

LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Wednesday 27 June 2018 at 6.30 p.m.

Present: Juliet Cassidy (Chair) Carole Johnson (Associate Member)
Cherry Baker Charlotte Mayers (Associate Member)
Jo Berry (Acting Headteacher) Ruth Munro
Dan Evans Louise Munton (Associate Member)
Mark Given Verna Prodrick
Alex Hardy Steve Tedbury

Also attended: Bev Turner (Headteacher Designate)
Beryl Hawkins (Clerk to the Governors)

- 1. APOLOGIES** Apologies for absence were received from, Jess Craig, Katy Heale and Lucy Steward.
- 2. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 3. WELCOME** Bev Turner, Headteacher Designate, was welcomed to the meeting.
- 4. MEMBERSHIP** Jo Berry reported that she had arranged to meet with Alex Hardy and the prospective SEN candidate on a date in July 2018.
- 5. MINUTES** The minutes of the meeting of the governing body held on 23 May 2018, including a confidential minute were **confirmed and signed** (copy in the minute book). The governing body reviewed progress against the action agreed.

Arising from the minutes:

5.1 SPARK (Ref: Minute 6) The governing body noted that SPARK credits could be used for any CPD (continuing professional development) via Charis Penfold, School Improvement Partner; there was a fixed price for the service, in the last year the school had used about 5 out of 30 credits; the school planned to request ICT training for staff from Peter Cowley, ICT advisor for AfC.

The governing body **agreed** that the school should try to maximise use of the service.

5.2 Safeguarding INSET Jo Berry reported that the school could accommodate up to five governors at the Level 1 Safeguarding training arranged for the INSET day on Monday 3 September 2018. The clerk **agreed** to write to all governors asking them to inform Charlotte Mayers by the end of the summer term if they wished to attend.

ACTION BY: Beryl Hawkins, Governors

- 6. REPORT OF THE HEADTEACHER** The report of the headteacher was **received** (copy in the minute book), including:
 - SDP monitoring for 2017/18
 - Brief data summary
 - Attendance summary

Jo highlighted key aspects of the report and answered governors' questions. It was noted that:

- All 12 Jigsaw places had been filled for September 2018.
- Attendance at Little Learners and Crawlers and Explorers was good.
- There had been three behavioural incidents, two of which related to one child.
- Health & safety issues involving the Croft Centre but impacting on Windham were ongoing and created additional workload for staff.
- The sensory garden had been cleared by the caretaker and was now much safer for all.
- Jo had completed Early Bird training and qualified as a licensed trainer.
- Louise Munton and a member of staff from Rocking Horse Club had attended Portage training and found it to be useful.
- Bev Turner would be meeting with Sarah Brodie as part of her induction.
- The school development plan (SDP) would be updated in the autumn term; many of the targets would continue, but priorities might change; the plan would be reviewed with Bev at the Senior Management Team meeting.

Arising from the report:

6.1 Safeguarding The safeguarding update report on current issues and implementation of procedures was noted.

6.2 Professional Development

Question: Will the Portage training be used for when you visit homes?

Answer: It can be, but the practice will be particularly useful in the two year old (2YO) provision.

6.3 Windham Seventieth Anniversary Summer Fair All governors were encouraged to visit the Windham Seventieth Anniversary Summer Fair to be held on Saturday 30 June 2018 from 11.30 a.m. to 3.30 p.m. It was noted that there would be a BBQ and a bar.

The governing body **agreed** that the poster for the fair should be emailed to governors so that it could be sent on to friends and family.

ACTION BY: Charlotte Mayers, Beryl Hawkins, Governors

6.4 School Development Plan The governing body reviewed progress against targets and **agreed** that the plan should be revised early in the autumn.

ACTION BY: Bev Turner

6.5 Ofsted It was noted that Ofsted could be expected to visit in the autumn term 2018.

6.6 Attendance It was noted that:

- The attendance target was aspirational for a nursery and the only target in the SDP not likely to be met or exceeded.
- The target was not statutory.
- Charis had advised that the school only needed to keep attendance records for pupils who were attending for the universal 15-hour entitlement.

- Attendance had been compared with that at Surbiton Children's Centre Nursery (SCCN) and it had been found that due to the demographics SCCN had less of an issue with poor attendance.

Question: Do you still give certificates for good attendance?

Answer: Yes.

The governing body **agreed** that there were some useful points in the school's Attendance Policy that could be highlighted to parents.

ACTION BY: Bev Turner

6.7 Progress Carole Johnson and Louise Munton reported on activities, staffing and attainment in the mainstream nursery and the 2YO provision. The governing body thanked them for helping the children to achieve such good results and asked them to pass on their thanks to all the staff.

ACTION BY: Jo Berry, Carole Johnson, Louise Munton

7. SPRING TERM VISIT OF THE SCHOOL IMPROVEMENT PARTNER (SIP) The governing body considered the questions raised on the SIP report for the visit on 26 February 2018. It was noted that a visit had taken place in the summer term, but that the final report had not been received. Arising from the spring term visit:

7.1 KP1 – To develop effective leadership structures so that interim plans provide ongoing support, development and stability for the nursery community

The governing body confirmed its previous decision that, due to the distance between Windham and SCCN, sharing business manager support or developing shared leadership opportunities were not viable options in terms of logistics, resources and division of leadership time; sharing with a school in the vicinity of Windham could be an option worth considering.

7.2 KP2 – To continue to evaluate and develop the nursery's extended day provision to support financial sustainability

It was noted that:

- Take up and quality of extended day provision were reviewed regularly by committees.
- The provision was financially viable and the quality was good.
- The provision helped to promote the nursery.

The governing body **agreed** that:

- A governor should visit the provision in the next academic year.
- Bev Turner should prepare a schedule of governors' visits for 2018/19, based on priorities in the revised school development plan.

7.3 KP3 – 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:

- Provision in Jigsaw 1 and Jigsaw 2 (a.m. and p.m.) could not be compared because the needs of the groups were different.

- The Curriculum and Standards Committee considered reports for all groups.
- Use of Tapestry and data were consistent across the groups.

7.4 KP4 – To improve attendance across all classes so that the current downhill trajectory is reversed

See Minute 6.6.

7.5 Learning and Progress The governing body **agreed** that a sentence should be added to progress reports to the Curriculum and Standards Committee and minutes should include evidence of monitoring the impact of targeted provision for children who attract Early Years Pupil Premium Grant.

ACTION BY: Bev Turner, Beryl Hawkins

8. CURRICULUM AND STANDARDS COMMITTEE Cherry Baker reported on the meeting of the Committee held on 27 June 2018. It was noted that:

- Staff were aware of exactly what each child was doing and what help they needed.
- With regard to the data reports:
 - Changes would need to be made from the start of the new academic year to simplify the process for reporting data, with fewer groups being reported on.
 - Jigsaw data should be presented separately.
 - It was helpful to be able to look at separate groups.
 - Children who had attended for more than three terms had not been included in the data.
- The Committee had looked at things that had made a difference during the year – consistency of staffing; Core 4 rather than Core 3 staffing; targeted provision, especially in the first half of the year; use of an extra space for small groups; having the concert later in the year, when pupils were more confident; arranging visits for earlier in the year; and continuous provision.
- There was a question whether standardised hours would work in the autumn term: things that had worked in the current year would be tried.

9. GOVERNORS' VISITS The governing body received a report from Cherry Baker on a visit to the school on 18 June 2018 to follow up from the autumn term visit looking at the impact of the planned environment and adult interactions on children's learning and focussing on 3 and 4 year olds in their final term, especially opportunities for them to develop independence and creativity, and manage feelings and behaviour. The visit also looked at the experience of children attending for 30 hours, in the pilot year. It was noted that Cherry had reported on the visit to the Curriculum and Standards Committee.

10. POLICIES DUE FOR REVIEW

- 10.1** Approval of the **Child Protection and Safeguarding Policy** was **deferred** pending review by the Safeguarding Governor.
- 10.2** Approval of the **SEND Information Report** was **deferred** pending review by the SEN Governor.
- 10.3** On the recommendation of the Finance, Premises and Pay Committee, the governing body **approved** the **Admissions Policy** subject to rewording of paragraph 2 under 'Rocking Horse Lunch Club' to clarify that children

accessing an extended day at Windham would 'have access to the lunch club on payment of the additional fee'.

10.4 The governing body **approved** the **Accessibility Plan**.

10.5 The governing body **agreed** that the **Freedom of Information Publication Scheme and Access Policy** should be reviewed by the acting headteacher/headteacher in consultation with a governor and that the review should include the Data Protection and Privacy Notice recently approved by the Curriculum and Standards Committee.

ACTION BY: Jo Berry/Bev Turner, Mark Given, Alex Hardy, Charlotte Mayers

11. TRAINING It was noted that Jo Berry, Juliet Cassidy and Alex Hardy had booked to attend the AfC SEND Futures Conference on 3 July 2018.

12. GOVERNING BODY ACTION PLAN

12.1 Annual Work Plan The governing body reviewed progress against the governing body annual work plan and **agreed** that 'To review governing body effectiveness and set goals' should be deferred to the autumn term.

ACTION BY: Governing Body

12.2 Governing Body Structure and Succession Planning The governing body reviewed its current structure and succession planning, taking into account the identified need to spread workload and responsibility areas more widely; consultation by Juliet with Angela Langford in Governor Support on current issues affecting the governing body; and governors' known intentions with regard to continuing on the governing body.

It was noted that:

- Katy Heale was no longer able to commit to attending evening meetings.
- Katy's resignation as a governor would leave a vacancy for a parent governor, with two further vacancies from 14 November 2018, when the terms of office of Verna Prodrick and Lucy Steward would end.

The governing body **agreed** that:

- It wished to retain Katy's involvement on the governing body and that she should be invited to be an associate member of the Curriculum and Standards Committee.
- When advertising the vacancies, it should be specific about the expectations of the role and the skills required on the governing body.
- All new governors should sit on one of the two main committees, so that they were more engaged in the work of the school and the governing body and to reduce pressure on a few governors, particularly in the event of a governor leaving.
- A code of conduct for the governing body should be developed with a view to it being issued to all candidates for governorship.
- In deciding whether to increase the size of the governing body, the skill set should be reviewed when parent governors had been elected. Candidates for governorship should be advised that the school would be looking for people with skills in the area of finance or with an education background.

ACTION BY: Juliet Cassidy, Bev Turner, Beryl Hawkins

12.3 Chair and Vice-chair Juliet Cassidy was elected chair and Dan Evans was elected vice-chair for the academic year 2018/19.

Louise Munton left the meeting at this point.

13. FUTURE MEETINGS The governing body agreed a programme of meeting dates for 2018/19 and asked for it to be circulated to governors.

ACTION BY: Beryl Hawkins

The date of the first meeting of the governing body in the autumn term was noted:

	Reports to Clerk	Agenda Despatch
Wednesday 17 October 2018 at 6.30 p.m.	8/10/18	10/10/18

14. FINANCE, PREMISES AND PAY COMMITTEE, JIGSAW FUNDING AND FINAL BUDGET PLAN The minutes of the meeting of the Committee held on 18 May 2018 were received and Dan Evans reported on the meeting of the Committee held on 22 June 2018.

The governing body **agreed** to submit the approved draft budget plan as the final budget plan and agreed a course of action in response to the Jigsaw funding proposal. See also confidential minutes.

The governing body thanked Jo for keeping supply costs to a minimum by providing cover internally.

15. CONFIDENTIALITY See minute 14.

16. THANKS The governing body wished to record their thanks to Jo Berry for her work as acting headteacher for the spring and summer term.

The meeting ended at 9.30 p.m.

Windham Nursery School Governing Body Minutes Action Sheet		
Minute reference	Action required	By whom and when
4 Membership	Meet with SEN candidate and report back to governing body	Jo Berry, Alex Hardy July 2018
5.2 Safeguarding INSET	Write to governors about training Contact Charlotte Mayers to book safeguarding INSET for 3/9/18	Beryl Hawkins Immediate Governors By 20/7/18
6.3 70th Anniversary Summer Fair	Circulate poster to friends and family	Charlotte Mayer, Beryl Hawkins, Governors Immediate
6.4 SDP	Revise SDP	Bev Turner Early autumn 2018
6.6 Attendance	Consider highlighting points in Attendance Policy for parents	Bev Turner Autumn 2018

6.7 Progress	Pass on governors' thanks to staff for progress of children	Jo Berry, Carole Johnson, Louise Munton Immediate
7 Questions from SIP visit	Arrange programme of governors' visits for 2018/19 Include evidence in reports to C&S and minutes of EYPP monitoring	Bev Turner Early autumn 2018 Bev Turner, Beryl Hawkins Ongoing
10 Policies due for review	Review Child Protection and Safeguarding Policy Review SEND Information Report Amend Admissions Policy Review FOI Publication Scheme and Access Policy with Data Protection and Privacy Notice	Mark Given Immediate Alex Hardy Immediate Charlotte Mayers Immediate Jo Berry/Bev Turner, Mark Given For 17/10/18
12.1 Annual work plan	Review governing body effectiveness and set goals	Governing body Autumn 2018
12.2 Governing body structure and succession planning	Implement governing body's decisions on structure and succession planning	Juliet Cassidy, Bev Turner, Beryl Hawkins
13 Future meetings	Circulate governing body meetings schedule to governors	Beryl Hawkins Immediate