<b>Present:</b>	Juliet Cassidy (Chair)	Alex Hardy
	Cherry Baker	Ruth Munro
	Sarah Brodie (Headteacher)	Louise Munton (Associate Member)
	Jess Craig	Verna Prodrick
	Dan Evans	Lucy Steward
	Mark Given	Steve Tedbury

**Also attended:** Beryl Hawkins (Clerk to the Governors)

---

- 1. APOLOGIES** Apologies for absence were received from Katy Heale.
- 2. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 3. SAFEGUARDING** A signature sheet was circulated for all governors to sign to confirm that they had read Part 2 of the statutory guidance Keeping Children Safe in Education.
- 4. MEMBERSHIP** The governing body noted that Jess Craig had been elected as a staff (teacher) governor for a further term of four years ending on 12 September 2021. Governors **thanked** Jess for continuing for a further term.
- 5. CHAIR AND VICE-CHAIR** The governing body **agreed** that Juliet Cassidy should continue as chair and that Mark Given should continue as vice-chair until the end of the academic year 2017/18.
- 6. ANNUAL REVIEW OF STRUCTURE, TERMS OF REFERENCE AND MEMBERSHIP OF THE GOVERNING BODY, COMMITTEES, GROUPS AND NAMED GOVERNORS** (copies in the minute book)
  - 6.1** The governing body **agreed** to make no immediate change to the current structure, but that a change of focus might be needed in the future with regard to the Jigsaw unit.
  - 6.2** The governing body **agreed** that no changes were needed to committee terms of reference.
  - 6.3** The governing body **confirmed** membership of committees and groups and named governor appointments.
  - 6.4** It was noted that the current term of office of Steve Tedbury, local authority governor, was due to end on 21 April 2018 and that the term of office for most other governors ended in autumn 2018.
- 7. MINUTES** The minutes of the meeting of the governing body held on 28 June 2017 were **confirmed and signed** (copy in the minute book).

### Arising from the minutes:

**Governance Area on School Website (Ref: Minute 4.2)** It was noted that the governance area of the school website had yet to be updated.

**ACTION BY: Sarah Brodie, Beryl Hawkins, Charlotte Mayers, All governors**

**8. LINK INSPECTOR VISIT** The governing body received the summer term report of the Link Inspector, Charis Penfold for her visit on 4 July 2017 (copy in the minute book). Juliet confirmed that she had attended for the visit. It was noted that the annual Outcomes report was awaited.

**Arising from the report:**

**8.1 Baseline and End-of-year Assessment** Sarah answered governors' questions:

**Question: What are the issues relating to baseline assessment?**

**Answer:** The issues relate to the transition from the old to new assessment arrangements in summer 2014/15. In the first year of the new arrangements not all pupils were assessed at the same time. In the second year all pupils were assessed in the first two weeks of school. In 2016 baseline assessment took place over the first six weeks of school, in order to give children time to settle, particularly those new to English, and to give a more realistic baseline.

**Question: Does Charis Penfold approve of this latest approach?**

**Answer:** Both Charis Penfold, and Helen Gillespie, from the AfC Early Years Team, agree that the school's approach is the best and are supportive of the school making an effective tool.

**Question: Are the Link Inspector visits and reports useful?**

**Answer:** Yes. The visits help staff to see where the school fits in the wider perspective, thereby increasing confidence, and offer support where needed. The benefits are mutual.

**Question: Why does it appear that no accelerated progress has been made in Listening and Attention when in fact there has been a 17% increase in the number of children working above the expected level (page 9 of the report)?**

**Answer:** Expectations at the beginning and end of the year are different; the percentage of children working at or above the expected level was about the same at the start and end of the year, but expected progress had been made or exceeded so that the percentage of children working above the expected level had grown by 17%.

**Question: How often is the data summary produced?**

**Answer:** Once a term.

**8.2 Link Inspector** The governing body was pleased to learn that Charis would be continuing as the school's Link Inspector.

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

- Staffing arrangements for January 2018
- Attendance summary
- Ethnicity profile
- Safeguarding briefing evaluation
- Update on the expansion of Jigsaw
- Update on '30 hours' provision

Sarah highlighted key aspects of the report and answered governors' questions.

### **Arising from the report:**

**9.1 Admissions** It was noted that although there were 13 spaces in the nursery on census day – 7 more than in 2016 – they were expected to fill.

#### **Question: Are other settings finding they have spaces?**

**Answer:** Most have some spaces and at least one has more than Windham. Windham is always fairly full, but if a child fails to arrive after a place has been accepted the space becomes more difficult to fill.

The governing body **agreed** that the situation should be monitored. It was noted that parents who lived further away from the school might not consider applying because they were of the opinion they had no chance of obtaining a place.

**9.2 Jigsaw Expansion** The governing body noted that the expansion of Jigsaw had already contributed to financial efficiencies by the introduction of a new staffing structure. It was **agreed** that the provision should be reviewed in a year's time from a funding viewpoint.

### **ACTION BY: Finance, Premises and Pay Committee**

**9.3 '30 Hour' Provision** It was noted that the Finance, Premises and Pay Committee would be considering the funding implications of the '30 hour' provision at its next meeting.

**9.4 Attendance** The governing body noted the drop in attendance on previous years, but that reasons for absence were legitimate. The governing body agreed that a reminder about the importance of attendance should be included in the newsletter to parents, but that the school should concentrate on addressing unauthorised absence.

**9.5 Ethnicity** The governing body noted that:

- Statistically there were fewer 'white any other' pupils on roll than in the previous cohort – English as an Additional Language data had not yet been finalised..
- The profile included one 'Roma/Gypsy' pupil, apparently for the first time.
- A pupil was likely to start after half term to fill the space in Jigsaw arising from a house move.
- Two pupils in the mainstream setting were currently receiving 15 hours of 1:1 support a week were receiving the maximum funding for 9 hours of support each week from the local authority; the full 15 hours might not be needed in time; support was funded on a termly basis and the situation would be monitored.

**9.6 Safeguarding Briefing** The governing body was pleased to note the improved knowledge and confidence of staff following the annual safeguarding briefing.

**9.7 Staffing** The governing body noted that:

- A caretaker had been appointed for 30 hours a week for 52 weeks a year with effect from 30 October 2017.

- The full-time Early Years Educator post in Jigsaw had been re-advertised; it might be necessary to fill the position with a long-term agency appointment or an apprentice.
- If spaces in the three-year-old provision were filled extra capacity would be needed for the afternoon session.

*Verna Prodrick arrived at this point.*

**9.8 School Self-evaluation** The governing body noted that the updated school self-evaluation document would be available for the next meeting.

**9.9 Building Work** The governing body was pleased to note that building work was on track and the contractor had worked well with the school to keep noise and disturbance to a minimum; unofficial handover was set for Friday 27 October and the official handover on Monday 30 October 2017; the project had been managed by the Council, who had held weekly meetings.

The governing body **agreed** that Steve Tedbury should telephone Beverley Butler to commend the contractors on their execution of the project and that the governing body's written thanks should be conveyed to everyone involved.

#### **ACTION BY Steve Tedbury, Juliet Cassidy, Sarah Brodie**

The governing body noted the improvement that the new staffroom had made to working conditions and that the school had official use of the room until the end of the autumn term.

Sarah confirmed that the additional Jigsaw class was managing temporarily in the old staffroom.

The governing body congratulated Sarah on the successful management of changes in provision concurrently with the building project.

**10. SCHOOL DEVELOPMENT PLAN** The governing body received and **approved** the new school development plan (copy in the minute book). It was noted that the plan covered the same seven priorities as the previous plan, but that the timescale was spread over three years.

**11. FINANCE, PREMISES AND PAY COMMITTEE** The minutes of the meeting of the Committee held on 20 June 2017 were received (copy in the minute book). Dan Evans highlighted key points from the meeting held on 5 October 2017:

- There was still some uncertainty with regard to £8-10,000 of income from the local authority.
- The payroll system now appeared to be working and figures were being checked.
- Spending was on track within about £5,000.
- Looking forward, the school may need to take further action to ensure that places were not left unfilled.
- The Committee recognised the flexibility of staff in working variable hours and would be working to achieve a better balance as provision was consolidated.

**12. CURRICULUM AND STANDARDS COMMITTEE** The minutes of the meeting of the Committee held on 21 June 2017 were received (copy in the minute book).

### 13. GOVERNORS' VISITS

**13.1 Visits since the last Meeting** The governing body received a report from Mark Given for a visit to the school on 6 July 2017 with regard to various aspects of 'safeguarding' and 'community' (copy in the minute book). The governing body congratulated Mark on a comprehensive report.

The governing body noted that as some children had received hot meals the previous year, the school had decided to offer them from the beginning of term. Governors were pleased to note that the majority of pupils were now taking a hot meal.

**13.2 2017/18 Visit Programme** The governing body noted that a plan for governor visits throughout the academic year was included in the school development plan. Sarah **agreed** to circulate the programme after the meeting.

Cherry Baker stated that she would arrange to visit the school before the next meeting to look at the learning environment and external moderation.

**ACTION BY: Sarah Brodie**

### 14. POLICY REVIEW

**14.1** Approval of the **Children with Medical Conditions Policy** was **deferred** to the next meeting.

**14.2** As the local authority's revised model pay policy had not been received the governing body agreed that approval of the school's **Pay Policy** should be **deferred** to the next meeting. The governing body **agreed** to continue to adopt the Option 1 pay scale.

**14.3** On the recommendation of the Finance, Premises and Pay Committee the governing body **approved** an amendment to the school's **Admission Arrangements** to reflect the offer of the '30 hours' provision.

**14.4** Approval of the **Positive Handling Policy** was **deferred** to a future meeting, pending further review.

**15. TRAINING** The clerk **agreed** to circulate to governors with the minutes the link for the [NGA Learning Link](#) online training for governors.

**ACTION BY: Beryl Hawkins**

### 16. GOVERNING BODY ACTION PLAN

**16.1 Annual Plan** The governing body **agreed** that no changes were needed to the annual plan of work for the governing body.

**16.2 Skills Audit** The governing body **agreed** that a skills audit might be needed at a future date when there were changes in membership. Any governors who wished to have sight of the skills audit document should contact the clerk.

**16.3 Governing Body Self-evaluation** The governing body **agreed** that:

- All governors should look at the last governing body self-evaluation and ahead of the the next meeting submit recommendations for change and suggestions for an action plan to Juliet.

- At its next meeting the governing body should:
  - Agree any changes to the governing body self-evaluation.
  - Agree three or four priorities for action by the governing body.

**ACTION BY: All Governors, Juliet Cassidy, Governing Body**

**17. SEVENTIETH ANNIVERSARY** The governing body noted that the school would celebrate its 70th anniversary on 12 April 2018.

**18. CONFIDENTIALITY** The governing body considered a confidential item relating to staffing arrangements from January 2018.

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

	Reports to Clerk	Agenda Despatch
Wednesday 6 December 2017 at 6.30 p.m.	27/11/17	29/11/17
Thursday 8 February 2018 at 6.30 p.m.	30/1/18	1/1/18
Tuesday 20 March 2018 at 6.30 p.m.	12/3/18	13/3/18
Wednesday 23 May 2018 at 6.30 p.m.	14/5/18	16/5/18
Wednesday 27 June 2018 at 6.30 p.m.	18/6/18	20/6/18

The meeting ended at 8.25 p.m.

<b>Windham Nursery School Governing Body Minutes Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>7 Governance area on school website</b>	Update profiles and other governance information on the school website	Sarah Brodie, Beryl Hawkins, Charlotte Mayers, All governors    Immediate
<b>9.2 Jigsaw expansion</b>	Review funding aspects of Jigsaw	Finance, Premises and Pay Committee    Summer 2018
<b>9.9 Building work</b>	Ring Beverley Butler to commend contractors Convey written thanks to those involved in building project	Steve Tedbury,  Juliet Cassidy, Sarah Brodie On completion of project
<b>13.2 2017/18 Visit programme</b>	Circulate visit programme to governors	Sarah Brodie Immediate
<b>15 Training</b>	Circulate link for Learning Link online training for governors	Beryl Hawkins Immediate
<b>16.3 Governing Body Self-evaluation</b>	Submit recommendations to Juliet Cassidy. Review governors' submissions  Agree changes to GB self-evaluation and priorities for GB action	All governors Juliet Cassidy In advance of 6/12/17 Governing Body On 6/12/17