

LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Wednesday 6 December 2017 at 6.30 p.m.

Present: Juliet Cassidy (Chair) Katy Heale
Cherry Baker Ruth Munro
Sarah Brodie (Headteacher) Verna Prodrick
Dan Evans Steve Tedbury
Mark Given

Also attended: Jo Berry (Acting Headteacher Designate)
Beryl Hawkins (Clerk to the Governors)

- 1. APOLOGIES** Apologies for absence were received from Jess Craig, Alex Hardy, Louise Munton and Lucy Steward. Juliet Cassidy thanked governors for attending.
- 2. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 3. MEMBERSHIP** The governing body **confirmed** the appointment of Julia Neumann as an Associate Member of the Curriculum and Standards Committee, with voting rights, for the spring and summer terms 2018, during the acting headship of Jo Berry. It was noted that Julia had attended the last meeting of the Committee.
- 4. MINUTES** The minutes of the meeting of the governing body held on 10 October 2017, including a confidential minute, were **confirmed and signed** (copy in the minute book). It was noted that all action taken or was on track.

Arising from the minutes:

- 4.1 School Website (Ref: Minute 7)** The governing body noted that the 'governors' area on the school website was currently being updated and **agreed** that all governors should send in a photograph of themselves for inclusion with their profiles.

ACTION BY: Governors

- 4.2 Jigsaw Expansion (Ref: Minute 9.1)** The governing body **agreed** that the Finance, Premises and Pay Committee should review the Jigsaw expansion in the summer term.

ACTION BY: Finance, Premises and Pay Committee

- 4.3 Building Work (Ref: Minute 9.9)** Steve Tedbury confirmed that he had left a message for Beverley Butler commending the contractor for the Jigsaw expansion. The governing body **agreed** that written thanks should be sent to the contractors after completion of snagging. It was noted that the local authority would withhold final payment until snagging had been completed.

ACTION BY: Sarah Brodie/Jo Berry

- 5. LINK INSPECTOR VISIT** The governing body **received** the autumn term report of the Link Inspector, Charis Penfold for her visit on 20 November 2017 and the

2016/17 Outcomes report (copies in the minute book). Juliet stated that she had attended the termly meeting and that it had been a useful visit.

Arising from the report:

5.1 Format of the Report and School Development Plan (SDP) The governing body **agreed** that the questions for governors in the Link Inspector's report were a useful addition.

It was noted that Charis had recommended an annual SDP report showing what had been done, not done or carried forward; as a new cohort was joining the school each year needs changed and some priorities for Windham would therefore be ongoing

5.2 Listening and Attention (Ref: Minute 8: 10/10/17) The governing body received a detailed response from Sarah to the question raised at the last meeting about progress in Listening and Attention (copy in the minute book). Governors were re-assured to know that 59% of the 2016/17 N2 cohort had made rapid and sustained progress (more than the expected levels) in Listening and Attention and there was a 17% increase in the percentage of the group working above the expected levels.

5.3 Progress against Key Priorities for Improvement (KPIs)

5.3.1 KPI1 To develop effective leadership structures so that interim plans provide ongoing support development and stability for the nursery community It was noted that arrangements were in place for the start of the spring term 2018.

5.3.2 KPI2 To continue to evaluate and develop the nursery's extended day provision to support financial sustainability The governing body agreed that:

- A mid-year report on financing of the 30-hour provision should be made to the Finance, Premises and Pay Committee in the second half of the spring term 2018.
- Feedback from parents should be used to inform future provision.
- A short report (1 side of A4) should be made to the next meetings of the Finance, Premises and Pay Committee and the Curriculum and Standards Committee on lessons learnt so far.

ACTION BY: Sarah Brodie/Jo Berry

5.3.3 KPI3 To develop the expanded Jigsaw provision to ensure consistent quality across both rooms and strong opportunities for outreach and wider LA support for the SEN strategy It was noted that:

- Outreach would begin in January 2018.
- At a Jigsaw provision review carried out on 4 December 2017 Charis had stated that the unit's provision supported the school's Outstanding judgement in the self-evaluation document, being gentle, caring, child engaged and positive.
- The review recommended a more evaluative self-evaluation, with more data, matched to Jigsaw.

- Charis was able to see how the unit was meeting the challenges of the cohort.

Question: Do you have all the equipment you need to meet the needs of the cohort?

Answer: Some equipment is being shared between rooms at present, partly so that the school can assess need. It may be possible to move some equipment to different classes from where it is no longer needed. There is not much storage and a need for kitchen cupboards.

Conclusion: The governing body agreed that if money was needed for furniture and equipment a list of items should be brought to the Finance, Premises and Pay Committee. It was noted that £1,000 had been raised through fundraising and that there would be some income from the auction.

ACTION BY: Jo Berry

5.3.4 KPI4 To improve attendance across all classes so that the current downhill trajectory is reversed

The governing body was confident that the administrative team was working together to address the drop in attendance in recent years. It was noted that:

- A statement had been included in the school newsletter reminding parents about the importance of regular attendance.
- Attendance expectations related to the 15-hour entitlement and did not apply to the 30-hour provision.
- It had not been possible to benchmark against other schools within the AfC area as Surbiton did not have attendance data and Windsor and Maidenhead did not expect a report on attendance from its nursery schools, except in accordance with child protection procedures.

Question: Are there any other ways that you can benchmark?

Answer: It might be possible to benchmark with the three schools in Windsor and Maidenhead in the future.

Question: Is there any national data that you could use?

Answer: The school has its own plan to address individual cases. The school is aware of the circumstances of each case.

Question: Do you still send certificates for good attendance?

Answer: Yes. For attendance of 95% and above. The parents of children whose attendance is below 90% receive a letter and printout of attendance each half term. All parents get an attendance report at the end of the year.

5.4 Early Years Pupil Premium (EYPP) The governing body noted that there were five pupils eligible for (EYPP) in the current cohort and they were

spread across both morning and afternoon groups, not as reported in the SIP visit report. It was noted that the school would be focussing on EYPP, particularly in the spring term.

5.5 Acting Headship The governing body noted that Charis would be visiting the school for the handover of the headteacher role from Sarah to Jo.

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

- Baseline data summary for 2017/18 cohort
- Tapestry Quality Assurance
- Attendance Quality Assurance
- Attendance monitoring
- Response to SIP's suggested governor questions on Listening and Attention (See Minute 5.2)
- SDP monitoring for 2017/18
- SDP end of year summary for 2016/17
- INSET summary
- Parent exit survey results
- Updated school self-evaluation document

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

Arising from the report:

6.1 Admissions It was noted that all places were expected to be filled by January 2018 from families on the waiting list and vacancies were being monitored.

6.2 Rocking Horse Club It was noted that interviews were currently taking place for the additional staff member for Rocking Horse Club and that the school was hopeful of a successful appointment.

6.3 Tapestry The governing body **agreed** that the latest version of the Tapestry talk for parents should be posted on the school website. It was noted that the talk was also provided in home visit packs and was printed for staff to show to parents.

ACTION BY: Jo Berry

6.4 Staffing It was noted that all new staff had settled well and that an appointment had been made for the Outreach role for two days a week. It was also noted that the prospective apprentice did not return for the second interview.

Question: What happened at the January INSET day?

Answer: Jo did home visits for the a.m. group and Carole Johnson for the p.m. group while other staff did speaking moderation training at Surbiton Children's Centre Nursery.

6.5 INSET The governing body expressed appreciation of the positive nature of the INSET report on the visit to schools in Windsor and Maidenhead. It was noted that all three schools visited had large outdoor areas, with allotments and the like.

Question: How do the schools visited compare with Windham? Do any have specialist provision?

Answer: All are maintained nurseries. None has specialist provision.

Conclusion: The governing body observed how Windham had developed as a centre of expertise for ASD provision and congratulated Jo and Sarah on the success of the provision.

6.6 School Development Plan The governing body agreed that the end of year position was a useful addition to the plan and noted that the in-year position was a response to the termly review with Charis.

7. SAFEGUARDING Sarah reported that she was working through a 15-page safeguarding audit framework; the document was about 50% completed and had been shared with Mark Given; an action plan needed to be completed and brought to the governing body for consideration.

ACTION BY: Sarah Brodie/Jo Berry, Mark Given

8. FINANCE, PREMISES AND PAY COMMITTEE The minutes of the meeting of the Committee held on 5 October 2017 were **received** (copy in the minute book). Dan Evans highlighted key points from the meeting held on 17 November 2017:

- SEN banding income was being adjusted to Band 6 from Band 7.
- The school had overspent by £10,000 due to vacancies, but expected to partly resolve this by being full from January 2018.
- The Committee had considered options for offering 30-hour provision and agreed a broadly similar model to the current year, but with a charge being made for lunches; this would partly offset the cost of the 30-hour provision funded at the lower rate.
- It was not thought that there would be demand for a breakfast or after-school club, but parents would be asked when places were offered. If there was sufficient demand and a viable offer could be made, parents would be asked to commit to and pay for half a term at a time.

9. CURRICULUM AND STANDARDS COMMITTEE Cherry Baker reported from the meeting of the Committee held on 15 November 2017. It was noted that:

- The current cohort had fewer children with English as an Additional Language (EAL), but overall those that had EAL had a lower level of English than the previous cohort.
- A few of the new admissions were leaving home for the first time.
- Some children who attended for 30 hours were included twice in the data and as some children now attended for more than a year the data was complex.

Question: **Should children who attend for longer make double the amount of progress?**

Answer: No. There is no expectation that they will make more progress than those attending for 15 hours.

Question: **Are children who attend for five terms placed in the same groups for the second year?**

Answer: No. There has been a lot of mobility so not all pupils are in the same groups and it is therefore difficult to compare data year on year.

- The Committee had approved policies for:
 - PSED
 - Communication and Language
 - Physical Development
 - Characteristics of Effective Learning
- Alex Hardy would appreciate being able to share the SEN role with another governor.

Conclusion: The governing body **agreed** that the appointment of a second SEN governor should be an item on the agenda for the next meeting of the governing body. Jo Berry agreed to approach a former Jigsaw parent to find out whether they would be willing to take on the role when a vacancy became available on the governing body.

ACTION BY: Jo Berry, Governing Body

10. GOVERNORS' VISITS

10.1 Visits since the last Meeting The governing body **received** reports from governors who had visited the school since the last meeting (copies in the minute book):

2YO provision	Cherry Baker	21 November 2017
Community and Safeguarding	Mark Given	30 November 2017

Cherry highlighted key aspects of her visit:

- Swapping of roles, such as in reverse inclusion, had helped staff to enhance the curriculum – appropriate ideas had been taken from different areas of the school and adapted on a smaller scale for 2YOs.
- The provision could be improved by the addition of a better nappy-changing area.
- It was useful to be able to see the progression made by pupils in the 3YO provision who had attended as 2YOs.

Mark Given highlighted key aspects of his visit:

- Little Learners was working well.
- The continuation of Crawlers and Explorers needed to be considered. There was some overlap with Little Learners (which catered for pupils down to 14 months) and with the 2YO provision and the school needed to consider whether there was sufficient demand for the provision, although space for the provision was no longer an issue.

It was noted that staff and governor lanyards had now been issued.

10.2 2017/18 Visit Programme The governing body **agreed** to arrange dates for visits on a termly basis as outlined in the school development plan. It was noted that Mark Given was visiting termly in response to recommended practice on safeguarding. The governing body thanked Mark for taking on this role.

ACTION BY: Governors, Sarah Brodie/Jo Berry

11. POLICY REVIEW The governing body asked to be informed of any changes made to policies when they were submitted for approval.

ACTION BY: Sarah Brodie/Jo Berry

11.1 On the recommendation of the Finance, Premises and Pay Committee, the governing body **approved** the following policies and documents:

- Children with Medical Conditions Policy
- Teachers' Pay Policy
- Staff Code of Conduct

11.2 The governing body reviewed the following policies.

11.2.1 Promoting Positive Behaviour This policy was **approved**.

11.2.2 Positive Handling The governing body noted that:

- Parents, including the current cohort, had been consulted and that no comments had been received.
- The school had made some minor changes and added Appendix A (Management Plan for Children for whom Positive Physical Handling is a daily necessity) to clarify the policy.

Dan Evans stated that the Department of Health was currently consulting on positive handling and was planning to publish a good practice type guide, but it was unlikely that the school would need to make changes to its policy as a result.

The governing body **approved** the policy.

11.2.3 Safeguarding The governing body noted that:

- Mark Given had reviewed the Safeguarding Policy and found it to be very comprehensive.
- Key personnel in the policy would be updated in January.
- Some of the policy was not applicable to young children and it might be possible to delete some of this in a future review.

Question: Do you have work experience students in school? Do they come under this policy?

Answer: Yes, we do take on work experience students. It is possible that the policy applies to them, but they may be covered by their own school's policy.

The governing body **approved** the policy.

12. TRAINING

12.1 Mark Given stated that he had completed the NGA Learning Link online training module on Looked After Children.

It was noted that there were currently no Looked After Children on roll.

12.2 Governors were **recommended** to complete online safeguarding training and it was **agreed** that it might be useful for some governors to attend the AfC Governing Board Succession Planning training on 10 January 2018 or to complete the NGA Learning Link online module on succession planning.

12.3 The clerk **agreed** to send to Mark Given a shortcut for a presentation and related resources on the GDPR (General Data Protection Regulation) prepared by Peter Cowley, AfC IT Adviser.

ACTION BY: Governors, Beryl Hawkins

13. GOVERNING BODY ACTION PLAN

13.1 Governing Body Self-evaluation The governing body reviewed its self-evaluation and **agreed** that no changes were needed (copy in the minute book).

13.2 Action from Self-evaluation The governing body **agreed** that:

- The four priorities for action should be deleted and given time to bed in before new priorities were agreed.
- When reviewing priorities in the summer term 2018, the governing body should be looking ahead for another three years and establishing a succession plan for the governing body.
- Mark Given should produce a staff newsletter in the spring term, taking into account the staffing changes from January 2018.

Question: Have you been receiving tracking data from primary schools for pupils who have attended Windham?

Answer: We did receive data from some schools for one year only. Children in the nursery who have attended Little Learners and Crawlers and Explorers are being tracked.

ACTION BY: Juliet Cassidy, Mark Given

13.3 Annual Work Plan The governing body reviewed progress against the plan (copy in the minute book).

14. CONFIDENTIALITY It was noted that names in the parent survey report were confidential. The governing body **agreed** that no items needed to be recorded in confidential minutes.

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

	Reports to Clerk	Agenda Despatch
Thursday 8 February 2018 at 6.30 p.m.	30/1/18	1/2/18
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 8.30 p.m.

Windham Nursery School Governing Body Minutes Action Sheet

Minute reference	Action required	By whom and when
4.1 School website	Submit head-and-shoulders photo for school website	Governors Immediate
4.2 Jigsaw expansion	Review expanded Jigsaw from funding viewpoint	Finance, Premises and Pay Committee Summer 2018
4.3 Building work	Send written thanks to contractors	Sarah Brodie/Jo Berry On completion of snagging
5.3.2 30 hour provision	Report on financing of the 30-hour provision Report on lessons learnt so far.	Sarah Brodie/Jo Berry To FP&P on 12/3/18 To FP&P on 31/1/18 To C&S on 7/3/18
5.3.3 Jigsaw resources	Bring list of resource requirements to Finance, Premises and Pay Committee	Jo Berry As required
6.3 Tapestry	Arrange for latest version of Tapestry talk to be posted on school website	Jo Berry Immediate
7 Safeguarding	Bring safeguarding audit to governing body	Sarah Brodie/Jo Berry Mark Given For 8/2/18
9 SEN Governor	Follow up possible candidate for SEN Governor role	Jo Berry For 8/2/18
10.2 2017/18 Visit programme	Arrange governor visits as agreed.	Governors Sarah Brodie/Jo Berry
11 Policy review	Highlight changes to policies when reviewed	Sarah Brodie/Jo Berry Ongoing
12 Training	Book and attend/complete appropriate training Send shortcut for GDPR resources to Mark Given	Governors Immediate Beryl Hawkins Immediate
13.2 Action from Self-evaluation	Update self-evaluation actions Produce staff newsletter	Juliet Cassidy Immediate Mark Given Spring term 2018