

Victoria Park Nursery School and Family Hub
MINUTES OF FULL GOVERNING BOARD MEETING
TUESDAY 20th June 7PM



Present:

Gwen Mason (Chair/Local Authority Governor)	GM
Fiona Bridger-Wilkinson (Headteacher)	FBW
Louise Griffiths (Assistant Headteacher / Co-opted Governor)	LG
Maria Morgan (Staff Governor)	MM
Sally Lawson (Associate Governor / Family Hub manager)	SL
Catie Colston (Vice-Chair / Co-opted governor)	CC
Kristy Clark (Parent Governor)	KC

Apologies:

Laura Harray (Parent Governor)	LH
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Vacancies

(Co-opted Governor x2)

Minutes: Cassy Clark - Clerk

CLERK

Key: Strategic direction/Challenge or Question/Action Point/Extract

Meeting commenced 19.12pm				
1.0	APOLOGIES, WELCOMES & STATEMENT OF QUORACY			
	Prior to the meeting apologies were received from LH because of childcare problems.			
	The meeting was quorate as the quorum for any governing board meeting and vote must be one half (rounded up to a whole number) of the complete membership of the governing board, excluding vacancies. Current membership = 7.			
2.0	AOB			
	<ul style="list-style-type: none"> • HUB SLA • FGB dates for next academic year 			
3.0	DECLARATIONS OF INTEREST			
	MM and LG have an interest in Headteacher recruitment as stated at FGB 21.03.2017. They are not able to vote in any proposals on Head Teacher recruitment.			
	No others declarations of interest were made.			
4.0	ACTION POINTS ARISING FROM MINUTES OF PREVIOUS MEETINGS			
<i>Status</i>	<i>Date</i>	<i>Ref no</i>	<i>Details</i>	<i>Responsible</i>
Ongoing	24.11.2015		The pathway and lighting outside Victoria Park Nursery School and Family Hub (The Hub) requires improvement – hopefully to be completed by Summer Term 2017. Sarah Beeson (SB) suggested the School and Hub seek installation of an electricity junction to provide school and hub with electric car park barrier. Governor's agreed this seemed a sensible time to request this due to redevelopment of park area. SB to pursue this - ongoing (17/10/2016) –Update 15/11 – SB has Spoken to Newbury town council – awaiting final costings from the project.	SB/GM

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			GM to email Newbury Town Council – Granville Taylor Path currently being re-tarmacked and levelled. Only widened outside the nursery. SB advised by Granville's that trunking has been installed under pathway ready to connect street lights as and when residents' concerns are resolved. GM to go back to Granville for an update Ongoing. Discussed at point 12. GM to go back to Granville for outcome of latest Town Council meeting.	GM GM
Complete but bring forward in July 2017	17.05.2016		Widen Hub data to report on impact of groups/sessions. Action Point – On-going data collation – report back to governing body through Hub report and HT report – using Funded 2 year olds to report back on.- put on agenda for July 2017	CLERK
Ongoing	17.10.16 21.03.17 25.04.17 23.05.17 20.06.17	13.2 13.0	Governor – Individual visits to be arranged – ongoing. CC has visited nursery and provided a report – Clerk to circulate. LH and KC to arrange suitable date and time with LG CLERK to follow up with new parent governors to ensure they arrange their visits. LG to provide dates of when she is not available to do Governor visits Visit will be 19 or 20 June KC unable to make visit. LH did new governor visit and the health and safety walk around. KC to rearrange a separate visit with LG	LG LH & KC CLERK KC
Complete	Jan 2017 21.03.17 23.05.17	9.1	Tapestry Demonstration – Governors would like to see the online learning journal used in the Nursery. This will happen in the summer term This will happen at June FGB. CLERK to put on Agenda COMPLETE 20.06.17	FBW/ MM CLERK
Ongoing	Jan 2017 21.03.17 25.04.17 23.05.17 20.06.17	9.1	Next Staff Survey – Include a question asking if staff think Performance Management is successful UPDATE 21/3/17 – This will happen in summer term GM, SL, FBW and MM to work on this together FBW has done some research into different types of questionnaires. Governors need to decide what it is they want to know. Should not focus on operational issues. GM and FBW to meet and focus on creating performance management questions. GM & FBW have met, questions have been written and survey will be issued to staff this term. LG & MM to follow up on results in Autumn term. CLERK Put on October Agenda	FBW GM, SL, FBW & MM MM&LG CLERK
complete	Feb 2017 25.04.2017 23.05.17	7.0	PM and FWB to conduct Health and Safety walk around 24/3/17 UPDATE - PM unable to attend, FWB to ask one of the parent governors Combine with parent governor visit on 19 or 20 June LH COMPLETED 19/6/17	FWB
ongoing	Feb 2017 25.04.17	9.3	30 hour nursery provision update – contained in FWB's report. Ongoing and standing item on agenda	
ongoing	21.03.17 25.04.17 23.05.17	12.0	FBW to follow up on status of training for all staff on e-learning modules on Child Sexual Exploitation, Female Genital Mutilation and Domestic Violence. FBW advised this is to be completed by the end of Summer Term 2017 with a review at half term. FBW advised that staff having problems getting onto Child exploitation or FGM. Helen Rogers to investigate	FBW

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	20.06.17		FBW reported that most staff have completed Domestic Violence training and are now starting Food safety training. All able to access training now and being chased to ensure that they compete it. FBW to provide final update at July FGB	
ongoing	21.03.17 20.06.17	14.1	FBW to talk to Avril regarding future operational changes – meeting arranged for 26 th May 2017 FBW and Avril meeting 26 May Meeting happened and a follow up is to be arranged. FBW flagged need for more space and had a discussion with Ian Pearson about extra space outside of school building. FBW feels that best option is to pursue investigation into space and management thereof within our own building.	FBW
complete	25.04.17	9.2	CLERK to provide revised Head Teacher Job Description and Person Specification to FBW for review and input COMPLETED	CLERK
ongoing	25.04.17 23.05.17 20.06.17	11.1	Helen Rogers to be asked to draft a letter and send to companies about co-opted governor vacancies – COMPLETED. No response from companies CC to contact St Nicholas's Church – completed. No interest for role GM to contact St Mary's Church, Shaw – completed. SL to put details on Hub website and Facebook page – awaiting information from Helen. CC advised that status of discussions with St Nicholas Church were incorrect. They have put a piece on their noticeboard and will filter any applicants. Governor vacancies topic is standing item on agenda (9.0) Discussions on next steps are recorded here	CLERK SL CC
Complete	23.05.17 20.06.17	8.0	Clerk to find out whether the school should be putting details onto GovernorHub of CPD training for governors Clerk advised that this was not mandatory because the school has its own spreadsheet records of training	CLERK
Ongoing	23.05.17 20.06.17	8.0	Clerk to find out date of next new governor training No further sessions this term. Dates not yet set for Autumn 2017	CLERK
Ongoing	23.05.17	10.0	LG to approach Parkway and Cross Keys pub about staff parking	LG
5.0	<p>MINUTES OF LAST MEETING</p> <p>Minutes of meeting held on 23rd May 2017 were agreed and approved. Signed by Gwen Mason.</p> <p>ACTION – Clerk to pass to the school office to upload signed copy onto School/Hub Website (CLERK)</p> <p>The governors discussed the impact on the departure of Helen Rogers and agreed that until a replacement is recruited that minutes and approved/amended policies would be held in a file to be uploaded onto the new school website in the Autumn term.</p>			
6.0	<p>SAFEGUARDING AND SERIOUS CASE REVIEW</p> <p>Nothing to report.</p>			
7.0	<p>HEALTH AND SAFETY</p> <p>FBW advised Governors that there had been a spot check by Environmental Health and all was fine and that have maintained 5 star rating. There were the following two recommendations from the visit which are being actioned:</p> <ul style="list-style-type: none"> Paper towel dispenser should be purchased. This is ready to put by the snack table 			

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	<ul style="list-style-type: none"> Food management system should be introduced. SL and FBW to review the form and put in place any necessary new ways of working.
8.0	<p>GOVERNOR TRAINING 2016/17</p> <p>GM advised governors that for succession planning reasons she would like non staff governors to be trained up on process for Head Teacher Appraisal training. All agreed to this proposal. ACTION – Clerk to send email to LH and KC who have not attended training. Post meeting update – email sent 22/06/17 with details of next course and asking governors to book on.</p> <p>It was agreed that MM, LG and KC needed to attend the new governor training to ensure they fully understood their role as governor. ACTION – Clerk to advise of dates once released by governor services.</p>
9.0	<p>GOVERNING BOARD VACANCIES AND GOVERNING BOARD VISITS</p> <p>KC notified governors that she had been unable to attend the planned visit on 19 June because of car trouble. LH had attended the visit and conducted health and safety audit. ACTION – KC to rearrange visit directly with LG.</p> <p>CLERK informed the governors that she had checked out the NGA matching service and found that there was an individual on there who was looking for governor position within a primary school. CLERK had emailed the individual via NGA website to introduce the school and the opportunity to her and ask if she was still interested in a governor position to get in touch so that further discussion could be arranged between her and GM. Governors reacted positively to this news.</p> <p>Nothing has come back from the volunteer bureau as yet.</p>
10.0	<p>NURSERY SCHOOL AND FAMILY HUB – STRATEGIC DISCUSSION</p>
10.1	<p>30 hour nursery provision</p> <p>MM advised governors that parents were still experiencing problems with Government website and that the whole process to check eligibility was a long complicated one.</p> <p>MM confirmed that parents had been asked to respond to the school by next Thursday 29 June if they wanted a place from September.</p> <p>All other operational plans for 30 hour provision continuing.</p> <p>Governors are pleased that it seems that VPNS are ahead of other schools.</p>
10.2	<p>Headteacher recruitment – interim arrangements</p> <p>GM informed the governors that MM & LG had been offered the co-headship in writing on 6 June. MM stated that the date of end of Spring term should be 30 April. ACTION – GM to liaise with Helen R to ensure formal contracts are issued before her departure on Friday 23 June.</p> <p>GM informed the governors that the HAP had met on 19 June; they had agreed that they would start the planning of the permanent recruitment in the autumn term.</p>
11.0	<p>SCHOOL PARKING ISSUES</p>

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	<p>FBW said that Colin Broughton (CB) had met with the Middleton's solicitors, who are willing to go with suggestions that the school have made and so we are just waiting for written confirmation of this. ACTION - FBW to go follow up with CB</p> <p>LG advised the board that she was investigating buying land for staff parking.</p>
12.0	<p>STREET / PATH LIGHTING</p> <p>GM talked to the governors about the emails that had been exchanged between her and Granville at Newbury Town Council. Governors acknowledged that they had seen these.</p> <p>Governors expressed their appreciation that the subject was now being discussed again as they felt that it was not the schools task to arrange and fund lighting in the park because it was a health and safety issue for the whole community.</p> <p>ACTION – GM to follow up and find out outcome of that meeting</p>
13.0	<p>CAPITAL PROJECTS UPDATE</p> <p>FBW advised the board that there was nothing to report at this stage.</p> <p>The governors briefly discussed the Conservatory. It was agreed that changes need to be made with regards to its temperature and should look at the option of either a new roof or air conditioning. It was agreed that this matter would be reviewed in the new academic year. As an interim measure FBW to get an update from SB before she leaves on what exploratory work has already been done.</p> <p>ACTION – Clerk to put this on the agenda for November FGB 2017 and LG/MM to provide an update.</p>
14.0	<p>POLICY REVIEW</p> <p>FBW advised governors that many of the schools policies need to go to Senior Leadership Team (SLT) prior to being discussed by the board. As the HR & Finance assistant maintains the policy tracker once a new post holder is recruited operational practice between HR & Finance assistant and CLERK to be reviewed to ensure that SLT reviews policies, where appropriate, prior to them being discussed at FGB. This is an action for LG&MM in the autumn term</p>
14.1	<p>Access Plan</p> <p>FBW advised the governors that SLT had talked about this plan but it had not been shared with the staff as yet. The summary of their conversation is as follows:</p> <ul style="list-style-type: none"> • <i>Differentiation</i> Audit of furniture is complete. As a result new sand trays at different heights have been purchased Propose an audit of fine motor skills resources to ensure school are encouraging all children's skills. • <i>Training</i> Sensory training for staff has been completed by the Occupational Therapist from the Castle School. More training is needed for staff around the issue of children on the autistic spectrum because noticing more cases within the school. Need to identify training and provider. • <i>Physical environment</i> The refurbishment to the area inside the main entrance gate is completed. Next, staff would like to look at providing permanent access to water play in the outdoor area.
14.2	<p>Equalities Statement</p> <p>Change the logo to the new school logo.</p>

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	<p>Governors agreed that the automatic facility where tapestry generates ideas of what a child needs to do to move on will help answer Ofsted wanting to know how staff and governors monitor children's progress and attainment.</p> <p>The governors had a brief discussion on the difference between nursery assessment school assessment requirements, and the discrepancy between these.</p> <p>There was a discussion on who the data is for. FBW explained that it was for internal use and used with Ofsted to show are tracking children's progress.</p> <p>Numbers at school are small so need to be mindful of this when analysing data especially when considering how long children are with the school.</p> <p>MM advised that there has been a variable response/interaction from parents. However interaction with tapestry is far better than the interaction the nursery used to get from paper based system. Have to manage expectations of some parents and that there won't be an entry for every child every day. Everyone agreed that this was an area to work on next academic year.</p> <p>MM concluded demonstration by saying that staff are still learning what tapestry can do and when is best to review data to understand things that are working and those that are not. Governors thanked MM for her time in explaining the system.</p>
16.0	<p>STAFF SURVEY</p> <p>GM, SL & FBW met this morning and drafted the survey. Shared with MM and LG at Senior Leadership team meeting.</p> <p>It will be sent out later this term.</p>
17.0 17.1 17.2 17.3	<p>AOB</p> <p>Hub SLA SL advised that there are no changes compared with last year. There is however an error with the start date. Governors agreed to change the date of agreement in the "parties to the agreement" section to show it starting 1 April 2017. Change was hand written in and initialled by GM. Governors all agreed for GM to sign off the Hub SLA as both FBW and SL are happy with it.</p> <p>Dates for FGB 2017/18 Clerk advised governors that the dates of next year's FGBs would be the third Tuesday of every month, with the exception of the April one where Budgets are approved. This would be done on the fourth Tuesday in April. ACTION – CLERK to issue dates.</p> <p>STAFF THANK YOU Governors were formally invited to the staff thank you event taking place on Thursday 20 July. All governors are welcome to whole day training or just the lunch. The subject is "Planning in the moment" which is about planning as children are doing things. Governors to confirm via CLERK by 27 June. KC confirmed that she would like to go.</p>

Meeting closed at 21.09

**DATE OF NEXT MEETING;
TUESDAY 19 July 2017 @7pm**

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