



**Thornton Heath Nursery School  
Minutes of the Governing Body Meeting  
Held on  
Monday 14 November 2016 at 6.30pm**

**Present:**

Ms Nadia Campbell	Staff Governor
Ms Cheridah Caesar-Mejias	Co-opted Governor
Ms Jo George	Head of Nursery
Mrs Kathleen Harballou	Co-opted Governor
Ms Rebecca Hughes	Parent Governor
Ms Ansaaf Moorcroft	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 Denise Clements	Strategic Manager, Best Start (for item 8)
Mrs Laura McRoberts	Best Start Manager for Early Years, Accessibility and Standards (for item 8)
Mr Jolyon Roberts	Pegasus Academy Trust, Executive Principal (JR)

**1. Welcome and Apologies for Absence**

The Clerk welcomed everyone to the meeting and particularly the new governors, Ms Nadia Campbell, Staff Governor, Cheridah Caesar-Mejias Community Governor (to be appointed), Rebecca Hughes and Ansaaf Moorcroft, Parent Governors.

Governors introduced themselves to the new members who reciprocated.

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

**2. Confirmation of Quorum**

The meeting was declared quorate with all 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.

**5. Minutes of the Meeting held on 19 September 2016**

Subject to the amendment of 'Principle' to 'Principal' in section 10 and changing 'Chairs' to 'Chair's' in section 16, the minutes of the meeting held on 19 September 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.



## 6. Matter Arising from the Minutes

1. Liaise to agree a suitable date for Jolyon to deliver a training session in financial strategy and planning

The date was agreed as 9 December 2016.

2. Aracelly to decide whether she wished to remain as a governor

Aracelly had resigned as parent governor and had agreed to contact the nursery following her maternity leave, to confirm whether she wanted to be appointed as a co-opted governor.

3. Forest Hill Pilot (known as 'Little Explorers')

The project had been postponed until January 2017 due to staff shortages.

A local Tesco store was raising money for a forest hill project at another school. The Head of Nursery agreed to investigate whether it was possible for the nursery to obtain similar funding.

**Action: Head of Nursery**

4. Attend meeting with cleaning contractors

A meeting had taken place and some improvements made. The contract is due to expire in May 2017, and notice is to be given in January. A new specification was being considered and would likely include caretaking duties. The Chair indicated that consideration was being given to setting up a small working group to support the re-tendering exercise.

5. Recruitment of parent and co-opted governors

This action was complete.

6. Check Ruth Nolan's term of office

This action was complete.

A new staff governor had been appointed, and Ruth was thanked for her dedicated and support over a significant period of time.

7. Complete pecuniary interest forms and skills audit

Governors were encouraged to complete all outstanding forms.

8. Amend governors allowance

This action was complete.

9. Report back on LA monitoring and SLA

This item was outstanding.

10. Circulate SLA



This action was outstanding.

11. Revise HoS report to demonstrate progress more clearly

This action was ongoing.

12. Attend staff meeting on fascination and translate learning into a measurable action

This action was on the agenda (item 10).

13. Send any contributions to the NIP and SEF to the Head of Nursery

This action was discussed under items 10 and 14.

14. LA response to the budget

This action was addressed under item 8.

15. Add dates to NIP

This action was complete.

16. Recirculate briefing on 'Keeping Children Safe in Education'

This action was complete.

17. Support Head of Nursery to re-tender the cleaning contract

This action was discussed under action 4.

## 7. **Governing Body Membership**

Cheridah Caesar-Mejias was nominated, seconded and duly elected as a Co-opted Governor for a term of 4 years.

The Clerk was asked to check whether Kathleen was a parent or co-opted governor.

**Action: Clerk**

## 8. **Strategy**

Denise Clements and Laura McRoberts introduced themselves and advised that the offer of an additional 15 hours' childcare for eligible three and four year olds was still planned to start in September 2017. The Local Authority has started to prepare the draft budgets for 2017/18 financial year, draft budgets for two, three and four year olds had been developed.

Governors were informed that over the last three years the Local Authority had been topping up the hourly rate of allocated funding that it received from the Department for Education for two year olds by £1.03 to £6.31. The funding was scheduled to run out at the end of the financial year. The two-year-old rate that has been proposed by the government for 2017/18 is £5.66 (still subject to confirmation), and that no top slicing from other areas permitted.



The proposed hourly rate for three and four year olds from April 2017 is £3.99 and would be the same for both the universal entitlement of 15 hours and the proposed additional 15 hours.

The IND factor would continue to be paid and awarded in the same format.

The inclusive practice supplement would form part of the new inclusion fund. The £570k budget will fund the level 2 payments to early years' providers as well as payments to providers to support inclusion at settings.

The central block allocation taken from the Dedicated Schools Grant (DSG) for early years currently supports the Local Authorities Early Years' Service and its requirement to fulfil its statutory duties. The DfE had capped the allocation at 7% of the total DSG funding received for three and four year olds for 2017/18 and 5% in 2018/19.

The contingency in place for addressing the Local Authority risks were outlined.

Governors were concerned to note that the Local Authority funding for nursery, next financial year would reduce. The Local Authority enquired about the services the nursery could offer on this basis.

Governors noted that reduction in funding would have the greatest impact of services on two-year-old places. Pegasus advised that they were considering whether the service level agreement was still viable. Work could potentially be done around staffing.

The Governing Body asked that John Fennell undertake a modelling exercise which included investigating what other nurseries were considering, and it was requested that an option paper outlined what services could be provided with the reduced money.

**Action: John Fennell**

Governors enquired about the action the local authority was taking and were advised that concerns had been fed back to the government. Questions were asked about whether it was possible to hold a joint meeting other local nursery schools.

Jolyon confirmed that with the existing budgets and reserves, changes did not need to be made for at least two years, which would provide space and time to see if any other income could be generated.

## **9. Head of Nursery progress report**

The Head of Nursery presented the supplementary report. Governors were reminded that the attainment data for all groups and cohorts across the nursery was high last academic year. This was leading to progress appearing to be 'satisfactory' in most areas due to the varied intakes throughout the year, high mobility and the nursery data being a mix of returning children (who had already benefitted from the teaching and learning at the nursery) and new children, whose baselines were usually below ARE on entry.



Following lengthy discussions, it was agreed that the progress data could be better presented if the progress for children was measured over their entire time at the nursery, rather than just over an academic year. The Head of Nursery report that she was working with a consultant to build a progress tracking sheet which would allow the nursery to calculate total progress from entry to the current term.

Governors were pleased to note that 'Good' (above average) progress in EYFS was 4 jumps across the Development Matters bands over 3 terms. The aim was to maintain 'good' and work towards becoming an 'outstanding' nursery. Aspirational targets for performance management had been set in this regard.

## 10. Self-Evaluation Framework

Governors noted the revised SEF and the Head of Nursery was asked to clarify and expand on a number of areas on page 3.

Kathleen provided feedback on the staff meeting and agreed to identify the children with fascinations and to review their progress during her duty rota day the following month. Kathleen agreed to report her findings at the next Governing Body meeting.

**Action: Kathleen Harballou**

Governors asked what would happen if children without fascinations were left behind and were advised that there were systems in place to ensure this did not happen. All children were allocated to staff as their named key worker. Key workers were responsible for tracking progress and ensuring regular observations were carried out. In addition, all children were given next step targets. The nursery regularly held key worker days where the development and progress of all children were discussed.

A number of suggestions were made which included adding that teaching was moderated across Pegasus (and helped to improve the quality) and the inclusion of the case study under the characteristics section on page 2.

Governors were encouraged to send any comments to the Head of Nursery before the end of November.

**Action: All Governors**

## 11. Finance

Jolyon Roberts presented the report and Governors were pleased to note that the figures for the second quarter were good. A small surplus was predicted for the end of the year and the money would be spent on capita works, which included CCTV and raising fencing.

The finance offer from the Local Authority would be reviewed by the Chair. The Governing Body agreed to delegate authority to the Chair to agree the 2016/17 budget.

## 12. Safeguarding Audit

Deidre reported that she had undertaken the audit with the Head of Nursery in September, and had also completed the CLA audit during the same visit. Governors were pleased to note that the nursery had robust systems and processes in place. In response to a question Governors were advised that the prohibited teachers list was checked annually and that recent Ofsted guidance had confirmed that regular DBS checks were not required for all staff. The onus would be on the police to notify



employers or any concerns. Checks would be made by the nursery if there was any cause for concern.

**13. Governor Visit Report**

A number of visits had been carried out. Patricia had visited the nursery to review the finances, Deidre to complete the safeguarding audit. Kathleen had attended the staff meeting on fascinations as described above (item 10)

**14. Nursery Improvement Plan**

Jo George presented the updated plan.

Governors noted that Patricia and Deidre would be meeting with the Head of Nursery to discuss the plan in more detail, and agree any additions.

**15. Correspondence to the Chair**

The Chair had received an email from Laura McRoberts and had met with her prior to the Governing Body meeting. The contents of both the email and meeting were discussed under item 8.

**16. Governor Training and Development**

Governors noted the previously circulated 2016/17 training programme, and agreed to consider attending any relevant courses.

**17. Meeting Dates**

The remaining dates for 2016-17 were noted as:

Friday 9 December 2016 (Remuneration Committee – starts at 10.00am)  
Monday 6 February 2017  
Monday 27 March 2017  
Monday 10 July 2017

**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.

**19. Confidential Staffing Matters**

There were no confidential staffing matters for discussion.

There being no further business for discussion, the meeting closed at 8.45pm.

Signed by \_\_\_\_\_ Chair of Governors. Date \_\_\_\_\_