

**Victoria Park Nursery School and Family Hub**  
**MINUTES OF FULL GOVERNING BOARD MEETING**  
**TUESDAY 27<sup>TH</sup> MARCH 7PM**  
**PART 1**



**Present Governors:**

Gwen Mason	(Chair / Local Authority Governor)	GM	Term end date: 21/02/2020 End of Chair: 26/02/2021
Louise Griffiths	(Acting Co-Headteacher)	LG	Term end date: 18/06/2019
Anne Pirouet	(Staff Governor)	AP	Term end date: 15/10/2021
Pam Lusby-Taylor	(Co-Opted Governor)	PLT	Term end date: 15/10/2021
Jane Sampson	(Co-Opted Governor)	JS	Term end date: 26/02/2022

**Attendees:**

Sally Lawson	(Associate Governor / Family Hub Manager)	SL	Term end date: 21/01/2019
Maria Morgan	(Acting Co-Headteacher)	MM	Term end date: 02/10/2020
Stacey Wyles	(School Business Manager)	SW	
Jo Airey	(Observer)	JA	
Selina Hall	(Clerk to the Governors)	Clerk	

**Apologies:**

Pranav Gupta	(Parent Governor)	PG	Term end date: 26/11/2021
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**Vacancies**

Co-Opted Governor	X 2
Vice Chair	X 1
Parent Governor	X 1

	<b>Meeting commenced 19.06pm</b>
<b>1.0</b>	<b>APOLOGIES, WELCOMES &amp; STATEMENT OF QUORACY</b>
	Pranav Gupta (Parent Governor) was absent from the meeting. Apologies were not received in advance of the meeting.
	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.
<b>2.0</b>	<b>AOB</b>
	<ul style="list-style-type: none"> <li>GDPR - West Berkshire Council model policy</li> </ul>
<b>3.0</b>	<b>DECLARATIONS OF INTEREST</b>
	MM has an interest in Headteacher recruitment as stated at FGB 21.03.2017. LG no longer has an interest in the Headteacher recruitment. MM will not be able to vote in any proposals on Headteacher recruitment.
	Code of conduct was re-completed by PLT. This was previously completed by PLT on 27/11/2017, however the wrong version of the form was provided by the Clerk. Document re-signed at meeting and stored in Governors personnel file.
	Business interests / Declaration Form / Code of Conduct forms all completed by JS and stored in Governors personnel file.
	No nominations were received for Vice Chair. Position remains open.

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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.		
	27.02.18		It has been agreed that VPN will be given lighting but no install date has been provided. Awaiting date.		
	27.03.18		GM to chase for an update from Newbury Town Council.		
Ongoing	21.09.17	4	Some online training is still outstanding – IT issues have been identified re staff using laptops in school.	MM / LG	
	27.02.18		Laptops are currently being added to the wifi by IT support. Training will resume once laptops have been added.		
	27.03.18		Work in progress. 4 already back. Next batch to be added after Easter.		
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
	27.02.18 – no update 27.03.18		It was agreed that the recruitment for a new Parent Governor will happen in April 2018 after the Easter holidays to reach maximum audience and ensure the expense and effort is well spent. The clerk has drafted the letter to be sent out to all parents and shared the WBC process with MM. MM has advertised for a Parent Governor in the VPN newsletter but no one has come forward. It has been a difficult role to fill.		
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.	CLERK / PG	
	27.02.18		PG/PLT still need to book Governor introductory training; clerk to send email to remind them. Clerk to record all training attended by Governors in personnel file. GM to send MM dates of Leadership Forum and Health and Safety training to PG.		
	27.03.18		Clerk now keeps a record in the personal file and is handling the booking of training for the Governors to ensure the Training record is kept up-to-date. GM / MM booked onto Leadership Forum in June. Clerk to book PLT on Governance Today 1&2 as per her email and book LG on Governance Today 2 same as JS/PLT. Clerk to chase training for PG.		
CLOSE	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	
	27.03.18		Action completed and no longer required - remove		
CLOSE	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.		

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	18.01.18		Clerk Awaiting Training before finalising process with SW/MM	CLERK
	27.02.18		Process written and shared with MM and SW. We will start using as from next month.	
	27.03.18		Process created and is being followed. Close item.	
Ongoing	20.06.17		Governor visits – bring forward when new governors are in place.	MM / CLERK
	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.	
	27.02.18		Clerk is working on a welcome pack for new Governors. This is wrapped up into the work she is also doing with updating the standing order.	
	27.03.18		Welcome letter and updated Standing Order sent to Governors. Letter is fine, but Standing Order needs a few updates; removal of wellbeing hub name, paragraph for non-attendance at FGB and publish finance committee meeting dates. It was also agreed that Governor name and email address details will be circulated to all governors but permission will be sought and recorded beforehand. MM offered to set up VPN email addresses for all Governors. PLT would like this for herself. Clerk to make updates to Standing Order and contact details and re-circulate for approval. Clerk to also agree future Finance Committee dates with attendees and publish these in the Standing Order and via email to all Governors.	
CLOSE	21.09.17	1	LG and MM will attend alternate meetings as Headteacher Governor.	MM / LG
	27.03.18		This is happening and item no longer required on the minutes.	
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
	27.02.18		This item will be covered at the end of the meeting as Part 2.	
CLOSE	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 / AP
	27.02.18		Tapestry has had a software update which is now allowing children to be measured/baselined from 1 <sup>st</sup> arrival and again at end of term. It can also show individual progress information as well as group data. Unfortunately it does not allow the two baselines (beginning to end of term) to talk and join up. There are a few other little issues, but it appears this almost has everything MM/LG require. AP going to pilot Tapestry with the new software update and report back.	
	27.03.18		Software is acceptable and item is no longer required. To be closed.	
CLOSED	21.09.17	13	Ensure policies & PPG statement are on new website and are up to date.	MM / LG

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	27.11.17		<del>Clerk to update approved policies on internal/external views of the website. Clerk to check PPG statement is up to date.</del>	CLERK
	18.01.18		<del>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.</del>	
	27.02.18		<del>Policies are being updated and policy process has been written. The PPG statement is on website. Awaiting new version at the end of the financial year (April 18).</del>	
	27.03.18		<del>Item no longer required. Await for new PPG in April.</del>	
Ongoing	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
	27.02.18		Health and Safety walkthrough completed on 27.02.18. Findings to be discussed in section 7.0.	
	27.03.18		Gov_H&S_Check_Sheet_completed Feb 18 has been provided as part of FGM pack and will be discussed under the Health and Safety section.	
<b>5.0</b>	<b>MINUTES OF LAST MEETING</b>			
	Minutes (both part 1&2) from the FGB meeting held on Tuesday 27 <sup>th</sup> February 2018 were agreed and approved by the FGB and signed by GM. These will be stored in file and a PDF copy added to the website (for part 1 only).			
<b>6.0</b>	<b>SAFEGUARDING</b>			
	No safeguarding issues need to be declared to the FGB for this month.  As a safeguarding measure, office staff now call to investigate unauthorised absence, so we should see the number of days of unauthorised absence reducing dramatically in the summer term.			
<b>7.0</b>	<b>HEALTH AND SAFETY</b>			
	Gov_H&S_Check_Sheet_completed Feb 18 has been provided to the FGB and details the findings from the walkthrough. MM walked governors briefly through the report. Update to actions to be discussed at each FGB and a deadline for all actions to be completed was set for July 2018. Walkthrough should happen once a term. PG still needs confirm if he can attend H&S training on 24 <sup>th</sup> April. H&S buyback will be purchased this financial year as VPN has not had it for the last 3 years and would like to ensure all training etc is up-to-date.			
<b>8.0</b>	<b>FINANCE COMMITTEE UPDATE AND RECOMMENDATIONS FOR CAPITAL PROJECTS</b>			
<b>8.1</b>	<b>2 year old space / Butterfly Room</b> – 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 <sup>th</sup> 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 Update: 27.02.18: Meeting was cancelled and rescheduled for 05.03.18. <b>Update 27.03.18: Meeting with the Castle went ahead as planned. Butterfly room will be available as from the next academic year for a minimum of 1yr but it needs to be decided who contributes what towards the room and its running costs. In the future the room may need to go back to Castle if pupil numbers increase or if they have other plans. At least for the next academic year the room needs to be made useable – suggestions were made about using it for the 2yr olds and training. Any future income cannot be assured as the room does not belong to VPN. Meeting with Jane Seymour planned in April to discuss the room and an update will be given in get FGB.</b>			
	<b>Points 8.2 to 8.6 are financially discussed at the Finance Committee meeting. The potential cost/cost of the projects are weighed up against the total capital available Vs. priority. Agreement of what work will go ahead is decided at the Finance Committee meeting. A summary is provided to the FGB for approval.</b>			

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<p>8.2</p>	<p><b>Telephone system</b> – 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.</p> <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> <p>Update on 27.02.18: SW provided a cost breakdown of the phone system and the two suppliers which are currently being looked at along with the options for VoIP or fixed lines. SW had discussion with the local school who currently uses one of the suppliers and they have had no major issues. Concerns were raised as to if VoIP would work with the alarm system and what happens if connection is lost, how would that affect the alarm. Security of VoIP was also questioned. The Hub will lose its own number as one number will cover both VPN and the Hub with options presented to the caller on where they would like to be directed. This didn’t appear to be an issue and direct lines will be available. It was agreed that guidance from PG would be advantageous before making any decisions. SW to make contact with PG.</p> <p>Update 27.03.18: As agreed by the FGB via email the installation of the Mitel MiVoice office telephone system supplied by Eurolink will be implemented during Easter and before the PPA office move.</p>
<p>8.3</p>	<p><b>Double glazing</b> – 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> <p>Update on 27.02.18: SW has received the quote and is going through SPAR process. Small discussion was held regarding the end appearance of the windows and it was agreed staff would need to agree on the finish before the windows were ordered.</p> <p>Update 27.03.18: Coming to the end of the SPAR process – next need to complete the risk assessment and ensure that the company has the correct insurances to work in a school setting.</p>
<p>8.4</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.</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> <p>Update on 27.02.18: MM has a quote and SW has a comparison quote. Plans on what to do have been taken to the staff for comment.</p> <p>Update 27.03.18: SPAR process form submitted for the preferred supplier. Next steps - risk assessment / insurance check.</p>
<p>8.5</p>	<p><b>Office redesign</b> – 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>

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	<p>Update on 18.01.18: HR &amp; 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> <p>Update on 27.02.18: Changes have been made to the Headteacher's room and office move will commence during Easter 18 holiday.</p> <p>Update 27.03.18: Office move to happen 03<sup>rd</sup> April. Reuse will happen as much as possible.</p>
<b>8.6</b>	<p><b>Air conditioning</b> – The air conditioning unit in PPA room and Head Teacher room are approved.</p> <p>Update on 27.02.18: Cost and work approved in Finance Committee. Hope to take forward but progress will depend on SPAR process.</p> <p>Update 27.03.18: Preferred supplier has previously been used to install air conditioning in the past, therefore it is hoped the process will be shorter and the previous risk assessment will be sufficient.</p>
<b>8.7</b>	<p><b>Architect of building</b> – 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> <p>Update on 27.02.18: No update</p> <p>Update on 27.03.18: No update</p>
<b>8.8</b>	<p><b>Schools Finance Value Standard (SFVS) Audit</b> – A copy of the 'SFVS - March 2018 Signed by Gwen Mason' was circulated before the meeting. The contents was discussed briefly and approved by the FGB.</p> <p>Action 27.03.18: One of the items in the SFVS was the completion of the skills audit by the Governors. It was decided that despite the skills audit being aimed more at main stream schools rather than a nursery, it would still be completed by everyone. MM, LG, SL, PLT and JS have all responded. GM, AP and PG are still outstanding. Clerk to collated responses and publish results.</p>
<b>8.9</b>	<p><b>Family Hub Budget 2018/2019</b> – The Family Hub budget for 2018/2019 has been confirmed. As expected the budget has been cut but costs for the Family Hub have increased. SW and SL are working hard re-review the budget to try and trim as much as possible – this will then be presented to the Finance Committee. Currently there is a deficit of around 10k. It is a balancing act between what we want to provide vs what budget is available.</p>
<b>9.0</b>	<b>GOVERNOR TRAINING 2017/18</b>
	<p>Clerk now keeps a record in the personal file and is handling the booking of training for the Governors to ensure the Training record is kept up-to-date. GM / MM booked onto Leadership Forum in June. Clerk to book PLT on Governance Today 1&amp;2 as per her email and book LG on Governance Today 2 same as JS/PLT. Clerk to chase training for PG.</p>
<b>10.0</b>	<b>GOVERNING BOARD VACANCIES/NOMINATIONS/PROPOSALS AND GOVERNING BOARD VISITS</b>
	<p>JA has attended the meeting this evening as an observer and would like more time / information on the Co-Opted Governor position before joining, She will make a decision before the next FGM in April.</p> <p>Vice Chair Position still vacant. Co-opted x2 and Parent x1 positions still vacant.</p> <p>LG to still arrange for PLT to visit Nursery School &amp; Family Hub.</p>
<b>11.0</b>	<b>COMMITTEE MEMBERSHIPS 2017/18</b>
	<p>Clerk to ensure the Finance Committee dates are published to all Governors and are available in the Standing Order. All other details of the Finance Committee are now in the Standing Order.</p>

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	Clerk has added Finance Committee attendance has been added to the attendance section on the VPN website and will be published April.
<b>12.0</b>	<b>NURSERY SCHOOL AND FAMILY HUB STRATEGIC DISCUSSIONS</b>
<b>12.1</b>	<p><b>30 HOURS UPDATE:</b></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. Action: update to be provided in the Spring term – MM</p> <p>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. <b>Updated 27.02.18: It is being questioned nationally if the 30hr funding is targeting the right people. VPN and family hub are proud to have helped a number of families back into work due to the 30hrs funding with the hope moving forwards this continues.</b> <b>Updated 27.03.18: No update / wrapped into operational update</b></p>
<b>12.2</b>	<p><b>2 YEAR OLDS:</b></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. Update 27.11.17: Not discussed; Clerk cannot see this item addressed in new Admission Policy. To be discussed at next FGB Update 18.01.18: Meeting to be held on 8<sup>th</sup> 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. Updated 27.02.18: A rate increase will come into effect from September 2018 for 2yrs. <b>Updated 27.03.18: Rate increase has been added to the Charging and Remissions Policy March 2018 and this was approved by the board.</b></p>
<b>13.0</b>	<b>NEIGHBOURS PARKING IN SCHOOL CARPARK</b>
	<b>Car parking issue was discussed, please see Part 2</b>
<b>14.0</b>	<b>OPERATIONAL UPDATE</b>
	<p>Everyone currently working hard on budgets ready for April 2018.</p> <p>MM discussed Headteachers' Report Mar 18 which was provided in advance of the meeting. Highlights include:</p> <ul style="list-style-type: none"> <li>• Unauthorised absent process now in place. By the summer term we should see low numbers. If not need to relook at the process</li> <li>• There was one 3yr child where the parent was 'unhappy' with VPN. The individual only attended 9 sessions in total and these sessions were clubs as opposed to nursery days. This had an effect on building relations with key nursery staff. This is something to learn from and avoid in the future.</li> <li>• Children with disabilities and special needs – MM is looking into different options with regards to an educational psychologist attending the nursery on a regular basis. She will report back once she has looked at all options.</li> <li>• MM explained the banding of emerging, developing and secure and how children are measured against these bands. MM explained how well children at VPN are performing.</li> </ul> <p>MM asked the Governors what areas they would like focus on rather than MM trying to cover all areas. Are there particular groups of children or developmental areas? MM to send headings to the Governors on what could be focused on. Governors can then agree areas to focus and compare these areas to other nurseries in abide to understand the children at VPN better.</p>

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15.0	<b>POLICY REVIEW</b>
15.1	<p><b><u>Outstanding Policies:</u></b>  <i>Safer Recruitment Policy 2018</i> – Policy was approved by the FGB and a signed version kept in the Clerk’s file. Unsigned copy to also be kept on the internal view of the website.</p>
15.2	<p><b><u>March Policies:</u></b>  <i>Charging and Remissions Policy March 2018</i> – Policy was approved by the FGB and a signed version kept in the Clerk’s file. Unsigned copy to also be kept on the ex/internal view of the website. Clerk to make minor spelling/grammar updates before publishing on website.  <i>Minimising Work Related Stress 2018</i> – Policy has been presented to staff. Policy was approved by the FGB and a signed version kept in the Clerk’s file. Unsigned copy to also be kept on the internal view of the website.  <i>Work Life Balance Policy 2018</i> – Policy has been presented to staff. Policy was approved by the FGB and a signed version kept in the Clerk’s file. Unsigned copy to also be kept on the internal view of the website.  <i>Work Life Balance Procedure</i> – MM made the FGB aware that this has been moved to the staff handbook and a separate Procedure is no longer required.</p>
16.0	<b>HEADTEACHER APPROVAL PANEL – PART 2</b>
	Headteacher approval panel was discussed, please see Part 2
17.0	<b>AOB</b>
17.1	<ul style="list-style-type: none"> <li>• JA joined the evening as an Observer. She would like more time to read the information she has been given and ask any questions before committing to the Governor role.</li> <li>• Additional item add to the agenda at last minute concerning the buyback of sickness insurance. The insurance covers the sickness of staff after 5 WDs. This has been brought in the past however the amount paid out is not close to the amount claimed. 5.5k was paid for the insurance for 13 members of staff and only 1k claimed. It was unanimously agreed by all Governors that we should have some insurance in place and not to run the risk of no insurance. A discussion was held around buyback from other councils and understanding what other nurseries/schools do. We should look into worst case scenario – a FT HT at 6 month off. <b>Action: SW to urgently get quotes and present these back to the FGB.</b></li> <li>• GDPR - Clerk has contacted WBC and been provided with a model policy which has been passed onto MM. SW has budgeted the GDPR buyback. JS discussed what she has done for her company and offered to share the structure of creating a data audit trail with the other Governors/VPN. <b>Action: JS to send on structure of data mapping to clerk for distribution to Governors and staff at VPN.</b></li> </ul>

Meeting closed at 21.15

**DATE OF NEXT MEETING;  
TUESDAY 24 APRIL 2018 7PM  
IN THE FAMILY HUB**

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