

Victoria Park Nursery School and Family Hub
MINUTES OF FULL GOVERNING BOARD MEETING
THURSDAY 18TH JANUARY 7PM
PART 1



Present Governors:

Gwen Mason	(Chair / Local Authority Governor)	GM
Catie Colston	(Vice-Chair / Co-Opted Governor)	CC
Louise Griffiths	(Acting Co-Headteacher)	LG
Pam Lusby-Taylor	(Co-Opted Governor)	PLT
Pranav Gupta	(Parent Governor)	PG

Attendees:

Sally Lawson	(Associate Governor / Family Hub Manager)	SL
Maria Morgan	(Acting Co-Headteacher)	MM
Stacey Wyles	(School Business Manager)	SW
Selina Hall	(Clerk to the Governors)	Clerk

Apologies:

Anne Pirouet	(Staff Governor)	AP
Elisabet Portero	(Parent Governor)	EP

Vacancies

Co-Opted Governor	X 3	
Vice Chair	X 1	as from 19.01.18
Parent Governor	X 1	as from 19.01.18

	Meeting commenced 19.04pm
1.0	APOLOGIES, WELCOMES & STATEMENT OF QUORACY
	There were two apologies provided in advance of the meeting from Anne Pirouet (Staff Governor) and Elisabet Portero (Parent Governor)
	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"> • Forward schedule of FGB meeting dates to be agreed • Nomination forms for PLT/EP/PG • Adult & Community Learning Service Level Agreement for 17/18 • Update Instrument-of-government • Grade change for SW
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.
	Declaration Forms / Business Interest Declaration forms filled in and signed by all Governors for this academic year. This exercise was completed in the previous FGB meeting held on 27.11.2017, however the forms provided by the Clerk were outdated – therefore all Governors were asked to complete the forms again for this academic year.

Signed by GM:

Page 1 of 7

Dated:

4.0 ACTION POINTS ARISING FROM MINUTES OF PREVIOUS MEETINGS				
Status	Date	Ref no	Details	Responsible
Ongoing	24.10.17	15	The pathway and lighting outside VPN 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.	GM
	27.11.17		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.	
	18.01.18		GM to chase matter with NAG team.	
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 - Completed.	MM/LG
Ongoing	27.11.17		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.	GM/ CLERK
	18.01.17		At the FGM held on 27.11.17 both nominated parents became Parent Governors. Unfortunately due to personal circumstances EP has had to stand down leaving 1 Parent Governor position open. Clerk to work with MM/LG to ensure the correct election process is followed to sought a new Parent Governor.	CLERK / MM/LG
Ongoing	21.09.17	7	SLA for Governor Support has been set up. Clerk to find out date of next new governor training.	CLERK
	27.11.17		New Parent Governors (if nominated) and PLT will need introduction training. CLERK to contact Governor Services Team.	
	18.01.17		PG/PLT have been contacted by Governor Services with introductory & training information. Training to be booked via Clerk to ensure accurate record is maintained.	
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
	27.11.17		Clerk to work with SW and MM to write a policy process.	CLERK
	18.01.18		Clerk Awaiting Training before finalising process with SW/MM	
Ongoing	20.06.17		Governor visits – bring forward when new governors are in place.	LG
	27.11.17		Governor visits need to be made more structured/meaningful and less ad-hoc	
	18.01.18		Discussion held regarding Governor visits. New Governors who did not know the Nursery/Hub well, as a first step, a tour would be arranged. PG / MM / LG are going to work together to think of appropriate 'Themes' – for example items in the SDP, Data & Process, Pupil Premium etc. that would be of interest/usefulness to the Governors and can be the focus of subsequent visits.	
Ongoing	21.09.17	1	LG and MM will attend alternate meetings as Headteacher Governor.	MM/LG
Ongoing	18.01.18	8	Applications for the Head Teacher closing date 28th January, shortlisting to take place by the 5th February and interviews will take place on 20th February, proposed interview panel will be GM, CC, PLT, AA, IP	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
	27.11.17		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	MM/LG/ SW

Signed by GM:

Page 2 of 7

Dated:

	18.01.18		This is still on-going; the defining of roles and responsibilities to be completed and resolved by Easter 2018.	MM/LG/ SW
Ongoing	27.11.17	12	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.	PG / MM / LG
	18.01.18		SIMS assessment package has been developed to include Early Years and this has been demonstrated to MM. This is going to be used for this academic year and it is free of charge. There are however some data entry issues as historical data needs to be inputted first to get the information required moving forward – this is cumbersome. Tapestry is more of a snap-shot / very new in comparison to SIMS and not able to provide the data needed. PG to still look at data with MM/LG to see if there is an easier way forward.	PG / MM / LG
Ongoing	21.09.17	13	Ensure policies & PPG statement are on new website and are up to date.	MM/LG
	27.11.17		Clerk to update approved policies on internal/external views of the website. Clerk to check PPG statement is up-to-date.	CLERK
	18.01.18		Clerk is updating policies internally/externally on the website and the process for this will be described within the VPN Clerk policy process. PPG statement still to be checked.	
Close	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
	18.01.18		This item will be closed from the actions and covered under the appropriate section: FINANCE COMMITTEE UPDATE AND RECOMMENDATIONS.	
Ongoing	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
	18.01.18		Correspondence was sent explaining the impact of the budget reduction on the Family Hub. A response was received explaining in detail that a mistake had been made. Both parties will now to work together to reduce the impact of cuts and ensure any available additional funding; for example appropriate grants are sought after to assist in making up the shortfall.	

Signed by GM:

Page 3 of 7

Dated:

Open	18.01.18	27	The Instrument of Government needs to be updated to reflect the name change of Children's Centre to Family Hub. All board members were provided with a copy of the Instrument of Government and all agreed that in line 1 the name of the school will change to: 'Victoria Park Nursery School and Family Hub'. The name of the school will also change in line 3 to 'Victoria Park Nursery School and Family Hub'. A copy of the minutes and a draft instrument of Government showing the changes will now be sent to Governor Services. This will then be checked before being sent onto the legal department for the changes to become official. Once we have the updated Instrument of Government, the new version will be circulated to all Governors and it will also be updated on the VPN website.	Clerk
Open	18.01.18	28	PG has agreed to become the nominated governor responsible for health and safety. PG will meet with MM/LG to have a Health and Safety walkthrough around the Nursery/Hub.	PG/MM /LG
5.0	MINUTES OF LAST MEETING			
	The notes of the informal meeting held on 19 September were signed by GM and stored in file. Minutes of meeting held on 27 th November were agreed and approved by FGB and signed by GM. These will be stored in file and a PDF copy added to the website.			
6.0	SAFEGUARDING			
	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. No safeguarding issues need to be declared to the FGB for this month. New WBC Safeguarding Policy needs to be adopted to our policy. Meeting arranged for 22.01.18 to review new policy and align to ours. Update to be given at next FGM.			
7.0	HEALTH AND SAFETY			
	No Health and Safety issues need to be declared to the FGB 18.01.18: PG has agreed to become the nominated Governor responsible for Health and Safety			
8.0	FINANCE COMMITTEE UPDATE AND RECOMMENDATIONS FOR CAPITAL PROJECTS			
8.1	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 7 th December to discuss. Action: MM/LG Update on 18.01.18: An additional meeting will now be held on 08.02.18 with an update to the FGB expected at the next meeting. ACTION: MM/LG			
8.2	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.			

Signed by GM:

Page 4 of 7

Dated:

	<p>Update on 18.01.18: It has become clear that the current telephone system is not fit for purpose and lines are being paid for which are not being utilised correctly. Although the current supplier is investigating the matter, they have historically not been very helpful. Therefore it has been deemed more prudent to terminate our current contract and setup a new VoIP system with a new provider that can meet the needs of the Nursery and Hub. Although there will be a cost associated with terminating the contract, the amount of money which will be saved in doing so is significant. 3 quotes have been sought after and one supplier has been identified as 'favourable'. A local school also uses this supplier; therefore SW will organise a visit to the school to observe the system in use and ask questions / understand any teething problems. PG also offered to take a look at the quotes and also examine the current contract to see if we can contest the contract as it's not fit for purpose.</p>
8.3	<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.</p> <p>Update on 18.01.18: 2 quotes for new double glazing have been obtained. One of the potential suppliers has revisited to view the windows in the main part of the nursery. Each window has been assessed to make sure the best possible cost saving has been achieved. Work will not go ahead until the summer holidays. Awaiting revised quote.</p>
8.4	<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.</p> <p>Update on 18.01.18: Discussion took place regarding what MM would like to happen to the outside area including areas to be resurfaced, the creation of a bike path, water play area, moving of the mud kitchen and planting. The idea is to revisit the outdoor area each year to make sure the garden stays current and does not fall into disrepair. MM to look into different quotes from different suppliers and present back to the Finance Committee.</p>
8.5	<p>Office redesign – There is a need for a dedicated office for the Finance Clerk and Business Manager due to data confidentiality.</p> <p>Update on 27.11.17: 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.</p> <p>Update on 18.01.18: HR & Finance Administrator and School Business Manager to move into the PPA Room. Head Teacher room to also be updated – old desk/cupboard to be removed. New air conditioning unit to be installed before desk/cupboard are replaced.</p>
8.6	<p>Air conditioning – The air conditioning unit in PPA room and Head Teacher room are approved.</p>
8.7	<p>Architect 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>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.</p> <p>Update on 18.01.18: No update</p>
9.0	<p>GOVERNOR TRAINING 2017/18</p> <p>Introductory and Training information for PG and PLT has been provided in an email by Governor Services on 18.12.17. Both need to attend Governance Today - 1 and Governance Today – 2. It has been suggested that training is booked via the Clerk so an accurate record can be maintained. The Clerk has a Training recorded provided by Governor Services however it only appears to cover GM and MM and not all Governors.</p> <p>Clerk to also circulate a list of Governor Training courses to all members so they are aware of what is available.</p>

Signed by GM:

Page 5 of 7

Dated:

10.0	GOVERNING BOARD VACANCIES/NOMINATIONS/PROPOSALS AND GOVERNING BOARD VISITS
	<p>LG to arrange for PLT to visit Nursery School & Family Hub. PG can cover his visit when he comes in for his Health and Safety walkthrough</p> <p>LG has potentially identified a Co-Opted Governor who will be attending the next FGM.</p> <p>Elisabet Portero has unfortunately had to step down due to personal circumstances regarding her husband's work. This leaves 1 x Parent Governor vacancy available. This will be advertised in due course using the WBC election process.</p> <p>With great regret Catie Colston has also reassigned as Vice Chair / Co-Opted Governor due to workload commitments. The Governors thanked her for her hard work and dedication. She will be greatly missed. This leaves 1 x Vice Chair and 1 x Co-Opted Governor vacancy available. The Vice Chair role will be recruited for using the WBC election process.</p> <p><i>It has been overlooked that the current Chair's position expired on October 2017. As the Governors were without a Clerk at this point the matter was not identified and highlighted to the Governing Board. According to the FGM Minutes dated Monday 17th October 2016 the Chair and Vice Chair term was agreed at one year from the date of appointment (ending 17.10.17). It was unanimously agreed by all members that they would like the current Chair to continue in her role and did not understand why they had agreed on such a short time span. GM stated she would like to stay on until at least the end of this academic year.</i></p> <p><i>Action: Clerk to contact Governor Services to see if it is possible for GM to continue without holding a Chair election. A Vice Chair election will need to be held as CC has resigned.</i></p>
11.0	COMMITTEE MEMBERSHIPS 2017/18
	To be updated at the next FGM.
12.0	NURSERY SCHOOL AND FAMILY HUB STRATEGIC DISCUSSIONS
12.1	<p>30 HOURS UPDATE:</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> <p><i>Update 18.01.18: VPN is adopting a flexible model regarding 30hrs class allocation – there will be children attending 30hrs in all classes. MM spoke positively regarding 2yr olds moving to the 30hr model meaning more parents are able to get back into work. Numbers are positive up until mid-term at the moment. Concern was raised regarding the impact of Brexit on European families and how this will affect employers such as Vodafone who are large users of the nursery.</i></p>
12.2	<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><i>Update 27.11.17: Not discussed; Clerk cannot see this item addressed in new Admission Policy. To be discussed at next FGB</i></p> <p><i>Update 18.01.18: Meeting to be held on 8th Feb 18 to take a view on 2yr olds. At the moment the nursery has taken on less 2yr olds which has resulted in a slightly calmer environment.</i></p>
12.3	<p>HUB REPORT:</p> <p>SL delivered the Manager's Report to the Family Hubs Advisory Board. The report covers Q2: 1st July – 30th Sept 2017. It was well received by the board with no follow-up actions. At the end of the report the Community Learning SLA 201718 West Family Hub was discussed and signed by GM. The signed version of this SLA was given back to SL and an unsigned copy added to file.</p>

Signed by GM:

Page 6 of 7

Dated:

13.0	NEIGHBOURS PARKING IN SCHOOL CARPARK
	Car parking issue was discussed, please see Part 2
14.0	OPERATIONAL UPDATE
	An Admissions Panel has been created which consists of GM / MM / SW and Gillian Brind. The panel will be meeting on Tuesday 30 th Jan 2018 to look at Admissions. An update will be given at the next FGM.
15.0	POLICY REVIEW
15.1	<p><u>Outstanding Policies:</u></p> <p><i>Finance Group Terms of Reference (A) (from Nov) – to be reviewed at next Finance committee 16.01.18</i> Update 18.1.18: Despite this policy appearing in the Governors/Senior Leadership Team Calendar of Events, it is not clear what this policy is. SW has taken a copy of the Calendar which the clerk is using and will investigate.</p> <p><i>Looked after Children (A) (from December 2017)</i> Update 18.1.18: Correct version provided. GM to review and to review in conjunction with the Safeguarding Policy at the meeting on 22.01.18 before signing. To be carried forwarded to next FGM.</p> <p><i>Safeguarding</i> Update 18.1.18: New WBC Safeguarding Policy needs to be adopted to our policy. Meeting arranged for 22.01.18 to review new policy and align to ours. Update to be given at next FGM.</p>
15.2	<p><u>January Policies:</u></p> <p><i>Nursery Transition / settling in (3)</i> <i>Positive Behavioural Policy & Golden Rules – requires update</i> Update 18.1.18: The above policies are Operational. A copy of the policies were provided to the full governing board members for their information only. These have been reviewed/signed-off by MM/LG and the staff at VPN. Copy also in file</p> <p><i>Severe Weather Plan (3)</i> Update 18.1.18: To move to February FGM as a new up-to-date template was received late on from WBC and a number of changes need to be made which could not be done before the meeting.</p> <p><i>Finance Policy Appendix 2 Financial Procedures</i> Update 18.1.18: Changes to the wording in the Appendix have been made. Changes approved by the board and signed off by GM. Copy in file.</p>
16.0	<p>AOB</p> <ul style="list-style-type: none"> • Forward schedule of FGB meeting dates to be agreed – dates agreed with one change made to the date in March. Schedule to be forwarded to all members again with change. • Nomination forms for PLT/EP/PG – Nomination form not needed for PLT. EP no longer Parent Governor. Nomination Form completed by PG. • Adult & Community Learning Service Level Agreement for 17/18 – Signed off under item 12.3 • Update Instrument-of-government – Open action on Minutes. • Grade change for SW – Email correspondence had been provided to the board ahead of the meeting. The change was approved by all board members.

Meeting closed at 21.30

**DATE OF NEXT MEETING;
TUESDAY 27 FEBRUARY 2018 7PM
IN THE FAMILY HUB**

Signed by GM:

Page 7 of 7

Dated: