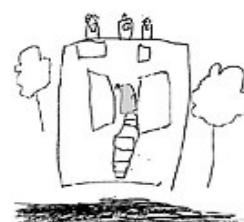


LONDON BOROUGH OF BARNET  
**MOSS HALL NURSERY SCHOOL**  
 189, NETHER STREET, LONDON N3 1NR  
 TELEPHONE 020 8445 2518  
 HEAD TEACHER: Annette Long B.Ed MA  
 E-mail: office@mosshallnursery.barnetmail.net



## MINUTES OF THE FULL GOVERNING BODY MEETING OF MOSS HALL NURSERY SCHOOL, HELD AT THE SCHOOL ON THURSDAY 7<sup>TH</sup> MARCH 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	9.3.2015-8.3.2019	Present
Jane Ouseley	Co-opted		30.6.2016-29.6.2020	Present
Valerie Keifer	Co-opted		9.3.2015-8.3.2019	Apologies
Ann Savage	Co-opted		9.3.2015-8.3.2019	Present
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
Joanna Ozin	Parent		28.3.2018-27.3.2020	Present
Rebecca Quest	Parent		28.3.2018-27.3.2020	Present
Caroline Winston (CW)	Clerk		N/A	In attendance
Gina North	Finance Officer		N/A	In attendance

### 1. WELCOME

- 1.1 The Chair welcomed all to the Spring Term meeting.

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

- 2.1 Consent was recorded to apologies for absence submitted on behalf of the Headteacher and Valerie Keifer.

*Carla Alexander joined the meeting at this point.*

### 3. DECLARATION OF PECUNIARY INTEREST

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

*Jonathan Brown joined the meeting at this point.*

### 4. RATIFICATION OF THE BUDGET 2019-2020

- 4.1 Gina North, School Finance Officer, was introduced.  
 4.2 The budget for 2019-2020, along with supporting notes, was tabled for information. This had been prepared using the budget estimate provided by the LA on 20<sup>th</sup> February 2019.

- 4.3 The main point to note was that nursery funding had not increased, yet salary costs including pension and NI charges continued to increase by more than the rate of inflation.
- 4.4 The brought forward balance at the beginning of 2018-2019 had been £304,597. It was estimated that the carry forward at the end of the financial year would be £220,000. This represented an in-year deficit of £84,597.
- 4.5 The estimated contingency and carry forward balance for 2019-2020 was £129,744. This was an in-year deficit of £90,256 for 2019-2020. Governors said that the decrease in contingencies should be recognised by the LA.
- 4.6 Figures for free entitlement were as per the LA February budget allocation. Gina North said that they seemed to be reasonable, but might increase or reduce depending on take-up of the 15 and 30 hour free places.
- 4.7 Governors were reminded that when the Nursery moved from the 15-hour provision to 30-hours, a large proportion of income was lost in order to provide that extended day. There were restrictions on the number of children that could be accommodated, due to classroom space and the numbers that could be accommodated at lunchtime. Maintaining staff ratios for additional children would also have cost implications.
- 4.8 Extended day income had been estimated based on current take-up and included a price increase from September to help cover rising staff costs.
- 4.9 **ASKED** about the recent Government announcement of an additional £24 million for nurseries, the Chairman said that he had contacted the LA about this and the Nursery did not qualify for this funding in Barnet. He said that he would be writing to ministers to spell out the implications of the funding issue on maintained nursery schools.
- 4.10 School Travel Plan income and expenditure had not been included as this had a nil budget impact.
- 4.11 It was reported that Teacher pension costs were due to increase from 16.48% to 23.36%. This had not been included in the budget as it would be funded by the Government. The main concern was that there was no guarantee that this funding would continue in future years and this would have an adverse effect on future years' budgets.
- 4.12 It was highlighted that the budget included the second year of the NJC Pay agreement for non-teaching staff. Some grades would increase by more than 8%. In addition, performance related pay (PRP) rises had been included for eligible staff. It was estimated that the NJC pay award and PRP increase would cost £24,000 in 2019-2020.

*Rebecca Quest joined the meeting at this point.*

- 4.13 A part-time School Business Manager had been included in the budget. There was a reduction in the cost of the external finance support service.
- 4.14 Exceptional costs of £5,400 and £3,000 for the Apprenticeship Levy had been included.
- 4.15 The LA staff insurance scheme had been budgeted for but a cheaper (SAS) might be selected. Gina North gave a brief overview of the pros and cons of each insurance provider.
- 4.16 Capital funding was highlighted. It was expected that the capital funding would carry forward to 2019-2020. This included £5901 allocated for 'little extras' provided recently by the Chancellor. The balance of the 2016-2017 allocation of £4083 must be spent by August 2019.
- 4.17 Governors were reminded that capital projects had to cost over £6,000 to qualify. Some of the funding that had to be spent by August 2019 would be used for works to the toilets and strip lighting.
- 4.18 The Deputy Headteacher informed Governors that the School was currently considering some work to the entrance area of the Nursery so that a window to the office could be accessed from inside the porch.
- 4.19 A Governor suggested reconsidering the layout of classrooms so that more space could be allocated to increase pupil numbers.

- 4.20 **ASKED** about the cost implications of hiring a School Business Manager, the Chairman explained that they would be taking over several duties of the Headteacher and Deputy Headteacher. This would free up their time to be able to do more consultancy work which could potentially be an income source for the Nursery. The School Business Manager would also have responsibility for bid writing.
- 4.21 A Governor expressed concerns about the Headteacher and Deputy Headteacher being offsite regularly. They were reassured that this would not be at the detriment of the children and other staff. The Deputy Headteacher added that it was also important for the SLT to think creatively about sustainability of the Nursery.
- 4.22 After full consideration the budget for 2019-2020 was **RATIFIED**.

*Gina North left the meeting at this point.*

## 5. **CONSIDERATION OF APPOINTMENT OF CO-OPTED GOVERNORS**

- 5.1 Governors were reminded that the terms of office of Jonathan Brown, Valerie Keifer and Ann Savage would be ending on 8<sup>th</sup> March 2019.
- 5.2 Jonathan Brown had expressed a willingness to continue in his role. Upon a show of hands, it was **RESOLVED** that Jonathan Brown be reappointed as Co-opted Governor for the four-year period ending on 8<sup>th</sup> March 2023.
- 5.3 The Chairman was sorry to report that Ann Savage had decided to step down from the Governing Body.
- 5.4 Ann was thanked for the fantastic contribution she had made to the School during her 8 years as Governor. She was presented with a bouquet of flowers as a token of the Governing Body's appreciation.
- 5.5 Valerie Keifer had expressed a wish to step down from the Governing Body once a replacement had been found for her position. Governors were reminded that Val had worked supporting the School for approximately 40 years. Upon a show of hands, it was **RESOLVED** that Valerie Keifer be reappointed as Co-opted Governor for the four-year period ending on 8<sup>th</sup> March 2023, or until her successor was appointed.
- 5.6 A discussion ensued on different ways the Nursery could find two new Co-opted Governors. The Clerk undertook to send the Deputy Headteacher links to useful sites that provided these types of volunteers.

		Action	Who?	Deadline
5.6	a.	Send Links to websites providing potential governor volunteers	Clerk	April 2019

## 6. **PART I MINUTES OF THE MEETING HELD ON 4<sup>th</sup> DECEMBER 2019**

- 6.1 The minutes of the meeting held on 4<sup>th</sup> December 2019 were confirmed and signed by the Chairman as an accurate record.

## 7. **MATTERS ARISING FROM THE MINUTES**

- 7.1 Item 18/46 School Development Plan (SDP) It was reported that the Headteacher had been working on adding clear deadlines for actions to the SDP. This action was carried forward for completion.
- 7.2 Item 18/50 School Travel Plan The action to visit other busy schools that were successfully managing the flow of traffic and parking in their local roads was in progress.
- 7.3 The Vice Chairman reported that he had spoken at length to Robert Riley, LA Sustainable Travel. He had said that there were a number of strategies that could be implemented but that, ultimately, the Nursery needed to get the immediate community involved. He had seemed positive overall that there were measures that could be taken to improve the current situation in local roads.

- 7.4 A Governor reported that there had been a vast increase in visits from traffic wardens during drop off and collection times since the last meeting.
- 7.5 The Chairman confirmed that he had contacted the Chairs of the Infant and Junior schools about the ongoing issues in the roads around the Schools. He was currently awaiting a response.
- 7.6 Item 18/56 Dates of Committee Meetings The dates had been circulated as requested.
- 7.7 Building Work Next Door The Deputy Headteacher reported that the building work next door had stopped again whilst a third set of contractors was being sourced. It was now estimated that the new nursery would be opening early next year.

		Action	Who?	Deadline
7.1	a.	Added dated deadlines to the SDP	AL	June 2019
7.2	a.	Visit other busy schools that were successfully managing the flow of traffic and parking	CA	June 2019

## 8. REPORT OF THE HEADTEACHER

- 8.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted. Arising from the report:
- 8.2 Achievement & Standards **ASKED** about the data in this section of the report, the Deputy Headteacher undertook to re-circulate these figures as there was a typo.
- 8.3 Nursery Teachers Network Meeting **ASKED** why only 4-6 people had attended the last session, the Deputy Headteacher said that this had been the meeting for private settings. The nursery teachers meetings for schools had been well attended with 22 teachers attending the last session
- 8.4 Upcoming Events The following events were highlighted:  
 15<sup>th</sup> March Red Nose day  
 25<sup>th</sup> March Ducklings arrive/walk to school week  
 29<sup>th</sup> March Memory walk/Dementia talks
- 8.5 A World Book Day event had been held that day and had been a great success.
- 8.6 The Deputy Headteacher reminded Governors that the Nursery was part of a large inter-generational project this year. Every week eight children were visiting a local care home for the elderly and were participating in a selection of activities. This project had already been really beneficial to both the children and the older people.
- 8.7 **ASKED** about the needs of the older people involved in the project, the Deputy Headteacher said that two of the participants were in the early stages of dementia and the others had some physical needs affecting their mobility.
- 8.8 The memory walk on 29<sup>th</sup> March 2019 was to raise funds for a dementia charity.

		Action	Who?	Deadline
8.2	a.	Re-circulate data	SM	April 2019

## 9. REPORTS OF COMMITTEES

- 9.1 Health & Safety Committee The minutes of the meeting held on 13<sup>th</sup> February 2019, copies of which had been previously circulated, were received and noted.
- 9.2 The Health & Safety termly audit had also been completed and a report circulated to all Governors.
- 9.3 Curriculum & Pupil Welfare The minutes of the meeting held on 13<sup>th</sup> February 2019, copies of which had been previously circulated, were received and noted. Arising from the minutes:
- 9.4 The Chairman reported that he had met with the governor representatives from the Junior School concerning their discussions with the Infants on a possible amalgamation/federation. A complex programme had been set up to assess the benefits. The Chairman had offered to sit in on this discussion. He was not informed until very late about some planned visits to amalgamated schools over the next few weeks. Unfortunately, he was therefore not available to attend these sessions.

- 9.5 The Junior School had advertised for a new Headteacher. Katie Dawbarn was Acting Headteacher until the new appointee joined the School in September 2019.
- 9.6 **ASKED** about timelines for the appointment process, the Chairman said that this information was in the original project pack. The Junior School needed to make their appointment by the end of this term.
- 9.7 The Chairman would request feedback after the organised visits to amalgamated schools. He undertook to report these findings back to Governors.
- 9.8 The Governor Visit reports circulated were received and noted. The Deputy Headteacher added that Val Keifer had a visit to the Nursery organised for the following day.
- 9.9 Finance & Staffing The minutes of the meeting held on 19<sup>th</sup> May 2018, copies of which had been previously circulated, were received and noted.
- 9.10 The Committee had also met on 15<sup>th</sup> February 2019, but the minutes were not yet available. Arising from this meeting:
- 9.11 The Schools Financial Value Standards (SFVS) had been reviewed, updated and circulated to Governors. After full consideration the document was **RATIFIED**. This would be signed by the Chairman and submitted to the LA Finance Department.
- 9.12 A Governor voiced their concerns about the fact that the Nursery had stopped offering paid parental leave. She gave an overview of how this could impact on staff pensions. The Deputy Headteacher undertook to look into this further and would ensure that staff were made aware of the implications to their pensions.
- 9.13 The Deputy Headteacher undertook to re-circulate to Governors the Pay Policy, highlighting the section about unpaid parental leave.

#### **MOTION OF CONFIDENTIALITY**

It was resolved that, because of its nature, the business to be discussed be treated as confidential and not for publication.

(Part I Resumed)

		<b>Action</b>	<b>Who?</b>	<b>Deadline</b>
9.7	a.	Provide feedback to Governors on the school visits undertaken by Junior/Infant School governors in relation to amalgamation	<b>BS</b>	<b>April 2019</b>
9.12	a.	Look into the impact on staff pensions when taking unpaid parental leave	<b>SM</b>	<b>June 2019</b>
9.13	a.	Re-circulate the Pay Policy to all Governor	<b>SM</b>	<b>June 2019</b>

#### **10. RATIFICATION OF POLICIES**

- 10.1 Child Protection & Safeguarding Policy & Procedures The document had been circulated to all Governors. After full consideration this was **RATIFIED**.
- 10.2 It was confirmed that a check of the School Central Record (SCR) had recently been carried out and there had been no anomalies.
- 10.3 Safeguarding Audit The Deputy Headteacher reported that this was in the process of being completed.

#### **11. SKILLS AUDIT MATRIX**

- 11.1 Governors had recently completed the NGA skills audit questionnaire. The results had been input into the NGA matrix and the document had been circulated with the agenda pack.
- 11.2 The results of the audit were noted. The Chairman suggested that these be examined in more detail when trying to source the two new Co-opted Governors.

**12. SCHOOL TRAVEL PLAN**

- 12.1 The Deputy Headteacher reported that she had received no communication from local residents recently.
- 12.2 The Nursery had received £800 funding through the School Travel Plan which would be used for a sign for the walkway.
- 12.3 The Deputy Headteacher had also successfully obtained funding of £1100. This would be divided and used as follows:
- £300 supply cover for Deputy Headteacher to work on the Travel Plan
  - £500 for new resources
  - £300 for WOW products
- 12.4 **ASKED** whether she had completed the online stars, the Deputy Headteacher confirmed that she had done so.

*Ann Savage left the meeting at this point.*

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

- 13.1 **Update on School Funding** The Secretary of State had announced additional High Needs Funding for schools, in 2018/19 and 2019/20. Further information was awaited on services previously funded by the Education Services Grant.
- 13.2 **Update on Ofsted Monitoring Visit** Governors noted the update on the Monitoring Visit on 27 and 28 November 2018. A further visit would be taking place in February 2019.
- 13.3 **Effective Governance Checklist** It was noted that the deadline for feedback to be given on completed forms sent to Sarah Beaumont, Governor Services Manager, had been extended to 31 January 2019.
- 13.4 **New Process for LA Governor Nominations** This information was noted. The Clerk would liaise with Sarah Beaumont, Governor Services Manager on this matter. Governors were reminded that the final decision on LA Governor appointments rested with the Governing Body.
- 13.5 **New Barnet Venue for Professional Development & Training** Governors noted that the future training facility was to be entitled: PDC@Claremont.
- 13.6 **Information & Support for Governors** A full summary of information, support and training available for Governors from the LA was given, together with appropriate links.
- 13.7 **Governor Advice Officer (GAO) Support** Governors noted the GAO support, and the invitation to attend the GAO briefing on Thursday 7 February 2019 from 7 pm at Watling Park Primary School.

**14. GOVERNOR SUPPORT AND DEVELOPMENT**

- 14.1 The Chairman commended to Governors the Spring Term Governor development programme.

**15. ANY OTHER BUSINESS**

- 15.1 **Staff Leaving Gathering** The Deputy Headteacher reported that Larissa Ezulike had decided to organise a small leaving party for staff at her home. Something would also be arranged with the children at the Nursery.

**16. DATES OF COMMITTEES MEETINGS**

- 16.1 The dates for the academic year had been circulated by email.

**17. DATE OF NEXT MEETINGS**

- 17.1 The date of the next meeting was confirmed as Wednesday 5<sup>th</sup> June 2019 at 6.15 pm at the School.

*There being no further business, the meeting closed.*