



# Minutes

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## THORNTON HEATH NURSERY SCHOOL (THNS) Governing Body Meeting

Monday, 5<sup>th</sup> November 2018 at 6.30pm at THNS

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<u>Name</u>	<u>Position</u>	<u>Status</u>
Jo George	HoN	Present
Jenette Indarsingh	HoN Share	Present
Christopher Mead	HoN Share	Present
Lisa Butler	Finance Advisor	Present
Nadia Campbell	Staff Governor	Present
Sophie Richardson	Vice Chair/Co-opted Governor	Present
Ashleigh White	Parent Governor	Present
Jolyon Roberts	Executive Director/PAT	Present
Alison Franklin	Parent Governor	Present
Cheridah Mejias	Co-opted Governor	Absent
Karen Francis	Note Taker, Asst Clerk/PAT	Present

### Supporting Documents:

- Declaration of Pecuniary and Personal Interests
- Governing Board Skills Audit
- Contact Details Update Forms
- Previous Minutes and Action Log 9<sup>th</sup> July 2018
- Code of Conduct
- Standing Orders for the Working Practices of the Governing Board
- Code of Conduct
- Instrument of Governance
- Income and Expenditure as at 06/09/2018
- Nursery Improvement Plan (NIP) September 2018
- Early Years Pupil Premium Impact Report 2017-2018
- Head of Nursery Report October 2018
- Safeguarding Children Policy 2018
- Child Protection Policy 2018
- LA Safeguarding Audit 08/10/2018
- School Information Report SEND September 2018
- SEND Policy 2018

ITEM	
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		ACTION LOG No.
	<b>People</b>	
<b>1</b>	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Lynne Sampson. Cheridah Mejias was expected but did not arrive.</p> <p><b>Vice Chair SR welcomed everyone to the meeting.</b></p> <p>A change in agenda order was requested by HoS to facilitate an early departure from the meeting of Finance Advisor, Lisa Butler. The meeting agreed to hear Agenda Item 11 first.</p> <p>Refer to Agenda Item 11 for the content and contributions.</p>	
<b>2</b>	<p><b>DECLARATION OF INTERESTS AND CONFIRMATION OF QUORUM</b></p> <p>Each member was asked to complete a new declaration of interest form today and return to the HoS at the end of the meeting.</p> <p><b>ACTION: All members to complete Declaration of Interest by 5/11/18</b></p> <p><b>ACTION: SR to email LS and CM Declaration of Interest forms for completion</b></p> <p>KF advised after verbal consultation with Octavo that:</p> <ul style="list-style-type: none"> <li>to be quorate one half of governors that are in place at the time are required to be present (excluding vacancies) and not below three.</li> <li>an LA Governor is not required for a meeting to be quorate</li> <li>a head teacher is on the board for THNS in their 'Instrument of Government'. It is not specified that the head can vote, however, the fact that the head is on the board suggests that they can vote. One vote only, not three.</li> <li>One vote only between job share role. Both heads must agree and document how to do this, for example, take turns, agree as one voice prior to the meeting etc.</li> </ul> <p>The meeting was declared quorate</p> <p><b>ACTION: JI and CM to document how they will share their vote</b></p>	<p><b>005</b></p> <p><b>006</b></p> <p><b>007</b></p>
<b>3</b>	<p><b>ELECTION OF CHAIR AND VICE CHAIR</b></p> <p>Following the resignation of LA Governor and Chair, Patricia Salami it was proposed by JG that SR be appointed as Chair. The members agreed and SR accepted the position of Chair, making vacant the position of Vice Chair.</p>	

	JG proposed that AF was appointed as Vice Chair. The members agreed and AF accepted the position of Vice Chair.  <b>ACTION: KF to adjust Governing Board Papers</b>	<b>008</b>
<b>4</b>	<p><b>GOVERNING BOARD BUSINESS AND COUNCIL MEMBERSHIP CHANGES</b></p> <p>HoS requested completion of the following forms and website records for all members:</p> <ul style="list-style-type: none"> <li>• Governing Board Skills Audit (NGA) Form</li> <li>• Governing Board Contact Form</li> <li>• Governor details on school website and edubase</li> </ul> <p><b>ACTION: All members to complete Skills Audit/Contact Form/ Website and edubase by 30/11/18</b></p> <p><u>DBS</u> HoS advised that all Governors have been checked and are in-date. Croydon’s Chief Safeguarding Board recommends three years for an in-date DBS. Furthermore, the LA Auditor recommended that DBS forms for new Governors should be completed, sent and certificate received within 21 days of appointment.</p> <p><u>Membership and Vacancies</u> HoS advised the following vacancies:</p> <ul style="list-style-type: none"> <li>• LA Governor with a financial skill set</li> <li>• Community Governor</li> </ul> <p>SR advised one parent is keen to be involved</p> <p><b>ACTION: KF to email SR Octavo details for Governance Services</b></p> <p><b>ACTION: SR to email Octavo Governance Services to advise LA vacancy and skill set required</b></p> <p><a href="#">Question – Do Parent Governors need to be elected by the parents?</a></p> <p>JG advised that Parent Governors must be elected by the parents of the school, Community Governors do not need parental election voting.</p>	<p><b>009</b></p> <p><b>010</b></p> <p><b>011</b></p>
	<b>Strategic Leadership</b>	
<b>5</b>	<p><b>MINUTES OF THE PREVIOUS MEETING ON 9<sup>TH</sup> JULY 2018</b></p> <p>RESOLUTION: The minutes were reviewed, and it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Vice-Chair.</p> <p><u>Matters arising – Action Log Update</u> Agenda Item 3 – SR to advise Governance Services, Octavo of vacancy for LA Governor. <b>NOW ACTION 1</b></p> <p>Agenda item 3 – AF to confirm continuous Governor for next academic year. COMPLETE</p> <p>Agenda item 4 – Governors day in school TBA. <b>NOW ACTION 2</b></p> <p>Agenda item 8 – SR to confirm Governor visit date with JG. <b>NOW ACTION 3</b></p>	<p><b>001</b></p> <p><b>002</b></p> <p><b>003</b></p>

	<p>Agenda item 11 – JG to action GDPR approval with returning parents. COMPLETE  Agenda item 12 – Any reference to GB requires reassignment. COMPLETE  Agenda item 12 – Chair to send welcome letter to Sept parents. NOW <b>ACTION 4</b>  Agenda item 16 – JG to review complaints policy. COMPLETE</p> <p><b>ACTION KF to create action log with action numbers for future meetings.</b></p> <p><u>Correspondence to the Chair</u>  No correspondence to the chair</p>	<p><b>004</b></p> <p><b>012</b></p>
<b>6</b>	<p><b>GOVERNING BOARD PROCESSES</b></p> <p><u>Complaints Policy</u>  JG to adopt The Pegasus Complaints Policy for the Nursery.</p> <p><u>Governor Roles</u>  CM has Safeguarding/Curriculum, SEN&amp; EYPP  2 meets a year, tour of school, monitor SEN folder</p> <p><b>ACTION: JG to set-up LGFL account for SR as chair. Email will be <a href="mailto:chair@THNS.org">chair@THNS.org</a></b></p> <p><b>ACTION: All to sign Code of Conduct and Standing Orders</b></p> <p><b>ACTION: JG to email LS and CM CoC and Standing Order forms for signing</b></p>	<p><b>013</b></p> <p><b>014</b></p> <p><b>015</b></p>
	<b>Accountability</b>	
<b>7</b>	<p><b>HEAD OF NURSERY REPORT</b></p> <p>JG invited questions</p> <p>Refer to full report for fuller detail</p> <p>Highlights are:</p> <p><u>LA Review 2018</u>  Vanessa Wheeler, EY LA referred to THNS as leaps and bounds above other schools in Croydon within the learning environment</p> <p><u>Skills to writing</u>  School has been looking at and incorporating some of Julie Sigman’s ideas. (Author of ‘Early Skills to Writing’, looking at back to basics, empower and enjoy, closing gaps between boys and girls).</p> <p>NC and Mel have been looking at case studies this year and presented on the benefits of the impacts on outcomes.</p> <p><a href="#">JR asked for an example activity?</a></p> <p>NC gave examples: the child writing belt; stretchy pens enabling writing in a treehouse; own writing caddy and display encouraging independence. One boy in charge of the writing belt</p>	

wanted to stop parents spying on the class through the bamboo fence. The bamboo was replaced with chalk boards creating a creative writing motor skill space.

Phase 2 – Training all staff on ‘opportunities’, for example if a puzzle has a missing piece of jigsaw ‘write a note’ which aids ‘purpose to writing’. Children take the register = ‘purposeful mark making/writing’.

#### SEN/SEND

JR referred to SEND Spring 2 data, (page7) noted as downhill, any concerns?

JG explained that SEN was high last year, 4 of 9 all transferred to Special Schools. Some complex needs resulted very low on age related data.

Jl advised that Kerry Collier, LA SEN Specialist on ‘How to engage SEN children’ is due for her first visit in 2 weeks, looking at investigative approach.

For consideration: this training would be a good way to spend surplus money.

#### Health and Safety

JR asked if everyone is aware of how to use the Fire Defibrillator?

JG advised all EYE staff are trained and every few months Fay checks it works.

#### Personal Development, Behaviour and Welfare

JR noted that it was good to see actions under Personal Development, Behaviour and Welfare (page 17).

Question. Any LA children?

Currently, 1 in Nursery cohort, zero now.

SR observed that the progress of the children is amazing.

JG informed meeting that SEN children who experienced 18 months with THNS, did well and left age related.

SR acknowledged the amount of time and effort that is given to SEN children and asked how it will work moving forward?

Jl said it will be the same, under the LA restructure, there is more support now.

CM added there is close communications with two heads and LA support.

JG informed that two EHCP requests had to be completed by November to be put forward to the EHCP panel for consideration in December.

Jl spoke of Higher Need, stating that funding application is changing. Form is filled in for the initial application, thereafter the LA will collect evidence, or the school can submit evidence to demonstrate that tailored provision is continuing for those children, funding moves with the child.

JR suggested that THNS creates a target area for new approaches as the funding follows the child. Noting that currently a percentage of Educational Health Care Planning is issued in Y3 or 4.

	<p><u>Leadership and Management</u> SR asked how the parents have reacted to the change of head?</p> <p>JR observed that THNS should pat themselves on the back, the handover began in September, all involved are working very hard and with the varied funding types and mobility they are wearing a lot of hats for which the head takes on all roles. Historically, responsibility would fall to the Head, Deputy Head and Senco. Now, it is all the responsibility of the Head.</p> <p>JG commented that the staff are all competent and a stable group.</p> <p>CM spoke about Learning Environment Checks looking at behaviour, displays, TA and interaction, noting that standards have not slipped and been maintained, outside play continues even during wet weather when children don their hats and coats.</p> <p>Children are enjoying their purposeful tasks, good questioning with time to think.</p> <p>Aims are to include more incidental writing on boards, celebrating individual achievements.</p> <p>JG said there has been a good response from staff, displays are always changing.</p> <p><u>Self-evaluation</u> JR stated that THNS should look at outstanding for the next Ofsted inspection.</p> <p>Question. Can you request a 2-day inspection for outstanding?</p> <p><b>ACTION: CM/JI make enquiries at the LA visit on Wednesday.</b></p> <p><b>ACTION: Add Self evaluation Form (SEF) to the January agenda.</b></p> <p><b><u>EARLY YEARS PUPIL PREMIUM</u></b></p> <p>CM quoted 53p per hour. A healthy variety of snacks of fruit and vegetables.</p> <p>EYPP Lead, Senior teacher who ensures children receive intervention, buying in help from external agencies to facilitate service, for example, Makaton improves communications and language and parent workshops are useful. Each member of staff delivers at least one workshop per year which helps families with support they wouldn't get otherwise.</p> <p>There is no after school club at THNS as there is no demand for it. Historically the cost was £30,000 per year for three children. Families are linked with child minders instead.</p> <p>JR asked if the report would be posted on the website, suggesting drilling down on how much is received, for example £8,000 and adding to the website?</p> <p>JG said yes, it would be good practice</p> <p>JG observed that PP pupils are outperforming their peers in all areas of the curriculum. Practitioners are very aware of who the children are.</p> <p>Vice Chair thanked JG for her presentation.</p>	<p>016</p> <p>017</p>
8	<b>GOVERNOR VISITS</b>	

	<b>ACTION: AW and CM to book a visit with JG</b>	<b>018</b>
<b>9</b>	<p><b>SAFEGUARDING / CHILD PROTECTION ISSUES</b></p> <p>JG advised that the new guidance has been tweaked based on the Pegasus model.</p> <p>Signed off Child Protection Policy and LA Safeguarding Audit</p> <p>JR Q. <a href="#">Have they been shared with all the staff?</a></p> <p>JG. Yes</p> <p>Fay is Designated Lead in the Front Office</p>	
<b>10</b>	<p><b>POLICY DOCUMENTS FOR APPROVAL</b></p> <ul style="list-style-type: none"> <li>• Updated SEN and SEND policies - Updated</li> <li>• LA Teachers Pay Policy - Approved</li> </ul> <p><u>Salary Discussion Points</u></p> <ul style="list-style-type: none"> <li>• Living wage - £10</li> <li>• Level 1 disappeared, 40p per hour less than level 2</li> <li>• NJC Scales – 10% rise this year</li> <li>• If TA's get more money, the Trust must have less TA's</li> </ul>	
<b>11</b>	<p><b>FINANCE</b></p> <p>With reference to income and expenditure.</p> <p>LB stated that THNS is in a good financial position following two years of struggle.</p> <p>Highlights are:</p> <ul style="list-style-type: none"> <li>• £2,500 Healthy Early Years Bronze Award</li> <li>• £32,256 Disbursements Reserve</li> <li>• Initially £114,000 was the budget</li> <li>• Actually received £160,000</li> <li>• Year-end estimate £81,910 surplus</li> <li>• £937 interest on a dormant back account</li> <li>• Croydon will be paying £4,000 towards plumbing and floor = half the cost</li> <li>• No in-year deficit</li> </ul> <p>Excessive balance is allowed at 6%, with increase in funds =18%, running at 12% after moving funds, for example moving some reserves into capital for IT, premises upkeep etc.</p> <p>Think bigger wish list for the next budget. Budget is very, very healthy</p> <p>JR commented on the retained central funds, usual is 7%, this year 5%</p> <p>LB warned that there is uncertainty around the Nursery funding</p>	

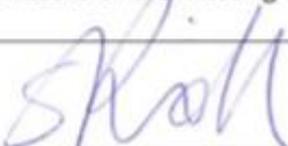
	<p>JR referenced the Chancellors extras of £10,000 and suggested paying the pension deficit of £22,000 early.</p> <p>JG Proposes: TAL1 Fixed term Jan -Aug.</p> <p>Currently on skeleton staff, new intake in January is expected, office cover is needed to free up Fay to assist CM/JI. Two staff are nearing retirement, it would be good to increase capacity.</p> <p>JR explained that THNS is employed by Croydon and cannot advertise on Pegasus.</p> <p>Community project ideas which AF and CM will discuss further are:</p> <ul style="list-style-type: none"> <li>• the old Barclays Bank, artists have been government funded to open a new community centre, it could be a relationship potential for a community project</li> <li>• approaching allotment owners, potential parents and community involvement</li> </ul> <p>Quarterly signed off for LA</p> <p>Vice Chair thanked LB for her contribution and LB left the meeting at 6.55pm</p> <p><b>ACTION: LB/JG/Fay to investigate dormant bank account</b></p>	019
<b>OTHER BUSINESS</b>		
12	<p><b>GOVERNOR TRAINING</b></p> <p>Reminder to members to look at training through Octavo Partnership</p>	
13	<p><b>NURSERY IMPROVEMENT PLAN</b></p> <p>Presented by CM and JI</p> <p>Ji advised that the old NIP Plan has been reviewed jointly by herself and CM.</p> <p>89% of actions have been successfully completed</p> <p><b>ACTION: New Chair and Vice Chair to think of further actions that need to be added.</b></p> <p>CM advised that non completes have carried forward and weaker areas will become more of a focus this year.</p> <p><u>Managing and Behaviour</u> Exploring mindfulness links with learning, managing feelings and behaviour. This is the first year that making relationships have been tracked. All of EY is talk based. NC is leading 'The Big Pen/Chalk'.</p> <p><a href="#">Question from AF. 'Why choose writer workshops'?</a></p> <p>CM advised the LA contacted schools first, then nurseries.</p> <p>CM advised that they are continuing with children's interests 'fascination' what are children interested in?</p>	020

	<p>Involving the community – families share ‘read a story’, artistic contribution and share cultural ideas.</p> <p>AF gave a view from the parent perspective. Parent confidence increases as they develop through involvement and as a consequence children’s confidence increases too.</p> <p><u>Changes</u>  JI advised changes in Planning Group 1. LA is changing format of 2 year old checks. Looking towards parents bringing the red book to admissions. The admission format will inevitably change.</p> <p>CM said behaviour is not an issue, but they are looking for perfection, how to reduce anxiety and how staff can help regulate anxiety.</p> <p>Rewarding positive behaviour, a new system called ‘celebration ticket’ is in use and children feel very proud of their achievements, some parents are making books from them.</p> <p><u>Parental Questionnaire</u>  JI explained that coffee mornings are a way of sharing information. PIP, parents in partnership will signpost parents to them and request training based on feedback from parents.</p> <p>JG said the most popular coffee morning is ‘New parents at THNS’ and consideration is being given to this being a termly event.</p> <p>AF asked if there are any more courses?</p> <ul style="list-style-type: none"> <li>• Phonics’ and ‘Moving on to your Next School’</li> <li>• ‘Speech and Language’ to encourage talking mouth movements.</li> <li>• ‘Developing Music’. Tim Spoerer is working with THNS</li> </ul> <p>AF asked how people help out?</p> <ul style="list-style-type: none"> <li>• Volunteer, no DBS, not alone with the children</li> <li>• IT Lead to encourage independent use and care of equipment</li> <li>• Brit School Network</li> <li>• Developing music properly, helps develop language</li> </ul> <p>JR commented that children get lots of technology at home.</p> <p>CM responded that IT is used as a provision, not a reward.</p> <p>Vice Chair thanked CN and JI for their presentations.</p>	
<p><b>14</b></p>	<p><b>CONFIDENTIAL MATTERS</b></p> <p>No confidential matters to discuss</p>	

15	<p><b>ANY OTHER BUSINESS</b></p> <p>JG raised concern over the cleaning contract with Chequers, standards have slipped and consideration is being given to giving them three months' notice. There is a supervisor covering but it is still bad at a cost of £2800 per month. JG currently supporting CM and JI to get some money back. Another company known to JG could do a better job.</p> <p>JR advised – give three months' notice and research new provision.</p>	
16	<p><b>DATE OF NEXT MEETING:</b></p> <p>TBA</p> <p><b>ACTION: SR to advise KF meeting dates</b></p>	021

There being no further business for discussion the Vice Chair thanked everyone for their contributions.

The meeting closed at 8.50 pm

Signed as a true and accurate record of the meeting	
Chair's Signature	
Chair's Name	SOPHIE RICHARDSON
Date	11-2-2019