

**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF
WESTMINSTER NURSERY SCHOOL
HELD AT THE SCHOOL ON 19 JULY 2018
(Commenced 4.30pm)**

Governors Present:

D Clark (DC)
D Flude (DF) Chair
E Hulse (EH) Head teacher
S Humphries (SH)
J Jardine (JJ)
H Oldham (HO)
S Bracegirdle (SB)
D Reed (DR)
N Tice (NT)

Also in attendance:

N Smith (NS) School Administration Assistant
L Taylor (Clerk) Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES AND ADDITIONAL AOB

1.1 Apologies were received and accepted from F E Austin (FEA).

1.2 No additional items of business were tabled for consideration.

2. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. The following potential conflicts were declared:-

- D Flude is also a governor at Pebble Brook Primary School, Crewe and a trustee of Shavington High School, Crewe.
- D Reed is also a governor at Beechwood Primary School, Crewe.
- D Clarke is an employee of Cheshire East Council and a governor at Pebble Brook Primary School, Crewe.

3. MEMBERSHIP

3.1 There had been no changes to the membership of the Governing Board since the spring meeting. NT was welcomed to his first FGB meeting at the school.

3.2 Terms of office due to expire: Staff governor, J Jardine, on 19.09.18. JJ would like to continue as staff governor.

Action: EH: Autumn term, expressions of interest for staff governor position.

3.3 Vacancies: HO will be stepping down as co-opted governor on 31.08.18, increasing the co-opted vacancies to two. DF and EH will progress recruitment of new governors.

3.4 NS confirmed that he updates governor details on the national database of governors on GIAS.

4. PART ONE MINUTES

4.1 The part one minutes of the spring term meeting held on 22 March 2018 were **agreed** as an accurate record, signed by the Chair and retained by the school.

4.2 Matters arising from the part one minutes:

11: SH highlighted that the skills audit had been sent out to members three times which had wasted time. It is important that the audit is done and it was requested that board members respond on time.

Action: ALL governors: For **Spring** term complete skills audit and return to SH. If members are unable to attend the spring term FGB meeting they are to complete and submit the skills audit to SH in advance of the FGB meeting.

3: Allocation of committee membership to N Tice; the change of committee name to Engagement and Premises was noted and it was proposed and agreed that NT was to join this committee. NT is to aim to attend the Cheshire East (CE) governor induction training during the autumn 18 term.

Action: NT: Aim to attend new governor induction training during the autumn term.

Action: ALL governors: Review CE autumn training programme to identify if there are any courses that they would like to attend that align with their link governor role and then contact NS.

The actions from the spring term FGB meeting were **agreed** as completed.

5. CHAIR'S ACTIONS

EH updated the meeting of the working pattern of the newly recruited TAs and Teacher. Initial discussions and preliminary planning have been done.

Ofsted visit: DF informed the meeting the Ofsted Inspector was early years trained. The outcome is that the school remains "good". A letter went out to the parents on 18/07. A press release and photo will go out on 20/07 and the outcome will be on the Ofsted website from 25/08. There are 1 or 2 actions relating to the outdoor play area. DF extended thanks to the staff, parents and governors. It was noted that parental comments to Ofsted were amazing. DH noted that the inspector commented very positively about the thought process in the 2 year old room, the learning journeys and the Headteacher and Governing Board.

6. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

6.1 The following committee minutes were received in advance of the meeting and summarised

6.1.1 Finance:

- The budget shows a year two deficit of 11k. The 33k DfE grant for maintained nurseries in last year's budget is sitting as an earmarked reserve. The school is confident that a balanced budget will be set.
- It was noted that the budget doesn't account for all income i.e. non-funded 2 year olds and special educational needs (SEN).

- The autumn Chairs meeting will go through the budget in depth. The school needs S Reading, Cheshire East Principal Accountant, to make a decision regarding the earmarked funds.
- NS will produce a budget versus actuals.
- Nursery Headteachers will be contacting local MPs to lobby funding issues. The Crewe and Nantwich MP, L Smith, has visited Westminster Nursery.
- The board of governors accepted all the finance reports received in advance of the meeting.

6.1.2 Curriculum:

- There was recognition of how good the data was and the difference made to the two year olds.
- The value added is coming through.
- Governors are very appreciative of H Oldham's work.
- Ofsted recognised that the school has good data outcomes.

6.2 Recommendations requiring the approval of the board of governors:

6.2.1 Dates of the FGB meetings to be held academic year 2018-19 agreed as;

- 22 November 2018
- 21 March 2019
- 18 July 2019

6.2.2 Annual planner: Received in advance of the meeting and items of note presented by DR:

The curriculum example was noted; the annual planner covers the main agenda points cross referenced and linked to the competency framework. It was **agreed** that the board will trial the annual planner for an academic year. Thanks were extended to DR for her hard work to produce the annual planner which will support governance. The leadership and management part of the self evaluation will be emailed to all members.

6.2.3 Budget for the financial year 2018-19: Approved by the Board of Governors.

6.2.4 The Staffing Structure 2018-19: The structure was noted and **Approved** by the Board of Governors.

Action: EH: Staffing family tree and photos for autumn term meeting.

6.2.5 Annual accounts of the Unofficial School Fund (USFA): NS reported that the balance was approximately 24.5k; it was noted that the balance can fluctuate due to lunch club monies etc. It is planned to use the fund balance towards the school's contribution to capital bid funding to improve the outside area.

Action: Clerk/NS: USFA certificate to be received autumn term/ autumn term agenda.

7. HEADTEACHER'S REPORT

Part one of the Headteacher's report was received in advance of the meeting with items of note presented by EH:

- 100% of pupil premium (PP) children made progress in areas identified. PP money has been used very wisely.
- The numbers on roll for September 18 are down in the butterfly room but up in the caterpillar room and so are weighted towards the 2 year olds.
- School Development Plan (SDP);
 - The SDP will be reduced under the new format.
 - Data; there are two new teachers to come on board in September.
 - I.T; all actions have been completed and signed of; I-pads have been purchased.

○ **Q: Germany?**

A: Two Teachers from Germany have visited the nursery to look at best practice and shadowed HO and EH. During the summer break EH and LT will be visiting Germany. A visit to Sweden will also be taking place during the next academic year. It has been very worthwhile for the school and staff professional development.

8. GENERAL DATA PROTECTION REGULATION (GDPR)

Governor monitoring of compliance with the GDPR:

- All Board Members are now signed up to GovernorHub platform which is encrypted.
- The Chairs committee will monitor GDPR compliance.
- The meeting discussed allocating a GDPR link governor and it was **agreed** that DC would assume the role and work through the governor GDPR checklist.
- All board paper documents are to be returned to NS for shredding.
- NS is working through the records management retention and disposal schedule.
- NS has been following the GDPR roadmap.
 - **Action: NS:** Chairs committee agenda item GDPR
 - **Action: Clerk:** Email DC governor GDPR checklist
 - **Action: DC:** Work through governor GDPR checklist

9. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW

External support for the Headteacher's PMR process; DF reported that the review with the Headteacher of St Marys has taken place and that it was a very good report. There is one issue moving forward in that the St Mary's Board of Governors may not want to continue the arrangement.

Action: Clerk: Spring FGB agenda item; external adviser for HTPM.

10. GOVERNANCE STATEMENT

The annual Governance statement was completed in advance of the FGB meeting.

11. DIRECTOR'S REPORT

The summer 18 report and a precis were received early in the term with the following matters of note/arising:

- 9) Signs of safety; DC has attended training; DF and EH will be attending training.
- 10) Local Children's Safeguarding Board; There will be a new version of Keeping Children Safe in Education in September.
- 13) Governing Board Documents; the good practice guidelines were noted.

12. GOVERNOR DEVELOPMENT

- The Board of Governors received a special educational needs (SEN) training briefing prior to the FGB meeting.
- DR attended finance training via Beechwood Primary School.
- The skills audit will be re-done and the balance of skills reviewed. SH produced an anonymised overview 2018 and the identified areas to strengthen were added to the governor training development plan.
- Skills gaps;
 - Charing; board members are to attend the other committee meetings to develop knowledge.
 - Volunteering; Board members are welcome to volunteer in the Nursery's book corner.
- Reviewing the impact of meetings on an occasional basis was discussed.
- **Q: What do you hope the impact will be?**
- **A: I am hoping governors will be fully involved and take responsibility for development and will feel more confident and have a wider perspective.**
- **Q: How will you know that this has been achieved?**
- **A: Rag-rating will reflect.**
- Each governor has their own area on Governor Hub to record their training attendance.
- There have been a couple of summer term governor link visits and the reports are on Governor Hub.
- All governors are to visit the school at least once per year.
- Link visits next year will be linked with the SDP and impacts against the SDP.

- The Nursery has been chosen as one of four nurseries to lead on Emotionally Health Schools (EHS); the launch will be by March 2019. Governor visits linked to EHS will be useful.
 - **Q: Launching EHS with governors?**
 - **A: EH has attended one meeting and has got provisional dates for the roll out. It is being led by CE; EH and HO worked on the audit as the school version didn't really come to the level of nurseries.**
 - **Action: EH:** One page, Emotionally Healthy Schools summary, to be produced and posted on governor Hub.
 - The Governance Action Plan will be completed for the autumn term and brought to the autumn FGB meeting. It will be reviewed annually.
 - **Action: DR:** Governance Action Plan to be completed for the autumn term

13. POLICIES

All policies that required updating have been completed and signed by the Chair of Governors. **Action: NS:** Email clerk policy list to insert into the minutes.

14. MEETINGS

FGB meeting dates as agreed under item 6.2.

The meeting noted that the current Clerk, L Taylor, is moving into a different role and a new CE Clerk will be allocated to the school for 2018-19. L Taylor will handover to the new clerk in the autumn and aim to attend the agenda setting meeting and arrange a Governor Hub drop-in with NS. Thanks were extended to L Taylor for her support of the school.

15. ANY OTHER BUSINESS

There was none.
The part one meeting closed.
Part 2 minutes were recorded.

Chair.....

Date.....

