

GOVERNING BODY FOR MOSS HALL NURSERY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON WEDNESDAY 7 MARCH 2018**

LA GOVERNOR

*Brian Salinger (Chairman)

CO-OPTED GOVERNORS

*Jonathan Brown (Vice Chairman)

Valerie Kiefer

*Jane Ouseley

*Ann Savage

NURSERY PARENT GOVERNORS

*Umber Someid

Barry Flutter

*Olimpia Erdogan

*Carla Alexander

STAFF GOVERNORS

*Annette Long – Headteacher

*Sian McDermott – Teaching Staff

* denotes member present

IN ATTENDANCE

Caroline Winston (Clerk)

PART I

18/01 **WELCOME**

The Chairman welcomed all to the Spring Term meeting.

18/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Consent was recorded to apologies for absence submitted on behalf of Valerie Kiefer and Barry Flutter.

18/03 **DECLARATION OF PECUNIARY INTERESTS**

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

18/04 **RATIFICATION OF THE BUDGET 2018-2019**

The budget had been analysed in full detail at a Finance meeting immediately before this meeting. After full consideration, the budget for 2018-2019 was **RATIFIED.**

18/05 **PART I MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2017**

The Part I Minutes of the meeting held on 28 November 2017, copies of which had previously been circulated, were confirmed, initialled and signed by the Chairman, subject to a correction on page 9 where the final point under

Health & Safety should have read 'as an access gate in Essex Park was left unlocked at certain time.'

18/06 **MATTERS ARISING FROM THE MINUTES**

Arising from the minutes:

Pg.2 17/51 Matters Arising: Edubase The Headteacher confirmed this was up to date with Governor details.

Pg. 2 17/51 Matters Arising: Transition Arrangements The Headteacher had provided details of schools to which pupils had transferred in September 2017, in her report.

Pg 2 17/51 Matters Arising: Staffing The Chairman had contacted the LA about the long service of Pauline Duncan and was still awaiting a reply. He undertook to chase up this matter.

Action: Chairman

Pg. 5 17/52 Report of the Headteacher (b) 30-hour Provision It was confirmed that the surveys had been produced and circulated to parents as planned. A Governor highlighted that although a summary of the outcome of the surveys had been circulated to Governors, the data had not been. The Headteacher undertook to do this.

Action: Headteacher

Pg. 9 17/54 Reports of Committees: Health, Safety and Premises The Headteacher reported that she had checked the gates between the schools during the school day and they had been found to be locked.

Pg. 10 17/55 Ratification of Policies: Teachers Pay The Headteacher confirmed that she had notified HR concerning the decision made by the Governing Body in relation to teachers' pay increases.

Pg. 12 17/58 Education & Skills Director's Report (5) Governance Self Evaluation Audit Tool The Headteacher reported that the roles and responsibilities training had had to be postponed. The governance self-evaluation document would be completed after this training.

18/07 **REPORT OF THE HEADTEACHER**

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

- a) School Roll The Headteacher reported that one additional child had been added to the roll since census day, when 114 children were on roll.
- b) Attendance Governors noted that attendance for the Autumn Term had been 82.5% for 30 hour children and 79.5% for 15 hour children. There had been a lot of pupil sickness in the Autumn term, plus some religious

celebrations. Some lengthy absences had been for visiting families abroad. The Nursery did not authorise this leave but the Headteacher said that they tried to support families maintaining contact through these trips. Figures had improved for the Spring Term, currently at 89% for 30 hour children and 85% for 15 hour children. The Headteacher highlighted that the figures looked low due to the staggered entry for settling in time.

The Headteacher added that punctuality for some families remained an issue and this had an impact on settling in children for their session.

- c) Looked After Children (LAC) and SEND The information was noted.
- d) Pupil Premium It was noted that there were 13 pupils entitled to early years pupil premium (EYPP) funding. This funding was £300 per pupil per year. This helped fund the salaries of teaching assistants who provide extra support to the children in small groups, with a focus on social and emotional development and on communication and language.

Assessment data showed 50% of children in receipt of EYPP to be on track and 50% currently below expected levels of development. This was based on the report produced at the end of the Autumn Term. The Headteacher reported that the next review would be after the Easter break. Tracking had allowed for identification of children requiring interventions, particularly PP children.

- e) Achievement and Standards Progress reviews had taken place on 15 December 2017. Since the baseline, examples of great progress had been seen. Interventions were in place to support vulnerable pupils/groups.

The Headteacher undertook to circulate the assessment report to all Governors.

Action: Headteacher

- f) Update on School Improvement Priorities The information was highlighted and noted.

The Headteacher highlighted that staff were implementing a 'planning in the moment' approach. Staff meetings that term had mainly focussed on professional development and planning and assessment.

Governors heard about the planned tea and cakes event for parents, where they could have a general conversation with teachers and see some photos and videos of their children in the Nursery.

A Governor said that there were several parents keen to help out at the Nursery and asked whether there was a formal way of harnessing these skills on offer. A brief discussion ensued, and it was agreed that the parent governors would research this further.

Action: Parent Governors

The Headteacher undertook to provide them with a list of skills that the Nursery would really benefit from.

Action: Headteacher

In response to a query, the Headteacher said that there would be a full report on INSET days at the Curriculum & Pupil Welfare Committee.

An action plan for developing the outdoor area had been included in the School Development Plan (SDP).

All staff had had their appraisals and targets set had been linked to priorities in the SDP. The Headteacher added that these would be reviewed again in September/October 2018. A Governor asked whether the Headteacher had been responsible for all the appraisals and in reply she said that this had been the case, but she might change this going forward. A Governor queried whether staff were also given the opportunity to feedback suggestions in these meetings. The Headteacher confirmed that they did and in the recent appraisal cycle MTS's had requested further training in communications and language.

The Nursery continued to support students on placement. The Headteacher said that she was keen to continue to facilitate this.

- g) Continued Professional Development (CPD) Governors noted that the Headteacher and Kalpna Poojara had both recently attended training in General Data Protection Regulations (GDPR). The Headteacher explained that GDPR had to be proportionate to the size of the establishment. The key was to minimise data held and to be mindful of vulnerable group data. Reporting of any data breaches was extremely important and following up the actions associated with this. The need for parental consent when holding data on a child would be key. The explicit consent would need to form part of the admissions forms for parents.

The Headteacher said that she would review the Data Protection policy according to the changes.

Action: Headteacher

- h) Partnership Work The work within the Partnership was ongoing.

The Headteacher reported that she had, that day, met with someone from Early Excellence and had discussed how they could work together more. She hoped that they would be able to deliver more training, host events and share good practice both in public and private type nursery settings. A Governor queried how much the Nursery could charge for this type of service and in reply the Headteacher said that she would investigate this further.

Action: Headteacher

The Nursery would be joining the Moss Hall School Association from September 2018.

- i) Parental Engagement Louise Oates had started Parent Gym workshops. The Headteacher said that Louise had undertaken rigorous training to be able to deliver these sessions and had passed at the highest level. There were currently 10 parents attending these and weekly feedback showed that they were successful in supporting parents with parenting concerns. One of the Parent Governors had been attending these sessions, as well as those being run at the primary school of one of her children. She was finding the experience really positive. She suggested the possibility of offering this type of session at different times to encourage better attendance.

The Chairman thanked the Headteacher for her full and informative report.

18/08 REPORTS OF COMMITTEES

Health & Safety Committee

The minutes of the meetings held on 7 November 2017 and 6 February 2018, copies of which had been previously circulated, were received and noted.

Arising from the minutes:

- a) Attic The Headteacher recorded thanks to Sian McDermott for her hard work reorganising the attic.
- b) Dangerous Parking A Governor highlighted that builders from the site next door had been parking their vans dangerously on the Zig Zag lines outside the Nursery. Parents had been encouraged to report this through the correct departments at the Council. It was suggested that a poster be displayed in the Nursery entrance providing these contact details for parents to report any further issues.

A Governor queried whether the concerns about increased traffic once the new setting next door was opened had been raised with the West Finchley Residents Association. The Headteacher confirmed that they were aware of this.

A brief discussion ensued about the Council's proposal to install a traffic camera outside the premises. Sian McDermott undertook to request this camera through the TFL Travel Plan.

- c) Hot Water Issue A Governor asked for further explanation as to why the Nursery had had to close due to no hot water on 26 January 2018. The Headteacher explained that, by law, if there was no hot water, then the Nursery could not be open due to hygiene issues. The Governor said that communication to parents in this type of instance could be more detailed. The Headteacher said that the text system only allowed for 160 characters which was why the message relating to this closure had been brief. She

undertook to send two messages, with more detail, should the need arise in the future.

- d) Evacuation The Chairman reminded Governors that the Nursery had been evacuated earlier in the term due to a gas incident. The children had been safely moved to the Infant School until the gas board had deemed the building safe for them to return.
- e) Pest Control Governors noted that rats had been observed during the day around the overflowing bins on the Junior School premises. Pest control had been involved but the issue appeared to be ongoing. A brief discussion ensued and the Headteacher undertook to contact the contractor to find out when they expected the issue to be resolved.

Action: Headteacher

Finance & Staffing Committee

The minutes of the meeting held on 9 February 2018, copies of which had been previously circulated, were received and noted.

Curriculum & Pupil Welfare Committee

The minutes of the meeting held on 6 February 2018, copies of which had been previously circulated, were received and noted.

18/09 **RATIFICATION OF POLICIES**

The following policies had been circulated with the agenda papers:

SEND Policy After full consideration the policy was **RATIFIED**.

SEND Information Report Subject to some minor amendments highlighted, the document was **APPROVED**.

Provision Map 2018 The document was **APPROVED**.

18/10 **LINK GOVERNOR ROLES**

It was decided that the link governor roles would be revisited after Governors had undertaken the Roles & Responsibilities training.

The Clerk undertook to re-send the link governor role descriptors to the Headteacher.

Action: Clerk

18/11 **SCHOOL TRAVEL PLAN**

The Deputy Headteacher reported that the School Travel Plan was being updated on Tuesday 24 April 2018. The document was continually updated with any initiatives taking place at the Nursery.

In May, the Nursery would be running another Walk To School Week.

18/12 **EDUCATION & SKILLS DIRECTOR'S REPORT**

The Spring Term 2018 report of the Education and Skill's Director had been circulated to all Governors.

- 1) Update on School Funding Governors noted the link to the Annual Report on School Funding in Barnet for 2018/19, together with the key points from the report.
- 2) Latest Attendance Information for Barnet Schools Governors noted the information.

A Governor asked how the Nursery compared in terms of attendance data. In reply, the Chairman said that nursery attendance was non-statutory so enforcing high attendance could be difficult. The Nursery worked hard on instilling good habits of attendance, to prepare children and their parents for school.

- 3) Governance Self-Evaluation Audit Tool Governors noted the information.
- 4) General Data Protection Regulation (GDPR) The information was noted.
- 5) Governor Services: GAO & Associate Clerking Service The information was noted.
- 6) iTrent Transfer Project This information was noted.
- 7) New for 2018 from the Safeguarding Children's Partnership Governors noted the information about the new website, the new Barnet Continuum of Help & Support & Resolution Policy and Safeguarding Guide.

18/13 **GOVERNING BODY MEMBERSHIP**

The Chairman reminded Governors that the terms of office of Umber Soueid and Barry Flutter would be ending on 18 March 2018. They were thanked for their valued contribution to the Nursery during their time as Governors.

An election was in process to fill these two vacancies. A full discussion ensued about the fact that these new governors would be from the same cohort as the current parent governors. It was felt by some governors that it would have been better to delay the election and run with two vacancies for

six months, so that parent nominations could be sought from the new intake in September 2018.

18/14 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Chairman commended to Governors the Spring Term Governor Development Programme.

18/15 **ANY OTHER BUSINESS**

- a) Snow Closures The Headteacher reported that, along with many other schools in the Borough, The Nursery had had to close early on Wednesday 28 February 2018 and had remained closed on 1 and 2 of March 2018 due to the snow. She explained that this decision was made in conjunction with the Infant and Junior Schools.

A Governor expressed her dissatisfaction that the Nursery had had to be closed for a total of four and a half days that term. In response, the Headteacher said that this decision was never taken lightly. An explanation had been provided earlier in the meeting concerning the closure due to the failure of the hot water system. She gave a full overview of how the decision to close had been made in relation to the snow. This had predominantly been due to concerns about the safety of children travelling to and from school, as well as the staff.

Further discussion ensued, and a Governor said that she felt that more in depth information should be provided to parents when a closure decision was made. She asked whether there was a procedure for snow closures and whether this could be posted on the School website. The Chairman reminded Governors that this was an operational decision made between him and the Headteacher.

It was decided that the Deputy Headteacher would produce a snow closure procedure and post it on the School website.

Action: Sian McDermott

18/16 **DATES OF COMMITTEE MEETINGS**

Health & Safety and Premises	Tuesday 5 June 2018 at 9.15 am
Curriculum & Pupil Welfare	Tuesday 5 June 2018 at 10.15 am
Finance & Staffing	Friday 8 June 2018 at 9.30 am

18/17 **DATE OF THE NEXT MEETING**

The date of the summer term meeting was confirmed as **Thursday 21 June 2018 at 6.15 pm.**

18/18 **MOTION OF CONFIDENTIALITY**

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