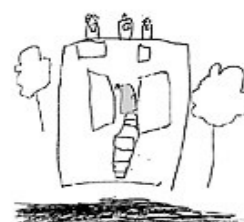


LONDON BOROUGH OF BARNET  
**MOSS HALL NURSERY SCHOOL**  
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**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
 MOSS HALL NURSERY SCHOOL, HELD AT THE SCHOOL  
 ON WEDNESDAY 25<sup>TH</sup> SEPTEMBER 2019 AT 6.15 PM**

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
vacancy	Co-opted			
Alexandra-Gabriela Marsanu	Co-opted		5.6.2019-4.6.2023	Present
Annette Long	Staff (Headteacher)		Ex-officio	Present
vacancy	Staff			
Olimpia Erdogan	Parent		12.10.2017-11.10.2019	Present
Carla Alexander	Parent		12.10.2017-11.10.2019	Present
Lucy Skillen	Parent		22.6.2019-21.6.2021	Present
Rebecca Quest	Parent		28.3.2018-27.3.2020	Present
Caroline Winston (CW)	Clerk		N/A	In attendance

**1. WELCOME**

1.1 Governors were welcomed to the Autumn Term meeting.

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

- 2.1 There were no apologies for absence as all Governors were present
- 2.2 Jonathan Brown had submitted apologies for his anticipated late arrival to the meeting.
- 2.3 Introductions were made around the table for the benefit of newly-elected Parent Governor Lucy Skillen and newly-appointed Co-opted Governor Alexandra-Gabriela Marsanu.
- 2.4 A Staff Governor election had been held at the start of term, but no nominations had been received. This election would be repeated after the appointment of the new Deputy Headteacher.

**3. DECLARATION OF PECUNIARY INTEREST AND REGISTER OF BUSINESS INTERESTS**

- 3.1 None of the Governors present declared a pecuniary interest in the business to be discussed.
- 3.2 The Register of Business Interests form would be re-circulated by the Clerk for completion. Governors were reminded that this should be sent to the School office.

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

- 4.1 There was no candidate nominated.
- 4.2 Governors were encouraged to seek potential candidates to fill this vacancy.

**5. APPOINTMENT OF CHAIRMAN FOR THE ACADEMIC YEAR 2019-2020**

5.1 Nominations were invited for the position of Chairman and Mr Salinger was proposed and seconded. Upon a show of hands, it was **RESOLVED** that Brian Salinger be appointed Chairman for the academic year 2019-2020, or until his successor was appointed.

**6. APPOINTMENT OF VICE CHAIRMAN FOR THE ACADEMIC YEAR 2019-2020**

6.1 This item was deferred to later in the meeting.

**7. PART I MINUTES OF THE MEETING HELD ON 5<sup>th</sup> JUNE 2019**

7.1 The minutes of the meeting held on 5<sup>th</sup> June 2019 were confirmed and signed by the Chairman as an accurate record.

7.2 Arising from the minutes:

7.3 Item 4.8 Run a parent governor election This had been completed.

7.4 Item 5.7 Visit other busy schools that were successfully managing the flow of traffic and parking  
This action was pending.

7.5 The traffic outside school would continue to be monitored, along with the travel plan.

7.6 Item 5.14 Headteacher and Chairman meeting with BEYA to discuss financial issues facing nurseries  
**ASKED** whether this meeting had taken place, the Chair confirmed that he had met with BEYA and a number of councillors. The long-term financial issues facing nurseries had been discussed at length.

7.7 The Headteacher from BEYA, the Chairman and Headteacher had also attended a meeting with the Director of Education, the Head of Children's Services and the Leader of Barnet Council Cllr Dan Thomas, who had committed to visiting the nurseries. The Government had announced more money for schools, but it was not yet known how much will come to the Nursery.

7.8 Funding continued to be a significant risk to the running of the nursery schools in Barnet and nationally. The LA figures were still awaited and would be reported to the Education Committee in January 2020.

7.9 Governors were reminded that long-term planning was crucial as the shortfall in the budget would become critical in two-years' time.

7.10 The Chairman and Headteacher were currently drafting a letter to parents about the national funding crisis in schools, specifically relating to early years funding.

7.11 **ASKED** whether requesting voluntary contributions from parents would be permitted, the Chairman said that this would not come close to covering the projected shortfall of approximately £100,000 per year. He went on to explain that the funding of the Nursery did not come from schools' block funding, but instead the early years block which also funded private childcare providers.

*Jonathan Brown joined the meeting at this point.*

7.12 **ASKED** what steps were currently being taken, the Chairman said that the Nursery was continuing lobbying actively.

7.13 **ASKED** whether the thirty-hour provision had to be offered, as without it more children could be admitted to the Nursery, the Headteacher said that she thought it would have a negative impact on roll numbers if this was not on offer as parents would go elsewhere.

7.14 **ASKED** what the take-up of Breakfast Club and Tea Club was this year, the Headteacher confirmed that they were full this year although numbers had had to be reduced slightly as there was now one less member of staff.

7.15 **ASKED** if parents wanting additional afternoon spaces could have them at present, the Headteacher reminded Governors this was not possible due to capacity issues at lunchtime.

7.16 **ASKED** whether the hours offered to parents could be distributed more flexibly, the Headteacher said that this was not really possible due to staff ratio requirements and the availability of space.

7.17 The Headteacher reported that there were currently eight afternoon spaces available. It was possible that these could fill following the January 2020 intake of pupils. A parent suggested that

there might be a communication issue with parents as she had requested an afternoon space but had been informed that there were none available.

- 7.18 The Chairman suggested that a letter be sent to parents advising on the availability of afternoon places. The Headteacher undertook to do this and would also add this information to the School website.
- 7.19 The Finance Committee continued to closely monitor the budget forecast and staffing levels at the Nursery.
- 7.20 **ASKED** whether any parents were not successful with their request for 30 hours, the Headteacher replied no.
- 7.21 A suggestion was made to pursue funding from Trusts. A Governor explained that certain Trusts funded specific projects or user groups. A Governor said that they did not feel that this was a long-term solution as the Government needed to pay for the value of what was not a childcare provider, but an educational setting.
- 7.22 The Chairman gave an overview of the work of the All-Party Parliamentary Group, who were currently looking at the funding of nurseries.
- 7.23 The Headteacher said that the Nursery wanted to be able to continue to offer quality education and they were not simply a childcare provider.
- 7.24 A Governor suggested that a working group be established to look at various models and solutions to the funding issues facing the Nursery. The Chairman agreed that this would be useful. He added that the Government would be announcing their funding policy soon and he suggested that the Governing Body as a whole meet later in the term to discuss what this meant for the Nursery. He undertook to organise this extraordinary meeting.
- 7.25 The Headteacher reminded Governors that nursery education was not compulsory and that a specific campaign for the funding of nurseries was ongoing.
- 7.26 The Headteacher undertook to send a copy of the budget forecast to the new Governors.
- 7.27 Item 8.12 Report on attainment and progress data, including starting points, in the Headteacher's report This had been completed.
- 7.28 Item 8.15 Add information about who would administer medicine in the absence of a child's key person This had been completed.
- 7.29 Item 13.1 Co-ordinate leaving celebration for Val Keifer The Chairman confirmed that this celebration of Val's long service on the Governing Body had taken place.
- 7.30 Item 14.1 Arrange dates of committee meetings for the new academic year This was on the agenda.
- 7.31 Item 15.2 Arrange Summer Term 2020 FGB meeting date This had been completed. The meeting was scheduled to take place on Tuesday 30<sup>th</sup> June 2020 at 6.15pm.
- 7.32 Item 6.3 Recruitment of Deputy Headteacher **ASKED** for an update on this, the Headteacher said that four candidates had been shown around the Nursery. Interviews would be taking place on Monday 7<sup>th</sup> October 2019. If somebody was successfully recruited, then they would be starting from January 2020.
- 7.33 **ASKED** what the plan was if a successful appointment was not made, the Headteacher replied that the Interim Deputy Headteacher planned to leave in December 2019. There were no staff in a position to act up to the role, so alternative interim arrangements would need to be made.

		Action	Who?	Deadline
7.4	a.	Visit other busy schools that were successfully managing the flow of traffic and parking	RQ	Dec 2019
7.18	a.	Write to parents to notify them of the availability of afternoon spaces and add this information to the school website	AL	Oct 2019
7.24	a.	Organise extraordinary meeting to discuss Nursery funding	Chair	Oct 2019
7.26	a.	Send copy of budget forecast to new Governors	AL	Oct 2019
7.30	a.	Arrange dates of committee meetings for the new academic year	AL	Sept 2019

**8. APPOINTMENT OF VICE CHAIRMAN FOR THE ACADMIC**

8.1 Nominations were invited for the position of Vice Chairman and Mr Brown was proposed and seconded. Upon a show of hands, it was **RESOLVED** that Jonathan Brown be appointed Vice Chairman for the academic year 2019-2020, or until his successor was appointed.

**9. PRESENTATION – THE NEW OFSTED FRAMEWORK**

- 9.1 The Headteacher reminded Governors that the new Ofsted Framework came into effect from the start of term.
- 9.2 It was reported that, under the new Framework, Ofsted would be looking more at teaching and learning rather than data.
- 9.3 The four headings which schools would be inspected under were now:
  - Quality of Education
  - Behaviour & Attitudes
  - Personal Development
  - Leadership & Management
- 9.4 An inspection of the Nursery would be for one day. For bigger schools this would extend to two days.
- 9.5 The inspection would begin with a 90 minutes phone call with the Headteacher and SLT. This would establish the lines of enquiry for the inspection.
- 9.6 Safeguarding remained a high priority.
- 9.7 The Headteacher reminded Governors of their three core functions, namely:
  - To hold leaders to account
  - Performance Management
  - To manage the financial performance of the organisation
- 9.8 During an inspection, the Ofsted inspectors would ask to meet with Governors. This would be without the Headteacher and SLT.
- 9.9 The curriculum would be the heart of the inspection.
- 9.10 Ofsted would also look at how Pupil Premium funding had been used to support this group and how this had made a difference. The Headteacher said that there were only two Pupil Premium children on roll this year, compared to 12 the previous year
- 9.11 The Headteacher said that she would update the Self Evaluation Form (SEF) and circulate this to Governors before the next meeting.

		<b>Action</b>	<b>Who?</b>	<b>Deadline</b>
9.11	a.	Update and circulate the SEF	<b>AL</b>	<b>Jan 2020</b>

**10. HEADTEACHER’S REPORT**

- 10.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted.
- 10.2 Arising from the report:
- 10.3 Transition The Headteacher highlighted that children leaving the Nursery had transitioned to 16 schools, compared with 8 schools the previous year. The majority of children still went on to Moss Hall Infant School.
- 10.4 Children had moved on in their key worker groups which had been a much smoother process and parents said that this arrangement had worked really well.
- 10.5 Safeguarding, behaviour and Safety The information was noted.

**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)

- 10.6 **Events** A Governor highlighted that the date of the welcome event for parents said 2<sup>nd</sup> October, but in the newsletter sent home it had said the 1<sup>st</sup>. The Headteacher undertook to check this and would get back to Governors with the final date.
- 10.7 **Achievement Report** A full data report had been circulated with the Headteacher's report and this was received and noted.
- 10.8 **ASKED** about the baseline data to compare progress, the Headteacher explained that the report circulated had been an attainment data report. She displayed a progress report for Governors to view.
- 10.9 It was highlighted that children who did not make expected progress were January starters who still had a term of their Nursery education to complete.
- 10.10 The Headteacher reported that children with poor attendance also made poor progress.
- 10.11 Children with SEND made good progress. Language support as an intervention was particularly effective.
- 10.12 Overall children made really good progress.
- 10.13 It was highlighted that in the data some EAL children hadn't made expected progress. The Headteacher said that staff were looking into this. Maths was also an area for improvement.
- 10.14 The importance of children wanting to learn and enjoying learning was emphasised. A brief explanation was provided of how children learnt maths in a nursery setting.

		Action	Who?	Deadline
10.6	a.	Clarify date of the welcome event for new parents	AL	Sept 2020

**11. SCHOOL DEVELOPMENT PLAN**

- 11.1 The Headteacher reported that the School Development Plan (SDP) had been drafted for 2019-2020. The headings had been included at the bottom of the achievement report.
- 11.2 The evaluation comments of the SDP for 2018-2019 were highlighted and noted. Some actions were being carried over and Governors were reminded that the SDP was a working document.
- 11.3 The staff INSET in September had been used for the staff to input their ideas into the SDP.
- 11.4 The SDP for 2019-2020 would be circulated to Governors.
- 11.5 **ASKED** whether the vacancy for a Deputy Headteacher would have an impact on some of the actions in the SDP, the Headteacher confirmed that it would.

		Action	Who?	Deadline
11.4	a.	Circulate the SDP 2019-2020 to Governors	AL	Oct 2020

**12. REPORTS OF COMMITTEES**

- 12.1 **Health & Safety** The minutes of the meeting held on 12<sup>th</sup> September 2019, copies of which had been previously circulated, were received and noted. Arising from the minutes:
- 12.2 **Audit** The committee were still to do their termly audit and this would be reported at the next Governing Body meeting.
- 12.3 The LA Health & Safety audit had gone well, and the actions would be implemented.
- 12.4 **Curriculum and Pupil Welfare** The minutes of the meeting held on 12<sup>th</sup> September 2019, copies of which had been previously circulated. Were received and noted.
- 12.5 **Finance and Staffing** The minutes of the meeting held on 13<sup>th</sup> September 2019, copies of which had been previously circulated, were received and noted. Arising from the minutes:
- 12.6 **ASKED** if the MHSA had notified the Nursery of how much of the funds raised they would be receiving, the Headteacher said that this information had still not been provided.
- 12.7 There would be class representatives from the Nursery on the MHSA this year.

12.8 The LA were currently consulting on the future of the pooling arrangements that operate for sickness absence and maternity leave. The committee was monitoring this situation and if necessary, a private provider would need to be sourced.

12.9 The Chairman reported that the contact he had who could potentially audit the School Activity Fund did not have indemnity insurance. The Chairman was in the process of finding out whether this insurance was essential.

**13. ANNUAL REVIEW OF COMMITTEE MEMBERSHIP, STRUCTURES, LINK GOVERNOR ROLES AND TERMS OF REFERENCE**

13.1 The new Governors joined committees as follows:

- 13.2 - Lucy Skillin – Curriculum & Pupil Welfare  
– Finance & Staffing
- Alexandra-Gabriela Marsanu – Finance & Staffing

13.3 This item would be added to the next agenda for further consideration when further new appointments had been made.

		Action	Who?	Deadline
13.3	a.	Add this as an item on the next agenda	Clerk	Oct 2020

**14. RATIFICATION OF POLICIES/DOCUMENTS**

14.1 Health & Safety Policy **ASKED** about things such as accidents, staff training and RIDDOR, the Headteacher said that these were all referred to in other policies. She undertook to amend the document so that these were cross referenced.

14.2 It was suggested that names in the document be amended to job titles.

14.3 Subject to these amendments the policy was **RATIFIED**.

14.4 Immunisation Statement The Headteacher explained that this document was required for the Early Years Healthy School Award.

14.5 After full consideration the document was **RATIFIED**.

14.6 No Smoking, Alcohol & Drugs Policy After full consideration the policy was **RATIFIED**.

14.7 Lost Child Policy The Headteacher explained that this document had been reviewed to pull together other policies and principles.

14.8 A discussion ensued about the procedure for identifying people collecting children from the Nursery. The Headteacher said that information relating to this was stored online in the School office. Staff would always call the parent if they had not been notified of a different person collecting a child.

14.9 A parent governor provided feedback on her personal experience of this system. She suggested implementing a password system for collection time.

14.10 The Chairman suggested that staff and parents be reminded about the controls in place. The Headteacher reassured Governors that current practice was sound.

14.11 **ASKED** about the rationale for the timings in the policy, the Headteacher said that these were based on examples found in other policies.

14.12 After full consideration the policy was **RATIFIED**.

14.13 Food and Drink Statement After full consideration the statement was **RATIFIED**.

14.14 Physical Development Policy After full consideration the policy was **RATIFIED**.

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

15.1 Partnerships Federations and Trusts - Options for Barnet Schools The LA recommended that governing bodies should consider annually whether their school should form a strategic partnership, federation or trust. Appendix 2 of the report outlined the options for schools. Advice and support on this matter was also available from the LA's Education & Skills Service.

- 15.2 The Chairman reminded Governors that amalgamation was something that was considered each time a vacancy for Headteacher arose at either of the Moss Hall schools. This was also something that Governors would need to look at as part of the financial review.
- 15.3 Special Educational Needs & Disabilities (SEND) Update The LA recommended that all schools should review their Special Educational Needs Information Report on their website. This was to be certain that it included details of and links to the area's Local Offer. The Headteacher confirmed that the website was up to date.
- 15.4 Information on the new SEND Workstreams that had been created by the LA was noted.
- 15.5 Other developments relating to SEND, to assist further improvement, were listed in the report.
- 15.6 A SEND Governor training/discussion forum has been arranged on Monday 28<sup>th</sup> October 2019 at Hendon Town Hall.
- 15.7 School Funding Update An update was given on recent government announcements on the future funding for schools. Further information was expected in October 2019.
- 15.8 Consultation on Sickness Absence and Maternity Leave Pooling Arrangements The consultation by the LA on these arrangements was noted.
- 15.9 Consultation on Scheme for Financing Schools The consultation by the LA on this scheme was noted.
- 15.10 New Ofsted Framework – September 2019 Governors were reminded of the changes to Ofsted inspections from the beginning of this academic year.
- 15.11 Links were given in the report to the New Inspection Handbook and forthcoming training offered by the LA.
- 15.12 Governors Services' Support this Term This information was noted.
- 15.13 Effective Governance Self Evaluation Audit Tool This audit tool was attached to the report as Appendix 1. All maintained schools were asked to complete and return it to [george.peradigou@barnet.gov.uk](mailto:george.peradigou@barnet.gov.uk) by Friday 13<sup>th</sup> December 2019.
- 15.14 Governors were asked to complete this document and their replies would be summarised by the Headteacher and Chairman for the document that would be submitted to the LA.
- 15.15 It was also decided that the skills audit document should be completed again by Governors next term.

		Action	Who?	Deadline
15.14	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	Nov 2019
15.15	a.	Skills Audit to be circulated with the agenda for next meeting	Clerk	Mar 2020

## 16. GOVERNING BODY MEMBERSHIP

- 16.1 This had already been discussed under item 2.4.

## 17. GOVERNOR SUPPORT AND DEVELOPMENT

- 17.1 The Chairman commended the governor training on offer, particularly the Induction for Newish Governors for the new members of the Governing Body.
- 17.2 The Headteacher reminded Governors that she had emailed them all a link to free online training and encouraged them to use this facility.

## 18. ANY OTHER BUSINESS

- 18.1 Request to Change INSET dates for 2019-2020 The Headteacher proposed a change to the planned INSET days, including changing the summer term to end on Friday 17<sup>th</sup> July, with the 20<sup>th</sup> and 21<sup>st</sup> July being utilised for INSET. Staff would work those INSET hours in twilight sessions throughout the year.
- 18.2 A discussion ensued, and it was highlighted that INSET days should be the same as those in the Infant and Junior schools, as otherwise this would be disruptive for parents.

- 18.3 Governors said that some parents would have booked holidays based on the INSET days originally published and it would therefore be unfair to move these.
- 18.4 Governors did not approve the proposal to change the dates. The Headteacher undertook to share their view that the three schools should have the same INSET days with the other Headteacher.
- 18.5 Update on Headteacher Recruitment Process for the Infant & Junior School The Chairman informed Governors that the schools were in the process of appointing an Executive Headteacher who would lead the two schools. The outcome of the recruitment process would be known at the end of the week.
- 18.6 Farewell to Governors On behalf of the Governing Body, the Chairman recorded thanks to Carla Alexander and Olimpia Erdogan for their support of the School during their time as Governors.

**19. DATES OF COMMITTEE MEETINGS**

- 19.1 The Headteacher and Chairman would agree dates for committee meetings for the academic year and would circulate these to Governors.

***Post Meeting update:***

Dates were arranged as follows:

- Health & Safety - Tuesday 25th Feb at 9.15
- Curriculum & Pupil Welfare - Tuesday 25th Feb at 10.30
- Finance & Staffing - Friday 28th Feb at 9.30
- Health & Safety - Wednesday 10th June at 9.15
- Curriculum & Pupil Welfare - Weds 10th June at 10.30
- Finance & Staffing - Friday 12th June at 9.30

		<b>Action</b>	<b>Who?</b>	<b>Deadline</b>
19.1	a.	Agree and circulate committee meeting dates for the year	<b>AL</b>	<b>Oct 2020</b>

**20. DATE OF NEXT MEETINGS**

- 20.1 The dates of the next meetings were confirmed as:
- Wednesday 18<sup>th</sup> March 2020 at 6.15 pm
  - Tuesday 30<sup>th</sup> June 2020 at 6.15 pm

**21. CONFIDENTIAL ITEMS**

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