



PART A

**Thornton Heath Nursery School
Minutes of the Governing Body Meeting
Held on
Monday 25 September 2017 at 6.30pm**

Present:

Mrs Nadia Campbell	Staff Governor
Ms Jo George	Head of Nursery
Ms Sophie Richardson	Co-opted Governor
Mrs Patricia Salami	LA Governor, Chair
Mrs Lynne Sampson	Co-opted Governor, Pegasus Academy Trust

In attendance:

Ms Mel Brown	Governance Clerk (minutes)
Mr Chris Mead	Deputy Head of Nursery

1. Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting.

Apologies were received from Cheridah Caesar-Mejias, Rebecca Hughes and Ansaaf Moorcroft.

2. Confirmation of Quorum

The meeting was declared quorate with four out of eight members of the Governing Body present.

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 clerk asked governors to complete and return the previously circulated 2017/18 declarations of interest form.

Action: Governors

4. Election of Chair and Vice Chair

PS was nominated, seconded and unanimously elected as Chair.

SR was nominated, seconded and unanimously elected as Vice Chair.

5. Governing Body Business

Board membership

The updated membership list was received.

Governors noted the terms of office for each member of the governing body and that PS' term was due to come to an end on 8 July 2017. The chair advised that she would not be seeking a further term of office. The hope was that the future of the nursery would be clearer at this time, and that, if possible, the governance



arrangements could be transferred to Pegasus. The chair agreed to speak with Jolyon Roberts in the first instance prior to contacting the LA.

Action: Patricia Salami

Skills audit

Governors were asked to complete and return the skills audit to the clerk.

Action: Governors

Governor DBS checks

The HoN advised that the chair required a new DBS check. The Chair agreed to provide a copy of a DBS check completed for work purposes and if it was not in date she would provide the relevant paper work for a new one. SR advised that she was due to complete another DBS check and would send a copy of the new check once received.

Action: Patricia Salami and Sophie Richardson

Governor contact information

Governors were asked to complete and return the governors contact form to the clerk.

Action: Governors

Edubase

The HoN advised that Edubase had recently been updated and contained the correct governing body membership information.

5. Minutes of the Meeting held on 10 July 2017 and Matters Arising

Minutes of the meeting held on 10 July 2017

The minutes of the meeting held on 10 July 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.

Matter Arising and Actions from the Minutes

The chair queried whether the welcome letter she had drafted had been sent to parents. The HoN agreed to make some minor amendments prior to sending and send this alongside the request for parent governor nominations.

Action: Jo George

Contact local Tesco regarding raising money for Forest School Pilot

The HoN advised that the Forest School pilot was unlikely to go ahead because of resourcing issues. A scaled down 'Little Explorers' programme would be run instead.

The governing body resolved to asked RH to assist in helping to raise funds to run the Forest School pilot at a later date. Fund raising ideas were discussed and included holding a book fair.

Action: Rebecca Hughes



Governors asked whether the nursery had considered the use of apprentices' and volunteers, and were advised that volunteers and student from CALAT had previously been used, but had created extra work for the nursery in terms of training and support. There were also reliability concerns.

Ensure new governors have attended new governor training

In the absence of Cheridah Caesar-Mejias, Rebecca Hughes and Ansaaf Moorcroft, this item was deferred.

Early years option appraisal - investigate options 3 and 5

Item deferred until the next meeting.

Cleaning tools audit to be carried out

The HoN advised that the new contractor had carried out an audit. Most of the cleaning materials were not fit for purpose, and new equipment has been purchased.

Contact Atif Moghal

The clerk contacted Atif who has submitted his resignation.

Sent HoN final declarations of interest register to upload on website

Action complete.

LS to provide the details for Academy Ambassadors, PS to contact governor services and SR agreed to write to local business. The clerk to forward SR the governor job description

This action was complete. The clerk agreed to follow up on the request to Octavo, and the clerk agreed to advertise on SGOSS. SR agreed to follow up on the letters sent to local businesses.

Action: Mel Brown and Sophie Richardson

Start the process of looking for new parent governors in September. Parents who expressed an interest would be invited to the September meeting

This action was ongoing.

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

The draft 2017/18 SLA had not yet been received.

The HoN advised of a problem with LBC concerning a missing payment which had left the nursery short of funds. The purchase of certain goods had also been delayed. PS agreed to send an email to LBC.

Action: Patricia Salami

The Chair requested an update on the implementation of the new MPS system at the next meeting

On agenda.



Business Continuity Plan needed to be reviewed, updated and presented at the next meeting

On agenda.

The Chair requested that an update on the Early Years strategy be provided at the next meeting

Action deferred to the next meeting.

Clerk to forward the details on the EU General Data Protection Regulation and draft templates to the Pegasus Company Secretary and Clerk

Action complete.

Cheridah Caesar-Mejias and Ansaaf Moorcroft to attend child protection / safeguarding training

In the absence of Cheridah Caesar-Mejias, Rebecca Hughes and Ansaaf Moorcroft, this item was deferred.

Sophie Richardson to carry out evidence checking on the NIP during visit

Action complete.

The clerk to circulate the draft governance impact statement for comments

On agenda.

6. Governing Board processes

Standing Orders

Subject to changing the requirement to have 6 governing body meetings to 4, plus a Remuneration Committee; and removing the requirement to have Link governors, the Standing Orders were approved.

Code of Conduct

Governors noted the previously circulated code of conduct which was circulated for signature.

7. Head of Nursery Report

The HoN was thanked for a clear and concise report.

The HoN advised that the current self-evaluation judgements for all areas within the Ofsted framework had been graded as outstanding.

Governors queried whether staff were happy with Target Tracker and were advised that feedback was positive. Staff felt it was easy to use and represented good value for money.



Governors asked whether the 'whole child' was considered when planning activities and NC confirmed that the primary focus was always on the whole child. The Learning Journey was also used to track progress and included the child's areas of interest, likes and dislikes.

Governors queried how qualitative measures could be presented and it was agreed the Learning Journey was the best resource in this regard.

Governors asked about Early Years Pupil Premium and were advised that the HoN would submit a new application for the Autumn term by the LA deadline of October half term.

Governors queried whether a fire drill was carried over the summer term and were advised that it had.

In response to a question, governors were advised that the outcomes from the data had been mapped into the Nursery Improvement Plan.

JG advised that the number of EAL children had increased from 45% last year to 55% this year.

With regards to admissions, there was waiting list of 4 children in the 2-year nursery and 8 places in the 3/4-year nursery. In the Spring term, 16 of the 2-year olds would be moving up, and so there would be the ability to offer new places in both nursery rooms.

The HoN advised there had been lots of interest in the 30 hours provision and it was likely a fixed term member of staff would need to be recruited to cope with the increasing numbers. LS requested that Jolyon Roberts was consulted before increasing staff numbers.

Action: Jo George

MPS

The HoN gave an update on MPS and advised there had initially been some teething problems with registering parents which had been resolved. The system was time consuming to operate presently as it was still new. However, it was user friendly and there were systems in place to support parents. Governors asked about feedback from parents and were advised that overall it was good.

SEN Information Report

The HoN presented the report and governors noted it would be uploaded to the nursery website.

A question was asked about the numbers of high need children, and the HoN reported that there are 8 children on the SEND register currently, with 3 or 4 of these identified as 'high needs' and likely requiring specialist educational provision in the future. SR gave an overview of her recent SEN visit and highlighted that the SEND funding application process had changed and that it was more time consuming for the HoN. Applications now had to be submitted termly for each child and needed to include a justification as to how the previous funding was spent to support the child and their needs. Governors noted that SEN funding had decreased, meaning that



there was more staff time for less financial support, but it was necessary to apply for the funding.

Action: Jo George

8. Early Years Option

There were no updates. The Chair requested that an update be provided at the next meeting.

Action: Jolyon Roberts

9. Governor Visits

The governor visit report produced by SR was noted.

Subject to the removal of the role of duty governor, the Governors Visit policy was approved.

The governor training session scheduled for 9 October was discussed in detail and it was agreed to reschedule it to take place during the governor in-school day. The clerk agreed to contact Octavo in this regard.

Action: Mel Brown

The clerk was asked to include future dates / meeting dates at the end of each agenda.

Action: Mel Brown

The HoN advised that she would be adding governors to the text message service so that they received information about upcoming events.

Action: Jo George

10. Safeguarding and Child Protection

Safeguarding Policy

The Safeguarding Policy was approved.

Child Protection Policy

The Child Protection Policy was approved.

LS advised that the Keeping Children Safe in Education guidance was being updated and that the update would be published soon.

11. Chair's Action

The chair updated the governing body on the outcome on the recent chair's briefing.

The chair advised she had signed the PAT recharge invoice.

The monthly finance returns for July and August were signed by PS at the meeting and governors were reminded that the returns were necessary as a deficit budget had been set.

The chair asked the for the SEF to be added to the next agenda.

Action: Mel Brown

12. Policy Documentation



Business Continuity Plan

The Business Continuity Plan was approved.

Behaviour Policy

Governors queried the whereabouts of the Home School Agreement and were advised it was contained in the admission packs.

The Behaviour Policy was approved.

Governors Allowance Policy

The Governors Allowance Policy was approved.

Admissions Policy

The Admissions Policy was approved.

Whistleblowing Policy

The Whistleblowing Policy was approved.

Teachers Pay Policy

Governors noted the Teachers Pay Policy was outstanding as the revised version had not yet been published by LBC. The HoN noted there was a communication from LBC concerning a 1% uplift to the main pay range for staff and agreed to investigate this further.

Action: Jo George

13. DfE and Ofsted Updates

Governors noted the Autumn term Octavo briefing. PS advised she would be attending the governors' conference on 14 October 2017, governors were encouraged to attend as well.

Action: Governors

14. Governor Training

Governors were encouraged to review the Octavo training programme and to attend any relevant courses. SR advised she had booked on 3 training courses schedule for this term. The chair advised she would be attending the safer recruitment training.

The chair asked all governors to complete the online Prevent training course and to send a copy of the certificate to the clerk. The clerk was asked to forward the link.

Action: Mel Brown and Governors

15. Nursery Action Plan

The HoN presented the update plan and advised that the governors section required governor input.



It was agreed to add the following to the governor section of the plan:

- Succession planning and the exploration of the potential option to transfer the governance arrangements to Pegasus
- Governors' in-school day and the impact on governor practice

The chair and LS agreed to update the governor section of the plan.

Action: Patricia Salami and Lynne Sampson

16. Governance Impact Statement

The draft was discussed in detail and the chair and LS agreed to review and update the document.

Action: Patricia Salami and Lynne Sampson

17. Nursery Improvement Plan

The chair and LS agreed to review and update the plan.

Action: Patricia Salami and Lynne Sampson

CM agreed to reword section 17 of the plan to include an explanation on the need to explore the future direction of the nursery.

Action: Chris Mead

18. Confidential Matters

Part B section.

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.

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