

Victoria Park Nursery School and Family Hub
MINUTES OF FULL GOVERNING BOARD MEETING
TUESDAY 18th July 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

Apologies:

Laura Harray (Parent Governor)	LH
Kristy Clarke (Parent Governor)	KC (apologies not received)
Cassy Clark – Clerk	Clerk

Vacancies

(Co-opted Governor x2)

Minutes: Helen Rogers - Clerk HR

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

Meeting commenced 19.07pm				
1.0	APOLOGIES, WELCOMES & STATEMENT OF QUORACY			
	Prior to the meeting apologies were received from LH and the Clerk but not received from KC.			
	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			
	None			
3.0	DECLARATIONS OF INTEREST			
	HR is employed as a Finance Officer in a local primary school but this was seen as a conflict of interest.			
	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>
Mostly Completed-see Agenda item 11 (18/07/2017)	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	SB/GM

Signed by GM:

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			(17/10/2016) –Update 15/11 – SB has Spoken to Newbury town council – awaiting final costings from the project. 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
Completed	17.05.2016		HUB – DATA See Agenda Item 12.0 for this meeting (18/07/17)	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 – ongoing at 18/07/2017	LG LH & KC CLERK KC
Completed	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
Completed	Jan 2017 21.03.17 25.04.17 23.05.17 20.06.17 18.07.17	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. Survey issued and staff have been reminded to complete the survey but FGB members discussed how staff were not accessing their emails and therefore not fully reading all communication. This needs to be addressed in the Autumn Term Action MM/LG Results from the staff survey need to be fed into the SDP and the should be collated and presented to the FGB. LG & MM to follow up on results in Autumn term. Action - CLERK Put on October Agenda	FBW GM, SL, FBW & MM MM&LG CLERK
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	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.	LG/MM

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	25.04.17 23.05.17 20.06.17 18.07.17		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. 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. Some staff have reported that they cannot log onto Kwango – Action MM/LG to speak to those staff. Action – all this training should be recorded on SIMS or the central register of checks	
ongoing	21.03.17 20.06.17 18.07.17	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. Follow up meeting has not happened despite FBW frequent requests. This has been a recurring pattern over the last 18 months and the reason why Sarah Beeson suggested the Nursery re-negotiate the SLA agreement to reflect the lack of input from school improvement. FBW suggested LG/MM discuss this fully with Avril in September 2017 (Action) GM has not had a reply from Avril regarding a mentor for LG/MM and other options such as Early Excellence were discussed (Action FBW to ring local Headteacher to ask if she would mentor LG/MM)	FBW/LG/ MM
ongoing	25.04.17 23.05.17 20.06.17 18.07.17	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
Completed	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 has asked Jane Johnstone to look into this on behalf of the FGB. Governors discussed other options such as using capital to rent land for staff parking but this could have tax implications etc. Jane to update LG with any developments	LG
5.0	<p>MINUTES OF LAST MEETING</p> <p>Minutes of meeting held on 20th June 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>			

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	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.
6.0	SAFEGUARDING AND SERIOUS CASE REVIEW Nothing to report.
7.0	HEALTH AND SAFETY Nothing to report - see HT report to refer to new Food Safety Management System (item 13.0)
8.0	GOVERNOR TRAINING 2016/17 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. 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 and update this at next meeting.
9.0	GOVERNING BOARD VACANCIES AND GOVERNING BOARD VISITS Nothing to report on from the NGA or Volunteer Bureau. Governors discussed how difficult it is recruit and retain Governors. GM may look at the wording used in the advert for the Nursery Governor vacancies. Action – Clerk - Standard Agenda Topic for next meetings
10.0	NURSERY SCHOOL AND FAMILY HUB – STRATEGIC DISCUSSION
10.1	30-hour nursery provision The Nursery School will have 1 whole class of 30hour pupils with effect from September 2017. 17 pupils have confirmed they have the validation code and 4 are self-funding the 30hours. The remaining pupils are waiting for their 30 hours validation code (from the government). Potentially there could be 28 pupils in the 30-hour class and this would be too many (maximum is 26). Governors discussed this and agreed there would have to be a waiting list. Governors praised the team for being organised as locally very few schools/early years providers are offering the 30 hours. It was agreed that there is a lack of understanding about the system and governors talked about capacity of Nursery to manage more pupils who being eligible throughout the school year – who gets the priority place.
10.2	Headteacher recruitment – interim arrangements GM informed the governors that MM & LG had been offered the co-headship in writing on 6 June. ACTION – HR informed the FGB that she had asked Sarah Beeson, the outgoing SBM to create the ED11 for Human Resources to issue the contracts for both LG and MM. Action – FBW to check this has been completed. GM informed the governors that the next HAP will meet on 11 th September 2017 @1pm.
11.0	SCHOOL PARKING ISSUES
11.1	FBW said that Colin Broughton (CB) had received written correspondence with the Middleton’s solicitors. FBW read out the correspondence and highlighted the most relevant pieces of information. Freehold will not be granted, leasehold only. The ‘right’ of access should be limited to the owners of the property not

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<p>11.2</p>	<p>the row of properties. Governors discussed the parking arrangements for out of hours as SL pointed out that the Hub was all year round and required access to the parking not just in term time. What about parking for tea club until 5.30pm? What right to park vehicles – should this not be access or drop off only? Land registry suggest all parties come to an arrangement otherwise they have to be involved.</p> <p>Action – Clarify parking arrangements as detailed above – LG/MM</p> <p>Action – FBW/LG/MM –Draft a response and make suggested amendments</p> <p>LG advised the board that she was investigating buying land for staff parking.</p> <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. GM waiting for a response from Granville</p> <p>ACTION – GM to follow up</p>
<p>12.0</p>	<p>HUB DATA REPORT ON IMPACT OF GROUP/SESSIONS</p> <p>SL and FBW have discussed Hub Data to identify children who had input from the Family Hub and who now attend Nursery. FBW talked thought the data and categorised them into age, attainment and support given. Most children were vulnerable and have all reached expected 'norms'. This shows the impact the Hub/Nursery working together achieve and how it improves outcomes for children. CC asked about the Share course and SL explained how the course works and the shared experience with parents and children creates good basis for long term development. SL explained how parents access the courses and what the benefits are. Governors thanked SL and FBW.</p>
<p>13.0</p>	<p>HEADTEACHER REPORT</p> <p>FBW presented her report and spoke about the challenges the school faced this last term and praised all staff for their support and help. The school office have lost 2 members of staff and this has impacted on the school but a replacement SBM and Finance and HR Administrator have been recruited for September 2017. FBW suggested that the office team all have some basic knowledge around other colleague's roles in the future so that skills are developed. FBW highlighted the role of the SBM as being crucial in the Hub and School an offered her thanks to the office team for coping so well in the last few weeks of term.</p> <p>The School profile remains unchanged as there is still a high percent of EAL pupils and those with SEN. The school have also seen a rise in the number of LAC pupils and one particularly LAC child has made good progress despite all the issues in the child's personal life and the poor support from the London authority who placed the child in Berkshire.</p> <p>The language support the school received from the EMTAS team has been withdrawn and FBW thanked Sarbani for all her work with the school. The school do have a member of staff who can speak a couple of Indian dialects and the school will make more effort to utilise her skills in future. Governors discussed this in detail.</p> <p>This term the staff have used small groups to work with pupils and this has had a positive impact. Governors talked through the rise in parents seeking access to services with regard to getting a diagnosis and LG spoke about a recent report detailing how low language skills are often the cause of problems rather than autism etc. LG and MM want to look at introducing some parenting skills sessions to tackle</p>

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	<p>sleeping, eating, behaviour and toilet training as parents are not tackling this topics at home and it can cause long term issues. Action – LG/MM – Introduce/design sessions in Autumn term</p> <p>Overall pupil attendance was good but there seems to be some reluctance for parents to inform the school of planned/unplanned absences. Governors asked if there was an option for parents to text the school – have a dedicated absence line/number? Action – LG/MM – Investigate with office team in Autumn term</p> <p>Curriculum – this has been a busy term with valuable visits and topics that develop language. Uploading photos etc. onto Tapestry supports this and generates discussion with parent/pupil. FBW described how the Forest School generated links with further development of understanding.</p> <p>Achievement – Funded 2-year-old and PP pupils are all doing well. Majority of pupils have good involvement and wellbeing.</p> <p>Tapestry has been a great success but school cannot track progress easily, only achievement. Governors discussed this at length. Action – MM – Email Tapestry to seek further clarification</p> <p>Health and Safety – Following Environmental Health visit the school now have a food safety management system in place. Action – LG/MM – to inform all staff of system in Autumn Term (all staff have completed on-line Food Safety training)</p> <p>Due to the 30 hours provision, there has been some re-organisation of classes and where possible pupils have stayed with the same 'key' person so to avoid unnecessary disruption.</p> <p>Governors praised and thanked all staff for a great job in dealing with all challenges this academic year</p>
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<p>14.0</p>	<p>POLICY REVIEW</p> <p>The Governors considered the following policies;</p> <p>Governor Allowances – All agreed that the policy should remain unchanged at present. There was a discussion surrounding gifts purchased for Governors (for an occasion) as this had been highlighted in a previous finance audit. Action – HR to investigate and email Clerk Action – Update policy with logo and upload onto website</p> <p>School Development Plan – this was previously discussed and agreed by Governors but FBW wanted to highlight the access plan and the reference to providing a permanent water play feature in the garden – this will need to be placed in the SDP and linked to the capital budget. Action – LG/MM to follow this up</p> <p>Parent Survey – issued to parents in July 2017. Action – Collate response in Autumn Term and report to both SLT and FGB</p> <p>Admissions Policy - In light of the 30 hours it was agreed to add some text to clarify the policy for 30 hours. Governors agreed this and would like to review the Admissions policy in December 2017. Action – HR Update policy with logo and new text and upload onto website</p>
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Dated:

15.0	AOB (added as meeting progressed)
15.1	<p>CAPITAL PROJECTS UPDATE</p> <p>The governors briefly discussed the Conservatory. FBW confirmed that Sarah Beeson had ordered the new roofing panels but they were yet to be installed. IPC are the contractors and FBW will check if the panels have been paid for. Action – FBW check payment to IPC</p>
15.2	<p>Dates for FGB 2017/18</p> <p>CC has advised FGB that she will not be able to attend on a Tuesday evening and Clerk advised via email that she cannot attend on a Monday or Wednesday. ACTION – GM to speak to CLERK to issue suitable dates (Alternate Tuesday and Thursday).</p>
15.3	<p>Early Years Pupil Premium Statement</p> <p>FBW advised Governors that she has updated the EYPP statement and it must be published on the school website. Action – HR to Update policy with logo and upload onto website</p>
15.4	<p>And finally THANK YOU and GOODBYE</p> <p>Governors formally thanked FBW for all her work and support since joining the Nursery School/Hub and reflected upon all the changes she has seen and implemented, Governors wished FBW all the best for her retirement.</p>

Meeting closed at 21.31pm

**DATE OF NEXT MEETING;
September 2017**

Signed by GM:

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