



# Minutes

**THORNTON HEATH NURSERY SCHOOL (THNS) Governing Body Meeting**  
**Thursday 4<sup>th</sup> March 2021 at 5.00pm Virtual Meeting**  
 Clerked by Ann Lennox/Katie Bird

NAME	POSITION	STATUS
Jenette Indarsingh	HoN	Present
Lynne Sampson	Co-opted Governor PAT	Present
Emma Whapham	LA Governor/ CHAIR	Present
Sophie Richardson	Co-opted Governor/ VICE CHAIR	Present
Jolyon Roberts	Executive Principal/PAT	Present
Marley King	Parent Governor	Present
Wayne Biswas	Staff Governor	Present
Cheridah Mejias	Co-opted Governor	Apologies

## Supporting Documents

- Thornton Heath Nursery School Pay Policy 2021
- Thornton Heath Nursery School Safeguarding Policy 2021
- Head of Nursery Report January 2021
- Head of Nursery Marker Group Data Report Baseline & Autumn Term 2020-2021
- Final Internal Audit Report Thornton Heath Nursery School January 2021
- October 2020 – December 2020 Virements
- Statement of Income and Expenditure 2020-2021
- Minutes 22<sup>nd</sup> October 2020
- Thornton Heath Nursery School Financial Policies and Procedures 2021
- Nursery Improvement Plan - Thornton Heath Nursery School 2020-21

ITEM		ACTION LOG


1	<p><b>Welcome and apologies for absence</b></p> <p>Cheridah Mejias was noted as absent, apologies sent.</p> <p>The meeting was declared quorate.</p>	
2	<p><b>Declaration of Interests</b></p> <p>There were no conflicts of interest declared and no amendments made to the register.</p>	
3	<p><b>Governing Board Business</b></p> <p>It was noted that a new Co-opted Governor is required. EW stated that she had signed up to Inspiring Governance and it was hoped that this may assist in the process.</p> <p>Thanks given for those that had completed the skills audit. Anyone unable to complete this online can request a paper copy.</p>	
4	<p><b>Governing Board Processes</b></p> <p>All Governors had signed the Code of Conduct 2020-2021 as a part of the recent audit therefore it was noted that this had been completed.</p>	
5	<p><b>Minutes of Previous Meeting</b></p> <p>The minutes of the meeting of 22<sup>nd</sup> October 2020 were confirmed as accurate and will be signed by the Chair.</p> <p><b>Action Log</b></p> <p>064: Complete  065: Complete  066: Complete  067: Ongoing  068: Complete  069: Complete  070: Ongoing. Resend GovernorHub link to Governors. It was raised that GovernorHub will be a very useful tool going forward.</p>	

<p>6</p>	<p><b>Head of Nursery Report</b></p> <p>Jl spoke to the report contained within the papers and explained to governors that there has been a strong focus on Personal, Social and Emotional Development since the return to school in September as many of the children had little or no social interaction before joining the nursery due to the pandemic. Moving forwards consideration will be given as how best to assess the children taking into account their varied attendance. It was noted that better tracking would have been beneficial.</p> <p>Governors heard that there had been financial savings due to two members of staff leaving and not being replaced. This was possible due to the smaller number of children attending the nursery. It was raised that when the nursery fully reopened on 8<sup>th</sup> March additional staff would be required. Jl commented on the resilience of the children and praised the ability of the staff to adapt to the situation and changes to the risk assessment.</p> <p>Governors were encouraged to hear that there had been a significant increase in applications for places at the nursery. LS praised the HoN for the excellent service provided. Jl explained that predicting numbers was challenging and the Local Authority felt that the figures given were too aspirational.</p> <p>Governors discussed the possibility of increasing the number of full time places and reducing part time places. It was noted that this would require additional lunchtime supervision but could be covered by the new teaching assistant role.</p> <p>A governor questioned whether reducing the amount of part time places would reduce the appeal of the nursery to some families. Jl advised that in a lot of cases people’s circumstances were changing and there was a greater need for full time places. Jl also highlighted that they were informing families about the 30 hour and 2 year old funding as some are unaware. It was raised that there was a need for flexibility so that the nursery are able to adapt to the changing needs of the community.</p>	
<p>7</p>	<p><b>Finance</b></p> <p>The Finance Report contained within the papers were taken as read.</p> <p>Governors heard that there is a requirement to have a 3-year financial plan.</p> <p>JR commented that it was a difficult process to produce a 3-year plan without knowing what funding would be and that Jl would have to make some prudent predictions as to future costs.</p>	

	<p>EW questioned the likely financial position at the end of the 3-year period. JI advised that not replacing the two Teaching Assistants had put the nursery in a stronger financial position. Additionally, it was felt that the figures would be stable for the next three years due to an increase in admissions. JR agreed that the nursery was in a broadly secure financial position and could break even by the third year.</p> <p><b>SFVS</b></p> <p>Governors agreed to convene a working party to review the SFVS document. JI explained that this was a rag rated document and the new version was likely to be received in the next month and would then be circulated to governors.</p> <p><b>ACTION: Working party to convene and review SFVS document.</b></p> <p><b>Working Party for Financial Benchmarking</b></p> <p>Governors agreed to convene to discuss the financial benchmarking of the nursery. It was noted that JI had completed the financial benchmarking independently however had not yet shared this with governors. Going forward financial benchmarking should be a joint venture with the governing body. JI had also highlighted this on the SFVS from the previous year as an action.</p> <p><b>ACTION: Agree date to discuss the Financial Benchmarking.</b></p> <p><b>ACTION: All Finance Reports considered during the meeting have been agreed and will be signed off and forwarded to JI.</b></p>	<p>072</p> <p>073</p> <p>074</p>
8	<p><b>Governor Visits</b></p> <p>Due to Covid-19 governors have been unable to visit the school. It is hoped that as restrictions ease the visits will resume.</p> <p><b>ACTION: Governor visits to be arranged as soon as possible.</b></p>	075
9	<p><b>Internal Audit</b></p> <p>Governors heard that the internal audit had recently been carried out at the nursery.</p> <p>The auditors recommended that the nursery should keep photocopies of employee's documents including passport to prove right to work in the UK. It was raised that this was not in line with GDPR and that as the management see employee's documents at the time of recruitment it was not felt that keeping a copy of the documentation was necessary.</p>	

	<p>Additionally, it was recommended that DBS checks should be carried out every three years. The current process in place at the Trust requires governors and staff to declare if there are any new offences or crimes committed. It was felt that changing this current process was unnecessary. There is no expiration date on DBS checks and the Trust has a robust system in place.</p> <p>It was raised by the auditors that the Local Governing Body should have three meetings a year and this had not happened in 2019-20. It was noted that the meeting scheduled for 22<sup>nd</sup> April 2020 had not taken place due to the first lockdown.</p> <p>Governors heard that another recommendation from the audit was ‘The School should ensure that all purchase orders are appropriately authorised in line with the School’s Finance Policy and Procedures before committing to purchases.’ It was noted that this related to an urgent purchase of toilet roll during the pandemic that had not been approved and a delay in missing a purchase order.</p> <p>Governors discussed the recommendation that governors’ actions should be formally noted in the minutes and any email correspondence should be referenced.</p> <p>Emma Whapham left the meeting at 6.30pm. Sophie Richardson took the Chair.</p>	
10	<p><b>Safeguarding / Child Protection Issues</b></p> <p>It was noted that there were no significant safeguarding incidents to report. There are currently a number of children who have Social Worker involvement, however this is usually for a short period of time.</p>	
11	<p><b>Chair’s Actions and Correspondence</b></p> <p>There were no Chair actions and no correspondence received.</p>	
12	<p><b>Policy Documentation</b></p> <p><u>i) Nursery Pay Policy</u> Governors heard that there had been some minor amendments to names in the Policy.</p> <p><u>ii) Finance and Procedures Policy</u> Governors heard that there had been no changes to the Policy.</p> <p><u>iii) Safeguarding Policy</u> Governors heard that there was some additional guidance in the Policy regarding post Brexit DBS checks.</p>	

	<p><u>iv) Code of Conduct</u></p> <p>Governors heard that the Code of Conduct had been amended to take into account changes in requirements due to Covid-19. Paragraph 18 has been amended to reflect the requirement that staff sign the Trust Code of Conduct and the Local Authority Code of Conduct.</p> <p><b>RESOLUTION: Governors approved the Nursery Pay Policy, the Safeguarding Policy and the Finance and Procedures Policy. It was noted that these would be signed off by SR as Acting Chair. Governors noted the change to the Code of Conduct.</b></p>	
13	<p><b>Nursery Improvement Plan</b></p> <p>The Head of Nursery spoke to the Improvement Plan contained within the papers and explained to governors that despite the pandemic a lot had been achieved at the nursery. JI congratulated staff on their brilliant progress. Particular praise was given to Wayne Biswas and Karen Edwards (pre- nursery room leader) who had worked really well together. JI commented that she was very proud of her team and their ability to keep going for the children through such challenging times. The children had shown huge resilience and had been supported by the staff to ensure they continued to develop and nurture friendships.</p>	
14	<p><b>Governor Training</b></p> <p>Governors had not completed any training due to the pandemic.</p>	
15	<p><b>Confidential Matters</b></p> <p>There were no confidential matters.</p>	
16	<p><b>Future Meeting Dates</b></p> <p>The future meeting dates will be agreed once the SFVS document has been received.</p>	

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	Emma Whapham
Date	28/06/2021