

Victoria Park Nursery School and Family Hub
MINUTES OF FULL GOVERNING BOARD MEETING
TUESDAY 22ND MAY 7PM
PART 1



Present Governors:

Gwen Mason	(Chair / Local Authority Governor)	GM	Term end date: 21/02/2020 End of Chair: 26/02/2021 Safeguarding Governor
Louise Griffiths	(Acting Co-Headteacher)	LG	Term end date: 18/06/2019
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 End of Vice Chair: 21/05/2021 Health and Safety Governor

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	
Selina Hall	(Clerk to the Governors)	Clerk	

Apologies:

Anne Pirouet	(Staff Governor)	AP	Term end date: 15/10/2021
Pranav Gupta	(Parent Governor)	PG	Term end date: 26/11/2021

Vacancies

Co-Opted Governor	X 2
Parent Governor	X 1

	Meeting commenced 19.02pm
1.0	APOLOGIES, WELCOMES & STATEMENT OF QUORACY
	Pranav Gupta (Parent Governor) was absent from the meeting. Apologies were not received in advance of the meeting. This is the 4 th FGB meeting that has been missed. 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. Number of governor attendees was = 4.
2.0	AOB
	• GDPR
3.0	DECLARATIONS OF INTEREST
	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. A nomination for Vice Chair was received at the beginning of the meeting for Jane Sampson. All Governors voted for Jane Sampson to be Vice Chair. No other nominations were received. The term of the Vice Chair had previously been agreed as 3 years as per the FGB 27 th Feb 2018. Therefore Jane's term as Vice Chair will end 21/05/2021

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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.	
	22.05.18		GM has emailed but no response. GM to chase.	
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.	
	22.05.18		This is still ongoing. Around 6 laptops have been completed. As it takes 2-3wks to get the laptop returned, laptops can only be sent when they are not being used.	
	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.	CLERK / MM / LG
	22.05.18	Recruitment of the Parent Governor had been put off as it was unclear if PG will continue in the role; he has not attended the last 4 FGB. Governors did not want to go through the cost/effort of recruiting a Parent Governor only for PG to potentially step down and we then need to go through the recruitment process again. It has been decided however that we must fulfil this role and cannot keep delaying our recruitment for a suitable candidate(s). If more than one nomination is received we can discuss with PG his future intentions as Parent Governor. Clerk to work with the nursery office staff during the first week after half term to progress this item.		
	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.	CLERK
	22.05.18	PLT/LG/JS attended Governance Today 2. LG provided feedback on the training. PLT has also attended Governance Today 1. Clerk to book JS/LG on Governance Today 1. GM/MM booked on Leadership Forum in June. Clerk has sent email to PG regarding training but no reply.		
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.	

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			For FGB PG / MM / LG are going to work together to think of appropriate 'Themes' of interest to bring to the FGB meetings – for example items in the SDP, Data & Process, Pupil Premium etc.	
	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.	
	22.05.18		Minor comments with regards to the standing order - FGB approved. Approved copy kept in Clerk's file. All Governors agreed in the meeting that personnel email addresses can be circulated; GM/JS only use personnel email addresses. PLT has VPN email address now. Finance committee dates published in standing order.	
Ongoing	22.05.18		PG has not been attending the FGB meetings and therefore a new Health and Safety Governor is required. JS offered to become new Health and Safety Governor which all Governors were very happy with and approved. JS to conduct walkthrough and Clerk to look into training for JS to attend. Update to Gov_H&S_Check_Sheet_completed Feb 18 to be given at next FGB.	Clerk / JS
Open	22.05.18	29	PLT needs to have her DBS completed as this has been missed. Clerk to work with the HR & Finance Administrator to ensure this is completed ASAP. Clerk to also write a check list to be added to the Governors personnel file to ensure that every Governor has completed the required documents/training thus ensuring nothing is missed in the future.	Clerk
Open	22.05.18	30	Clerk to send FGB meeting dates for the next Academic Year and adjust according to responses. To be kept as a Tuesday at 7pm for now.	Clerk
Open	22.05.18	31	GM to invite Lynne Doherty to the FGB meeting in Oct or Nov to discuss the strategic view of early years and how maintained nursery schools fit into this picture. This will also give the Governors an opportunity to showcase what VPN does. We can also extend this to discuss Hub related matters.	GM
5.0	MINUTES OF LAST MEETING			
	Minutes (both part 1&2) from the FGB meeting held on Tuesday 27 th March 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 (Part 1 only). Part 2 is stored in the secure file based on site.			
	Minutes (both part 1&2) from the FGB meeting held on Tuesday 24 th April 2018 (Part 1 was budget only			

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	minutes) 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). Part 2 is stored in the secure file based on site.
6.0	SAFEGUARDING
	No safeguarding issues need to be declared to the FGB for this month.
7.0	HEALTH AND SAFETY
	As previously mentioned - PG has not been attending the FGB meetings and therefore a new Health and Safety Governor is required. JS offered to become the new Health and Safety Governor which all Governors were extremely pleased with and approved. JS to conduct walkthrough with SW and MM. Clerk to look into training for JS to attend. Update to Gov_H&S_Check_Sheet_completed Feb 18 to be given at next FGB. Deadline for all actions to be completed was set for July 2018.
8.0	FINANCE COMMITTEE UPDATE AND RECOMMENDATIONS FOR CAPITAL PROJECTS
8.1	2 year old space / Butterfly Room – 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 Update: 27.02.18: Meeting was cancelled and rescheduled for 05.03.18. 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. Update 22.05.18: No update given – item to be discussed in June FGB.
8.2	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 of the recommendation and why is provided to the FGB for approval. Update 22.05.18: New telephone system is in and working. No teething issues and all appears to be okay. Item to now be closed off.
8.3	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. 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. 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. 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. Update 22.05.18: No update given – item to be discussed in June FGB.
8.4	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. Update on 18.01.18: Discussion took place regarding what MM would like to happen to the outside area

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	<p>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>Update 22.05.18: No update given – item to be discussed in June FGB.</p>
8.5	Update 22.05.18: Office move has now happened and all okay. Item to now be closed off.
8.6	<p>Air conditioning – 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> <p>Update 22.05.18: Awaiting new quote then needs to go through the SPAR process. Looking to get HR & Finance Administrator trained for Risk Assessment sign off but at the moment training is not available.</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> <p>Update on 27.02.18: No update</p> <p>Update on 27.03.18: No update</p> <p>Update on 22.05.18: No update given – item to be discussed in June FGB.</p>
8.8	<p>Schools Finance Value Standard (SFVS) Audit – 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>Update 22.05.18: Skills audit completed and the Clerk confirmed that we have a good array of skills in most areas which is excellent news. The results were discussed at a high-level. Clerk to send summary email of areas we do not score so well in – All Governors agreed that this would be a useful exercise if we had a lot of people wanting to join the Governing board – however as this is not the case and trying to recruit Governors based on the skill gaps would be extremely difficult. It does however help us to tailor our training if need be.</p>
8.9	<p>Water Tank Valves – The valves to the water tanks have failed. As a matter of urgency a supplier has been booked in on the 30th May to mend. We also need to look into moving the radiator due to its location – a quote has been obtained which is around £500. To be discussed at the Finance Comm on 13th June and an Update to be given at next FGB.</p>
9.0	<p>GOVERNOR TRAINING 2017/18</p> <p>PLT/LG/JS attended Governance Today 2. LG provided her feedback regarding the Governance Today 2 course she attended. Feedback included:</p> <ul style="list-style-type: none"> • Ensuring everyone knew the Headteacher Performance mid-term is mandatory • Governors need to understand what VPN spends their money on with regards to PP • Governors need to understand what the difference is between Strategic and Operational – and ensuring as a Governor you do not step into the Operational items too much <p>PLT has also attended Governance Today 1. Clerk to book JS/LG on Governance Today 1. GM/MM</p>

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	booked on Leadership Forum in June. Clerk has sent email to PG regarding training but no reply. Clerk to also look into H&S training for JS.
10.0	GOVERNING BOARD VACANCIES/NOMINATIONS/PROPOSALS AND GOVERNING BOARD VISITS
	<p>JA has attended the meeting in March as an observer. However she sent a letter in April explaining why she did not want to join the board which all Governors agreed was a shame but understood her reasons.</p> <p>At beginning of the meeting a nomination for Vice Chair was received for Jane Sampson. All Governors voted for JS to be Vice Chair. No other nominations were received. The term of the Vice Chair had previously been agreed as 3 years as per the FGB 27th Feb 2018. Therefore Jane's term as Vice Chair will end 21/05/2021</p> <p>JS also agreed to become the new H&S Governor.</p> <p>PG was contacted regarding his attendance via email but no response was received.</p> <p>Co-opted x2 and Parent x1 positions still vacant.</p> <p>A more structured approach needs to be had for Governor visits. It was agreed for a new Governor they would have an initial visit. Subsequent visits would then focus on one of the curriculum area(s). It was decided for now, the two focus areas would be Pupil Premium (PP) and Attainment/Progress and SEN. Staff will present to the FGB their curriculum area and discuss their action plan. We may need to move the timing of the FGB to 5:30pm to allow for this to happen as it is unfair for staff to hang around until 7pm. The proposed visits will be scheduled for September and December 2018. Clerk to send a schedule.</p> <p>LG to still arrange initial visit for PLT to visit Nursery School & Family Hub.</p>
11.0	COMMITTEE MEMBERSHIPS 2017/18
	Clerk has published Finance Committee dates in the Standing Order and will send emails to all Governors for the dates in June and July. Clerk has added Finance Committee attendance to the VPN website alongside the Governors attendance.
12.0	NURSERY SCHOOL AND FAMILY HUB STRATEGIC DISCUSSIONS
	Update 22.05.18: Both items closed - no further updates.
13.0	NEIGHBOURS PARKING IN SCHOOL CARPARK
	Car parking issue was discussed, please see Part 2
14.0	OPERATIONAL UPDATE
	<p>The SEN inspection which happened last week with Ofsted and CQC went very well. MM discussed in depth how well SEN children are doing against Non-SEN children and provided a number of figures both current and future to help explain this and highlight (with reasons) any gaps. The figures show that VPN is making a difference to children's progress.</p> <p>SL read out highlights from the Family Hub report including the new Bumps & Beyond drop-in session as attendance was very high therefore now there are two sessions: babies around 0 – 9 months and First Steps for ages 9 – 18 months. This will be re-reviewed in July. SL also discussed her work on expanding the funding areas in West Berkshire for the Imagination Library.</p>
15.0	POLICY REVIEW
15.1	<u>May Policies:</u> Operational Policies currently in review – expected June FGB

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	<ul style="list-style-type: none"> Local Offer/SEN Information Report - <i>change to emotional health – no longer a drop in session, you need to be referred</i> Staff handbook – <i>this is a living document – staff every term are reminded to re-review it</i>
16.0	HEADTEACHER APPROVAL PANEL – PART 2
	Headteacher approval panel was discussed, please see Part 2
17.0	GDPR
	<p>JS wants to conduct a data mapping exercise - JS to send her document to MM for distribution to the staff for them to complete. SW has updated the Privacy Notices for the Parents/Carers and Staff. The Data Protection Policy has also been updated. JS to review these before being put forward to the FGB at the next meeting for approval. The wording for the Family Hub Privacy Policy is different and has been updated accordingly. The updated Privacy notice has been updated in the handbook, website and a paper copy will also be displayed.</p> <p>The FGB approved the extra buyback for a Data Protection officer – this is someone separate and unbiased to VPN to ensure a thorough review of our data and processes. The extra buy-back will cost £400.</p> <p>Clerk sent out an email at the beginning of the week to ensure consent was granted for the use of personal email addresses to be used for GM and JS (all other Governors use VPN email addresses). Clerk also made all Governors aware in the email the details held on them in the Governor Personnel File. Most Governors had responded to the email and those who have not were chased. The Clerk made it clear that the data held is subject to the Nursery's Policies and Procedures surrounding Data and Data protection</p> <p>It was also agreed in the meeting that email addresses of Governors can be shared with other Governors. This mainly applies to GM and JS as all other Governors use VPN email addresses.</p>
18.0	AOB
	<ul style="list-style-type: none"> JS made everyone aware she will be unable to attend the next FGB in June.

Meeting closed at 21.06

**DATE OF NEXT MEETING;
TUESDAY 19 JUNE 2018 7PM
IN THE FAMILY HUB**

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