

GOVERNING BODY FOR MOSS HALL NURSERY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON WEDNESDAY 18 JULY 2018**

LA GOVERNOR

*Brian Salinger (Chairman)

CO-OPTED GOVERNORS

*Jonathan Brown (Vice Chairman)

Valerie Kiefer

*Jane Ouseley

*Ann Savage

NURSERY PARENT GOVERNORS

*Rebecca Quest

*Joanna Ozin

*Olimpia Erdogan

*Carla Alexander

STAFF GOVERNORS

*Annette Long – Headteacher

*Sian McDermott – Teaching Staff

* denotes member present

IN ATTENDANCE

Caroline Winston (Clerk)

PART I

18/20 **WELCOME**

The Chairman welcomed all to the Summer Term meeting.

18/21 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Consent was recorded to apologies for absence submitted on behalf of Valerie Kiefer, Ann Savage and Jane Ouseley.

18/22 **DECLARATION OF PECUNIARY INTERESTS**

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

18/23 **PART I MINUTES OF THE MEETING HELD ON 7 MARCH 2018**

The Part I Minutes of the meeting held on 7 March 2018 were confirmed and signed by the Chairman as an accurate record.

18/24 **MATTERS ARISING FROM THE MINUTES**

Arising from the minutes:

Pg. 2 18/06 Matters Arising: Staffing The Chairman confirmed that he had spoken to the LA about the long service of Pauline Duncan. The long service

recognition was for 30-year service and as Pauline had worked at the School for 28 years she did not unfortunately qualify.

Pg. 2 18/06 Matters Arising: 30-hour provision The Headteacher undertook to circulate by email the survey data.

Action: Headteacher

Pg. 3 18/06 Report of the Headteacher (e) Achievement and Standards The Headteacher confirmed that the assessment report had been circulated to Governors.

Pg. 3 18/06 Report of the Headteacher(f) Update on School Improvement Priorities The actions for parent governors to research parental skills and the Headteacher to provide them with a list of skills that the Nursery would benefit from were carried forward to the Autumn Term.

Action: Headteacher and Parent Governors

The Headteacher said that it had been useful to have Parent Governor presence at the recent event for new families and thanked them for their attendance.

Pg. 4 18/06 Report of the Headteacher (g) Continued Professional Development (CPD) The Headteacher confirmed that she had reviewed the Data Protection Policy in-line with GDPR.

Governors heard that the Nursery was still investigating its options for appointing a Data Protection Officer (DPO). Disappointment was expressed as the fact that the LA was not supporting schools with this service. In response to a query, the Headteacher said that both the Infant and Junior Schools were also yet to appoint a DPO. It was decided that the Headteacher would contact other local schools to find out which DPO providers they were using.

Action: Headteacher

Pg. 4 18/06 Report of the Headteacher (h) Partnership Work The Headteacher updated Governors with some initial consultancy work the Nursery would be providing.

The Deputy Headteacher had applied to become a Specialist Leader in Education. She said that she had also recently attended a network meeting and was now considering setting up a Nursery Teacher Network.

Pg. 6 18/08 Health & Safety Committee (e) Pest Control The Headteacher reported that the rat issue was ongoing, despite the involvement of a Pest Control provider. It was felt that the building work in the premises next door was exacerbating the issue as rats had still been seen. The Headteacher said that the traps laid by pest control had been found to be empty on their visits. The Nursery would be working with the Infant and Junior School to review their pest control contract.

Pg. 6 18/10 Link Governor Roles This had been deferred to the agenda of the Autumn Term meeting.

Action: Clerk

Pg. 8 18/15 Any Other Business (a) Snow Closures The action to produce a procedure for any future school closure due to snow was pending. The Deputy Headteacher said that it had been decided to produce this procedure for any unexpected event at the School, rather than just closures due to snow.

Action: Deputy Headteacher

18/25 **REPORT OF THE HEADTEACHER**

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

- a) Parent Gym It was highlighted that Parent Gym had now been run successfully for two terms. Asked how many parents had attended this term, the Headteacher said that this was 16. The Chairman asked whether this number of attendees was enough to make it worthwhile. In reply, the Headteacher said that this had been enough for parents to have a good discussion.

A full feedback report from the first session had been circulated to all Governors. The feedback from the summer term course had not yet been received.

The Headteacher informed Governors that Parent Gym would continue in the Autumn Term. She said that it would be important to have a wider focus area for this offer. In response to a query, the Headteacher said that the timing of the sessions was based on feedback from the parents enrolled.

- b) Staff Sickness A Governor queried why staff sickness figures had continued to be relatively high this term. In reply, the Headteacher explained that there had been several nasty viruses that had affected both staff and children. A stomach bug had also affected several members of staff and the same 48-hour rule of staying at home had to be applied with staff as it did with the children. The Headteacher added that for the longer absences that required doctor's sign-off, these cases were being closely monitored. In response to a Governor's question, the Headteacher said that the Nursery had to follow the LA procedures for staff absences.
- c) Staffing The Headteacher highlighted that Rona Theodoulou was leaving at the end of term. The Nursery had successfully recruited an experienced early years teacher, Cindy Perez, who would be starting in September.

Susan Ehrenzweig was retiring at the end of term. Initially her work would be taken on by Maurice North on an hourly paid basis, to allow time to review the administration and finance needs of the School.

- d) EExAT Tracking System A Parent Governor said that the data sent home from the new assessment system had caused some confusion amongst the parents. Governors were reminded that, since the removal of national Levels, all schools were using different systems to meet their particular assessment needs. The Deputy Headteacher said that she had since loaded a document onto the School website explaining the tracking data that had been circulated. She said that she would appreciate feedback on this from parent governors.

The assessment data would be reviewed in detail at the next Curriculum and Pupil Welfare Committee meeting. A Governor asked how regularly the data was tracked by staff for progress. In reply, the Deputy Headteacher explained that data was uploaded four weeks after a child joined the Nursery, this formed their baseline data. The assessment data was then analysed after Christmas, at the end of the Spring Term and the end of the Summer Term. This information was used to implement interventions where necessary.

A Governor asked whether parents would be provided with direct access to the system. In reply, the Headteacher explained some of the drawbacks of doing this. A final decision had not yet been made about this.

In response to a Governor's query, the Headteacher said that the next Ofsted inspection would be no sooner than 2020.

- e) Events The range of events were noted.

A Governor asked whether the newly formatted Fun Afternoon had raised as much money as in previous years. In reply, the Headteacher said that this year the event had been planned more as a social event rather than being primarily to raise funds. Last year £1,000 had been raised, but there had been several costs, including the need for additional staffing. This year the Nursery had paid only for the entertainer and raised £280.

The Nursery would become an official member of the Moss Hall Schools Association (MHSA) from September 2018. The Headteacher said that she would therefore be encouraging attendance at these events going forward. A Governor asked if the Headteacher knew what proportion of the MHSA fundraising would be given to the Nursery, and in reply she said that she did not yet know this.

- f) Transition A Governor queried whether all children leaving the Nursery in July now had a place in Reception. In response, the Headteacher confirmed that they did. She added that a full list of schools to which children transferred would be provided in her Autumn Term report.

- g) Admissions A Governor asked whether the Nursery was full for September 2018. In reply, the Headteacher said that there were a few spaces for afternoon sessions. A brief discussion ensued concerning verification codes for the 30-hour provision. There continued to be issues for parents access this online HMRC system.

The Headteacher reported that numbers in the breakfast and tea clubs looked higher from September.

- h) Self-Evaluation Form (SEF) This document had been circulated to all Governors. The Headteacher explained that it provided a summary of where the School currently was.

The Headteacher reported that the section concerning stakeholder views required updating as pupil, staff and parent surveys had now been completed.

- *Pupil Survey* A document summarising the responses to the pupil survey were tabled. A Governor suggested doing this survey with pupils at different times of the year to get a fuller picture of their views. A Governor highlighted that it was interesting to see that not one child mentioned IT within the Nursery.

- *Parent Survey* Governors discussed ways of increasing the number of respondents to the Parent Survey. There had been 37 returns which was low. The Governing Body was pleased to see that the responses to the survey had been positive.

- *Staff Survey* The Headteacher tabled the responses to this survey. It was acknowledged that this had been sent out at a difficult time of year for staff when they were extremely busy.

MOTION OF CONFIDENTIALITY

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

(Part I Resumed)

The Headteacher said that some of the survey findings would be written into the SEF and/or School Development Plan (SDP).

Further surveys would also be sent out to pupils and staff at different times of the year.

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

18/26 REPORTS OF COMMITTEES

Health & Safety Committee

The minutes of the meeting held on 5 June 2018, copies of which had been previously circulated, were received and noted. Arising from the minutes:

- a) Works to Next Door The information was noted. Governors heard that the new site foreman had actually been very accommodating. The builders had fixed the Nursery front steps as a goodwill gesture. The contractors would be required to clean the Nursery windows and grounds on completion of the project.

A Governor asked when the new nursery next door was due to open and in reply the Headteacher said that this was meant to be September 2018.

The Headteacher said that she has asked to go into the Nursery to check the view of their security cameras as she had concerns that one camera looked like it viewed Moss Hall Nursery's garden.

Action: Headteacher

Finance and Staffing Committee

The minutes of the meeting held on 8 June 2018, copies of which had been previously circulated, were received and noted. Arising from the minutes:

- a) DPO Service The Headteacher reported that she was awaiting feedback from Gina North about the provision of a DPO service.
- b) Staffing Updates The information was noted.

The Headteacher highlighted that there would be three Inset days at the beginning of term in September 2018. The Chair asked whether a decision had been made to charge parents for those days and in reply the Headteacher said that the Nursery would not be charging for these although it was common practice to do so.

A Governor asked whether the Nursery would be requesting a deposit of £50 for 30-hour provision slots. In reply, the Headteacher said that it was too late to do it this year.

A brief discussion ensued about the late drop outs for Breakfast and Tea clubs this year and the financial impact this had on the provision. A Governor suggested reviewing this offer and possibly introducing a deposit requirement to hold places.

Curriculum and Pupil Welfare Committee

The minutes of the meeting held on 5 June 2018, copies of which had been previously circulated, were received and noted. Arising from the minutes:

a) Progress Review The information was noted,

Pupils Premium pupils had made progress but some of these were affected by lower attendance than average. Governors were reminded of their duty to monitor the progress of PP children.

Joanna Ozin undertook to become the Governor linked to Pupil Premium.

18/27 **RATIFICATION OF POLICIES**

The following policies had been circulated with the agenda papers:

Teaching and Learning After full consideration the policy was **RATIFIED**.

Photograph and Video Protocol After full consideration the document was **RATIFIED**.

18/28 **SCHOOL TRAVEL PLAN**

The Deputy Headteacher reported that the School received their next star for the School Travel Plan. She hoped to apply for Gold Status next year.

A brief discussion ensued about the disruption to the roads caused by the building work next door. Governors noted that parents had been proactive about logging any issues with the LA Highways Department.

18/29 **EDUCATION & SKILLS DIRECTOR'S REPORT**

This report had been emailed to all Governors prior to the meeting:

1) Educational Standards in Barnet 2016/17

Governors noted this information on the validated results for all key stages for 2016/17.

2) Governance Self Evaluation Audit Tool

Governors noted the common themes gathered from these audits across the borough. A new self-evaluation for 2018/19 would be contained in the autumn term report.

The Chairman said that he would be reviewing this document next term.

3) General Data Protection Regulation (GDPR) for Governors

Governors noted the training and working practices recommended by the LA in respect of this new regulation.

4) Governor Services Briefings

The information was noted.

5) iTrent Transfer

The information was noted.

The Headteacher reported on the unsatisfactory service from Capita. The new system was supposed to be up and running by the 16 April 2018 and yet it still was not in place. She said that Schools were only continuing to buy in to their service as HR support from Deborah Shaw and Pauline Broadhurst was outstanding. The payroll service was poor and needed to be held to account for the issues at present.

6) Barnet Chairs' Development Programme

Governors noted this information.

18/30 GOVERNOR SUPPORT AND DEVELOPMENT

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

The Governing Body had attended in-house training on their roles and responsibilities delivered by Katie Dawbarn, Learning Network Inspector.

Governors were invited to attend the Safeguarding session taking place at the Nursery on 3 September 2018.

18/31 ANY OTHER BUSINESS

a) Land A Governor queried the ownership of an overgrown piece of land between the Junior School and Nursery. In reply, it was explained that this was the caretaker's old garden which was owned by the Junior School.

b) Thanks The Headteacher and Deputy Headteacher were presented with flowers and thanked for all their hard work this academic year. The Headteacher thanked Governors for their ongoing support.

18/32 DATES OF COMMITTEE MEETINGS

The Headteacher undertook to prepare an annual schedule of committee meetings for the new academic year.

Action: Headteacher

18/33 **DATE OF THE NEXT MEETING**

The date of the Autumn Term meeting was confirmed as **Tuesday 4 December 2018 at the School.**

The Clerk was requested to schedule dates for the Spring and Summer terms in 2019 on Thursdays.

Action: Clerk

18/34 **MOTION OF CONFIDENTIALITY**

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