

**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF
WESTMINSTER NURSERY SCHOOL
HELD AT THE SCHOOL ON 22 NOVEMBER 2018
(Commenced 4.30pm)**

Governors Present:

| | |
|------------------|-------------|
| F E Austin (FEA) | |
| D Clark (DC) | |
| D Flude (DF) | Chair |
| E Hulse (EH) | Headteacher |
| S Humphries (SH) | |
| J Jardine (JJ) | |
| D Reed (DR) | |
| E Rowling (ER) | |
| N Tice (NT) | |

Also in attendance:

| | |
|-------------------|---------------------------------|
| N Smith (NS) | School Administration Assistant |
| S Garbutt (Clerk) | Clerk to the Governors |

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES AND ADDITIONAL AOB

- a) Apologies were received and accepted from S Bracegirdle (SG).
- b) No additional items of business were tabled for consideration.

2. CONFLICT OF INTEREST

- a) 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 Clark is an employee of Cheshire East Council and a governor at Pebble Brook Primary School, Crewe.
- b) Annual Declarations were completed by all present.
- c) NS would update the register of business interests on the school website and confirmed he updates governor details on the national database of governors on Get Information About Schools (GIAS).

3. MEMBERSHIP

- a) Governors agreed the co-option of Mrs E Rowling as a co-opted governor from 22nd November 2018 for a period of 4 years.
The Clerk was welcomed to her first FGB meeting at the school.
- b) Governors noted the 1 co-opted governor vacancy and the Headteacher would approach the new Police Community Support Officer Police (PCSO) Stuart France. **ACTION: EH**

- c) A staff governor election had been held on 22nd November and Mrs Jardine was re-elected as the staff governor.

4. **PART ONE MINUTES**

- a) The part one minutes of the Summer term meeting held on 19 July 2018 were **agreed** as an accurate record, signed by the Chair and retained by the school. A small typographical error to a declaration of interest was noted and would be amended in future minutes.
- b) The action list was reviewed and the following noted:
- NT would undertake governor induction training through the NGA training modules.
 - Emotionally Healthy Schools programme had been started and governors were pleased to note that the younger children were involved as well.
 - The skills audit needed to be completed and would be used to inform the training programme for the Board. Governors **agreed** to complete the skills audit at 4pm prior to the next Board meeting on 21st March 2018. If governors were unable to attend they were asked to return the audit to SH prior to the meeting.
 - The safeguarding meeting would take place this term.

IMPACT STATEMENT

A positive Ofsted result had been achieved from the visit in July and governors wished to congratulate all involved. The comments from the inspector were particularly pleasing.

The annual planner for meetings was now in place.

The balanced budget was presented and agreed.

5. **CHAIR'S ACTIONS**

The Chair and pay committee had reviewed salaries and agreed appropriate salary uplifts in line with recommendations from the Headteacher.

Four new members of staff had commenced and were settling in well. Teaching and learning was improving. However, EAL continued to be a challenge and the biggest barrier to data improvements. Improvements in EAL had been evidenced this week with some children starting to use some English and joining in with nursery rhymes and songs in class. A teacher commented that it was very rewarding to see this.

6. **COMMITTEES AND NOMINATED GOVERNORS**

- a) Governors **agreed** committee membership as:

Curriculum: Susan Humphries, Elizabeth Hulse, Donna Reed

Resources: Dawn Clark, Dorothy Flude, Elizabeth Hulse, Janet Jardine, Donna Reed

Premises: Liz Austin, Stacey Bracegirdle, Dorothy Flude, Elizabeth Hulse, Janet Jardine

Chairs/Personnel: Dorothy Flude, Elizabeth Hulse, Donna Reed,

- b) Chairs had been elected at the first committee meetings of the term.
c) Governors **agreed** the delegated functions as presented to the board.

- d) Governors **agreed** the terms of reference for Curriculum, Resources, Premises, Chairs and Pay committees as presented to the board.
- e) Governors **agreed** the terms of reference for the Appeals, Staff Disciplinary/Dismissal Committee as presented to the board.
- f) Governors **agreed** Dorothy Flude and Donna Reed as the Headteachers Performance Management Panel. A recommendation for the external advisor for the 2019/20 cycle would be brought to the spring term meeting. **ACTION: EH/CLERK (to add to agenda)**

7. GOVERNORS' CODE OF PRACTICE

Governors **agreed** the NGA code of practice and this was signed by all governors present and retained by the school.

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

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

Finance:

- The school budget continued to be balanced with a £10,000 balance.
- The school continued to invest in targeted areas in consultation with the staff

Governor question: Were there any issues raised in the Ofsted report regarding the finance?
Response: No, there were no issues in the report for finance or safeguarding. The outdoor area was mentioned but not directly in relation to finance.

Curriculum:

- The committee had reviewed the baseline data and had requested comparison data for previous years.
- The Chair stated that the committee had agreed to hold two meetings in the spring term. The first would be to review the data in detail and identify any trends. The second would review the curriculum and other items in line with the annual planner.

Governor Development Plan:

Governors **agreed** the plan as presented. A training session on the GDP had been held prior to this meeting. The plan would be monitored and RAG rated at each Full Governing Board meeting.

Scheme of Delegation:

Governors **agreed** the scheme of delegation as presented with no changes.

9. FINANCIAL MATTERS

- a) Governors received the USFA certificate.
- b) Governors **agreed** the auditor for the 2018/19 academic year as Pat Le Grice.
- c) Governors received the updated budget vs actuals report from NS and noted the following:
 - i. 3 Year plan: The school would need to earmark reserves in Year 1. Year 2 was still a positive budget, but Year 3 was showing a deficit. However governors noted that Year 3 contained too many variables to be considered accurate.

- ii. The £33,000 which had been identified at the end of the last financial year but then disputed by the LA had now been agreed as belonging to the school. The school had received confirmation from the LA it would be allowed to keep these funds and these have been drawn down into the school budget.
- iii. The National Funding Formula was delayed until 2020 at the earliest and was yet to be agreed by the Schools Forum.
- iv. The Early Years Funding Formula for 19/20 indicated no changes as present. The £4.30 rate per child was the lowest in the country. Governors noted that Cheshire East was not the only county with this low rate.
- v. Rates: DC had suggested to Steve Redding at the LA that the school should not be paying rates as other nurseries within school premises do not pay rates. Mr Redding had suggested bring this to the Schools Forum for a decision. **ACTION: EH**
- vi. **SFVS** – DR and NS would review and bring to the spring term meeting for agreement prior to submission.
- vii. **Manual of internal financial procedures** – Governors **approved** the MIFP.

10. HEADTEACHER'S REPORT

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

- a) The school currently had 25 two year olds and 26 three year olds on roll. There had been some staffing changes this term due to this with one member of staff taking the older two year olds through to the three year old room so they could move straight across in January 2019.
- b) The school had taken a number of children with complex issues.
- c) Overall numbers of pupil on role are up by 7 for January 2019. This would have an impact on the 30 hour places available.

Governors thanked the Headteacher for her extremely informative and comprehensive report. A governor commented that the report was so thorough it had covered all questions she wished to ask.

Governors were reminded to come and visit the school when they wished and should undertake a formal visit at least once a year. Visits should be linked to the SDP or an item which had arisen at a committee meeting. Governors should contact the Headteacher prior to the visit.

11. DIRECTORS REPORT

Governor had received the Autumn Term Directors report and precis prior to the meeting and noted the contents.

There were no questions.

12. GOVERNORS MONITORING, TRAINING & DEVELOPMENT

Governor had discussed governor development at the training prior to the meeting.

Governors **agreed** the expenditure of £110 for the NGA online training modules.

DR had attended Finance training and GDPR training.

All governors had received a SEND briefing in July.
DF had attended GDPR training and Corporate parenting training.

The following governor visits were planned:

DR & FEA to review EAL on 30th November 2018
SH & SB to review Physical Development on 7th December 2018

13. SCHOOL POLICIES

Governor noted and **agreed** the following policies:

Chairs Committee 5/10/18

Safeguarding and Child Protection
Pay (Teachers)
Pay (Support Staff)
Code of Conduct, Equality
Acceptable Use
Admission
Appraisal
Arrival/Departure
British Values
Capability
Radicalisation
Complaints
E-Safety
Managing Continence
Missing Child
Uncollected Child
Whistleblowing.

Premises 15/10/18

Inclusion
Planning & Assessment
Play
Teaching & Learning

Curriculum Committee 19/10/18

Inclusion
Planning & Assessment
Play
Teaching & Learning

14. MEETINGS

Governors requested NS to canvas governors as to suitable dates for the Spring and Summer term meetings as those suggested were both on Thursdays and therefore not possible for all governors.

ACTION: NS/CLERK

15. ANY OTHER BUSINESS

There were no items of any other business for discussion.

Part 2 minutes were recorded.

Governors were thanked for their attendance.

The meeting closed at 5.40pm.

Chair.....

Date.....

DRAFT