

LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Tuesday 20 March 2018 at 6.30 p.m.

Present: Juliet Cassidy (Chair) Katy Heale
Cherry Baker Verna Prodrick
Jo Berry (Acting Headteacher) Lucy Steward
Jess Craig Steve Tedbury
Dan Evans

Also attended: Beryl Hawkins (Clerk to the Governors)

1. APOLOGIES Apologies for absence were received from Mark Given, Alex Hardy and Louise Munton. The absence of Ruth Munro was noted.

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

3. MEMBERSHIP

3.1 Local Authority Governor The governing body noted that AfC, on behalf of the local authority, had confirmed the nomination of Steve Tedbury, based on the endorsement of the governing body, and he was therefore appointed for a further term of office ending on 21 April 2022.

3.2 SEN Governor The clerk reported that there were no restrictions on Council members being co-opted to the governing body or appointed as associate members.

Jo Berry stated that she had not yet been able to meet with Alex and the prospective candidate.

ACTION BY: Jo Berry, Alex Hardy

4. MINUTES The minutes of the meeting of the governing body held on 8 February 2018 were **confirmed and signed** (copy in the minute book). The governing body reviewed progress against the action agreed.

Arising from the minutes:

4.1 Parental Giving (Ref: Minute 7) Jo reported that a reminder about ways of giving had been included in the school newsletter and that following a positive response to funding requests for specific provision the school would continue to make similar requests.

4.2 Attendance (Ref: Minute 9.1) The governing body noted that attendance across the borough was an issue and that Charis Penfold had advised that pupils should be taken off the register if they did not attend for over a month. It was noted that the misalignment of INSET days at different school was having an impact on attendance. The governing body agreed that the school should continue to emphasise the impact of non-attendance on children's friendships.

4.3 Little Learners and Crawlers & Explorers (Ref: Minute 9.8) It was noted that more families were attending Little Learners and Crawlers & Explorers and that better attendance was expected with the warmer weather.

5. AfC PARTNERSHIP MEETING Juliet Cassidy stated that she was unable to attend the next AfC governors' partnership meeting on Tuesday 27 March 2018 from 7 to 9 p.m. and invited volunteers. It was noted that the agenda included an item on special educational needs (SEN). Juliet stated that if there were no other volunteers she would ask Mark Given if he could attend in her place.

ACTION BY: Juliet Cassidy

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

- SDP monitoring for 2017/18
- School self-evaluation update
- Pupil performance data and brief overview
- Attendance summary

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

Arising from the report:

6.1 School Development Plan (SDP) Jo updated the governing body on progress since the last meeting in each of the areas of the SDP.

The governing body noted that in a recent fire drill the fire alarm had not been heard in the shepherd's hut and as a result a daily action plan had been put in place.

The governing body noted the poor attendance rate of 2YO, but that reasons for absence were known.

Question: Is there any difference in attendance rates for paying and non-paying children?

Answer: This has not been analysed. It may be worth checking.

The governing body noted that the Jigsaw Outreach provision was helping to raise the profile of Windham.

6.2 Staffing The governing body noted that:

- A second staff member had been appointed to Crawlers & Explorers because more families were attending.
- As the school had taken on more staff the pool of qualified staff had been exhausted and this was having an impact on staffing across the school – vacancies had been filled, but staff had to work additional hours to cover absences or the school had to revert to Core 3 staffing.
- The majority of staff were expecting to stay in their current roles for the next academic year.
- The school could expect three pupils with requirements for one-to-one support in September 2018 and would have enough staff to cover this need.
- The school was looking to identify a number of suitably qualified people who could be called on to provide cover as needed.

6.3 Early Years Pupil Premium Grant (EYPPG) Pupils

Question: How are EYPPG pupils being tracked?

Answer: Tracking is going alright. Jo reported on how the needs of the three children were being met and arrangements in place to ensure a good transition to the next stage of their education.

Question: Are they attending school regularly?

Answer: Yes.

6.4 Incident Jo reported that the school was receiving external support for a parent and their child who had been at the scene of a traumatic incident in the neighbourhood.

7. SCHOOL'S 70TH ANNIVERSARY The governing body agreed that a working party should be established to make arrangements to celebrate the school's 70th anniversary. It was agreed that the 50th anniversary booklet, published in 1998, should be circulated to governors and that governors should submit ideas for the event.

ACTION BY: Jo Berry, Governors

8. SPRING TERM VISIT OF THE SCHOOL IMPROVEMENT PARTNER (SIP)

Juliet confirmed that she had visited the school for Charis Penfold's spring term visit on 26 February 2018. It was noted that the report of the visit had not yet been received. Jo reported that topics discussed included the level of data needed, Jigsaw funding, the appointment of a headteacher and ongoing support for Jo.

9. AfC SEND PROPOSALS The governing body noted that clarification had been received from AfC that Charis Penfold was not expecting Windham to provide anything other than the 12 existing Jigsaw places plus Outreach. It was noted that the school was waiting for a formula to be worked out for funding Outreach.

10. SAFEGUARDING Jo reported that she had arranged to meet with Mark Given on 21 March 2018 to work on the safeguarding annual report. This item was therefore **deferred** to the next meeting.

The governing body **agreed** that a question about how hoax calls could be identified should be referred to the Police.

The governing body **agreed** that a question about the security of the school boundary should be referred to the Finance, Premises and Pay Committee.

ACTION BY: Jo Berry, Mark Given, FP&P

Question: Do you have a procedure for bomb threats.

Answer: Yes. It includes calling the Police.

11. FINANCE, PREMISES AND PAY COMMITTEE The minutes of the meeting of the Committee held on 31 January 2018 were **received** (copy in the minute book). Dan Evans and Juliet Cassidy highlighted key points from the meeting on 12 March 2018. It was noted that the draft budget plan was the main item on the agenda.

12. DRAFT BUDGET PLAN The governing body received the revised draft budget plan with a recommendation for its approval from the Finance, Premises and Pay Committee. Dan reported that, although the deficit was slightly higher than estimated, there was a worsening long-term trend, and the year-end balance was reducing by about £40,000 a year, the Committee was confident with the plan.

Question: Have PTA funds been used to set the budget?

Answer: No. If they had been this would show under the 'PTA Funds' heading.

The governing body **approved** the draft budget plan. Jo agreed to ask Charlotte Mayers to inform Steve Llewellyn of the governing body's decision.

Jo updated the governing body on activity within the PTA. The governing body **agreed** that the PTA needed to broaden its base and involve more parents and that events could be run in parallel.

13. CURRICULUM AND STANDARDS COMMITTEE The Committee received a report from Cherry Baker on the meeting of the Committee held on 7 March 2018. Topics discussed included:

- The need for more simplified data reporting
- Pupil performance, progress towards targets and support for pupils
- Extended day activities
- Mobility in Jigsaw
- Moonbeams – the new Outreach provision
- Transition from 2YOs to 3YOs

Arising from the report:

13.1 Transfer from 2YO to 3YO Group A governor queried why pupils needed to transfer to the 3YO group when they reached the age of 3 as funding was based on age, not provision.

13.2 Data The governing body agreed that it needed to know that all pupils were being monitored and that progress was being made, and if not that this was identified and action taken. Jo stated that on advice from her mentor, Penny Cox, Headteacher at Holy Trinity Primary School, she would be meeting with Zoe Neal, Early Years Leader at Holy Trinity, on 26 March to find out how they reported data. Jo stated that she would also be contacting Surbiton Children's Centre Nursery and nurseries in Maidenhead to find out how they reported data. Juliet stated that she would be looking at Tapestry with Jo to see whether it could be used for reporting to the SIP, Ofsted and governors.

14. GOVERNORS' VISITS

14.1 The governing body received a report from Katy Heale on a visit to the school on 6 March 2018 to look at Managing Feelings and Behaviour, in particular the High Scope Conflict Resolution (HSCR) method. Katy reported that the school was confident that the percentage of pupils achieving in the 40-60 month band on Managing Feelings and Behaviour would increase from 42 to 75. Katy stated that it would be useful to have illustrations at parents' evenings of the HSCR method in practice so that parents could use them at home.

Katy wished to record her thanks to staff for their time. The governing body thanked Katy for visiting and for her report.

14.2 Cherry stated that she had attended a Stay and Play session and had completed a report for Jo Berry and Tania Marshall. It was noted that on the day of the visit there were 9 users and one adult; equipment had to be

brought by the play leader; one of the 9 also attends Little Learners; some users had come from Barnes, Sheen and Mortlake; families can take their own snacks; the provision is free.

Question: Will Stay and Play be compensated for time when the room will not be available?

Answer: The school has donated a cupboard so that some resources can be left on site.

Dan Evans left the meeting at this point.

15. POLICIES DUE FOR REVIEW The governing body approved the following policies that had been reviewed by the headteacher and safeguarding governor:

- Confidentiality
- Anti-radicalisation
- E-safety
- Whistleblowing
- Missing and Uncollected Children

16. TRAINING It was noted that Dan had completed Safer Recruitment training and Juliet stated that she would try to complete it.

17. ANNUAL WORK PLAN The governing body received the current work plan (copy in the minute book).

18. SCHOOL TERM AND HOLIDAY DATES 2019/20 The governing body **agreed** to take no further action with regard to the consultation on term dates for 2019/20.

19. CONFIDENTIALITY The governing body received the resignation of Sarah Brodie and agreed arrangements for the appointment of a headteacher from September 2018, including the appointment of a selection panel. See also confidential minute.

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

	Reports to Clerk	Agenda Despatch
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 9 p.m.

Windham Nursery School Governing Body Minutes Action Sheet

Minute reference	Action required	By whom and when
Minute 3: Membership	Meet prospective candidate for associate member or co-opted governor to support SEN	Jo Berry, Alex Hardy Immediate
Minute 5: Governors' partnership meeting	Arrange attendance for meeting on 27/3/18	Juliet Cassidy Immediate
Minute 7: 70th anniversary	Circulate 50 th anniversary booklet to governors Submit ideas for 70 th anniversary	Jo Berry Immediate Governors Immediate
Minute 10 Safeguarding	Complete Safeguarding Annual Report and submit to next meeting Refer question about hoax calls to the Police Refer question about the boundary security to Finance, Premises and Pay Committee.	Jo Berry, Mark Given For 23/5/18 Jo Berry Immediate Jo Berry Immediate