



Minutes

THORNTON HEATH NURSERY SCHOOL (THNS) Governing Body Meeting Thursday, 22nd October 2020 at 5.15 p.m. Virtual Meeting

Minuted by Karen Francis / PAT

| NAME | POSITION | STATUS |
|-------------------------|---------------------------|---------------------|
| Jenette Indarsingh (JI) | HoN | Present |
| Nadia Campbell (NC) | Staff Governor | N/A Maternity Leave |
| Sophie Richardson (SR) | Co-opted Governor | Present |
| Ashleigh White (AW) | Parent Governor | Absent |
| Jolyon Roberts (JR) | Executive Principal / PAT | Present |
| Cheridah Mejias (CMej) | Co-opted Governor | Present |
| Lynne Sampson (LS) | Co-opted Governor/PAT | Present |
| Emma Whapham (EW) | LA Governor / CHAIR | Present |
| Marley King (MK) | Parent Governor | Present |
| Wayne Biswas (WB) | Staff Governor | Present |

Supporting Documents:

| ITEM | | ACTION LOG |
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| | PEOPLE | |
| 1 | Welcome and apologies for absence AW was noted as absent. | |
| 2 | Confirmation of Quorum (50% of membership rounded up) The meeting was declared quorate. | |
| 3 | Declaration of any conflict of interest with items on the agenda and changes to register of interests There were no conflicts of interest declared and no amendments made to the register. | |

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| | <p>Pecuniary Interest and Code of Conduct Forms for 2020-2021 were distributed with the meeting papers.</p> <p>Clerk has received completed forms received from EW and SR.</p> <p>ACTION: MACs to complete Pecuniary Interest and Code of Conduct forms and email to the Clerk.</p> <p>Following discussion, it was agreed that pecuniary interests should be addressed at each meeting to highlight any changes.</p> <p>ACTION: Clerk to add pecuniary interest changes as an agenda item to each meeting.</p> | <p>063</p> <p>064</p> |
| <p>4</p> | <p>Governing Board Membership Changes</p> <p><u>Election of Chair and Vice-Chair.</u> EW and SR confirmed they were happy to stand for election as Chair and Vice Chair. No other members wished to be considered. Nominees left the meeting.</p> <p>Clerk proposed EW as Chair and SR as Vice Chair. Members agreed and approved the proposal. Nominees returned to the meeting.</p> <p>EW and SR accepted the roles of Chair and Vice Chair for the 2020-2021 academic year.</p> <p>RESOLUTIONS: EW elected as Chair and SR elected as Vice Chair of the Governing Board for the 2020-2021 academic year.</p> <p><u>Specific Governor roles confirmed as:</u></p> <ul style="list-style-type: none"> • Safeguarding – CMeJ • Curriculum - EW • EYPPG - SR and WB • Inclusion and SEND - MK <p>Contact details were confirmed as correct with all members in attendance.</p> <p><u>Vacancies – Parents</u> It was noted that AW has not attended a meeting since the 2018-2019 Academic year.</p> <p>ACTION: Clerk to confirm date of AW’s last attendance and contact AW to formally end her term of office from the Governing Board.</p> <p>HoN advised that one parent has expressed an interest in becoming a Governor. She will invite further parents to join the Board in the post half-term newsletter.</p> | <p>065</p> |

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| | <p><u>Vacancies – Co-opted</u> It was decided that a new year Governor skills check audit will be carried out by the Chair to identify if there are any skills needs within the Board. Chair will contact Octavo for a new co-opted Governor with the identified skills set. (Refer Action 052. Ongoing).</p> <p>ACTION: EW to email the NGA skills audit to Governors.</p> <p>ACTION: Governors to complete the skills audit and return to Chair.</p> <p><u>Terms of office</u> Clerk issued advance notice that the terms of office for CMej will expire on 12 November 2020.</p> <p><u>Instrument of Governance</u> Discussion followed in respect of increasing the number of parent Governors on the Instrument of Governance from two to three parents. Clerk informed the meeting that Octavo advised not changing the Instrument of Governance and electing any future parents to the Board as co-opted Governors. (Refer Action 053. Now closed).</p> | <p>066</p> <p>067</p> |
| | <p>STRATEGIC LEADERSHIP</p> | |
| <p>5</p> | <p>Minutes of the previous meeting of 12th February 2020</p> <p>RESOLUTION: The minutes from the previous meeting on 12th February 20 were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting and signed off by the Chair.</p> <p>ACTION: Chair to scan signed copy of the minutes to HoS.</p> | <p>068</p> |
| <p>6</p> | <p>Matters arising not discussed elsewhere and Action Log</p> <p><u>Matters Arising</u></p> <p><u>Future Virtual Meetings</u> It was discussed and agreed that future ‘virtual’ meetings will be arranged via Google Meet.</p> <p><u>GIAS updates.</u> Clerk informed meeting that Octavo have advised best practice as follows: A nominated school person should update GIAS and the Clerk or Chair should check it has been done.</p> <p>ACTION: CLERK to confirm the date to check when GIAS Governance data is up to date.</p> <p><u>Governor Hub</u> Chair advised that the Governor Hub is set-up and running for the Nursery and all governors have been invited to register via email. Registration can be completed by following the link in the email from GOVHUB or by going direct to GOVHUB.com and</p> | <p>069</p> |

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| | <p>following the registration process. All governance documentation can be stored on GOVHUB for easy and secure reference for Board members.</p> <p>ACTION: Clerk to resend invites to Governors to register at GOVHUB.COM</p> <p><u>Action Log Update</u> Refer Action Log.</p> | 070 |
| | ACCOUNTABILITY | |
| 7 | <p>HoN School report.</p> <p>Chair invited HoN to summarise her school report.</p> <p><u>Staff changes</u> Two new members of staff have settled in well, they are committed, bring fresh ideas and a wealth of knowledge from different backgrounds of school and nursery to the setting.</p> <p>The acting room lead for the nursery has secured a permanent post as room lead in pre-nursery. There is one acting EYE completing their NVQ3 in pre-nursery. The completion of their NVQ3 is being held up by their education provider being unable to carry out observations during lockdown. This is frustrating to the member of staff and the Nursery this cannot be made into a permanent position until the NVQ is complete.</p> <p>Refer to confidential minutes.</p> <p>Q: As a consequence of Covid restrictions, has there been a negative financial impact on the Nursery?</p> <p>A: Yes. The nursery was locked down in March this year and our budget was based on the number of children coming into the Nursery. Historically, we have three intakes per year and the pre-nursery children move to the nursery after Easter. These two-year olds could not officially start because of lockdown. When we re-opened the nursery in June we focused on our vulnerable children; our full-time children and those who would be moving to primary school in September. Our two-year olds never officially started and as a result we lost approximately £18,000 in funding.</p> <p>To cut costs we have adopted various measures, for example, put projects on hold; a departing member of staff has not been replaced; we are no longer offering breakfast club which cost £30 per morning in staffing costs and raised only £4 per child, per session. As an alternative, we offer an early drop off service which is overseen by staff on site incurring no extra staffing costs.</p> <p>We did receive a small disbursement fund and we have received good news that our SEN funding was underpaid by £5,000 which we will receive later this year.</p> <p>Q: Will the financial claw back be achieved this academic year or carry forward to next year?</p> <p>A: We will continue to make savings where we can, for example we have been using as many natural materials as we can locate for our displays and activities so that children's learning and education do not suffer. WB has been working on the outside</p> | |

area which looks very inviting and safe, even in the rain children are keen to be outside. Unfortunately, our cleaning bill has risen hugely as we maintain a COVID-19 safe environment. As a maintained nursery we are not eligible for any government reimbursement of the additional cleaning costs.

LS noted that it is pleasing to see the quality of the cleaning in school is much improved. HoN added that they received an excellent response from the cleaning contractor to the schools' deep clean request and the nursery looks fantastic.

Q: Is there anything to report on the Inclusivity Working Party (IWP) yet?

A: Pegasus SLT recently invited THNS to join the IWP and the invitation has been put forward to the staff to join.

Members agreed the IWP is a brilliant initiative.

Q: Are children's attainment records being monitored again after putting this process on hold last year?

A: Yes. Because of a long period of absence we have completed base line assessments for all children this year. We have focused this half-term on settling in, social skills and well-being. Impressively, the children have been resilient and accepting, for example parents only came on site for the first day of their child/ren's attendance and subsequently parents drop and go at the gate. The children come in on their own and settle very quickly.

Q: Will you continue the practice of drop and go in the future?

We would consider having parents on the grounds again but not necessarily in the classroom, we may extend the settling in period for a little bit. A disadvantage of not having parents on site is that they miss the opportunity to view and appreciate work that the children have done, for example models and display work. We are looking to publish children's work on the website for the parents to see.

Q: What are the priorities for the year ahead?

A: We have a large number of EAL children and one learning focus is speaking and listening with planned regular lessons in phonics stage 1 which links to listening skills and language development using environmental sounds, for example listening to a thunderstorm to develop listening skills, moving on to pronunciation and ensuring that when listening to a thunderstorm the children know it is called a thunderstorm and can identify it and describe it.

Number is always a focus as is listening to stories and story time. This week's story is '*We're Going on a Bear Hunt*' and learning activities have been linked to it. We hear children repeating parts of stories and witness them re-enacting story parts during the day.

Additionally, we are focusing on mental well-being and social skills. The children experienced a long time with little or no outside contact, so we focus on sharing toys, using kind hands and kind words.

We are continuing to build the nursery environment post redecoration.


Maintaining admissions. A good number of children are waiting for January 2021 starts and after half term we will focus on those admissions.

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| | <p>Q: If we go into Tier 3 Covid restrictions, will the nursery remain open?</p> <p>A: Yes. Until we are told we can no longer stay open, we will remain open. We have a risk assessment in place based on the Pegasus risk assessment framework which we share with parents. On our return in June, of the 60 places offered to parents, 20 children attended.</p> <p>There being no further questions, Chair thanked HoN for her report.</p> <p>A Governor expressed her thanks to the HoN and staff team for continuing to do a fantastic job in the nursery for the children, their families and the community.</p> | |
| <p>8</p> | <p>Safeguarding Monitoring Report / Child Protection issues</p> <p><u>KCSIE September 2020 update</u> All members present confirmed they had read KCSIE update September 2020.</p> <p><u>LA Safeguarding Audit</u> HoN confirmed that the Safeguarding Audit has been completed and shared with CMej, Governor of Safeguarding.</p> <p>It was agreed that the following document would be signed off by the Chair: Safeguarding Policy , Child Protection Policy, E-safety and acceptable use policy</p> | |
| <p>9</p> | <p>Finance</p> <p>Previously discussed in item 7.</p> <p><u>Nursery Pricing</u> HoN explained that the pricing for Nursery provision has not been visited for some years and Nursery costs have increased in that time.</p> <p>Current provision is: £95 for 15 hours of care and education</p> <p>After discussion it was agreed to increase this cost to £100 in January 2021.</p> <p>Members considered £100 to be a reasonable price for high quality care, in-line with other providers.</p> <p>To be reviewed again in September 2021.</p> <p>Finance documents presented and discussed. July 2020-September 2020 – virements, Q2 working budget summary, statement of income and expenditure as at period 6 all signed off by the Chair of Governors.</p> | |
| <p>10</p> | <p>School visits and training</p> <p>Q: Can training and visits take place at this time?</p> | |

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| | <p>A: Chair explained that Octavo are running their training courses online and visits to the nursery are discouraged with the exception of essential contract work where full PPE is required</p> <p>Members discussed the possibility of 'virtual' Governor visits and it was agreed that Governors with areas of responsibility will book a 'virtual' or "actual' visit before Christmas.</p> <p>ACTION: Safeguarding (CMej), Curriculum (EW), EYPPG (SR and WB) and Inclusion and SEND (MK) visits to be booked in before Christmas.</p> | 071 |
| | OTHER BUSINESS | |
| 11 | <p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair to discuss.</p> | |
| 12 | <p>Confidential items</p> <p>Refer to confidential minutes.</p> | |
| 13 | <p>Any other business</p> <p>There was no other business to discuss.</p> | |
| 14 | <p>Date of next meeting:</p> <p>Thursday, 14 January 2021 at 5.15 p.m.</p> | |

The meeting closed at 7.00 p.m.

Signed as a true and accurate record of the meeting

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| Chair's Signature |  |
| Chair's Name | Emma Whapham |
| Date | 05/03/2021 (agreed by GB at meeting on 04/03/2021) |