



**Thornton Heath Nursery School
Minutes of the Governing Body Meeting
Held on
11 July 2016 at 6.30pm**

Present:

Mrs Debbie Butler	Head of Nursery
Mrs Kathleen Harballou	Parent Governor
Mrs Aracelly Idowu	Parent Governor (arrived at 6.41pm)
Ms Ruth Nolan	Staff Governor
Mrs Patricia Salami	LA Governor, Chair
Ms Lynne Sampson	Pegasus Academy Trust, Executive Principal (LS)
Ms Deidre- Ann Toney	Co-opted Governor (left at 7.45pm)

In attendance:

Ms Mel Brown	Governance Clerk (minutes)
Ms Jo George	Deputy Head of Nursery
Maria Korniotis	Early Years Educator (for item 7)

1. Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting.

Apologies for absence were received from Sophie Richardson and Jolyon Roberts, who had work commitments. The Governing Body accepted these apologies.

2. Confirmation of Quorum

The meeting was declared quorate with 6 of the 10 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.

4. Minutes of the Meeting held on 23 April 2016

The minutes of the meeting held on 23 April 2016 were agreed as a true record and signed by the Chair. The minutes were passed to the Deputy Head of Nursery for the minute book and to upload to the nursery website.

5. Matter Arising from the Minutes

Governors asked whether the two new recruits were PAT or Croydon employees, and were advised that the Deputy Head of Nursery was the only PAT employee.

Meeting of 2 November 2015

1. Governors to book one to ones with the Chair

Kathleen still needed to book a one to one with Patricia.

2. SLA and MOU to be signed



Action was closed

3. Deep dive into teaching and learning section of Ofsted framework

This action was on the agenda.

4. Deliver training session in financial strategy and planning

Action was outstanding.

Action: Clerk and Jolyon Roberts

Meeting of 25 April 2016

4. Contact John regarding meeting attendance

Action closed (see item 6).

5. Forward Deidre a new pecuniary interest form / Deidre to complete new pecuniary interest

The Clerk had sent Deidre the pecuniary interest form. Deidre to complete the form and return to the school.

Action: Deidre-Ann Toney

6. Forward Jo register of interest and attendance register

Action complete.

7. SFVS – Deidre to forward the Chair the latest version

Action complete. Governors noted the SFVS had been sent to the LA.

8. Email LA with dates of future meetings and forward papers

Action complete.

9. Write to parents regarding change of morning sessions, late fee charges, and fee increase, and change website and all relevant document

Action complete.

10. Compile feedback on key worker week

Action complete.

11. Recirculate duty rota

Action complete.

12. Circulate proposed 2016-17 meeting dates

Action complete.



6. Governing Body Membership

The Chair advised Governors that John Lindsley and Margaret Scanlan had resigned. Governor services had been contacted and were actively looking for new Governors. Governors were asked to contact the Chair if they knew any suitable individuals. The results of the skills audit were discussed and Governors noted that the Board required additional skills in finance, ICT and people with local business links.

Action: Governors

Jo advised that the nursery would hold parent elections in September when the new intake arrived. Governors noted that Aracelly's child was leaving the nursery in July. Aracelly was advised that her term of office ended in July 2018, and she agreed to discuss with the Chair whether she wanted to remain on the Board.

Action: Aracelly Idowu and Patricia Salami

Post meeting note

The Chair wrote to Margaret to thank her for the outstanding dedication and support she has showed to the Nursery and Governing Body. A letter was also sent to John to thank him for his contributions and general support.

7. Forest School Pilot Project

Maria and Jo gave a presentation of the Forest School pilot project.

Governors were advised that the nursery had level 1 status and were hoping to progress to level 3 if the pilot was successful. Guidance had been sought from Tunstall who had successfully been running the scheme and had achieved level 3 status. Governors were pleased to note the variety of learning outcomes from the project.

Governors noted the area chosen for the project and that the intention was to start the pilot in October. Children would be taken in small groups in morning and afternoon sessions. The project would continue through all weathers and the police would be notified of all visits for security purposes. It was noted that because staff did not have the level 3 status it was not the intention to undertake the complete Forest School Programme but a scaled down version which would not include lighting fires etc. but would include activities that would offer children opportunities to deepen their learning within the EYFS.

Governors asked about toilet facilities and the cost of the project, and were advised that costs were minimal and included all-weather clothing required for staff, rucksacks and a first aid kit. Children would be required to toilet on the site.

The Governing Body approved the pilot scheme for a period of one year and requested that the initial outcomes were presented to the Board in the new term, along with the projected costs involved in achieving level 3 status.

Action: Maria Korniotis and Jo George

8. Strategy

The Chair gave a verbal update on an email received from Laura McRoberts, Strategic Manager, at Croydon Council, following a request for further information on the future of the nursery. The LA was waiting for an update from the Department of Education on the dedicated schools' grant funding arrangements for early years, and



details on the lease of the building. Laura has offered to attend the Governing Body meeting in September to give members a progress update. The Clerk was asked to forward Jolyon Roberts a copy of the email as they were unclear as to its contents. The Governing Body agreed that Laura should be invited to the meeting in September.

Action: Clerk

9. Parent Questionnaire

Governors were pleased to note the outcome of the parent questionnaire, and discussed the areas for improvement and the school's response. A number of suggestions were made to improve the profile of Governors which included producing a Governors' newsletter at the end of each term, welcome letters for new parents, Governor of the month, and latest updates. These should be posted on the Governors' display board in the Nursery. Deidre agreed to produce some literature on the role of the Governor and Governing Body to display on the Board.

Action: Deidre-Ann Toney

The varying success of the Governor duty rota was discussed and it was agreed that it should be continued. It was also agreed to discuss the duty rota and all related visits at each Governing Body meeting.

Governors asked whether parents were sent the results of the questionnaire alongside the school's response. It was agreed to upload this information on the school website and to display on posters in the school using "You said" "We did" to reflect the fact that the Governing Body are responding to parents. It was also agreed that the questionnaire for Key Worker Week would focus on transition to Primary School.

Action: Jo George

10. London Living Wage (LLW)

Governors noted the letter from the Paul Greenhalgh requesting clarification that all staff were being paid LLW. Governors were advised that this was the case, and that the letter from Paul had been responded to accordingly.

11. NJC Pay Award

The Deputy Head of School gave Governors an overview of support staff pay scales. The LA had agreed to implement a 1% pay increase in 2016/17 and 2017/18 for all support staff with salaries starting at £17,714 per annum. Staff earning less than this would receive higher increases to take account of the new National Living Wage which was introduced in April 2015. The Governing Body discussed the financial implications of the increase and approved the pay award, backdated to 1 April 2016. The Deputy Head agreed to contact payroll.

Action: Jo George

12. Finance

The Chair presented the quarter 4 report and Governors noted the total estimated year end income and expenditure. The Chair highlighted the costs of groundwork and income received from the high needs funds. Governors noted that the LA was yet to pay an outstanding balance of £112,252.50 and that funds were running low as a consequence. Payment had been confirmed and was expected to be received on 13 July 2016.

There was a forecasted deficit budget of £19k for 2016/17 and the Chair agreed to contact the Finance Officer John Fennel for an explanation. An overview of the



income and expenditure streams were given, and following discussions it was agreed not to approve the budget until additional clarification could be sought. The Chair asked for John to be invited to the next meeting.

Action: Patricia Salami

Post meeting note:

John Fennell advised that the budget presented showed an 'in year' deficit and was not a bottom line forecast; it was likely that in-year savings would be made. A number of suggestions were made to reduce the budget to a break even position which the Chair agreed to follow up with the finance team.

The Deputy Head advised that there was an underspend on funds for the staffing of SEN children. Governors noted that there was a small number of children who would require one to one support in September. The recruitment of an additional member of staff would be considered in September and would depend on high needs funding and the needs of children with SEND. An assessment was being undertaken on the impact of pupil premium funding which would be presented at the September Board meeting. Following discussions Deidre agreed to become the Governor lead for pupil premium funding.

13. Governor Visit Report

Kathleen presented her previously circulated report. Governors noted that Kathleen's next visit would focus on her previous observations on fascination.

14. Nursery Improvement Plan

Jo George presented the updated plan and Governors noted the achievements and the areas which required additional work. Governors noted the high success rate of the plan and agreed from September onwards the plan needed to include the work and actions being undertaken by the Governing Body. Governors were asked to present their ideas at the next Governing Body meeting. All meetings from September onwards would focus on an area of the plan. Jo was asked to ensure the dates of all reviews were added to the plan.

A discussion was had about the various activities available and the declining interest in football, and it was agreed that further discussion was required outside of the meeting.

15. OFSTED Framework

Governors were given an exercise to undertake which related to assessing whether the nursery met the outstanding criteria of the teaching and learning section of the Framework. Governors discussed the exercise in detail and passed their written responses to the Head of Nursery.

13. Correspondence to the Chair

The Governing Body noted the Chair had received an email from Laura McRoberts (item 8), notification of a potential strike, which did not go ahead, and the letter from Paul Greenhalgh which had previously been discussed (item 10).



14. Governor Training and Development

Governors had not attended training since the last meeting, and were reminded to review the emails from Octavo and to attend all relevant courses.

15. Meeting Dates

The 2016-17 dates were approved. Following discussions, the committee agreed a date for the Remuneration Committee should be scheduled on a Friday in early December.

Post meeting note:

The Remuneration Committee date was set for Friday 9 December 2016 at 10.00am.

16. Publication of Minutes

It was agreed that, following approval by the Chair, Part A minutes could be made available for publication, and that all future minutes would be uploaded on the nursery website.

17. Confidential Staffing Matters

See part B minutes.

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

Signed by _____ Chair of Governors. Date _____



Part B

Cleaning Contractors

Concerns were raised about the cleaning contractors and in particular their refusal to undertake standard cleaning works without extra payment. There was one year left to run on the three-year contract which had been signed by the previous Head of Nursery. The Chair was given a copy of the contract and agreed to advise the nursery accordingly. Staff were asked to keep a log of all concerns.

Action: Patricia Salami and Jo George

Confidential Staffing Matters

Sent separately to the Chair and Lynne Sampson.

Signed by _____ Chair of Governors. Date _____