

Victoria Park Nursery School and Family Hub
MINUTES OF FULL GOVERNING BOARD MEETING
MONDAY 16TH OCTOBER 7PM



Present:

Gwen Mason (Chair/Local Authority Governor)	GM
Catie Colston (Vice-Chair / Co-opted governor)	CC
Louise Griffiths (Acting Co-Headteacher)	LG
Anne Pirouet (Staff Governor)	AP

Attendees:

Stacey Wyles – School Business Manager	SW
Maria Morgan – Acting Co-Headteacher	MM
Pam Lusby-Taylor	PLT

Apologies:

Sally Lawson (Associate Governor / Family Hub manager)	SL
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Vacancies

Co-opted Governor x 2
 Parent Governor x 2

Minutes: in the absence of a Clerk, the minutes were taken by Maria Morgan

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

Meeting commenced 19.19pm				
1.0	APOLOGIES, WELCOMES & STATEMENT OF QUORACY			
	Prior to the meeting apologies were received from SL as she was on annual leave.			
	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 = 5.			
2.0	AOB			
	<ul style="list-style-type: none"> • Vacancy – Clerk to Governors • Admin matters 			
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>
Closed	24.11.20	15	The pathway and lighting outside Victoria Park Nursery School and Family Hub (The Hub) requires improvement – it was agreed to remove this matter from the action points as it was being handled by the Town Council.	

Signed by GM:

Dated:

Ongoing	21.03.17 25.04.17 23.05.17 20.06.17 21.09.17	12.0 4	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 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 Some online training is still outstanding – IT issues have been identified re staff using laptops in school. Face to face Universal Safeguarding training to be run at the staff meeting on 30 November. New Governors should attend this if possible.	FBW MM/LG
Ongoing	21.03.17 20.06.17 19.09.17	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. LG to arrange meeting with Avril re PM of Acting Co-Headteachers. This is arranged for Thursday 23 rd November	FBW LG
Ongoing	25.04.17 23.05.17 20.06.17 21.09.17	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. 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. Both parent governors have resigned to progress their careers. Role of parent governor has been advertised with one expression of interest. Advertising to continue – letter from GM to be included in next school newsletter. Governor vacancies topic is standing item on agenda (9.0) Discussions on next steps are recorded here	CLERK SL CC MM
Ongoing	21.09.17	7	SLA for Governor Support has been set up. Clerk to find out date of next new governor training.	CLERK
Ongoing	23.05.17 21.09.17	10.0 6	LG to approach Parkway and Cross Keys pub about staff parking. JJ is looking at this on behalf of FGB. LG still talking to WBC re staff using empty Beyer Car Park – in the interim, staff has been recommended to use Faraday Road area where parking is £1.50 a day.	LG
Ongoing	20.06.17	13.0	Add item to October agenda about Capital Project to review and revamp conservatory with ideas provided by MM & LG.	CLERK
Ongoing	20.06.17	14.0	MM & LG to work with new HR & Finance Assistant and Clerk to ensure smooth links especially regarding policy reviews.	MM/LG
Ongoing	20.06.17		Governor visits – bring forward when new governors are in place.	LG
Ongoing	21.09.17	1	LG and MM will attend alternate meetings as Headteacher Governor.	MM/LG

Signed by GM:

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Dated:

Ongoing	21.09.17	8	HAP meeting 3 October – job description and person spec has gone to HR. HR and Avril to be present at the next HAP meeting on 31 October. GW confirmed that staff can be on HAP whilst it is advisory, and Avril/Ian for interview stages.	GM
Ongoing	21.09.17	11	SLT working on best method for chasing up unauthorised absences. This is a safeguarding issue (Chadrack Mulo case) so an effective system needs to be developed.	SLT
Ongoing	21.09.17	12	Baselines for new entrants to be presented at November full governors meeting.	MM
Ongoing	21.09.17	13	Ensure policies and PPG statement are on new website and are up to date.	MM/LG
Closed	21.09.17	16	Conservatory roof has been repaired – 5 panels	closed
Ongoing	21.09.17	22	New water heater will be installed during half term	SW
Ongoing	21.09.17	23	Scott Stevens quoting to repair fence	SW
5.0	MINUTES OF LAST MEETING			
	Minutes of meeting held on 19 July were agreed and approved. Signed by Gwen Mason. The notes of the informal meeting held on 19 September were agreed, approved and filed with the minutes.			
6.0	NOMINATIONS AND PROPOSALS FOR NEW GOVERNORS			
	Anne Pirouet has been elected as Staff Governor by the teaching staff and was welcomed to FGB. Pam Lusby-Taylor was nominated as a Co-opted Governor by CC and seconded by GM. All remaining governors voted in agreement and PLT was welcomed to FGB.			
7.0	GOVERNOR CODE OF CONDUCT/DECLARATION FORMS/BUSINESS INTEREST DECLARATION			
	It was agreed that the forms would be circulated to Governors and that they should bring them to the next meeting completed.			
8.0	FINANCE COMMITTEE UPDATE AND RECOMMENDATIONS			
	A number of possible Capital projects have been considered:			
	2 year old space – the current space for the 2 year olds is not sustainable in the longer term as there are now up to 16 children in each session. It was agreed that this should be the priority in terms of development of the school. Action: MM/LG			
	Telephone system – this is not meeting the needs of the office staff and there are no telephones for teaching staff to use. The hub's phone is not flexible enough in terms of when it goes to answerphone. The school phones do not have a capacity to chase to a phone that is not being used – too many calls go to answerphone. Action: SW			
	Double glazing – not all the windows in the school side of the building are double glazed and the doors at the garden end of school do not fit well. Capacity here to save on heating bills. Action: SW			
	Development of the outdoor area – this was last developed 6 years ago and needs a rolling plan to keep it in good condition. Estimates have been received regarding the development of a water play area. Action: MM			

Signed by GM:

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Dated:

	<p>Architect to look at use of building – safeguarding issues with parents using the garden to come in and out of school. Office not well designed for confidential materials. Pond Group classroom is not big enough to accommodate 26 children.</p> <p>Action: LG/MM</p>
9.0	<p>COMMITTEE MEMBERSHIPS 2017/18</p> <p>This to be brought forward to the next meeting.</p> <p>Action: CLERK</p>
10.0	<p>SAFEGUARDING</p> <p>MM had been required to fill in one MASH referral, but the child concerned had only accessed universal services and was not known to the Hub or School.</p> <p>Universal Safeguarding training will be run on 30 November at 3.30pm in Nursery School.</p>
11.0	<p>HEALTH AND SAFETY</p> <p>Nothing to report.</p>
12.0	<p>GOVERNOR TRAINING ROUNDUP FOR 2017/18</p> <p>SW has set up the SLA for Governor Services and training courses will be circulated by new Clerk when appointed.</p> <p>Action: CLERK</p>
13.0	<p>GOVERNING BOARD VACANCIES AND GOVERNING BOARD VISITS</p> <p>There has been interest expressed by one parent Governor – an invite was sent at short notice to this meeting, but has not attended. MM and GM to continue to advertise vacancies to parents.</p> <p>Action: GM and MM</p> <p>LG to arrange for PLT to visit Nursery School & Family Hub.</p> <p>Action: LG</p> <p>It has been suggested that Masons, Rotary etc may be possible organisations to find Co-opted Governors.</p> <p>Action: LG to follow up</p>
14.0	<p>STRATEGIC DISCUSSIONS</p>
14.1	<p>30 HOURS UPDATE:</p> <p>26 places were offered for September, and 24 have been filled (2 of these are paying for additional 15 hours). Need to balance the 30 hours provision (which fulfils need for income) with provision for funded children especially 2 year olds. SLT will look at churn on this group. Also need to consider values statement for the Nursery School, impact on vulnerable families, impact on 15 hour places offered. It was agreed that the admissions policy would be brought forward to the next meeting.</p> <p>Action: update to be provided in the Spring term – MM</p>
14.2	<p>2 YEAR OLDS:</p> <p>There have been a lot of very needy 2 year olds this term and the team has found it hard to settle them. In particular 2 year olds (funded and self-funded) who only come for 3 days a week. Agreed to consider this in the admissions policy review.</p> <p>Action: FGB</p>
15.0	<p>NEIGHBOURS PARKING IN SCHOOL CARPARK – Colin Broughton recommends that the matter needs to go to mediation – Middletons now want to be able to park 2 cars in the VPNS&FH carpark at any time.</p>

Signed by GM:

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	<p>Also wants this right to be available to all residents. Possibly going to full hearing in London. PLT offered to support.</p> <p>Action: LG to keep FGB updated.</p>
16.0	<p>HEADTEACHERS' REPORT</p> <p>FBW had updated the SEF in the summer term, and it will be updated by MM and LG before the end of the autumn term. LG reported that the format of SEFs was being considered by the Link Group Heads. CC advised that judgements should be included in the SEF.</p> <p>Action: LG and MM to look at Key as well as other SEF formats</p> <p>MM and LG had drafted a new SDP. It was agreed that this should be circulated to FGB in draft format as it was a strategic document that FGB should have an input to.</p> <p>Action: MM and LG</p> <p>Results of staff and parent surveys had been circulated with the agenda to the meeting. Very good feedback from parents' survey, with actions being taken by SLT to address relative weaknesses. Staff survey had more respondents (online format this year). Governors agreed that actions were already being taken to address the issues raised with PM. Suggested that there should be not an expectation for staff to look at emails over the weekend – but set a Monday 8.30 deadline for reading timetable and staff meeting notes.</p> <p>Action: LG/MM</p>
17.0	<p>POLICY REVIEW</p> <p>It was agreed that final versions of the Curriculum and Learning & Teaching Policies would be brought back for signing off by CoG next time.</p> <p>Action: MM</p> <p>The Equalities Statement needs to be amended so that there is a space for the CoG to sign off. Need more recent WBC Health & Safety Policy.</p> <p>Action: MM</p> <p>Need to check with Governor Services which policies have to be signed off by CoG and need a procedure to get updated policies onto the website once the new Clerk is in place.</p> <p>Action: CLERK</p>
18.0	<p>AOB</p> <p>The vacancy for Clerk has been circulated widely on social media and there are applications to follow up.</p> <p>Action: MM/GM and JF to arrange interviews.</p> <p>Next meeting: As it was not possible to assemble a quorate group of Governors on the planned date in November, the meeting was arranged for 27 November. It was agreed that as this was so close to the end of term, there would be no meeting in December – policies for December to be brought forward to November meeting.</p> <p>Action: CLERK</p>

Meeting closed at 21.10

**DATE OF NEXT MEETING;
MONDAY 27 NOVEMBER 2017 7PM
IN THE FAMILY HUB**

Signed by GM:

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Dated: