



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

Present:

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
Mrs Patricia Salami	LA Governor, Chair
Mrs Ashleigh White	Parent Governor

In attendance:

Ms Mel Brown	Governance Clerk (minutes – arrived at 6.50pm)
Mr Guy Burchette	Observer
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 and in particular Alison Franklin and Ashleigh White who were elected as parent governors on 30 October 2017, and introductions were made.

The Chair introduced Guy Burchette, a potential new governor, who was observing the meeting.

Apologies were received and accepted from Mrs Lynne Sampson.

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. Patricia declared she was one of three members of PAT and attended its Annual General Meetings.

3. Minutes of the Meeting held on 25 September 2017 and Matters Arising

The minutes of the meeting held on 25 September 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.

Actions:

The Head of Nursery to start the process of recruiting new parent governors

Action complete.

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

The 2017/18 SLA agreement had not yet been signed.



An update on the Early Years strategy be provided at the next meeting

On agenda (item 6).

Cheridas Caesar-Mejias to attend child protection/safeguarding training

Action complete. The level 4 course would be completed in December.

EU General Data Protection Regulation Policy to be presented to the governing body

Joylon Roberts advised that the SLT at PAT was working on compliance and would provide an update at the next meeting. The Chair requested that this item was added to the next agenda.

Contact the LA to see if the nursery's governance arrangements can be transferred to PAT

There have been no changes in the law. Currently, a maintained nursery school cannot convert to an academy and therefore cannot join a Multi Academy Trust. Governance in maintained schools cannot be delegated to a third party.

Complete and return the skills audit to the clerk

Action outstanding. Governors were asked to complete and return their completed skills audit form to the clerk.

Action: Governors

PS and SR to return copies of latest work DBS checks to be sent to JG

The Chair had given the Head of Nursery of a copy of her DBS check.

The Head of Nursery asked Alison Franklin and Ashleigh White to complete a DBS check and agreed to forward the information.

Action: Jo George, Alison Franklin and Ashleigh White

Complete and return the governors contact form to the clerk

Governors were reminded to complete a contact form if there were any changes to their personal information.

Amend and send Chair's welcome note to parents alongside parent governor nomination forms

Action complete.

Raise funds to run the Forest School

To be reassigned to another governor.

MB to advertise on SGOSS for new governors and SR to follow up on the letters sent to local businesses



On hold pending discussions on governing body size and membership.

SR advised that she had not received responses to the letter sent to local businesses.

Write to LA regarding a missing payment

Action complete.

Consult with Jolyon Roberts before increasing staff numbers

Proposal discussed under item 6.

JG to apply for SEN funding

Action complete.

The governor training session scheduled for 9 October to be reschedule it to take place during the governor in-school day

In progress.

Include future dates/meeting dates at the end of each agenda

Action complete

Add governors to the text message service

Action complete.

SEF to be added to the next agenda

On the agenda (item 13).

Investigate whether there was an 1% uplift to the main pay range for staff

Jolyon Roberts advised that the recommendation was 2% as agreed by the Local Authority, and applied to one member of staff.

Governors to attend the governors' conference on 14 October 2017

The Chair had attended and provided feedback under her report (item 10).

Prevent training course to be resent to governors

Action completed.

Update the governor section of the Nursery Action Plan

On the agenda.

Update the Governance Impact Statement

On the agenda.



4, Governing Board Matters

The governing noted the resignations of parent governors Rebecca Hughes and Ansaaf Moorcroft.

It was hoped that Guy Burchette would agree to join the governing body after observing the meeting.

5. Head of Nursery Report

The Head of Nursery presented the report and advised on the numbers children below, at age-related expectations and above.

Governors noted that four SEND children were being seen by the Educational Psychologist this term as they may require specialist provision for reception. The numbers of SEND children were discussed, and the board was advised that SEND children were identified as early as possible so that an EHCP could be arranged (where approved), or a place at a specialist provision.

86% of children who are eligible for an EYPP had started at THNS in the 2yr old provision, and benefitted from a longer period of teaching. Governors noted that children eligible for EYPP are out-performing their non-EYPP peers in all areas. Governors asked how PP funds were used and were advised it was spent on a number of things including snacks, staffing and subsidised trips.

38% of boys are EAL compared to 54% of girls. The Head of Nursery advised there would be a big focus on EAL boys due to the outcomes of last year's data.

There were no looked after children.

67% of BAFR (Black African children, 40% of MOTH (any other Mixed Background) children and 8% of BCRB (Black Caribbean) children have EAL. Currently, BCRB children are out-performing their peers in most areas.

6. Early Years Options

Jolyon Roberts advised that there had been no movement from Croydon in this area.

A strategy meeting was being held on 24 November 2017 with the other Croydon nursery schools.

The Head of Nursery presented an options paper on the proposed strategy for the January 2018 pupil intake.

The governing body was advised that currently, the nursery was receiving more applications for 2-year funded places and full-time 30-hour places. Tours were being conducted for potential new families at least every other day, and the nursery was receiving 5-10 new application forms each week for a variety of future start dates.

Governors were reminded that during the Autumn term the 2-year provision was increased to safeguard LA funding as there were difficulties in filling the 3-year



places. Things had changed, and places for 3-year places had almost been filled during the term, however, the demand was still low compared to that of 2-year funded places and 30 hour funded places.

The Head of Nursery presented the pros and cons of the following four options:

1. Increase full-time (30 hour) places to meet demand and reduce part-time (15 hour) places, to balance numbers
2. Keep to the original numbers
3. Keep 2-year-old provision at 20 children per session (as per Autumn 2017)
4. Increase 2-year-old provision to meet demand and increase full time 30-hour places to meet demand

Following extensive discussions, the governing body approved option 4 and asked that the Head of Nursery apply this option flexibility in its application by using her discretion in how the option is applied to meet the needs of the nursery.

The governing body approved the request for the recruitment of a fixed term member of staff, from January, to accommodate the changes.

7. Finance Report

The governing body received the quarter 2 accounts.

The budget had been adjusted by £47k and included the Autumn term adjustments to allow for the 30-hour impact.

The governing body noted there was still a predicted deficit and that finances remain tight. In response to a question, governors were reminded that a deficit budget had been set as the nursery had not been guaranteed funding for Autumn at the time the budget was set.

Governors were advised that place funding had reduced across the board and that the nursery was likely to be affected by the change.

The virements were approved and signed by the Chair.

8. Governor Visits

Governors were encouraged to undertake monitoring visits to the nursery and to complete a visit form. Cheridah Caesar-Mejias had undertaken a safeguarding/LAC visit which is reported under item 9.

9. Safeguarding / Child Protection

Cheridah Caesar-Mejias reported on a safeguarding LAC visit which was carried out on 17 October 2017. The report was discussed in detail and governors were advised that a few minor health and safety matters had been identified and been added to the health and safety priority list.

Governors raised concerns that the Autumn term fire drill had been deferred because of new children settling in the nursery and requested that fire drills continued to be carried out on a termly basis and at different times during the day.



Cheridah Caesar-Mejias advised she would be completing the NSPCC setting self-evaluation for safeguarding with the Head of Nursery in the Spring term.

Governors noted the list of safeguarding questions for staff and were informed that they were discussed as part of a group exercise.

10. Chair's Action

The Chair attended the all-day Octavo governors awayday meeting and highlighted that the session on the 'moral box' was a good idea.

The Chair attended the Chair of Governors meeting.

The Chair informed the board that a meeting was being held with the LA and Chairs from other Croydon nursery schools on 27 November 2017. An update will be provided at the next governing body meeting.

Action: Patricia Salami

11. Policy Documentation – Teachers Pay Policy

The governing body approved the Teachers Pay Policy.

12. Governor Training

Governors were encouraged to attend the training courses provided by Octavo.

Sophie Richardson has attended the Ofsted and termly update briefings.

The Chair requested that Alison Franklin and Ashleigh White attend the induction for new governors.

Action: Alison Franklin and Ashleigh White

13. Self-Evaluation

The governing body received the updated SEF which contained the changes as agreed at the previous meeting.

14. Governance Impact Statement

The Chair presented the revised Governance Impact Statement was received and approved.

15. Nursery Improvement Plan

The Chair and Lynn Sampson had updated the governors section of the plan since the last meeting. Governors were encouraged to review the plan in detail.

The Chair highlighted the forthcoming PAT MAC and Directors awayday on 16 January 2017 and encouraged all governors to attend.

16. Confidential Matters

There were no confidential items of business.



17. AOB

Discussions were had regarding fundraising and an update given on recent fundraising activities. Parent governors advised that they were confident parents would donate to the nursery if they were aware its long-term financial predicament.

It was noted that some schools had asked for parental contributions but that this was not something PAT was considering. Alison Franklin advised she had some fundraising experience and was asked to consider in more detail what fundraising activities could be arranged for the nursery.

Action: Alison Franklin

Governors asked about the potential of setting up a charitable trust to assist with fundraising and claiming gift aid on donations and were advised that this was not something being considered by PAT as although money was tight, finances were being managed well.

The Head of Nursery proposed that the nursery's term dates for 2018/19 were aligned to the PAT. Governors queried this and were advised that there was no obligation for the nursery to follow the LA set dates.

The governing body resolved to align the nursery's 2018/19 term dates with that Pegasus Academy Trust.

The governing body agreed that the Remuneration Committee membership would consist of Sophie Richardson, Lynne Sampson and Cheridah Caesar-Mejias. Following discussions, the governing body agreed that the meeting could be held virtually. The Head of Nursery and Clerk was asked to facilitate the process.

Action: Jo George and Mel Brown

18. 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.

There being no further business for discussion, the meeting closed at 8.50pm.