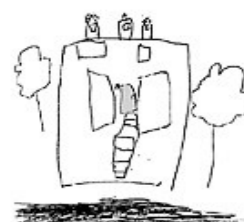


LONDON BOROUGH OF BARNET  
**MOSS HALL NURSERY SCHOOL**  
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**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
 MOSS HALL NURSERY SCHOOL, HELD VIA ZOOM  
 ON TUESDAY 30<sup>TH</sup> JUNE 2020 AT 7.30 PM**

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
Ken Wilson	Staff		29.6.2020-28.6.2024	Apologies
vacancy	Parent			Present
Louise Caveen	Parent		14.11.2019-13.11.2021	Present
Lucy Skillen	Parent		22.6.2019-21.6.2021	Present
vacancy	Parent			
Jo Ozin		School Business Manager		In attendance
Caroline Winston (CW)	Clerk		N/A	In attendance

**1. WELCOME**

1.1 Governors were welcomed to the summer term meeting.

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

2.1 Consent was recorded to apologies for absence submitted on behalf of Ken Wilson, who was off sick.

**3. DECLARATION OF PECUNIARY INTERESTS**

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

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

4.1 The Headteacher and Chairman had met virtually with a potential Co-opted Governor who had been sourced through the volunteer website Inspiring Governance. His CV had been circulated to the Governing Body for information.

4.2 The Headteacher gave an overview of his skills and said that he had a broad knowledge of buildings and Health & Safety which would be beneficial to the Nursery. He had also attended safeguarding training and was involved with his local church, along with other interests.

4.3 **ASKED** whether he had visited the Nursery, the Headteacher said that this had been planned but had had to be postponed due to Covid-19.

4.4 Governors agreed that it was important that he visited the Nursery so that he could see it in action during the school day.

- 4.5 A Governor highlighted that in the recent skills audit completed by the Governing Body, there had been an identified need for finance skills. She also expressed her concerns about how busy this candidate appeared to be.
- 4.6 The Headteacher said that she had been clear with the candidate about the level of commitment required for the role.
- 4.7 A Governor reminded the Governing Body that she had someone in mind for the post with a background in Civil Governance and Government.
- 4.8 **ASKED** whether the candidate understood the challenges currently facing state funded nursery schools, the Headteacher said that they had discussed this during their meeting.
- 4.9 The Chairman suggested inviting the candidate to visit the Nursery in September 2020 with a view to considering the appointment at the next meeting.
- 4.10 In response, a Governor said that it had not been his fault that he had been unable to visit the Nursery to date and there was a risk of him going elsewhere if he was left waiting for confirmation of his appointment.
- 4.11 After further discussion it was suggested that the candidate be asked to complete the NGA skills audit to ensure that he was a full match for the Governing Body. This would then be considered by Governors in September.

		Action	Who?	Deadline
4.11	a.	Send potential Co-opted Governor the NGA Skills Audit for completion	AL	September 2020

## 5. PART I MINUTES OF THE MEETING HELD ON 7<sup>th</sup> MAY 2020

- 5.1 The minutes of the meeting held on 7<sup>th</sup> May 2020 were confirmed and signed by the Chairman as an accurate record.
- 5.2 Arising from the minutes:
- 5.3 Item 5.7 Arrange dates of committee meetings for the new academic year This action was pending.
- 5.4 Item 5.12 Governors to complete the Effective Governance Checklist attached to the Education and Skills Director's report and return it to the Headteacher This action was pending.
- 5.5 Item 7.3 Send copy of safeguarding audit to L Caveen This had been completed. The Headteacher had also sent this Governor a copy of the Safeguarding Policy. This policy would be reviewed in the Autumn Term.
- 5.6 Item 9.4 Update Committee Terms of Reference This had been completed. All terms of reference were due to be reviewed in the Autumn Term.
- 5.7 Item 10.2 Contact potential Co-opted Governor This action had been completed.
- 5.8 Item 13.2 Circulate the link to the online governor training This action was pending.

		Action	Who?	Deadline
5.3	a.	Arrange dates of committee meetings for the new academic year	AL	September 2020
5.4	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	September 2020
5.8	a.	Circulate the link to the online governor training	AL	September 2020

## 6. HEADTEACHER'S REPORT

- 6.1 A full report had been circulated, and this was received and noted.
- 6.2 Arising from the report:
- 6.3 Admissions The Headteacher highlighted that the Nursery was currently working on admissions for September 2020. There were currently 49 30-hour places, 26 morning places and 12 afternoon places. The Headteacher reminded Governors that these figures were changeable.

- 6.4 There was currently uncertainty about what September 2020 would look like due to the Covid-19 pandemic. The Headteacher informed Governors that Government guidance on this was due out within the next two weeks.
- 6.5 The SLT were working on a number of plans and these had been shared regularly with the Covid-19 extraordinary Governing Body meetings.
- 6.6 The Headteacher reported that letters to families who had accepted places at the Nursery had taken a long time to produce and would be hand delivered by the end of the week. This letter would include the fact that schools did not currently know what would be happening in September and that families would be kept informed as and when information was released by the Government.
- 6.7 **ASKED** what would happen if there were no changes to the current guidance for Schools for September, the Headteacher said that the Covid-19 Committee would need to meet to discuss plans that would need to be implemented.
- 6.8 The Chairman said that the settling in process this year would be challenging and very different to the normal process. Parents would unlikely to be permitted inside the premises if the Nursery opened in September to all.
- 6.9 Transition The Headteacher reported that the transition process was being handled virtually. Although the Deputy Headteacher had been absent, he had continued to liaise with the Infant School and other receiving schools. The Nursery would be sending support information to parents to aid the transition process from home.
- 6.10 Looked After Children and SEN The Headteacher highlighted that there was currently:  
 - One Looked After Child (LAC)  
 - 10 children on school support  
 - 0 children with an Education, Healthcare Plan (EHC).  
 - There had been applications for an EHCP for two children that term.
- 6.11 Early Years Pupil Premium It was noted that there were currently 13 pupils entitled to Early Years Pupil Premium funding. Funding was £300 per pupil per annum which amounted to £3,900 for that year.
- 6.12 Achievement and Standards The Headteacher had circulated a separate report on this, which was received and noted.
- 6.13 She highlighted that children had been doing well in the Spring Term in PSHE and not quite so well in English and Maths. The Headteacher said that the same outcomes had been recorded for that term the previous year. The Headteacher explained that this was often due to language limitations.
- 6.14 Pupils would have continued to progress, had the Nursery not had to close.
- 6.15 The Headteacher explained that school reports that year would have a generic statement about the school closure and the inability for staff to make an accurate assessment of the standards a child was working at.
- 6.16 School Improvement Plan The Headteacher reported that, due to the disruption caused by Covid-19, the School Improvement Plan for the new academic year would include all actions that remained incomplete at the end of this year.
- 6.17 Staffing Governors heard that staff would remain in the same classrooms for the new academic year.
- 6.18 The Headteacher was pleased to report that there had been no staff resignations that term.
- 6.19 Staff had continued their professional development using online training.
- 6.20 Safeguarding The Headteacher reported that this had been a key concern during this challenging time.
- 6.21 The Headteacher would be updating her L3 Designated Safeguarding Lead training online.
- 6.22 There was currently 1 child on a child protection plan and one Child in Need.
- 6.23 During lockdown the Nursery admitted one Child in Need whose private nursery had not been open. They had since returned to their original setting.
- 6.24 **ASKED** about the borderline children who had been offered places at Nursery during the lockdown and whether the School had seen the benefits of this for them, the Headteacher said that it had

definitely been the right decision to offer them these places. She added that educationally those children had benefitted.

- 6.25 Governors heard that some families with social worker involvement had chosen not to send their child into Nursery. Contact had been maintained with those families throughout lockdown and thorough written records had been maintained.
- 6.26 A Governor said that it would be interesting to see what impact lockdown had had on more vulnerable children.
- 6.27 **ASKED** whether there had been any concerns about children who had returned to Nursery and joined the bubble system, the Headteacher said that there were no concerns, although some children had been understandably anxious.
- 6.28 Upcoming Events It was highlighted that visits for new children could not take place due to lockdown restrictions. The Headteacher reported that a video was being produced for the new families joining the Nursery. She undertook to send this to Governors to view.
- 6.29 A series of socially distanced picnics had been planned for 20<sup>th</sup> and 21<sup>st</sup> July to say goodbye to the children and families transitioning to Reception.

## **7. REPORTS OF COMMITTEES**

- 7.1 The committees had not met due to Covid-19.
- 7.2 Finance The Headteacher had circulated a document entitled Financial Impact of School Closure due to Covid-19 and this was received and noted.
- 7.3 The Chairman reminded Governors that this report had been produced in response to the communication he had had with Ian Harrison, Education and Skills Director, about supporting the Nursery financially during the school closure period.
- 7.4 A Governor added that there was also DFE funding that schools could apply for to cover loss of income and increased expenditure relating to Covid-19. **ASKED** whether the Headteacher had applied to this pot of money, she said that nursery schools are not able to apply for this funding.
- 7.5 The Chairman undertook to email the report produced by the Headteacher, along with a covering letter, to Ian Harrison.
- 7.6 **ASKED** if the LA could not refund these costs, and the Nursery could therefore not financially complete the financial year, when would the Governing Body need to notify the LA, the Chairman said that this notification would happen formally in April 2021 when the Governing Body would need to set a deficit budget.
- 7.7 **ASKED** when the revised budget would be reviewed, Governors heard that the adjustments would go to the next Finance Committee meeting.
- 7.8 **ASKED** if the Nursery could not operate in 2021-2022 due to lack of budget, when parents should be notified, the Chairman reported that the Secretary of State would be looking at Nursery school finance, but this had been currently delayed due to Covid-19. The Chairman said that he did not feel that the Nursery would need to close.
- 7.9 **ASKED** what the process would be if the Nursery did have to close down, the Chairman undertook to ask Ian Harrison about this.
- 7.10 A Governor said that the Governing Body had a responsibility to staff and needed to know how the funding needs of the Nursery would be met as a matter of urgency.
- 7.11 The Headteacher suggested that Ian Harrison be invited to meet with the Governing Body so that he could explain how the Nursery would continue to be funded.
- 7.12 **ASKED** whether the School Business Manager could report on definitive figures round to July 2020, the Headteacher said that there were several scenarios that would have an impact on this, so this would not be possible at the present time.
- 7.13 The Chairman undertook to request that Ian Harrison attend a meeting with the Governing Body so that funding concerns could be discussed in full.
- 7.14 The Headteacher suggested that BEYA be invited to attend this meeting.

		<b>Action</b>	<b>Who?</b>	<b>Deadline</b>
7.5	a.	Email Financial Impact of School Closure due to Covid-19 report to Ian Harrison	<b>Chairman</b>	<b>July 2020</b>
7.13	a.	Invited Ian Harrison for a meeting with the Governing Body to discuss nursery funding	<b>Chairman</b>	<b>July 2020</b>
7.14	A.	Invite BEYA to attend meeting with Ian Harrison	<b>AL</b>	<b>July 2020</b>

## **8. RATIFICATION OF POLICIES**

8.1 Addendum to Safeguarding Policy This document had been circulated to all Governors and the Headteacher said that this had been produced in response to the Covid-19 crisis.

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

## **9. ANY OTHER BUSINESS**

9.1 LA Consultation Governors heard that the LA and Cambridge Education would be parting ways. A consultation had been sent to schools to seek their views on the options moving forward.

9.2 The Education Department would either be taken back in-house or the LA would be setting up a LA controlled company.

9.3 The consultation document was to be returned to the LA by Friday that week.

9.4 LA Governor Reappointment The Clerk undertook to contact Governor Services to confirm whether the reappointment of Brian Salinger had been processed as his term of office would expire on 7<sup>th</sup> July 2020.

9.5 Deputy Headteacher **ASKED** how the Deputy Headteacher was, the Headteacher said that he was still recovering, but was working from home intermittently.

9.6 **ASKED** whether she could cope if he did not return this term, the Headteacher said that she was under additional pressure but would be ok.

9.7 **ASKED** whether the site manager had returned from sick leave, it was confirmed that he had.

9.8 Neighbouring Private Nursery **ASKED** for an update on the building project next door, the Headteacher said that she had not received any updates. It was suggested that someone call the setting to see whether they were offering spaces yet.

9.9 Inset Days A full discussion ensued about the proposal to move some Inset days. Governors highlighted the difficulties it placed on parents when the Nursery, Infants and Junior School did not coordinate their Inset days to be on the same days as each other.

9.10 The Headteacher gave an overview on why she proposed to move some of the days planned. She explained that it was a one off situation and as a matter of course she usually tried to match the other schools' dates.

9.11 After full consideration it was **AGREED** that 19<sup>th</sup> April 2021 would become a school day. The Headteacher would email the Moss Hall schools to notify them, and the school website would be updated before letters went out to parents.

9.12 Finance It was suggested that Governors write to their MPs to raise the profile of the funding issues facing nursery schools. The Headteacher said that she would write to parents about this matter too.

		<b>Action</b>	<b>Who?</b>	<b>Deadline</b>
9.11	a.	Notify Moss Hall Schools about change of Inset day date, update the website and notify parents	<b>AL</b>	<b>July 2020</b>
9.12	a.	Write to parents to inform them about the funding issues facing nursery schools	<b>AL</b>	<b>September 2020</b>

## **10. DATES OF COMMITTEE MEETINGS**

- 10.1 These were to be circulated.
- 10.2 The Covid-19 Committee would be meeting the following week on Thursday 9<sup>th</sup> July 2020 at 7.30pm.

**11. DATE OF NEXT MEETING**

- 11.1 The date of the next meeting was confirmed as:
  - Wednesday 21<sup>st</sup> October 2021 at 6.15 pm
  - Wednesday 17<sup>th</sup> March 2021 at 6.15 pm
  - Wednesday 30<sup>th</sup> June 2021 at 6.15 pm

**12. CONFIDENTIAL ITEMS**

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