



PART A

Thornton Heath Nursery School
Minutes of the Governing Body Meeting
Held on
Monday 10 July 2017 at 6.30pm

Present:

Ms Cheridah Caesar-Mejias	Co-opted Governor
Ms Jo George	Head of Nursery
Ms Rebecca Hughes	Parent Governor (arrived at 19,30)
Ms Ansaaf Moorcroft	Parent Governor (arrived at 19.15)
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)
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1. Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting. It was noted that Rebecca Hughes and Ansaaf Moorcroft would be late.

The Chair advised that due to ill health Deidre Ann-Toney had reluctantly resigned. Deidre was thanked for her dedication and support. Lynne Sampson agreed to send Deidre a note of thanks.

Action: Lynne Sampson

The Chair queried the attendance and commitment of Atif Moghal and asked the clerk to make contact.

Action: Mel Brown

Post meeting note: Atif Moghal subsequently resigned from the governing body.

2. Confirmation of Quorum

The meeting was declared quorate with five out of ten 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 requested clarification on several queries on the draft register of interest and agreed to forward the final version to the Head of Nursery for uploading on the website.

Action: Mel Brown

4. Governing Body Business

Membership of the governing body was discussed in detail along with the outstanding vacancies. The results of the recent skills audit was noted, and it was



agreed the governing body needed at least two additional governors with skills in HR, finance or early years. The Lynne Sampson agreed to provide the details for Academy Ambassadors, the Chair agreed to contact governor services and Sophie Richardson agreed to write to local business. The clerk agreed to forward Sophie the governor job description.

Action: Patricia salami, Lynne Sampson, Sophie Richardson and Mel Brown

Ansaaf Moorcroft and Rebecca Hughes were asked whether they wished to continue as parent governors in the new academic year, both agreed to remain on the Board and would reflect on the ongoing commitment required during the Autumn term. The Head of Nursery agreed to start the process of looking for new parent governors in September. Parents who expressed an interest would be invited to the September meeting.

Action: Head of Nursery

It was noted that the Chair and Lynne Sampson's term of office ended on 8 July 2018 and 22 July 2018 respectively.

5. Minutes of the Meeting held on 27 March 2017

The minutes of the meeting held on 27 March 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.

6. Matter Arising from the Minutes

Governors were advised the CCTV had been installed and relevant staff had been trained.

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

Action: Head of Nursery

The Head of Nursery gave an update on the new electronic booking and payment system (MPS). Governors were advised the new system was cheaper than Parent Pay and enabled sessions to be booked and paid for online. In response to a question, governors were advised that parents without access to a computer could book and pay using a nursery computer. The Chair requested an update on the implementation of the new system at the next meeting.

Action: Head of Nursery

1. Contact Tesco regarding raising money for Forest School Project

This action would be reassigned as Kathleen had recently resigned.

2. Contact Ansaaf Moorcroft regarding absence at the meeting

This action was complete.

3. Complete register of interest

This action was on the agenda (item 2).



4. Governors to confirm their availability for governor day

This action was complete.

5. Confirm date for Octavo training session

This action was on the agenda (item 16).

6. Atif to provide documents for DBS check

This action was complete.

7. Atif to complete declarations of interest form

This action was outstanding.

8. Ensure all governors are registered with Octavo

This action was complete.

9. All new governors to attend new governor training

This action was outstanding.

10. Early years option appraisal

This action was on the agenda (item 7).

11. Cleaning tools audit to be carried out and security codes changed

The audit had not yet been completed, however, the security code had been changed. Following discussions, it was agreed the Business Continuity Plan needed to be reviewed, updated and presented at the next meeting.

Action: Head of Nursery

12. Review the actions on the Nursery Improvement Plan

It was noted the NIP had been reviewed by governors during the governors in-school day.

13. Send SFVS to the LA

This action was completed.

7. Governing Board processes

This item was discussed under item 4.

8. Head of Nursery Report

The Head of Nursery advised that the Summer term observations had been carried out, the outcomes of which had been discussed with staff. The Summer term data was still outstanding, however current data available indicated there were more children at age related plus.



Governors asked what happened with the data was used and were advised it was used to support planning. From September, staff would also be using Target Tracker to record observations. Governors were pleased to note that Ruth and Mel had also be trained to produce reports on Target Tracker.

Governors asked about EAL boys and the steps the nursery was undertaking in this regard and were advised the nursery were engaging them via personal interests. Key workers were well informed on their specific areas of development and this used to plan activities aimed at developing and improving attainment. Parents were also being encouraged to attend nursery led workshops.

Governors queried the numbers of pupil premium children and were advised there were 48 (35% of the nursery).

Governors asked about professional development for staff and in particular whether there were any who would like to train as teachers. The Head of Nursery advised there was teacher training courses available for staff with degrees. However, staff at the nursery appeared to be happy in their current roles, and had not expressed an interest in teacher training.

Governors asked about the use of volunteers, and were advised the use of both students and volunteers had worked well, and would continue in September.

Governors queried the roll for September, and were advised there were vacancies. The governing body was pleased to note the efforts being made by parent governors to help increase numbers. The Head of Nursery suggested, as there was more demand for 2-year old place, this provision was increased to 20 morning places and 20 afternoon places just for the Autumn term 2017. Governors asked whether this was consistent with the provisions outlined in the SLA and were informed they were. Subject to a review on staffing and financial viability of this change, the governing body resolved to approve the increase in of two-year-old places as outline above.

Governors asked about staffing and a HR matter and were advised there were some sickness and absence concerns which were being managed. In response to a question, governors were reminded the nursery had a SLA with Octavo for the supply of HR services. The Chair also offered her assistance and support in this regard.

The governing body discussed the positive outcome of the LA review which had taken place on 22 May 2017.

Governors asked about the number of children who went to PAT school and were advised it was approximately 47%.

9. Early Years Option

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

Action: Jo George

10. Finance Update

Part B minutes.



11. Governor Visits

The Governor Day was discussed.

Sophie Richardson advised she would be visiting the nursery during Key Worker week. The chair had attended the 'sharing success day'.

The Head of Nursery invited governors to attend the end of year picnic.

12. Safeguarding/Child Protection Matters

The governing body noted a safeguarding visit had been carried out last term, the results of which were very positive. It was agreed that a further visit should be held in the Autumn term.

13. Chair's Action / Correspondence to the Chair

Chair's action had been taken on the appointment of the new cleaning contractor. The contract had been granted for a 3-year period with a 1-year break clause. Governors asked what would happen if the nursery closed before the end of the 3 years, and were advised there was a clause which would mean the contract would be terminated if the nursery closed. The governing body ratified the decision.

A request was made by the Head of Nursery to increase the limit of the purchasing card from £500 to £800, and to increase the limit of one off purchasing to £400. Governors noted this request was within the limits specified in Financial Procedures and approved this change.

No correspondence had been received.

14. DfE and Ofsted Updates

Governors noted the summer term Octavo briefing which contained details of the key DfE and Ofsted updates. The clerk highlighted the requirements of the new EU General Data Protection Regulation which comes into force on 25 May 2018. Lynne Sampson asked the clerk to forward the relevant details and draft templates to the Pegasus Company Secretary and Clerk to take forward.

Action: Mel Brown

15. Governor Training

Governors noted the new Octavo training programme and were encourage to book and attend any relevant courses.

The Chair asked governors to ensure they were up to date with Prevent training, and advised this could be done online.

The Chair advised she would be undertaking safer recruitment training.

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

Action: Cheridah Caesar-Mejias and Ansaaf Moorcroft



16. Nursery Improvement Plan

The updated plan was discussed in detail. Sophie Richardson agreed to carry out some evidence checking during her forthcoming visit.

Action: Sophie Richardson

17. Governing Body Self-evaluation

The results of the self-evaluation were reviewed and discussed. The governing body felt the responses were good, and expressed confidence governors could give a clear picture of nursery's performance. The Chair invited governors to review the Competency Framework for Governors as circulated. Governors were encouraged to review the competencies and determine what, if any, additional training and support was needed. Governors were asked to contact the Chair to discuss any areas of development.

Action: Governors

The clerk agreed to forward the draft governance impact statement for comments.

Action: Mel Brown

18. Future Meetings

The governing body approved the dates of the 2017/18 meeting which included a request to change the September meeting from the 11th to 25th September.

The Chair asked that the following items were added to the September agenda:

- Update on MPS
- Business Continuity Plan
- SEN Information Report
- Admissions Arrangement Policy
- Child Protection and Safeguarding Policy
- Teachers Pay Policy
- Early Years Option

19. Confidential Matters

There were no confidential items for discussion.

20. 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 9.00pm.

Signed by _____ Chair of Governors. Date _____