



PART A

**Thornton Heath Nursery School
Minutes of the Governing Body Meeting
Held on
Monday 6 February 2017 at 6.30pm**

Present:

Mrs Nadia Campbell	Staff Governor
Ms Cheridah Caesar-Mejias	Co-opted Governor
Ms Jo George	Head of Nursery
Ms Rebecca Hughes	Parent Governor
Ms Ansaaf Moorcroft	Parent Governor
Mrs Patricia Salami	LA Governor, Chair
Ms Lynne Sampson	Pegasus Academy Trust, Executive Principal (LS)

In attendance:

Ms Mel Brown	Governance Clerk (minutes)
Mr Atif Moghal	Observer
Mr Jolyon Roberts	Pegasus Academy Trust, Executive Principal (JR)

1. Welcome and Apologies for Absence

The Clerk welcomed everyone to the meeting and a particular welcome to Atif who was a prospective governor observing the meeting. Governors introduced themselves to Atif, who gave a background of his work history, experience and interests.

Apologies were received from Sophie Richardson and Deidre- Ann Toney.

2. Confirmation of Quorum

The meeting was declared quorate with seven out of ten members of the 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. None were declared.

4. Minutes of the Meeting held on 14 November 2016

Subject to removing "from £900,000 to £616,000" on page 4, the minutes of the meeting held on 14 November 2016 were agreed as a true record and signed by the Chair. The minutes were passed to the Head of Nursery for the minute book and to upload to the nursery website.

5. Matter Arising from the Minutes

The governing body were advised the Facilities Manager had sent the Chair 4 quotes to purchase additional CCTV to future secure the site. Governors were advised the recommended supplier was not the cheapest option but the most economically advantageous for several reasons. The Chair assured members there was sufficient rigor and challenge during the process.



Following discussions, the governing resolved to approve the recommended supplier.

An update was given on the fencing and governors were advised the work would be done during a few panels at a time or during a school holiday. In response to a question, governors were advised the cost of the fencing was part of the standard maintenance budget and no capital would be used.

1. Circulate SLA

The action was complete.

2. Revise HoS report to demonstrate progress more clearly

This item was on the agenda (item 8).

3. Support Head of Nursery to re-tender cleaning contract

This item was on the agenda (item 12).

4. Contact Tesco regarding raising money for Forest Project

This was confirmed as Kathleen's action. In Kathleen's absence, the matter was deferred to the next meeting

5. Check if Kathleen is a parent or co-opted governor

This action was complete.

6. Options appraisal on future of the nursery

This item was on the agenda (item 7).

7. Report back on governor visit, and in particular on fascination

In Kathleen's absence, the matter was deferred to the next meeting

8. Send comments on the SF to HoN

This item was on the agenda (item 9).

6. Governing Body Membership

Governors noted there was a co-opted vacancy for a governor with a finance background, and were pleased Atif had this experience.

The Chair asked for a temporary safeguarding lead in Deidre's absence. CCM agreed to take on the role. Governors asked for details of the next safeguarding visit and were informed it needed to take place before Easter.

7. Early Years Option Appraisal



Jolyon Roberts presented the previously circulated report and governors discussed the 4 options. Following lengthy discussions, it was agreed the Chair and Jolyon

should write to the Local Authority for further details on its strategy pertaining to early years' education. A letter would also be sent to the local councillor outlining concerns about the reduction in funding. The HoN agreed to circulate details of the national 'save our nurseries' petition/ campaign.

Action: Patricia Salami and Jo George

Governors thanked John Fennell for providing a clear and comprehensive report.

8. Head of Nursery progress report

The Head of Nursery presented the report which was in a new format and was hoped would make data interpretation much easier. The nursery had implemented a new tracking system called 'Target Tracker' for measuring pupil attainment and progress. All staff had received training on the system, including the HoN who had received additional training on producing reports. Governors asked for another member of staff to be trained on generating reports.

Action: Jo George

The Head of Nursery highlighted the following:

- The data showed the impact of outstanding teaching and provision at the nursery.
- Children who joined the nursery with very low starting points attain higher than their peers who joined at a later date, particularly those who start THNS in the vulnerable 2yr provision
- Children had made most progress in moving and handling with 80% at age related expectations (an increase of 34%). This was likely to be as a result of the nursery promoting independence when children join, and the support given to families with toilet training.
- The gap between EAL and non-EAL children had reduced particularly in reading, with the biggest gap in speaking.
- There had been an increase in the number of SEND children achieving age related expectations in moving and handling and numbers
- Girls were out performing boys in speaking and reading, whilst boys outperformed girls in moving and handling and numbers.
- A looked after child was progressing well and was age related in moving and handling, speaking and numbers
- White 'other' children had made the most progress over the last term
- Black Caribbean boys were out performing black African and white 'other' children

Governors asked if there was any impact following the departure of a staff member who spoke several different languages and the HoN advised that staff had been successful in communicating with EAL children using a variety of different methods. The HoN gave an example of the ways in which the nursery was able to effectively communicate with children, and provide individualised care packages to families, which included the use of translators. Governors thanked the HoN and staff for their care and attention in this area.



Governors noted in line with the nursery's monitoring schedule staff had met with the HoN in the autumn term to review their performance management objectives from 2015-16 and to set those for 2016/17. Governors asked if there were staff who had not meet their objectives, and were advised the HoN was due to meet with all nursery staff shortly. Support staff were due to have appraisals.

Governors asked about the next LA visit and for details from the last visit. JG agreed to circulate the report from the previous visit.

Action: Jo George

Governors were advised there had been a drop in high needs SEND funding of £5k and queried the reasons for this. Jolyon was investigating the matter and had written to the local authority.

Questions were asked about the practice of contacting families once school attendance had dropped to 80%. Governors asked whether parents should be contacted earlier. The HoN advised that attendance was monitored regularly, and where it was low, there was usually a good reason such as illness or a family holiday (as children are not yet statutory school age), with each case assessed individually. Governors asked whether families could be contacted by text when a child was absent, and were informed this practice was already in place.

Governors asked how many nursery children went to PAT schools and were advised it was approximately 45%.

Governors asked the HoN to confirm when the EYPP report would be published on the website.

Action: Jo George

Questions were asked about how much money had been made from funding and a discussion was had about the various ways this could be increased. RH offered to be the governor lead in this area. CCM agreed to donate a prize for the Summer term.

9. Self-Evaluation Framework

Governors noted the changes which had been made following comments received by the HoN.

10. Finance

Jolyon Roberts presented the quarter 3 report and Governors were pleased to note the financial position had improved. There was a small surplus and following a question, governors were advised the Schools Forum would not claw this money back. Concern was raised about the increase in staff supply costs, which the HoN advised was due to staff sickness.

Governors asked whether profit was made on trips and were informed trips were subsidised.

The governing body approved the budget and virements.



11. Nursery Improvement Plan

Governors received the updated plan.

The Chair and clerk agreed to organise the Governors Day.

Action: Patricia Salami and Mel Brown

Governors were encouraged to visit other PAT schools and in particular Beulah Infant and Nursery School.

Governors queried whether there was any benefit in improving links with the other Croydon nursery schools.

The HoN encouraged governors to visit the nursery and asked the clerk to circulate details of the scheduled dates.

Action: Mel Brown

12. Cleaning Contract

Part B minutes.

13. Governor Visit Report

There had been a number of visits since the last governing body meeting. Two governors had attended Keyworker Worker week. Deidre had completed a safeguarding visit / audit and a separate CLA visit. The Chair had attended to support the HoN with reviewing policies and for finance visits and Sophie had completed a SEND visit. The clerk agreed to contact Sophie for a copy of the report of her recent visit.

Action: Mel Brown

14. Remuneration Committee

The governing body approved the Remuneration Committees recommendation as outlined in the report.

15. Policies

The governing body approved the following revised policies:

- Safeguarding
- Child Protection
- Supervision
- Access and Egress
- Missing Child
- Code of Conduct
- SEND
- School Information report

The governing body adopted the following LA directed policies:

- Pay
- Performance, deployment and competency
- Disciplinary



16. Correspondence to the Chair

The Chair gave an overview of discussions which took place at the recent Chairs Briefing.

Jolyon invited the Chair to attend a meeting on Friday 24 February 2017 to discuss the DfE's consultations on the National Funding Formula and High Needs funding. Governors asked whether the nursery needed to formally respond to the consultation, and it was agreed the Chair and Jolyon would draft a response.

Action: Patricia Salami and Jolyon Roberts

17. Governor Training and Development

Governors noted the results of the skills audit. It was agreed the session on Octavo should focus on holding the head to account and financial oversight. The clerk agreed to contact Octavo and to ascertain governor availability via doodlepoll.

Action: Mel Brown

18. Meeting Dates

The remaining dates for 2016-17 were noted as:

- Monday 27 March 2017
- Monday 10 July 2017

19. Publication of Minutes

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

20. Confidential Staffing Matters

There were no confidential staffing matters for discussion.

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

Signed by _____ Chair of Governors. Date _____