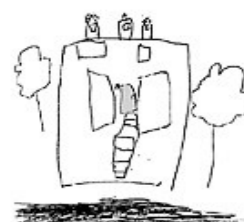


LONDON BOROUGH OF BARNET
MOSS HALL NURSERY SCHOOL
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**MINUTES OF THE FULL GOVERNING BODY MEETING OF
 MOSS HALL NURSERY SCHOOL, HELD VIA ZOOM
 ON THURSDAY 7TH MAY 2020 AT 6.15 PM**

Name	Governor Type	Other Information	Term of Office	Present/Apologies/ Absent
Brian Salinger	LA	Chair of Governors	7.7.2016-6.7.2020	Present
Jonathan Brown	Co-opted	Vice Chair of Governors	9.3.2019-8.3.2023	Present
Jane Ouseley	Co-opted		30.6.2016-29.6.2020	Present
vacancy	Co-opted			
Alexandra-Gabriela Marsanu	Co-opted		5.6.2019-4.6.2023	Present
Annette Long	Staff (Headteacher)		Ex-officio	Present
vacancy	Staff			
vacancy	Parent			Present
Louise Caveen	Parent		14.11.2019-13.11.2021	Present
Lucy Skillen	Parent		22.6.2019-21.6.2021	Present
vacancy	Parent			
Jo Ozin		School Business Manager		In attendance
Caroline Winston (CW)	Clerk		N/A	In attendance

1. WELCOME

- 1.1 Governors were welcomed to what was the postponed Spring Term meeting.
- 1.2 The current vacancies would be discussed later in the meeting.
- 1.3 The Headteacher was pleased to report that the Nursery had successfully recruited a Deputy Headteacher since the last meeting. This was Ken Wilson.

2. ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

- 2.1 There were no apologies for absence as all Governors were present

3. DECLARATION OF PECUNIARY INTERESTS

- 3.1 None of the Governors present declared a pecuniary interest in the business to be discussed.

4. RATIFICATION OF THE BUDGET 2020-2021

- 4.1 The budget for 2020-2021 had been circulated to all Governors.
- 4.2 The School Business Manager reported that this had been prepared pre-closure due to Covid-19 and reflected how it would have looked had the Nursery not closed.
- 4.3 There would be a clearer picture of how the closure would affect the Nursery financially when the Q1 forecast was prepared.
- 4.4 Governors were informed that if the Nursery did not re-open until September 2020, it would lose approximately £60,000-£65,000. The Chairman had contacted Ian Harrison, Education and Skills

Director about this matter. He had requested that the Headteacher and School Business Manager prepare a document stating how much the School would expect to lose and how they were mitigating their costs. Ian Harrison would then find out whether the LA could allocate any Covid-19 funding for this type of deficit.

- 4.5 The School Business Manager reported that the in-year deficit for 201-2020 had been smaller than originally budgeted and that the end of the financial year had been in a better financial position than predicted.
- 4.6 **ASKED** whether Ian Harrison had previously been in contact with the Nursery in the last three weeks, it was reported that he had not until he had been contacted by the Chairman.
- 4.7 The Chairman undertook to share the emails sent between himself and Ian Harrison.
- 4.8 The School Business Manager proceeded to present the budget. It was agreed that a line by line analysis would not be required at this meeting as it had already been presented to and analysed by the Finance Committee.
- 4.9 It was noted that the prepared budget was quite conservative and that, in terms of admissions, the extended day income could be greater than expected. It was reported that the Nursery had budgeted for seven families paying for 30-hour days, but already seventeen families had requested 30-hour places that they wished to pay for. They were not eligible for 30-hour funding, so would therefore pay for the afternoon place.
- 4.10 The Headteacher reported that many private nurseries within Barnet would close down due to the crisis. She said that it would be interesting to see how the LA distributed their funding for nurseries.
- 4.11 **ASKED** whether there was capacity to admit any additional children should local private nurseries close down, the Headteacher said that there were some afternoon spaces available at present and only three core day places.
- 4.12 **ASKED** whether calculations had been made of what the financial impact would be on the Nursery if they did not return to normal operation in September 2020, the Headteacher said that this would need revisiting.
- 4.13 After full consideration, the Budget for 2020-2021 was **RATIFIED** by the Governing Body. This would be sent to the Chairman for signing.

Jo Ozin left the meeting at this point.

5. PART I MINUTES OF THE MEETING HELD ON 25th SEPTEMBER 2019

- 5.1 The minutes of the meeting held on 25th September 2019 were confirmed and signed by the Chairman as an accurate record.
- 5.2 Arising from the minutes:
- 5.3 Item 7.4 Visit other busy schools that were successfully managing the flow of traffic and parking
This action was closed.
- 5.4 Item 7.18 Write to parents to notify them of the availability of afternoon spaces and add this information to the school website The Headteacher reported that afternoon places were filled so this had not been necessary.
- 5.5 Item 7.24 Organise extraordinary meeting to discuss Nursery funding This had been completed.
- 5.6 Item 7.26 Send copy of budget forecast to new Governors This had been completed.
- 5.7 Item 7.30 Arrange dates of committee meetings for the new Academic Year This would now be completed for 2020-2021.
- 5.8 Item 9.11 and circulate the SEF This had been completed.
- 5.9 Item 10.6 Clarify date of the welcome event for new parents This had been completed.
- 5.10 Item 11.4 Circulate the SDP 2019-2020 to Governors This had been completed.
- 5.11 Item 13.3 Add this as an item on the next agenda This had been completed.
- 5.12 Item 15.14 Governors to complete the Effective Governance Checklist attached to the Education and Skill's Director's report and return it to the Headteacher

5.13 Item 15.15 Skills Audit to be circulated with the agenda for the next meeting This had been completed.

5.14 Item 19.1 Agee and circulate committee meeting dates for this year This had been completed.

		Action	Who?	Deadline
5.7	a.	Arrange dates of committee meetings for the new academic year	AL	June 2020
5.12	a.	Governors to complete the Effective Governance Checklist attached to the Education and Skills Director's report and return it to the Headteacher	All Govs	Sept 2020

6. HEADTEACHER'S REPORT

6.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted. Arising from the report:

6.2 Covid-19 Update The Headteacher reported that there were currently eight children attending the Nursery, which was currently open only to key worker families and vulnerable children. She said that there was a possibility that a further two children would be attending the following week.

6.3 Arrangements were currently working well and Governors agreed that the Nursery was fortunate to have such a fantastic outdoor space for the children.

6.4 Governors heard that staff were currently working on a rota system. The Headteacher said that up to half of all staff members were having to work at home in order to self-isolate due to underlying health issues or because they were living with/caring for others who were at high risk.

6.5 Staying in touch with children was different in a Nursery setting to other schools. The Headteacher said that online work was not being provided as sitting on a device was not encouraged by the Nursery. Parents were being emailed tips of things to do with the children for them to continue to learn through play. She had received positive feedback from parents, who had been emailing in photographs of the things that the children had been doing during lockdown. Parents were maintaining contact with their child's key person.

6.6 Firm plans had not yet been made on what a return to the Nursery would look like for staff and children. Advice from the Government was currently awaited. The next announcement from the Government would be given the Sunday following this meeting.

6.7 Governors agreed that maintaining social distancing in a nursery setting would be very difficult. Staff wearing PPE was also thought to be stressful for the children. However, it needed to be safe for both the children and for staff to return to work. The Headteacher said that staff were currently feeling frightened about this.

6.8 **ASKED** when the Nursery could realistically reopen if PPE would not be worn and a vaccine would not be available for several months, the Headteacher said that it was difficult to say. As key workers, staff were only now able to be tested for the virus and until that had happened it would be difficult to proceed. The Headteacher said that the Nursery would not remain closed until the availability of a vaccine. The conflicting advice from the Government was not helpful in planning for the future operation of the Nursery. Clear direction for all schools and nurseries was required. The Headteacher said that it was not fair to expect these settings to make the decision about reopening themselves.

6.9 **ASKED** whether she was in contact with the Infant and Junior school about their plans for reopening, the Headteacher undertook to contact the Headteacher following the announcement made by the Government on Sunday.

6.10 The Chairman said that the Governing Body needed to be led by the Government advice once it was available.

6.11 **ASKED** about transition arrangements for children moving on to primary school in September, the Headteacher said that the Deputy Headteacher had been managing this and had been in contact with the schools to which the children would be moving. Until it was known whether schools would

be reopening before the end of the summer term, a plan about children visiting their new schools could not be finalised.

- 6.12 The Headteacher reported that staff were currently writing their reports and would be writing about the style of learning of each child rather than their achievement, which would change by the end of term. Staff would be including information about what the child would be working on had they still been in Nursery.
- 6.13 Governors heard that settings would be carrying out work on reintegration into school and pupil wellbeing.
- 6.14 **ASKED** what arrangements were in place for the children who would be joining the Nursery in September and whether their visits to the Nursery could go ahead in very small groups, the Headteacher said that she would certainly like to do something for them. She would be considering what this would look like and how it could be safely managed.
- 6.15 The Headteacher reported that home visits would also be impacted by the current crisis. These had all been planned, but a decision would need to be made about whether they proceeded.
- 6.16 A Governor suggested the use of technology to support these processes. The Headteacher agreed that new ways of working would certainly need consideration.
- 6.17 **ASKED** how many children would usually join the Nursery in September, the Headteacher said that this was approximately 100. This year there would be three returners, two of whom had had their start in Reception deferred by a year.
- 6.18 **ASKED** whether the Nursery had seen any significant increase in costs in terms of additional Health & Safety measures, the Headteacher said that there had been a slight increase in cleaning material costs. Costs for supplies had increased hugely, for things like latex gloves, and they were also more difficult to source.
- 6.19 The Governing Body would closely monitor the situation moving forward.

7. REPORTS OF COMMITTEES

- 7.1 **Health & Safety** The minutes of the meeting held on 25th February 2020, copies of which had been previously circulated, were received and noted
- 7.2 **Curriculum and Pupil Welfare** The minutes of the meeting held on 25th February 2020, copies of which had been previously circulated, were received and noted. Arising from the minutes:
- 7.3 **Safeguarding Audit** The Headteacher undertook to send a copy of this to Louise Caveen.

		Action	Who?	Deadline
7.3	a.	Send copy of Safeguarding Audit to L Caveen	AL	May 2020

8. CONSIDERATION OF RECONSTITUTION AND GOVERNING BODY MEMBERSHIP

- 8.1 **Instrument of Government** Governors were asked to consider whether it might be beneficial to reconstitute the Governing Body so that it became smaller. The Headteacher said that evidence suggested that smaller governing bodies were more effective. It was proposed that the number of parent positions be reduced from four to two.
- 8.2 Governors expressed their personal opinions regarding this proposal, and it was generally felt that it would be better to continue with the current make-up of the Governing Body.
- 8.3 The Clerk reminded Governors that there had been several vacancies in the last year.
- 8.4 **ASKED** whether it would be possible to seek nominations now from parents who would be joining the School in September, the Clerk said that this would not be possible and that this election would need to take place at the start of the Autumn Term.
- 8.5 It was decided that if the two parent governor vacancies were difficult to fill, then reconstitution could be reconsidered again in the Autumn Term.
- 8.6 The Clerk undertook to organise this election for the start of the Autumn Term.
- 8.7 A Staff Governor election would also be held in due course.

- 8.8 Re-appointment of Co-opted Governor It was highlighted that the term of office of Jane Ouseley would be expiring the day before the next meeting on 29th June 2020. The Clerk reported that Jane had expressed a willingness to continue in this role.
- 8.9 The nomination in respect of Jane Ouseley was considered and it was **RESOLVED** that she be reappointed as a Co-opted Governor with effect from 30th June 2020 for a further four-year term of office.
- 8.10 LA Governor Re-appointment The Clerk reported that the term of office of the Chair would be expiring on 6th July 2020. He had expressed a willingness to continue as LA Governor and the Clerk undertook to send this nomination to the LA in due course.

9. ANNUAL REVIEW OF COMMITTEE MEMBERSHIP, STRUCTURE, LINK GOVERNOR ROLES, CODE OF CONDUCT AND TERMS OF REFERENCE

- 9.1 The Headteacher proposed that the committee structure be updated so that there were two committees encompassing the work of the three committees currently in place. The two committees proposed were:
- Resources (including staffing, finance, premises and Health & Safety)
 - Curriculum & Pupil Welfare
- 9.2 Governors **AGREED** this proposal.
- 9.3 The membership of the two committees would be:
- Resources Committee
 Alexandra-Gabriela Marsanu
 Jonathan Brown
 Lucy Skillen
 Brian Salinger
 Headteacher
- Curriculum & Pupil Welfare Committee
 Jane Ouseley
 Louise Caveen
 Headteacher
 Staff Governor (when elected)
- 9.4 The Headteacher and Chairman undertook to update the Terms of Reference for the new committee structure.
- 9.5 Governors Code of Conduct Subject to a correction on page 4, the document was **AGREED**.

		Action	Who?	Deadline
9.4	a.	Update Committee Terms of Reference	AL & BS	June 2020

10. SKILLS AUDIT MATRIX

- 10.1 Governors noted the document, which had been circulated in advance.
- 10.2 The Clerk undertook to contact the candidate who had shown an interest in filling the current Co-opted Governor vacancy, to see if they were still available.

		Action	Who?	Deadline
10.2	a.	Contact potential Co-opted governor	Clerk	June 2020

11. RATIFICATION OF POLICIES/DOCUMENT

- 11.1 The following documents had been circulated for consideration following review at committee level:
- SEND Policy
 - Financial Management Policy
 - Teachers' Pay Policy
 - Accessibility Plan
 - Admissions Policy

- Attendance Policy
- Charging & Remissions Policy
- Equal Opportunities Policy
- Students and Volunteers Policy
- Addendum March 2020 – Safeguarding & Child Protection Policy
- Looked After Child (LAC) Policy

11.2 In relation to the LAC Policy, a Governor highlighted the issue of labelling children in this category as having additional needs when this might not always be the case. This addition relating to LAC children would be considered in the School's Inclusion Policy. This matter would be reviewed at the next Curriculum and Pupil Welfare Committee meeting.

11.3 It was highlighted that there should be a named Governor in the LAC Policy and Louise Caveen undertook to fulfil this role.

11.4 After full consideration, the policies/documents were **RATIFIED**.

12. EDUCATION AND SKILLS DIRECTOR'S REPORT

12.1 School Funding Update Detailed information on funding for primary and secondary schools was given in the report, together with Appendix 1: Indicative School Budget Allocations. A link was provided for further information: schoolfunding@barnet.gov.uk

12.2 It was noted that most secondary schools would receive more funding, whilst a number of primaries would receive less, due to a fall in pupil numbers.

12.3 Early Years Funding From 1 April 2020, all schools and academies would be required to record their nursery children on the Synergy system. Headteachers would be kept up to date with this change; with workshops being arranged in early March 2020.

12.4 Local Area Special Educational Needs & Disabilities (SEND) Inspection Information on this imminent inspection, to review how Barnet was meeting its responsibilities to children and young people in the SEND category, from birth to age 25, was given. During the week-long inspection, schools and early years settings might be visited. The inspection report would be published on the Ofsted website.

12.5 SEND Strategy Consultation A review of Barnet's SEND Strategy (2017-2020) was taking place to ensure that current needs were being met. An initial consultation on good practice and areas of development would be held in January and February 2020. This would be followed by a consultation on the draft SEND Strategy, which was expected to be signed off in April 2020.

12.6 Looked After Children Transition Hub Information was given on the funding and purpose of this Transition Hub, which was one of 22 early intervention projects to help prevent youth offending and crime. Staff at the Transition Hub would be collaborating with designated teachers and form tutors of Looked After Children involved in this project. Further information could be obtained from: neil.marlow@barnet.gov.uk

12.7 Ofsted Consultation Details of a consultation to seek views on the removal of the exemption of some outstanding schools from further routine Ofsted inspections, was given. It would be open until 24 February 2020. A link for Governors to give their views was noted.

12.8 Barnet Local Plan Consultation The consultation on this from 27 January 2020 until 16 March 2020 was noted. The adoption of the new Local Plan expected in late 2021. Documents relating to the Local Plan would be available on Engage Barnet.

12.9 Capita People Solutions Update The appointment of Clare Alan-Waller, the new HR & Payroll Services Director for Education, was noted.

12.10 Governor Services: Updated Affordable Offer Details of a new offer to schools of a Governor Support Programme, together with a discounted rate for National Governors Association (NGA) membership, was noted.

12.11 Governance Self-Evaluation Audit A feedback and knowledge-sharing session to review audits would be taking place on Monday 9 March 2020 at 7 pm at Foulds School. This enhanced feedback was intended to complement the brief feedback given by Governor Services.

12.12 Policy Schedule The Department for Education (DfE) had published an updated policy schedule for schools. The importance of maintaining a policy schedule with clear review dates was noted.

13. GOVERNOR SUPPORT AND DEVELOPMENT

- 13.1 Governors were reminded about the availability of online governor training courses.
- 13.2 The Headteacher undertook to re-circulate the link to the training she had commended last term.
- 13.3 A Governor particularly recommended the online training on the Governors For Schools website.

		Action	Who?	Deadline
13.2	a.	Circulate the link to the online governor training	AL	May 2020

14. AY OTHER BUSINESS

- 14.1 Building Development Adjacent to Nursery **ASKED** for an update on the building work on the new private nursery being set up next door, the Headteacher said that there was no further news. A full set of new contractors had been working onsite. They had laid down the new safety surface at Moss Hall Nursery as agreed. It was hoped that a toddler group could eventually be set up who could use this additional outside space. The contractors had also replaced the Nursery’s boundary fence.
- 14.2 A Governor commented that the cutting back of trees had made a real difference on the pavement area near the entrance to the Nursery. The Headteacher recorded thanks to Jim Harrison as he had funded this work.

15. DATES OF COMMITTEE MEETINGS

- 15.1 Curriculum & Pupil Welfare Wednesday 10th June 2020 at 9.15am
- 15.2 Resources Friday 12th June 2020 at 9.30am

16. DATE OF NEXT MEETING

- 16.1 The date of the next meeting was confirmed as:
- Tuesday 30th June 2020 at 6.15 pm

17. CONFIDENTIAL ITEMS

- 17.1 A discussion was held on confidential items, which were subject to separate confidential minutes.