

LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Wednesday 23 May 2018 at 6.30 p.m.

Present:

Juliet Cassidy (Chair)	Mark Given
Cherry Baker	Ruth Munro
Jo Berry (Acting Headteacher)	Louise Munton (Associate Member)
Jess Craig	Verna Prodrick
Dan Evans	Steve Tedbury

Also attended: Beryl Hawkins (Clerk to the Governors)

- 1. APOLOGIES** Apologies for absence were received from, Alex Hardy, Katy Heale and Lucy Steward.
- 2. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 3. MEMBERSHIP – Succession Planning** The governing body noted that the majority of governors would complete their terms of office in the autumn term 2018. Juliet Cassidy stated that she did not wish to continue as chair for a further term and Cherry Baker stated that she did not wish to continue as a governor after the 2018/19 academic year. It was noted that an Ofsted inspection could be due from autumn 2018.

The governing body agreed that the committees were working well but that knowledge and more of the load of the chair and committee chairs needed to be spread between more governors. Possible ways of doing this might include: increasing the number of committees, increasing the number of governors on each committee, observing at different committees, increasing the size of the governing body. The governing body **agreed** that succession planning should be an item on the agenda for the next meeting and that governors should submit their thoughts and suggestions in advance of the meeting.

ACTION BY: All governors

- 4. MINUTES** The minutes of the meetings of the governing body held on 20 March, including a confidential minute, and 10 May 2018 were **confirmed and signed** (copies in the minute book). The governing body reviewed progress against the action agreed.

Arising from the minutes:

- 4.1 Headteacher Designate (Ref: Minute 3: 10/5/18)** The governing body was pleased to note that Bev Turner, the Headteacher Designate, was beginning to get involved and had attended for INSET and other events. The governing body **agreed** that Bev should be invited to the next meeting of the governing body.

Juliet stated that she had rung all candidates on 10 May 2018 to inform them of the governing body's decision and had briefed staff the following morning; no questions had been received.

The governing body wished to record their thanks to Juliet for the smooth running of the recruitment process and to Dan for establishing the framework at the time of the previous headteacher recruitment.

ACTION BY: Juliet Cassidy/Jo Berry

- 4.2 SEN Governor (Ref: Minute 3.1: 20/3/18)** Jo Berry stated that her meeting with Alex Hardy and the prospective SEN governor or associate member was still outstanding.

ACTION BY: Jo Berry, Alex Hardy

- 4.3 AfC Partnership Meeting (Ref: Minute 5: 20/3/18)** It was noted that no governor from the school had attended the AfC partnership meeting, but that Juliet, Alex and Jo had been invited to an AfC SEND Futures conference on 3 July 2018.

- 4.4 School's 70th Anniversary (Ref: Minute 7: 20/3/18)** The governing body noted that an action plan had been drawn up and a coffee morning planned to enlist parental support with a view to the 70th anniversary celebrations taking place on Saturday 30 June 2018 from 11.30 a.m. It was noted that it was planned to keep the event short as The Queen's School was holding an event on the same day.

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

- SDP monitoring for 2017/18 – updated version tabled at the meeting
- Attendance summary

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

Arising from the report:

- 5.1 Staffing** Jo reported that temporary cover arrangements were working, but that the school needed to work out a longer term solution.

5.2 Jigsaw

Question: Can children start at Jigsaw as soon as a place becomes available?

Answer: There is no age cut off for Jigsaw. The children staying on are doing so because they are under age.

- 5.3 Pensford Field** Governors were pleased to note the success of the Pensford Field trips and the good support received from parents.

- 5.4 Early Years Cook Off** The governing body was pleased to note the benefit of the Early Years Cook Off recently held in Kingston, both for learning about new recipes that children could cook themselves and establishing links with other Early Years practitioners. It was also noted that Windham had offered to host the next Cook Off meeting.

- 5.5 School Development Plan (SDP)** The updated school development plan was received (copy in the minute book). Staff answered governors' questions.

Priority 1 Learning Environment

- It was noted that 'helicopter stories' were continuing to prove beneficial for both three year olds (3YO) and 2YO; they had particularly helped boys to get involved; children gained confidence through the method; and the 'stories' were being shared with parents.
- It was noted how collaborative play and 'I feel' boards had helped children in Jigsaw so that there had been big improvements in Managing Feelings and Behaviour; the children were beginning to integrate with the whole class in mainstream in different ways.

Priority 5 Health and Safety

- The governing body noted that a premises meeting had been arranged for the following week and that action from the fire risk assessment was ongoing.

Priority 6 Attendance and Punctuality

- It was noted that the issue of low attendance had been shared with the headteacher designate and that she would be bringing suggestions for improvement. Jo stated that children who were always late and had days off as well as weeks off were particularly adversely affected.

Priority 7 Extended Services

- The governing body was pleased to note that attendance at Crawlers & Explorers was now as good as at Little Learners; access to the sensory and soft play rooms could have had an impact, but attendance was also affected by the weather.

5.6 Partnership Hub The governing body noted that Windham had volunteered for the Partnership Hub pilot scheme – a partnership of local nurseries and childminders intended to share good practice and create links to ensure joined up provision for local families.

5.7 Admissions and Leavers The governing body noted that offers had been made for September 2018 for both 3YO and 2YO; to date four families had received codes for 30-hour provision. It was agreed that the school could write to other parents who had been offered places to ensure that they were aware that they could apply for a code.

The governing body noted that Darell Primary School would be moving to one form of entry from September 2018 due to a fall in demand, with fewer young families able to move into the area and that the school was keen to establish links with Windham.

6. SPRING TERM VISIT OF THE SCHOOL IMPROVEMENT PARTNER (SIP) The governing body received a report from Charis Penfold on her spring term visit on 26 February 2018 (copy in the minute book).

The governing body noted that:

- Bev Turner had been invited for the next SIP visit, arranged for Tuesday 12 June 2018 from 9.30 a.m. to 12.30 p.m.
- Bev would be bringing information about a new data programme – Itrack – which could be used with Tapestry and would be less onerous than the present system.

- Using Tapestry alone to produce the required data for the governing body and the SIP was not practicable.

Jess Craig reported that children had made progress since the last data had been presented to governors.

The governing body **agreed** that:

- Jess should ask Charlotte Mayers to find out how she could access a comprehensive list of the services available through SPARK.
- As far as possible dates of SIP visits should be arranged so that the questions raised could be considered as part of the agenda for the last meeting of the governing body each term.
- The questions raised on the spring visit should be considered at the June meeting of the governing body.

ACTION BY: Jess Craig, Jo Berry

- 7. SAFEGUARDING** The governing body received the annual safeguarding audit report completed by Sarah Brodie and Jo in consultation with Mark Given, safeguarding governor (copy in the minute book).

Question: Did you find anything worrying when completing the audit?

Answer: No. There were a lot of how do you know questions, but the answers were easily found in the school's existing policies.

It was noted that governors needed to refresh safeguarding training and **agreed** that Jo should invite all governors to attend the safeguarding INSET to be held in September 2018, to be run by an outside agency.

ACTION BY: Jo Berry

- 8. FINANCE, PREMISES AND PAY COMMITTEE** The minutes of the meeting of the Committee held on 12 March 2018, including a confidential minute, were **received** (copy in the minute book). The report from Dan Evans on the meeting held on 18 May 2018 was considered under confidential items.

- 9. CURRICULUM AND STANDARDS COMMITTEE** The Committee received the draft minutes of the meeting of the Committee held on 7 March 2018 (copy in the minute book). Arising from the minutes:

Data reporting Jo Berry stated that:

- she had visited Holy Trinity School to find out about the way they reported data and had found the system to be less easy to use and not helpful;
- Charis Penfold had stated that the Jigsaw data could be left out of the data summaries.

- 10. GOVERNORS' VISITS** It was noted that there had been no programmed visits since the last meeting.

- 11. POLICIES DUE FOR REVIEW** Approval of the Child Protection and Admissions policies was deferred to the next meeting. Jo reported that Charlotte had talked through the admissions policy with staff and parents.

ACTION BY: Jo Berry, Charlotte Mayers, Beryl Hawkins

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

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

14. CONFIDENTIALITY See minute 8.

15. FUTURE MEETINGS The governing body **confirmed** the date of the next meeting:

Wednesday 27 June 2018 at 6.30 p.m.	Reports to Clerk 18/6/18	Agenda Despatch 20/6/18
-------------------------------------	------------------------------------	-----------------------------------

The governing body **agreed** that proposed meeting dates should be circulated in advance of the next meeting with a view to them being approved at the meeting.

ACTION BY: Beryl Hawkins

The meeting ended at 8.45 p.m.

Windham Nursery School Governing Body Minutes Action Sheet		
Minute reference	Action required	By whom and when
Minute 3: Succession planning	Submit thoughts and ideas to chair or clerk for spreading the load/succession planning	All governors Immediate
Minute 4.1 Headteacher designate	Invite Bev Turner to the next governing body meeting	Jo Berry/ Juliet Cassidy For 27/6/18
Minute 4.2 SEN governor	Arrange to meet prospective SEN governor/ associate member	Jo Berry/Alex Hardy Immediate
Minute 6 SIP visit	Ask Charlotte Mayers about services available through SPARK. Try to arrange SIP visits so that the questions raised can be considered at last governing body meeting each term. Include item on agenda for SIP visit questions for last meeting each term	Jess Craig Immediate Jo Berry Ongoing Beryl Hawkins 27/6/18 and ongoing
Minute 7 Safeguarding	Invite governors to attend September INSET for safeguarding refresher training	Jo Berry All governors
Minute 11 Policies due for review	Bring deferred policies to the governing body for approval	Jo Berry, Charlotte Mayers For 27/6/18
Minute 15 Future Meetings	Circulate proposed dates in advance of next meeting	Beryl Hawkins For 27/6/18