



PART A

**Thornton Heath Nursery School
Minutes of the Governing Body Meeting
Held on
Monday 27 March 2017 at 6.30pm**

Present:

Mr Atif Moghal	Co-opted Governor
Mrs Nadia Campbell	Staff Governor
Ms Jo George	Head of Nursery
Ms Rebecca Hughes	Parent Governor
Ms Sophie Richardson	Co-opted Governor
Mrs Patricia Salami	LA Governor, Chair

In attendance:

Mr John Fennell	School Finance Manager (item 7)
Ms Alex Raymond	Governance Clerk (minutes)
Mr Jolyon Roberts	Pegasus Academy Trust, Executive Principal (JR)

1. Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting and a particular welcome to Alex Raymond who was clerking the meeting in Mel's absence.

Apologies were received from Mel Brown, Cheridah Caesar-Mejias, Lynne Sampson, and Deidre- Ann Toney. All apologies were accepted.

Ansaaf Moorcroft was noted to be absent without apologies. The Chair asked the clerk to contact Ansaaf.

Action: Mel Brown

2. Confirmation of Quorum

The meeting was declared quorate with five 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.

The Chair had been invited to join the PAT Board as a Director, and queried whether there were any conflicts of interest in this regard. Jolyon clarified that there was no conflict as the position would be that of a Director of the Board, as opposed to a Director of the company.

The clerk was asked to ensure the 2016/17 register of interests was made available for publication on the website.

Action: Mel Brown

4. Minutes of the Meeting held on 6 February 2017

Subject to changing 'Forest Hill Project' to 'Forest School Project' on page 2, the minutes of the meeting held on 6 February 2017 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

Governors noted the installation of additional CCTV had been delayed due to unforeseen circumstances. Phase 1 of the installation had now been booked.

Rebecca outlined the work undertaken in her role as governor lead for fundraising. The governing body were impressed to hear of the significant progress made in such a short period of time, which included organising the receipt of a variety of donations. Rebecca was thanked for her hard work.

1. Contact Tesco regarding raising money for Forest School Project

This action would be reassigned as Kathleen had recently resigned.

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

This action was closed as Kathleen had recently resigned.

3. Write to the LA for details on their early years' strategy

This action was complete.

4. Write to the local Councillor to express concern about the reduction in funding

This action was complete.

5. Circulate details of the 'save our nurseries' petition

This action was complete.

6. Train another member of staff to generate reports on target tracker

Two members of staff had been trained to generate reports from target tracker. Action closed.

7. Circulate the report from the last LA visit

This action was complete.

8. Confirm when the EYPP will be published on the website

This action was complete.

9. Organise governor day

The date had been set for Tuesday 9 May 2017, and governors invited to attend an am or pm session via doodle poll. Governors were encouraged to confirm their availability as soon as possible.

Action: Governors



10. Circulate dates of events at the nursery

This action was complete.

11. Contact Sophie for a copy of her visit report, and to discuss issues relating to the vice chair position

This report was on the agenda. Action closed.

12. Attend meeting to discuss the DfE's position, then draft a response to the DfE consultation

This action was closed as the consultation was aimed at primary, secondary and special schools.

13. Organise an Octavo training session on holding the head to account and financial oversight

The clerk had circulated some provisional dates to the Octavo, the Chair and HoN. Octavo had requested further information on the content of the training programme and the clerk was asked to follow this up, and to confirm the date as soon as possible.

Action: Mel Brown

14. Investigate the potential of holding a joint meeting with all 6 Croydon nursery schools

Action closed.

6. **Governing Body Membership**

The Chair advised the governing body that Kathleen had resigned from the board. Kathleen was duly thanked for her support and commitment. The governing body wished her well in all her future endeavours.

Atif was unanimously appointed as a co-opted governor for a period of four years. The Head of Nursery reminded Atif to produce his personal documents so that a DBS check could be carried out.

Action: Atif Moghal

The clerk was asked to ensure all- new governors had been registered with Octavo.

Action: Mel Brown

7. **Finance Update**

Due to the uncertainties around early years funding, the LA had not funded the school for the autumn and spring term lump sum amounts. This sum was £150k in the 2016-17 financial year this year, but is projected to be reduced to around £100k-£110k. Governors noted that based on these figures, there was likely to be a shortfall of approximately £60k. As a result, the LA had advised schools to set deficit budgets until the figures were confirmed.



A new SLA had not been agreed. The existing arrangements were only guaranteed until the end of the summer term. The projected income was estimated to be 'reasonable' as the nursery had a high pupil intake.

The carry forward from the current year was £40k, which was noted to be in excess of the LA permitted % balance (£35k approx.). The additional £5k would be spent on the new fencing (as previously agreed by the governing body (and other related works before the end of March 2017).

Governors noted that the proposed expenditure in the 2017/18 budget was similar to this year, with staffing expected to be fairly constant.

If the nursery received the additional lump sum funding for autumn term 2017 and spring term 2018 to take the figures up to at least £100k, and the SLA continues beyond August 2016, even at reduced figure, the budget would likely balance for 2017/18. However, 2018/19 and beyond would be very challenging, with the nursery expected to have spent most or all of its reserves.

Following discussions, it was agreed that clerking services and the financial support from JCA School Support Ltd, were both a valuable resource and should be retained.

The governing body noted that the initial budget is due in to be submitted to Croydon by 1 May 2017, and governing body resolved to approve the budget, and to delegate to the Chair and Vice Chair, the signing off of the final budget.

The governing body received and approved the SFVS report, which the finance governor lead had completed. JG agreed to email the document to Schools Finance at Croydon,

The benchmarking report was discussed in detail and governors asked how the nursery compared with other local providers in terms of staff ratios, and were advised this information was not readily available. In response to a question regarding legal support, Jolyon advised that this would be provided via Croydon rather than octavo. It was agreed that this should be part of the orders placed for April.

Action: Head of Nursery / JR

8. Early Years Options

Part B.

9. Head of Nursery Update

Governors were pleased to note Target Tracker was working well and that staff found the software simple to use and easy to navigate. Jo explained that from September 2017, target tracker would be used to assess more developmental areas. Also in September, the nursery would move from using the '2 simple' app to a Target Tracker version. The apps had a similar interface and so additional staff training and support would not be required.

Following extensive research, all PAT schools were moving from Parent Pay (PP) to MyPlay Services (MPS). A decision had been made to move the nursery across to MPS as transactions costs were cheaper and the software more user friendly, as it presented itself as a helpful booking system.



Parents and carers would be expected to 'book' sessions and pay online completing the booking. A trial had been set up, and parents asked to book a trip to

Ladyland Farm using MPS. In response to a question, governors were advised that parents would be supported to register with MPS. Jo advised that there would be some overlap between Parent Pay and MPS, as the PP contract did not expire until September 2017.

10. Nursery Improvement Plan

The HoN presented the updated plan and the Chair provided a number of comments to be included in future updates, and included the request for all actions to be made SMART. It was also agreed that a governor would review the actions in the plan in time for the next meeting.

Action: Jo George / Sophie Richardson

11. Cleaning specification

Part B.

12. Governor Visits Report

Governors noted that Sophie had carried out a SEND and Inclusion visit, and that Cheridah had undertaken a safeguarding and CLA visit. The governing body reviewed the written reports from both visits which had been circulated in advance of the meeting and noted the potential impact of the high needs funding cuts, a SEND display needed to be created, and that some of the case studies needed to be updated as many of the children had left THNS

Patricia gave a verbal overview of her finance related visits, the outcome of which was the completion of the SFVS and the budget.

13. Policies

New EYFS Statutory Framework

Governors asked for an overview of the key points and were advised that Jo had circulated this and explained changes to all staff.

Policy for Adult Volunteers, Students and Visitors Procedures

The policy was approved by the governing policy, and signed by the Chair.

The policy would be reviewed if there were changes to current legislation, guidance or practice.

Accessibility Plan

The policy was approved by the governing policy, and signed by the Chair.

The Plan would be reviewed if there were changes to current legislation, guidance or practice.



Business Continuity Plan

The Local Authority based policy was approved by the governing policy, and signed by the Chair. The HoN was asked to ensure the document was kept updated when there were any staff moves.

The Plan would be reviewed if there were changes to current legislation, guidance or practice.

Action: Jo George

14. Correspondence to the Chair

The Chair had been invited to Chairs briefing with the Croydon Director of Education on 27 April 2017.

15. Governor Training and Development

Governors noted the proposed dates of the bespoke Octavo training session as requested at the last meeting. This is to be confirmed by the clerk.

Action: Mel Brown

The clerk was asked to ensure new governors had undertaken the new governor training.

Action: Mel Brown

16. Meeting Dates

The remaining dates for 2016-17 were noted as:

- Monday 10 July 2017 (Nadia Campbell sent apologies)

17. 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.

18. Confidential Staffing Matters

There were no confidential staffing matters for discussion.

There being no further business for discussion, the meeting closed at 8.40pm.