

**Thornton Heath Nursery School**  
**Minutes of the Governing Body Meeting**  
**Held on**  
**25 April 2016 at 6.30pm**

**Present:**

Mrs Debbie Butler	Head of Nursery
Mrs Kathleen Harballou	Parent Governor
Ms Ruth Nolan	Staff Governor
Ms Sophie Richardson	Co-opted Governor
Mrs Patricia Salami	LA Governor, Chair
Ms Lynne Sampson	Pegasus Academy Trust, Executive Principal (LS)
Ms Deidre- Ann Toney	Co-opted Governor

**In attendance:**

Ms Mel Brown	Governance Clerk (minutes)
Ms Jo George	Deputy Head of Nursery
Mr Jolyon Roberts	Pegasus Academy Trust, Executive Principal (JR)

**1. Welcome and Apologies for Absence**

The Chair welcomed everyone to the meeting.

Apologies for absence were received from Aracelly Idowu, due to family matters. John Lindsley, due to work commitments and Margaret Scanlan who was unwell. The Governing Body accepted these apologies.

Governors noted that John had sent apologies for the last two meetings. The Chair agreed to contact John.

**Action: Chair**

**2. Confirmation of Quorum**

The meeting was declared quorate with 7 of the 10 Governing Body members in attendance.

**3. Declarations of Pecuniary Interests**

Governing Body members were asked to declare any personal or pecuniary interests relating to the agenda items for this meeting. Deidre-Ann Toney advised that she had recently been appointed as an academy council member (MAC) at Ecclesbourne Primary School. The clerk agreed to forward Deidre a new pecuniary interests form to complete.

**Action: Deidre-Ann Toney / Clerk**

**4. Minutes of the Meeting held on 8 February 2016**

The minutes of the meeting held on 8 February 2016 were agreed as a true record and signed by the Chair. The minutes were passed to the Deputy Head of Nursery for the minute book.

Governors discussed the publication of minutes on the nursery website. It was agreed that the approved part a minutes of all meetings from April 2016 onwards should be

sent to Jo to upload to the website. The clerk agreed to ensure the register of interest and attendance log were also sent to Jo for publication on the website.

**Action: Jo George / Clerk**

## 5. Matter Arising from the Minutes

### Meeting of 14 September 2015

1. Staff Appraisal Policy to be drafted based on Croydon template

This action was on the agenda.

### Meeting of 2 November 2015

2. Governors to book one to ones with the Chair

It was noted that Margaret and Sophie had attended one to ones. The remaining governors were encouraged to book one to ones.

3. SLA and MOU to be signed

This action remained outstanding

4. PAT to invoice the nursery (linked to number 9)

This action was complete.

5. Deep dive into teaching and learning section of Ofsted framework

This action was on the agenda.

6. Deliver training session in financial strategy and planning

The clerk agreed to liaise with Jolyon Roberts to agree a suitable date.

**Action: Clerk and Jolyon Roberts**

### Meeting of 2 February 2016

7. Email approved minutes to Octavo

Action complete.

8. Governors to booked one to ones with the Chair

See action 2 above.

9. Jolyon to contact John to attend a finance due diligence meeting (linked to number 4)

This action was complete.

10. Staff lunches to be reviewed

On the agenda (item 7).

11. SFVS to be reviewed and returned by 31 March 2016

This action remained outstanding as there were a few queries. Deidre agreed to forward the Chair full details.

**Action: Deidre-Ann Toney / Patricia Salami**

12. Before and after school option paper – staffing issues to be discussed with HR

Item was on the agenda (item 7).

13. Write to LA regarding the SLA

Stephien Dwynwen had been invited to the meeting to discuss the SLA with governors. An email had been received from Laura McRoberts who had declined the invitation on the basis there was no specific news to report.

In her email Laura had advised the Chair that the LA were working towards a long term arrangement to integrate the nursery school with PAT, and reported that all the KPI indicators had been met and the full budget would be paid.

The LA was working though the national proposals regarding DSG funding to establish the level of funding available for 2017/18, and would report back to both PAT and the Governing Body once this information was available.

Governors were pleased to note from the email that the LA were consistently receiving excellent feedback, which included the nursery's participation in the Early Chatters Matters project.

**Action: Clerk**

**6. Service Level Agreement**

Governors referred to earlier discussions on the email received from the LA (item 5) and noted that the 2016-17 SLA would be presented to the governing body once received.

**7. Future Arrangements**

Timing of nursery morning sessions – staff lunches

Debbie and Jo gave a verbal presentation regarding the proposed changes to the timing of morning sessions. The proposal was to start morning sessions 15 minutes earlier. Governors were advised that this would also bring the nursery in line with other local providers.

Discussions were had concerning the impact of the changes on parents and the potential for an increased number of children arriving late. In response to a question, governors were advised that staff were in support of the changes which would not affect salaries.

The governing body agreed to change the morning session from 08.45 – 11.45 to 08.30 – 11.30, to take effect from September 2016. Jo agreed to write to all parents and to amend the information on the website.

**Action: Jo George**

Increasing nursery fees

A verbal proposal was presented to increase the current fee for full time (08.45 – 3.30pm) places for three and four year olds children, who attended the nursery on a

part fund, part charge basis. The parents/carers top up fee for these children was currently £85.00 per week.

Governors were advised that the current fee was below the market rate in the area and that the nursery had a waiting list.

Governors requested clarification of what the fees covered and the various benefits available to parents. Assurance was sought to confirm that the increase to fees would not affect certain groups of parents, and discussions were had concerning the proportion of fees which could be reclaimed via benefits.

Governors also queried whether the fee would need to be increased again with the introduction of the new funding model, and were advised that it was too early to tell as the final funding formula had not yet been published.

Following further discussions, the governing body agreed to increase the fee from £85 to £95 starting in September 2016. Governors asked that parents were notified of the change as soon as possible.

**Action: Jo George**

#### Future of full time places

A verbal proposal was presented concerning the number of places the nursery could fill under the current SLA (which specified a FTE daily total of 38 in the Autumn term). Following lengthy discussions regarding how the numbers could be varied, the governing body agreed to keep the status quo of 16 full time and 30 part time places (mornings and afternoons).

#### Update on closure of after school care

Apart from the loss of one child, the transition had gone well. Discussions were had concerning the process for managing children who were collected late. Following discussions, the Governing Body agreed to charge £5 for each 15 minute period. Parents would be given a warning on the first late collection, after which the financial penalty would apply. Jo George agreed to notify parents as soon as possible, and to update the website and all relevant policies.

**Action: Jo George**

### **8. Head of School Report**

Debbie Butler presented the report and governors were advised that the data would be moderated the following week.

Governors asked how queries from parents were followed up and were informed that they could speak to a key worker or the deputy head. Bespoke sessions had been carried out with some children and workshops had previously been held for some parents. The nursery now had a higher percentage of children who were of the required age related standard compared with previous years.

Work was being carried out with two year olds to ensure they had reached the appropriate attainment level before they turned 3. There would be lots of movement in September and taster sessions would be held for new children.

In response to a question governors were informed that the nursery still had some children with low attainment levels as well as abler children. Both groups would continue to be tracked closely. Governors were advised that an informal register is held and raising attainment plans (with targets) were in place. In response to another

question, governors were informed that 70%-80% of children from the nurseery went to PAT schools.

Governors noted that two new members of staff had joined were reminded about key worker week and to be more proactive in this regard. Deidre offered to compile the responses from the feedback.

**Action: Deidre-Ann Toney**

Governors were impressed with the progress being made by pupil premium children and expressed their thanks to Debbie and Jo for their continued hard work.

## **9. Policies and Procedures**

Governors noted and approved the following policies which had been circulated prior to the meeting.

- Code of conduct
- Employee Complaints/Grievance Procedure
- Policy for Off-site Visits
- Educating Pupils with Medical Needs
- Behaviour Policy

The Chair signed the policies.

## **10. Finance**

Jolyon Roberts presented the reports and highlighted a number of key areas.

Governors noted the final quarter's budget and that the nursery had a surplus with additional funds expected from the LA. Some of the surplus would be spent on defibrillators and new computers. Governors were informed that the nurseery was expected to carry forward £41k less than the previous year.

Payroll had been moved to an online system with the PAT provider, and was working well. The data was better, and audits would start soon.

For 2013-17 a deficit budget of £22k has been predicted. It was likely that any surplus would need to be spent in 2016-17.

The Chair advised that she had attended the nursery and worked through the 2016-17 budget with Jolyon.

The governing body approved the 2016-17 budget.

## **11. Governor Visits Report**

No governor visits had taken place since the last meeting. The clerk was asked to recirculate the duty rota.

**Action: Clerk**

## **12. OFSTED Framework**

Governors discussed the new framework and note that the improvement plan was divided into Ofsted headings. It was agreed that at the next meeting a review of the "good" and "outstanding" criteria should be conducted to determine the confidence of

the Governing Body, and to ensure nothing was missed in the pursuit of becoming an outstanding nursery. Governors expressed their ongoing confidence in the management and leadership of Debbie and Jo.

**Action: Chair**

**13. Correspondence to the Chair**

The email received from Laura McRoberts had been discussed earlier. The Clerk was asked to keep the LA abreast of the governing body meeting dates and to forward copies of the papers for each meeting.

**Action: Clerk**

**14. Governor Training and Development**

Jolyon provided feedback on the recent fairer funding conference. The final funding formula had not yet been published. Deidre advised she had attended the final session on the Chair Development Programme.

**15. Meeting Dates**

The remaining dates for 2015-16 were discussed. Following discussions, the meeting scheduled for 23 May 2016 was cancelled. The clerk agreed to contact the governors not present at the meeting and to circulate the proposed dates for 2016-17.

**Action: Clerk**

*Post meeting note:*

Dates were circulated on 1 June 2016 as:

- Monday 19 September 2016
- Monday 14 November 2016
- 9 December 2016 (Remuneration Committee)
- Monday 6 February 2017
- Monday 27 March 2017
- Monday 10 July 2017

All meetings will continue to start at 6.30pm.

**16. Publication of Minutes**

It was agreed that, following approval by the Chair, Part A minutes could be made available for publication, and that all future minutes would be uploaded on the nursery website.

**17. Confidential Staffing Matters**

See part B minutes.

There being no further business for discussion, the meeting closed at 9.00pm.