



**Thornton Heath Nursery School
Minutes of the Governing Body Meeting
Held on
Monday 29 January 2018 at 6.30pm**

Present:

Mr Guy Burchette	Co-opted Governor
Mrs Nadia Campbell	Staff Governor
Mrs Cheridah Caesar-Mejias	Co-opted Governor
Mrs Alison Franklin	Parent Governor
Ms Jo George	Head of Nursery
Ms Sophie Richardson	Co-opted Governor, Vice chair
Mrs Patricia Salami	LA Governor, Chair
Mrs Lynne Sampson	Co-opted Governor, Pegasus Academy Trust
Mrs Ashleigh White	Parent Governor

In attendance:

Ms Mel Brown	Governance Clerk
Mr Chris Mead	Deputy Head of Nursery
Mr Jolyon Roberts	Executive Director, Pegasus Academy Trust

1. Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting.

There were no apologies for absence as all governors were present.

2. 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

3. Governing Body Business

GB was nominated, seconded and elected as a co-opted governor (term of office 29.01.18 – 28.01.22). The clerk was asked to contact governor services to notify them with the new appointment.

Action: Mel Brown

JG advised of the required to ensure new governors had DBS checks within 21 days of appointment. JG to request GB's DBS check.

Action: Jo George

SR agreed to mentor GB in his new role, and the clerk agreed to forward SR the induction checklist.

Action: Sophie Richardson and Mel Brown

PS reminded governors that her term of office ended on 8 July 2018 and queried whether Pegasus could nominate a MAC for the role. Following discussions, it was agreed that the SR would consider the role and that PS would rotate the Chair for her last two meetings. SR agreed to try and attend the budget setting meeting with PS. It was agreed that SR would Chair the next meeting and GB possibly the one after with PS supporting both.

Action: Sophie Richardson



4. Website

JG advised that the website was statutorily compliant and had been complimented by the internal auditor.

5. Minutes of the Meeting held on 6 November 2017 and Matters Arising

The minutes of the meeting held on 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.

Previous actions:

The Chair requested the new 2017/18 SLA contain a clause on the provision for legal services

The new draft SLA had not yet been received. JR agreed to chase, and PS agreed to write to the new permanent LA member responsible for Early Years.

Action: Jolyon Roberts and Patricia Salami

EU General Data Protection Regulation Policy to be presented by LS to the governing body for approval

On agenda (item 14).

SR to send JG a copy of her latest work DBS check

Action complete.

Raise funds to run the Forest School

A similar project would be run at the school and would be reported on via the Head of Nursery report.

Complete skills audit

On the agenda (item 18).

AF and AW to complete DBS check

Action complete.

Provide an update on LA meeting

On agenda (item 12).

AF and AW to attend governor induction training

Action outstanding. GB was also asked to attend the new governor induction course.

Action: Guy Burchett



To consider fundraising events for the nursery

This action was ongoing. Conversations had been had with JG and other parents about promoting the school and ways to fundraise. Clear guidance was needed on the use of social media in this regard.

Discussions were had about contacting the nursery's alumni as part of a fund raising strategy.

JG advised that £210 had been raised from the Christmas raffle and discussion were had about whether a bank could be found to match fund. AF agreed to discuss this further with LS. Governors asked what the money would be used for and were advised that it would be used for prizes for the children (e.g. attendance awards), and wellington boots for outdoor play.

Action: Alison Franklin

Organise for the Remuneration Committee to be held virtually

Action complete (see item 6).

6. Remuneration Committee

The Remuneration Committee had reviewed the current staffing structure and noted that most were at the top of the scale of their pay scale. Three members of staff had been recommended for an incremental increase by the Head of Nursery as they had performed well, met their objectives and made a significant contribution to the running of the nursery.

Governors asked how staff at the top of their scale were incentivised and were advised it was through CPD, workshops and giving them additional responsibilities.

The governing approved the staffing structure and the recommendations of the Remuneration Committee.

7. Head of Nursery Report

JG presented the report.

There was high mobility at the nursery and different points of admission throughout the academic year. However, children continued to make good progress regardless of their entry level.

Non EAL children were out performing EAL children in all areas and governors asked whether this issue had come up during the last Ofsted visit. JG reported that things had improved since then and that the gaps were closing.

Governors noted that attainment for boys and girls had increased in all areas, and that girls were outperforming boys in all areas. JG advised that this was being closely monitored and work was being done to boost boys' attainment in understanding, listening & attention, and managing feelings and behaviour. Since September 2017, 9 areas of learning are now tracked.



Governors asked what work was being done with more able children and JG advised that children had been split into teaching and learning groups. Some groups were starting phonics early. Governors noted that this meant that children would be going into reception with some reading skills and that there were some children who already had writing skills in nursery. More able children were being given daily challenges and staff had started sending reading books home. Letters were being sent home to parents to reinforce the sounds and teaching at home. In response to a question, governors were advised that the teaching was being done in a fun and engaging way.

Governors asked about the numbers of Looked After Children and were advised there was one. SEN numbers were high with 4 children waiting for EHCPs. In response to a question, governors were advised that it was likely they would be transferred to a specialist provision.

Governors asked about developments to the curriculum and were advised that in addition to the teaching and learning groups a new staff rota was in place to develop children's next steps. Teaching and learning groups would be reviewed and evaluated and the curriculum adapted accordingly.

Governors asked about EY inclusion funding and were advised that the funding had reduced, whilst the paperwork had increased and was significantly time consuming to complete. Concern was raised about the continued reduction in funding which was contrary to the raising number of children with high needs.

Governors asked about the roll and were advised that at the start of the autumn term there were some vacant places. However, currently the nursery was full with a growing waiting list. Mobility was a persistent problem due to relocation, wanting different nursery hours and non-contact with families amongst other things. Governors noted that due to nursery education being non-statutory, this was largely unavoidable. In response to a question, governors were advised that there were 15 children on the 2-year waiting list and 12 on the 3/4 year waiting list for the current term.

The report from the LA visit on 14 November 2017 was noted, parts of which had been quoted in the Head of Nursery report.

8. Early Years Options

The governing body noted that the LA's future strategy for maintained nursery schools was still unclear. Discussions were had about future challenges and opportunities, and it was agreed that the unique selling points of the nursery should be the focus going forward. It was noted that the nursery was in a strong position as it had been operating effectively since PAT was engaged.

9. Finance Report and Audit

The governing body received the finance reports and governors questioned why the budget line 63050 (income full time marketed places / 30 hour places) had been reduced and were advised it represented the top up funding for the 30-hour places.



Governors noted that the charges levied by PAT would be reducing from the next academic year. The governing body expressed their gratitude to PAT for continuing to provide services and support over and above those contained in the SLA.

The virements were agreed and signed by the Chair.

JG gave an overview of the internal audit which was currently taking place.

10. Governors Visits

SR carried out a SEND governor visit in the Autumn term, and PS had visited the nursery over the Christmas and New Year period.

11. Safeguarding / Child Protection Issues

The safeguarding audit and associated action plan was discussed and approved.

Governors were advised that across the borough there had been a rise in child protection cases specifically those involving domestic violence. Governors were pleased to note that JG was attempting to arrange staff training in this regard, pending availability from the Family Justice Centre.

Action: Jo George

12. Chair's Action / Correspondence

PS gave an overview of a meeting hosted by the Local Authority for Maintained Nursery Schools on 27 November 2017. The challenges and opportunities were identified and discussed during the meeting and the two proposals mooted were to create a single entity with one governing body or retain the 5 individual sites. Several actions had been generated to help with future discussions on a sustainable future model of delivery. The group had agreed to meet again at the end of January.

13. Policies

The Head of Nursery presented a number of policies which had been circulated in advance of the meeting:

Finance Policy

The Head of Nursery gave an overview of the changes made since the draft had been circulated.

The governing body approved the policy.

Teaching and Learning Policy

The governing body approved the policy.

Literacy Policy

Subject to adding links to other reading programmes, the governing body approved the policy.



Mathematics Policy

Subject to deleting the last statement in paragraph 2.7, the governing body approved the policy.

Intimate Care Policy

The governing body approved the policy.

Camera and Image Policy

Subject to amending paragraph 4.3, the governing body approved the policy.

Acceptable Use Policy

The governing body approve the policy.

14. **GDPR**

LS advised that PAT staff were being trained. LS agreed to see whether PAT could support implementation at the nursery, and whether the DPO role could be shared.

Action: Lynne Sampson

15. **DfE and Ofsted Updates**

Governors were encouraged to read the updates and to raise any matters for discussion.

16. **Self-Evaluation Framework (SEF)**

The updates to the SEF were discussed, and it was noted that the nurseries' SEF judgements for all areas within the Ofsted framework was outstanding. Governors noted the evidence contained in the Head of Nursery report which provided substantial evidence to validate these judgements.

17. **Nursery Improvement Plan (NIP)**

The NIP was discussed and in particular the actions under the governor involvement section. Governors were pleased to note that the actions were on track. It was agreed that PS and GB would review this section and would report back at the next meeting.

Action: Patricia Salami and Guy Burchett

18. **Governing Training**

The results of the skills audit were noted, and governors focused on the red and amber areas which identified areas where additional skills were needed. It was agreed not to co-opt any additional governors presently and to focus on succession planning for the Chair position which would become vacant in July 2018.

PS gave an update on the PAT MAC and Directors day which had given governors a good insight into work being undertaken at PAT schools. Positive feedback was received about the day and it was noted that the MAC skills and network was strong across all its schools.



The training agreed for the governor in-school day was discussed and the clerk agreed to contact Octavo in this regard. GB sent his apologies for the in-school day due to work commitments.

Action: Mel Brown

19. Confidential Matters

There were no confidential matters for discussion.

20. Future Meeting Dates

The date of the next meeting was noted as 26 March 2018.

Signed by _____ Chair of Governors. Date _____