

Victoria Park Nursery School and Family Hub
MINUTES OF FULL GOVERNING BOARD MEETING
TUESDAY 03RD JULY 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
Maria Morgan	(Acting Co-Headteacher)	MM	Term end date: 02/10/2020
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
Louise Griffiths	(Acting Co-Headteacher)	LG	Term end date: 18/06/2019
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 5 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		
	<ul style="list-style-type: none"> Agree dates for FGB meetings next Academic year Teachers' Pay Award 2018 		
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.		
4.0	ACTION POINTS ARISING FROM MINUTES OF PREVIOUS MEETINGS		
<i>Status</i>	<i>Date</i>	<i>Ref no</i>	<i>Details</i>
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
			GM

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			action points as it was being handled by the Town Council.	
	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.	
	03.07.18		Still no response. GM to chase tomorrow as the work needs to be completed before the winter.	
Ongoing	21.09.17	4	Some online training is still outstanding – IT issues have been identified re staff using laptops in school.	SW / 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.	
	03.07.18		Online training to be checked in September. 4 laptops still need to be updated. Clerk laptop to come in over Summer hols and loan laptop to be provided to Clerk – Clerk to work with SW to get arranged. MM laptop to also be updated over Summer.	
	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.	
	03.07.18		Unfortunately there was no response to the Parent Governor election letter. GM suggested as the skills audit does not highlight any major weaknesses, we should adjust the criteria to make it clear we are looking for someone who cares, someone who could identify areas of improvement and someone who is keen on early years. Also if anyone knows anyone we could approach directly then to do so. MM may have a potential candidate.	
Ongoing	22.05.18	28	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

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	03.07.18		Gov_H&S_Check_Sheet_completed Feb 18 to be worked through with JS now. JS to conduct walkthrough and Clerk to look into training for JS in September.	
Ongoing	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
	03.07.18		PLT now has all the documents she needs to apply for her DBS. It took a while for the bank to send the required documents hence the ongoing delay. PLT to give documents to Jo next time she is in.	
Ongoing	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
	03.07.18		FGM dates for Sep to Dec 2018: Tuesday 25 th September @ 7pm Tuesday 30 th October @ 7pm Tuesday 27 th November @ 7pm Finance Committee dates for Sep to Dec 2018: Tuesday 18 th September @ 14:30pm Wednesday 17 th October @ 14:30pm Tuesday 20 th November @ 14:30pm There will be no FGB or Finance Committee meetings in December.	
Ongoing	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
	03.07.18		No dates have been arranged yet.	
Open	03.07.18	32	A new Staff Governor will need to be elected. Clerk to share WBC process with MM and LG.	Clerk
5.0	MINUTES OF LAST MEETING			
	Minutes (both part 1&2) from the FGB meeting held on Tuesday 22 nd May 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.			
6.0	SAFEGUARDING AND PREVENT			
	No safeguarding issues need to be declared to the FGB for this month.			
7.0	HEALTH AND SAFETY			
	JS to still conduct walkthrough with SW and MM and then look to address the action points highlighted in Gov_H&S_Check_Sheet_completed Feb 18. There is no future training for this academic year; Clerk to look into it next academic term for JS.			
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			

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	<p>Update: 27.02.18: Meeting was cancelled and rescheduled for 05.03.18.</p> <p>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.</p> <p>Update 22.05.18: No update given – item to be discussed in June FGB.</p> <p>Update 03.07.18: No update given</p>
	<p>Points 8.2 to 8.7 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.</p>
8.2	<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> <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>Update 22.05.18: No update given – item to be discussed in June FGB.</p> <p>Update 03.07.18: SW still working on risk assessment, insurances and now a building application before the work can commence. Building plans need to show what windows/doors will be changing and then they can be sent off for checking. Once sent off, the building regulation process can take up to 12 wks (potentially more if any issues are identified) – therefore the work has been cancelled for now and will be revisited Easter 2019. In the meantime SW will continue to progress this item.</p>
8.3	<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>Update 22.05.18: No update given – item to be discussed in June FGB.</p> <p>Update 03.07.18: Phase 1 – Water Feature – SW checking insurance details but otherwise already to go and booked in. A football area was also discussed and a quote obtained for £7700. It was agreed by the FGB that the football area will be left for now.</p> <p>The crash surface around train will be replaced with artificial grass with a shock pad underneath. This is because the surface area is cracking up and will become unsafe over time. Two quotes have been obtained one with Easigrass for £4286 +VAT. The other quote is higher but can be brought down if the supplier lays the artificial grass onto the existing surface. SL to pass on the details of the company they previously used for the hub's artificial grass.</p>

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8.4	<p>Air conditioning – The air conditioning unit in PPA room and Head Teacher room are approved. 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> <p>Update 03.07.18: Going ahead last week of August 2018. HR & Finance Administrator, SW and MM are all now trained in Risk Assessments and able to sign them off.</p>
8.5	<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> <p>Update on 03.07.18: No update</p>
8.6	<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> <p>Update on 03.07.18: Work completed – item can now be closed off.</p>
8.7	<p>Water Heater – 03.07.18 - A new water heater for the staff room is required. This has been approved in the Finance Committee.</p>
9.0	<p>GOVERNOR TRAINING 2017/18</p> <p>Training for academic year 2017/2018 has come to a close and no new courses have been published. Come the new academic year the following training will be booked once available:</p> <ul style="list-style-type: none"> • Health and Safety Training for JS • Finance Training Part 1 and 2 for PLT • Chair Training for JS • Governance Today 1 for LG and JS • Head Teacher Appraisal Training for PLT and potentially JS
10.0	<p>GOVERNING BOARD VACANCIES/NOMINATIONS/PROPOSALS AND GOVERNING BOARD VISITS</p>
	<p>PG has consecutively not attended the FGB meetings 5 times. Clerk and Chair to make contact.</p> <p>Co-opted x2 and Parent x1 positions still vacant. Unfortunately the Parent Governor campaign did not receive any nominations and therefore will be re-approach in September/October. MM may have a candidate whom may want to join as a Parent Governor. MM to discuss with the individual.</p> <p>PLT has completed the initial visit to the Nursery School & Family Hub.</p> <p>Governor visits: FGB has decided on a new approach to this. MM to provide an overview of the data she looks into for measuring the Nursery's progress and performance. This will be shared in the Oct FGB. The Governors will then choose a 'topic' each month based on this data which will become the theme for the next meeting. A steer on what to cover needs to come from the Governors.</p>

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11.0	COMMITTEE MEMBERSHIPS 2017/18
	Take forward to September 2018. Finance Committee dates up to December 2018 agreed.
12.0	NURSERY SCHOOL / FAMILY HUB STRATEGIC DISCUSSIONS AND BEST PRACTICE
	Take forward to September 2018. GM did discuss briefly the idea of best practice and the potential of joining with another school to see how they handle work/process/finance etc and visor versa. LG pointed out the Nursery is part of the peer mentoring link group and this encourages this type of behaviour already.
13.0	NEIGHBOURS PARKING IN SCHOOL CARPARK
	Car parking issue was discussed, please see Part 2
14.0	OPERATIONAL UPDATE
	MM read out highlights from the Headteacher report. Some of the main points included: <ul style="list-style-type: none"> • Absences have fallen as a result of the new process which ensures staff call the parents regarding unauthorised absences. • ECAT info is not displaying all required data and therefore MM needs to look into it and retrain the staff to ensure all monitoring and recording on the system is alike. • CREST is replacing WebRisk as the system for recording and logging high risk accidents. 2 members of staff are currently booked to take the training. • MM also discussed the different cohorts and explained what they meant and the reasoning behind the numbers. FGB were very pleased with the report and how informative it was and thanked MM for all her efforts.
15.0	POLICY REVIEW
15.1	May Policies: <ul style="list-style-type: none"> - Local Offer/SEN Information Report – Signed off - Staff handbook – Operational – Governor sign off not required. MM has updated.
15.2	June Policies: <ul style="list-style-type: none"> - Equalities Statement – Not changed from last time and signed off - Access Action Plan – Signed off - Critical incident plan – On-going, this is a big project - there is an electronic version from 2012 which needs to be updated to reflect VPN. The staff are having to think about things such as temporary accommodation of the Nursery and parental contact in a critical situation
15.3	July Policies: <ul style="list-style-type: none"> - Pay policy (teachers) – Covered separately. - Exceptional Staff Leave – This is a LA policy that VPN adopt. It should have been updated by LA but has not – awaiting updates.
16.0	HEADTEACHER APPROVAL PANEL – PART 2
	Headteacher approval panel was discussed, please see Part 2
17.0	GDPR
	Data mapping exercise is now being dealt with internally – there is no more the Governors can do at the moment to assist. Data Protection / Privacy Policies have all been reviewed, updated and published. A separate Privacy Policy (or a separate section within the current Privacy Policy) needs to include prospective children. Correction to May's minutes – the Data Protection officer buyback is £500 and not £400 as previously stated.

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18.0	AOB
	<ul style="list-style-type: none"> ● SW to try and book 'Inventory' in for September's FGB. ● Pay Policy – the Government has stopped providing a pay scale for LA's to adopt for teachers pay. As a result WBC will no longer be providing a pay scale and individual schools and nurseries will need to adopt their own way of working. After a lengthy discussion – it was decided that VPN will map their pay scale to what WBC used to offer. This also included pay rises. In August the Government will provide a recommendation as to what to award staff. This is expected to be 2%. It is expected that if this is the recommendation then VPN will follow suit and then look to create an enhanced pay scale based on performance the following year when they have more time.

Meeting closed at 21.05

**DATE OF NEXT MEETING;
TUESDAY 25 SEPTEMBER 2018 7PM
IN THE FAMILY HUB**

Signed by GM:

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Dated:

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