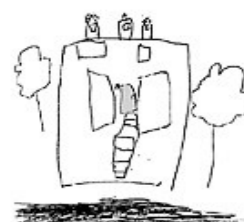


LONDON BOROUGH OF BARNET  
**MOSS HALL NURSERY SCHOOL**  
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**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
 MOSS HALL NURSERY SCHOOL, HELD AT THE SCHOOL  
 ON WEDNESDAY 5<sup>TH</sup> JUNE 2019 AT 6.15 PM**

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
Valerie Keifer	Co-opted		9.3.2019-8.3.2023	Apologies
	Co-opted			
Annette Long	Staff (Headteacher)		Ex-officio	Apologies
Sian McDermott	Staff		21.9.2017-20.9.2021	Present
Olimpia Erdogan	Parent		12.10.2017-11.10.2019	Present
Carla Alexander	Parent		12.10.2017-11.10.2019	Present
vacancy	Parent			
Rebecca Quest	Parent		28.3.2018-27.3.2020	Present
Caroline Winston (CW)	Clerk		N/A	In attendance
Joanna Ozin	School Business Manager		N/A	In attendance

**1. WELCOME**

- 1.1 The Chair welcomed all to the Summer Term meeting.
- 1.2 Governors were reminded that Joanna Ozin had now been appointed as School Business Manager. She had therefore stepped down from her role as Parent Governor.

**2. ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

- 2.1 Consent was recorded to apologies for absence submitted on behalf of Jane Ouseley and Val Keifer.

**3. DECLARATION OF PECUNIARY INTEREST**

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

**4. CONSIDERATION OF APPOINTMENT OF CO-OPTED GOVERNORS**

- 4.1 The Chairman had circulated nomination forms for three potential candidates to fill the Co-opted Governor roles.
- 4.2 The Chairman had met with Alexandra Marsanu and briefly updated Governors on her background in finance. Her skills were felt to match the needs of the Governing Body.
- 4.3 After full consideration Alexandra Marsanu was **APPROVED** as Co-opted Governor for the four-year period ending on 4<sup>th</sup> June 2023.
- 4.4 The other two candidates would be visiting the Nursery in the next couple of weeks.

- 4.5 One of the candidates had an interest in Youth Support and the Chairman said that she might actually be a better candidate for the Management Committee of the local PRU on which he was also Chairman.
- 4.6 The remaining Co-opted Governor position would be appointed to at a later date.
- 4.7 **ASKED** whether the diversity of the Governing Body should be given more consideration when making this appointment so that there were governors representative of the local community, the Chairman said that this would certainly be considered.
- 4.8 The Clerk said that the Parent Governor election process would be started the following week in order to fill Jo's vacancy.

		Action	Who?	Deadline
4.8	a.	Run a parent governor election	Clerk	June 2019

## 5 PART I MINUTES OF THE MEETING HELD ON 7<sup>th</sup> MARCH 2019

- 5.3 The minutes of the meeting held on 7<sup>th</sup> March 2019 were confirmed and signed by the Chairman as an accurate record.
- 5.4 Arising from the minutes:
- 5.5 Item 5.6 Send Links to websites providing potential governor volunteers This had been completed.
- 5.6 Item 7.1 Added dated deadlines to the SDP This had been completed.
- 5.7 Item 7.2 Visit other busy schools that were successfully managing the flow of traffic and parking  
This item was pending.
- 5.8 Item 8.2 Re-circulate data This had been completed.
- 5.9 Item 9.7 Provide feedback to Governors on the school visits undertaken by Junior/Infant School governors in relation to amalgamation The Chairman reported that the consultation in relation to this ended at 5.00 pm that day. He was yet to hear anything further from either School.
- 5.10 The Nursery had received very little feedback from parents in relation to the consultation.
- 5.11 Item 9.12 Look into the impact on staff pensions when taking unpaid parental leave The Headteacher had looked into this and reported that leave taken for looking after a sick child was not in fact parental leave, but unpaid leave. She added that there was minimal impact on staff pensions when taking this type of leave.
- 5.12 Item 9.13 Re-circulate the Pay Policy to all Governors This had been completed.
- 5.13 Item 4.9 Funding for Nurseries The Chairman reported that he had received correspondence from Mike Freer regarding the eligibility of nursery schools in Barnet accessing the additional Government funding.
- 5.14 The Headteacher and Chairman would be meeting with the Chair and Headteacher of BEYA to discuss the financial issues that they were currently facing. They would also discuss how to make representations to the LA and Government to highlight these issues.

		Action	Who?	Deadline
5.7	a.	Visit other busy schools that were successfully managing the flow of traffic and parking	CA	Sept 2019

## 6. HEADTEACHER'S REPORT

- 6.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted.
- 6.2 Arising from the report:
- 6.3 Staffing The Headteacher reported that a new Deputy Headteacher had not yet been successfully appointed following the interviews of two candidates.
- 6.4 She had that day met with somebody who could potentially provide temporary cover from September 2019 to the end of December 2019. This candidate had a wealth of SENCO and Early Years experience. This would be a short-term contract for four days a week whilst the recruitment

process was repeated to try to find a permanent Deputy Head to join the Nursery from January 2020.

6.5 This post would be re-advertised in September.

6.6 **ASKED** whether it would be an option to extend the interim arrangement should an appointment still not be made at the start of the academic year, the Headteacher said that she did not yet know this.

6.7 School Development Plan The document had been circulated along with the agenda papers. A Governor commented that she felt that the Headteacher's report could be more clearly linked to the School Development Plan. In response, the Headteacher highlighted that the targets of the SDP were included alongside the relevant information in her report. She undertook to consider further how the progress of targets could be better reported to Governors.

6.8 Safeguarding Governor The Chairman said that he would fulfil this role as an interim measure. This role would be re-assigned next term.

6.9 Events The Chairman highlighted that he was unfortunately on holiday in June when the majority of these events were taking place. He would be back to attend the Fun Afternoon on 11<sup>th</sup> July 2019. Governors were encouraged to attend the events, particularly the nursery visits for new children and their families as this had worked well the previous year.

6.10 A brief discussion ensued about the new format of the Fun Afternoon.

6.11 **ASKED** whether the Nursery had received any funding yet through the Moss Hall School Association (MHSA), the Headteacher said that they had not. She added that she had been informed that these funds were distributed at the end of the academic year.

6.12 A discussion ensued about the difficulty in communicating with the MHSA. It was suggested that class reps be nominated from the Nursery who could be added to the MHSA Whatsapp group.

## 7. REPORTS OF COMMITTEES

7.1 Health & Safety Committee The minutes of the meeting held on 15<sup>th</sup> May 2019, copies of which had been previously circulated, were received and noted. Arising from the meeting:

7.2 The Committee Chair reported that the CDC Programme Report had not yet been received.

7.3 Governors noted that the cupboard in Green Class contained the first aid kit. A portable kit was not required for when this class moved around the premises as first aid boxes were stored in all locations, including the garden.

7.4 Curriculum & Pupil Welfare Committee The minutes of the meeting held on 15<sup>th</sup> May 2019, copies of which had been previously circulated, were received and noted. Arising from the meeting:

7.5 It was highlighted that last year children moved on to eight different schools and the transition was smooth. The child's key worker went to visit the school with them. This year children were transferring to 16 different schools. Some schools were happy for visits to take place. Others were less welcoming.

7.6 The Headteacher reported that transition plans would be in place for children with EHCPs.

7.7 Finance & Staffing The minutes of the meeting held on 17<sup>th</sup> May 2019, copies of which had been previously circulated, were received and noted. Arising from the meeting:

7.8 The Headteacher reported that a member of the staff from the breakfast club would be leaving at the end of term. This was a difficult position to fill as it was only very short hours. She hoped to be able to cover this with existing staff and was looking into how to do so.

7.9 The long-term absence of one member of staff was ongoing. The Headteacher was currently working through the process on the advice of HR. The post was currently being covered with a long-term agency staff member so consistency for the children had remained good.

## 8. RATIFICATION OF POLICIES/PROCEDURES

8.1 Physical Restraint Procedures **ASKED** how often staff needed to use physical restraint, the Deputy Headteacher explained that there had been three occasions that year and one last year. Governors

were reassured that physical restraint was only required when a child was endangering themselves or other children.

- 8.2 After full consideration the procedures were **RATIFIED**.
- 8.3 First Aid Policy **ASKED** about offsite procedures for the portable first aid kits, the Deputy Headteacher confirmed that these were taken every time pupils were offsite. The Nursery had pre-packed backpacks for school outings and also a bag packed which would be used in the event of an evacuation of the premises.
- 8.4 An amendment was required to a yellow highlighted section on Page 5. The Business Manager undertook to do this.
- 8.5 After full consideration the policy was **RATIFIED**.
- 8.6 Behaviour Policy A Governor highlighted that appendix 3 was missing from the document. The Headteacher explained that this appendix was a flow chart of the behaviour process.
- 8.7 Governors were informed that staff had worked together on this policy following a behaviour training session.
- 8.8 **ASKED** whether there should be a reference to the physical restraint procedures within this policy, the Deputy Headteacher said that she did not feel that this was necessary.
- 8.9 After full consideration, the policy was **RATIFIED**.
- 8.10 Assessment Policy **ASKED** what good progress looked like, the Deputy Headteacher gave a full overview of how this was represented in the assessment tracking programme used at the Nursery.
- 8.11 A brief discussion ensued on how measureable 'good' was when children were at such different levels when they were nursery age. The Headteacher said that Ofsted allowed schools to set this measure and the Nursery therefore used their professional judgement in doing so.
- 8.12 A Governor requested that both attainment and progress data be reported in the Headteacher's report, including the starting points of children.
- 8.13 After full consideration the document was **RATIFIED**.
- 8.14 Early Years Administration of Medicines Policy **ASKED** whether parents were aware that the Nursery had this policy, the Headteacher said that it was published on the school website and included in the welcome pack for new parents.
- 8.15 **ASKED** what would happen if a child's key person was not present to administer medication, the Deputy Headteacher said that this would be dealt with by the class teacher. She undertook to add this to the policy.
- 8.16 **ASKED** how common it was for the School to administer medicines, the Deputy Headteacher said that it was mainly antibiotics and asthma inhalers that were administered by staff.
- 8.17 After full consideration the policy was **RATIFIED**.

		Action	Who?	Deadline
8.12	a.	Report on attainment and progress data, including starting points, in the Headteacher's report	AL	Sept 2019
8.15	a.	Add information about who would administer medicine in the absence of a child's key person	SM	Sept 2019

*Carla Alexander left the meeting at this point.*

## 9. SCHOOL TRAVEL PLAN

- 9.1 The Deputy Headteacher reported that she had gathered the evidence required and uploaded to the TfL website for the School to maintain its gold standard accreditation. She was currently awaiting their feedback.
- 9.2 Issues with local parking were ongoing.
- 9.3 The hedge that was overhanging the local walkway had since been trimmed.
- 9.4 **ASKED** whether inconsiderately parked cars could be photographed and displayed at the Nursery, Governors felt that this would not be an effective deterrent.

9.5 A Governor suggested investigating the possibility of parents renting parking spaces on the drives of local residents. It was also suggested that the Nursery contact Waitrose to see if they would be interested in supporting a community project by allowing parents to park in their car park during drop off and collection times.

**10. EDUCATION AND SKILLS DIRECTOR'S REPORT**

10.1 The Summer Term report of the Education and Skills Director had been circulated with the agenda.

10.2 Arising from the report:

10.3 Educational Standards in Barnet 2017/2018 Governors noted the attached report to the Children, Education & Safeguarding Committee, highlighting the 2017/18 results and areas for development. The second attachment contained the validated results.

10.4 Inspection of Local Authority Children's Services In April 2017 Ofsted had graded the local authority's (LA) services to children as inadequate. Governors noted that Ofsted would be undertaking a further inspection of the effectiveness of the Council's arrangements for the protection of children and the experience and progress of children in care. This inspection would have a wider remit and information was given to assist schools that might be contacted by Ofsted.

10.5 New Governance Handbook It was noted that the handbook had been updated.

10.6 Special Educational & Disabilities (SEND) Frequently Asked Questions The information was noted.

10.7 Governance Self-Evaluation Audit Tool Governors noted that this audit would be available in the autumn term report.

10.8 Early Help 0-19 Hubs The information on the LA's integrated services relating to these three newly-launched Hubs was given in the report. It was noted that Early Help Assessments had replaced Common Assessment Frameworks (CAFs).

10.9 Governor Services: Governor Advice Officer (GAO) Support Details of this support was noted.

**11. GOVERNING BODY MEMBERSHIP**

11.1 This had already been discussed under item 4.

**12. GOVERNOR SUPPORT AND DEVELOPMENT**

12.1 The Chairman encouraged Governors to attend training.

12.2 The Headteacher said that the Inspiring Governors website offered free training and mentoring for new Governors. She would supply a link to the newly appointed Governors.

*Jo Ozin left the meeting at this point.*

**13. ANY OTHER BUSINESS**

13.1 Valerie Keifer Governors were reminded that Val would be stepping down as Co-opted Governor once someone was selected to fill her vacancy. The Chairman said that she had supported the Nursery for approximately 40 years. The Headteacher and Deputy Headteacher undertook to co-ordinate a leaving celebration for Val on the Fun Day if she was available to attend on that date.

13.2 Farewell to the Deputy Headteacher The Chairman recorded thanks to Sian McDermott for her work at the Nursery in her time as Deputy Headteacher. Sian said that she had thoroughly enjoyed her time at the School.

13.3 New Ofsted Framework The Headteacher suggested that Governors receive training on this in the Autumn Term.

13.4 **ASKED** whether the Nursery felt prepared should Ofsted undertake an inspection in 2020, the Headteacher confirmed that they were.

		Action	Who?	Deadline
13.1	a.	Co-ordinate leaving celebration for Val Keifer	AL/SM	July 2019

**14. DATES OF COMMITTEES MEETINGS**

14.1 The dates for the new academic year were to be organised by Committee Chairs.

		<b>Action</b>	<b>Who?</b>	<b>Deadline</b>
14.1	a.	Arrange dates of committee meetings for the new academic year	<b>Committee Chairs</b>	<b>September 2019</b>

**15. DATE OF NEXT MEETINGS**

15.1 The dates of the next meetings were confirmed as:

- Wednesday 25<sup>th</sup> September 2019 at 6.15 pm
- Wednesday 18<sup>th</sup> March 2020 at 6.15 pm

15.2 The Summer Term date was to be confirmed.

		<b>Action</b>	<b>Who?</b>	<b>Deadline</b>
15.2	a.	Arrange Summer Term 2020 FGB meeting date	<b>Clerk, AL, BS</b>	<b>September 2019</b>

**16. CONFIDENTIAL ITEMS**

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