

Victoria Park Nursery School and Family Hub
MINUTES OF FULL GOVERNING BOARD MEETING
MONDAY 27TH NOVEMBER 7PM



Present:

Gwen Mason (Chair/Local Authority Governor)	GM
Catie Colston (Vice-Chair / Co-opted governor)	CC
Maria Morgan – Acting Co-Headteacher	MM
Anne Pirouet (Staff Governor)	AP
Sally Lawson (Associate Governor / Family Hub manager)	SL
Pam Lusby-Taylor (Co-opted governor)	PLT

Attendees:

Louise Griffiths (Acting Co-Headteacher)	LG
Stacey Wyles – (School Business Manager)	SW

Parents:

Elisabet Portero	EP
Pranav Gupta	PG

Minutes: Selina Hall (Clerk) CLERK

Vacancies

Parent Governor x 2

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

Meeting commenced 19.06pm				
1.0	APOLOGIES, WELCOMES & STATEMENT OF QUORACY			
	There were no apologies and everyone was present			
	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 = 6.			
2.0	AOB			
	<ul style="list-style-type: none"> • Parent Governor vacancies x2 • Family hub budget adjustment 			
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.			
	Governor Code of Conduct / Declaration Forms / Business Interest Declaration forms filled in and signed by all Governors for this academic year.			
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>
Open	24.10.17	15	The pathway and lighting outside Victoria Park Nursery School and Family Hub (The Hub) requires improvement – it was agreed to	

Signed by GM:

Dated:

	27.11.17		remove this matter from the action points as it was being handled by the Town Council. It was agreed to reopen this item as GM has an opportunity to take this matter up with the NAG team. Update to follow at next FGB.	GM
Ongoing	21.09.17	4	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.	MM/LG
Ongoing	19.09.17 27.11.17	14.1	LG to arrange meeting with Avril re PM of Acting Co-Headteachers. This is arranged for Thursday 23 rd November Meeting was held last Thursday (23 rd). Avril to respond with a report to be signed off by representatives	LG
Ongoing	21.09.17 27.11.17		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 Two potential Parent Governors (EP/PG) present at the meeting. Parents to confirm if they would like to join committee; to be covered during AOB. These are the only two parents to express an interest in becoming Parent Governors.	MM GM/ CLERK
Ongoing	21.09.17 27.11.17	7	SLA for Governor Support has been set up. Clerk to find out date of next new governor training. New Parent Governors (if nominated) and PLT will need introduction training. CLERK to contact Governor Services Team.	CLERK
Close	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 27.11.17	14.0	MM & LG to work with new HR & Finance Assistant and Clerk to ensure smooth links especially regarding policy reviews. CLERK to work with SW and MM to write a policy process.	MM/LG CLERK
Ongoing	20.06.17 27.11.17		Governor visits – bring forward when new governors are in place. Governor visits need to be made more structured/meaningful and less ad-hoc	LG
Ongoing	21.09.17	1	LG and MM will attend alternate meetings as Headteacher Governor.	MM/LG
Ongoing	21.09.17 27.11.17	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. Unable to discuss in detail due to audience, however application pack is being completed and to be approved by HR. 8 th Jan role to be advertised and close 28 th Jan. Interviews to take place around 19 th /20 th Feb. Interview panel established. Everything moving forward.	GM
Ongoing	21.09.17 27.11.17	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. This item needs to be wrapped up with defining role responsibilities as the process currently in place is not always followed effectively and needs to be made stronger; this however is introducing other issues. Item to remain on agenda; work in progress	SLT MM/LG/ SW

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Ongoing	21.09.17 27.11.17	12	Baselines for new entrants to be presented at November full governors meeting. Data provided as part of the FGB pack. High-level information not satisfactory for MM. SIMS used historically but the input of data was cumbersome. SIMS have been contacted to see if they can make things simpler. PG to work with MM/LG to see if he can assist in making the data work to their satisfaction.	MM PG / MM / LG
Ongoing	21.09.17 27.11.17	13	Ensure policies and PPG statement are on new website and are up to date. CLERK to update approved policies on internal/external views of the website. CLERK to check PPG statement is up to date.	MM/LG CLERK
Closed	21.09.17 27.11.17	22	New water heater will be installed during half term. Installed.	SW
Closed	21.09.17 27.11.17	23	Scott Stevens quoting to repair fence Ducan Graham has provided new quote after Scott Stevens did not reply. Quote has been accepted. 30% payment required up front. To hopefully start next week depending on if permission from the neighbours can be sought in time.	SW
Open	27.11.17	24	CLERK to check with Governor Services what should happen with signed Governor Code of Conduct / Declaration Forms / Business Interest Declaration forms and find out where they should be stored	CLERK
Open	27.11.17	25	There is a need for a dedicated office for the Finance Clerk and Business Manager due to data confidentiality. It has been recommended by FGB this is made a priority and a decision regarding the room needs to be made before deciding on the new setup for the phone system. LG/MM to discuss with staff and decide on a new room for Parent Meetings. This item will also be considered, with all other projects, at the next Finance Committee meeting.	LG/MM/ SW
Open	27.11.17	26	There has been a request from WBC to significantly decrease the amount budgeted to the Family Hub for this financial year. This was due to a mix up in the amount given at the start of the financial year when the budget was initially set. There are already a number of projects relying (most significant the new fencing) on the Family Hub budget in order to be completed. A discussion was held regarding how this request should have been handled as per the SLA. Meeting to be held tomorrow (28 th Nov) to draft a response to WBC. FGB to be kept in the loop regarding any correspondence.	GM/LG/ MM/ CLERK
5.0	MINUTES OF LAST MEETING			
	The notes of the informal meeting held on 19 September need to be signed by GM and stored in file. Minutes of meeting held on 16 th October were agreed and approved. Signed by GM.			
6.0	NOMINATIONS AND PROPOSALS FOR NEW GOVERNORS			
	Elisabet Portero and Pranav Gupta have been nominated as Parent Governors by GM and seconded by MM. All remaining governors voted in agreement and EP and PG was welcomed to FGB. EP and PG were the only two parents to express an interest in the Parent Governor roles despite the roles being advertised to all parents.			

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7.0	<p>GOVERNOR CODE OF CONDUCT/DECLARATION FORMS/BUSINESS INTEREST DECLARATION</p> <p>Governor Code of Conduct / Declaration Forms / Business Interest Declaration forms filled in and signed by all Governors for this academic year. CLERK to contact Governor Services to understand where these need to be stored.</p>
8.0	<p>FINANCE COMMITTEE UPDATE AND RECOMMENDATIONS</p> <p>A number of possible Capital projects have been considered:</p> <p>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. Update on 27.11.17: Meeting to be held on Thursday 7th December to discuss. Action: MM/LG</p> <p>For the next three items below regarding: telephone system, double glazing and development of outdoor area (as well as office refurb); a series of quotes have been/will be obtained and all required work will be reviewed and prioritised together in the next Finance Committee meeting to be held in January 2018</p> <p>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</p> <p>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</p> <p>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</p> <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.# Update on 27.11.17: On-hold until Victoria Park Nursery and Family Hub Management can discuss with Castle Management as decisions will affect both parties. Action: LG/MM</p> <p>Added 27.11.17: A virtual meeting is required regarding approval from the Finance Committee for the Head Teacher Application Action: GM</p>
9.0	<p>COMMITTEE MEMBERSHIPS 2017/18</p> <p>The two new Parent Governors have been nominated and joined the committee this evening (27.11.17). We now need to discuss who takes on what membership responsibilities depending on skill/expertise. This can be brought forward and discussed at the next FGB meeting to be held in January 2018. We need to also discuss the setting up of an Admissions Panel and decide who will take on what responsibilities with regard to this. Action: GM/CLERK</p>

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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> <p>New WBC Safeguarding Policy needs to be adopted to our policy. This needs to happen before next FGB.</p> <p>Action: GW/MM/LG</p>
11.0	<p>HEALTH AND SAFETY</p> <p>Health and Safety policy signed by GM and MM</p>
12.0	<p>GOVERNOR TRAINING ROUNDUP FOR 2017/18</p> <p>Training courses for new Governors to be circulated by Clerk</p> <p>Action: CLERK</p>
13.0	<p>GOVERNING BOARD VACANCIES AND GOVERNING BOARD VISITS</p> <p>LG to arrange for PLT, EP and PG 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>Update on 27.11.17: Some afternoon spaces remain for January but the Nursery is now at full capacity regarding 30hr spaces and needs children to leave before they can offer anymore 30hr spaces. A waiting list needs to be created as well as an Admissions Panel. For every 30hr space fulfilled, 2 x 15hrs spaces are lost. Admission Policy has been updated and signed.</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>Update on 27.11.17: Not discussed; CLERK cannot see this item addressed in new Admission Policy. To be discussed at next FGB</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. Also wants this right to be available to all residents. Possibly going to full hearing in London. PLT offered to support.</p> <p>Update on 27.11.17: No update.</p> <p>Action: LG to keep FGB updated.</p>

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16.0	<p>HEADTEACHERS' REPORT</p> <p>SEF data has now been updated with Autumn term data.</p> <p>It was agreed new drafted format of the SDP was very good. There were no challenges made regarding the format.</p> <p>Headteachers' Report Dec 17 v2, SDP 17-18 version 1 Sept 17 and SEF Autumn 17 were all summarised at the meeting by MM and all reports were circulated to the FGB prior to the meeting. It was agreed that the need for an Admissions Panel will be added as an Agenda item at the next FGB meeting to be held in Jan 2018.</p>
17.0	<p>POLICY REVIEW</p> <p>September Policies: Curriculum Policy, Learning and teaching policy & Equalities statement.</p> <p>October Policies: Health & Safety (need to make sure this is the most recent WBC policy) & Drugs Policy.</p> <p>November Policies: Already reviewed at Finance committee 14th November: Finance Policy, Lettings, Charging & Remissions Policy & Pay Policy A staff excluding teachers 2017</p> <p>December Policies: Admissions Policy, Looked after Children, Acceptable Computer Use, Acceptable Laptop Use and Acceptable iPad Use 2017</p> <p>All the above policies were reviewed by FGB members and signed off by GM. Apart from LAC Policy, the correct version needs to be distributed to FGB for review (CLERK to complete) and Finance Group Terms of Reference which will now be reviewed at next Finance committee.</p> <p>16.10.17 minutes state Curriculum and Learning & Teaching Policies and Equalities Statement need to be brought back for CLERK sign off. CLERK to discuss with Governor Services which policies have to be signed off by CLERK. CLERK to update website with approved policies. This will also become part of the Policy process which the CLERK will create.</p>
18.0	<p>AOB</p> <p>Elisabet Portero and Pranav Gupta have been nominated as Parent Governors by GM and seconded by MM. All remaining governors voted in agreement and EP and PG was welcomed to FGB.</p> <p>Discussion held regarding decrease in Family Hub budget for this financial year. Meeting to be held tomorrow (28th Nov) to draft a response to WBC. FGB to be kept in the loop regarding any correspondence.</p>

Meeting closed at 21.10

**DATE OF NEXT MEETING;
TUESDAY 16 JANUARY 2018 7PM
IN THE FAMILY HUB**

Signed by GM:

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