

**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF  
WESTMINSTER NURSERY SCHOOL  
HELD AT THE SCHOOL ON 19 MARCH 2019  
(Commenced 4.30pm)**

**Governors Present:**

F E Austin (FEA)  
D Flude (DF)                      Chair  
S France (SF)  
E Hulse (EH)                      Headteacher  
D Reed (DR)  
E Rowling (ER)  
N Tice (NT)

**Also in attendance:**

S Garbutt (Clerk)                      Clerk to the Governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. APOLOGIES AND ADDITIONAL AOB**

1.1 Apologies were received and accepted from D Clark (DC), S Humphries (SH), J Jardine (JJ), N Smith (NS)

Governors noted no apologies had been received from S Bracegirdle (SB)

1.2 Governors agreed to discuss the Review of Governor Development Priorities under AOB. Governors requested this become a standing item on the FGB agenda. **ACTION: CLERK**

**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.

**3. MEMBERSHIP**

3.1 Governors agreed the co-optation of Mr Stuart France as a co-opted governor from 19<sup>th</sup> March 2019 for a period of 4 years.

3.2 There were no terms of office due to expire before the next meeting.

**4. PART ONE MINUTES**

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

4.2 The action list was reviewed and the following noted:

- The Clerk would add External adviser for HTPMP to the summer term agenda

Governors were pleased to note the School Forum had agreed to pay the rates. All other actions had been completed.

## 5. CHAIR'S ACTIONS

The Chair informed the meeting she had taken part in the employment process for one teacher in the 2 year old room to cover a maternity leave.

## 6. 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:

### Chairs:

- The draft budget was reviewed and recommended to the FGB for formal approval.
- Personnel issues were discussed.
- The Cheque Signatories Policy had been reviewed and **approved**.
- A wish list of improvements for the outside environment had been created,
- The mid term Headteachers performance management had taken place.

### Premises:

- The new yard at the back had been completed and feedback received by visitors and parents was extremely complimentary.
- The gutters had been redone which will improve drainage.
- A site walk was conducted.
- The storage sheds had been delivered.

### Curriculum:

- The committee had reviewed two main areas; SEN and EAL.
- Data had been discussed in detail.
- A learning walk had been completed.
- SEN funding had been reviewed
- Governors noted that EAL numbers were 10% higher than last year.
- The committee agreed the FGB training prior to the summer term meeting would look at Emotionally Healthy Schools Project. **ACTION: CLERK TO ADD TO AGENDA**

Governors received an overview of the data and noted the following:

- 2 children had left the Butterflies, and 2 had started.
- 2 children had special educational needs.
- 65% were EAL.
- 31% had been referred to speech and language therapy. However, there was a very long waiting list for the service.
- A high proportion of EAL children were not at age related expectations.
- Baseline data had been taken in January:
  - 11 children had joined
  - 73% were boys; 27% girls
  - 45% had entered from caterpillars
  - 73% were EAL children

- 9% (1 child) had been referred to speech and language therapy
- 27% were funded 2 year olds.
- The initial data had been quite high when reviewed and moving and handling was showing as good.
- Governors were informed that the April intake would have an impact on the school data.
- The outdoor area was being used well and outdoor maths activities were being planned

The Chair stated she would continue to highlight the need for speech and language therapy for nursery pupils to the local authority. Governors agreed there was evidence that children could fail if they did not have this therapy available at nursery level as they did not have the skills to catch up with peers if they continued to struggle with speech and language.

### **Finance:**

- The finance committee met on 18<sup>th</sup> March 2019 and minutes would be uploaded to governor hub when available. **ACTION: NS/CLERK**
- FEA would review the asset register and report to the summer term meeting.
- The road sign for the nursery school was still being explored. The Headteacher explained she had been informed by the LA that they did not put up signs for nursery schools. The nursery was exploring the costs for putting up their own sign.
- The SFVS had been completed and was reviewed. The committee recommended it to the FGB for approval.
- The draft budget was reviewed and the committee recommended it to the FGB for approval.

### **Budget:**

The final budget for 18/19 contained a carry forward of £76,670 and of this £49,500 had been ear marked for works around the school.

The draft budget for 19/20 contained a carry forward of £24,406.

The Headteacher explained to the Board the ear marked reserves and that these would be used for a number of projects. A wish list of items had been developed and included:

- Development of the 3 year old room, renewal of flooring, painting and new furniture
- Screen fencing
- Guttering
- Inside painting for the whole school
- Display boards
- Plans to develop a forest schools area

Governors noted the priority was the refurbishment of the 3 year old room.

The Board were informed that police cadets could be used for some of the outside work under supervision. The Headteacher would liaise with PCSO France to review how this could be taken forward. **ACTION: EH/SF**

Governors were informed that a higher figure had been allocated to supply teaching for the forthcoming academic year as the school had been asked to take part in a trial of Phase 2 of a EHS project which would involve teachers being out of school.

There were no questions on the budget.

## **7. PART ONE HEADTEACHERS REPORT AND MATTERS ARISING**

Governors had received the report in advance of the meeting and the Headteacher brought the Boards attention to the following items:

Training had been listed in the report and the budget for 2019/20 contained funding allocated to paediatric training for staff.

EAL continued to increase in the school with 62% of children being EAL this year compared to 52% last year. There were more languages than ever being spoken in the school and this brought its own challenges.

Governors discussed the weekly newsletter to parents and whilst it was felt to be very useful, the Board considered how this could be translated so it was accessible to all parents. Governors felt the Local Authority should be looking at how this could be achieved for all schools with high levels of EAL children.

The library was being used a lot more frequently following World Book Day and staff were endeavouring to promote the library to all parents.

The SDP had been updated following the autumn term, and the Headteacher was currently working on the spring term updates.

## **8. FINANCIAL MATTERS**

8.1 Governors **approved** the draft annual budget for 2019/20

8.2 Governors **approved** the SFVS for submission by 31<sup>st</sup> March 2019.

## **9. APPROVE TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2019/20**

Governors **approved** the term dates and holidays including the INSET days as presented and asked these be uploaded to the school website and Governor Hub. **ACTION: NS/CLERK**

Governors noted the difficulties which had arisen over the differences between Cheshire East and Cheshire West holidays for the 2018/19 academic year and requested the LA to negotiate to ensure dates were standardised.

## **10. DIRECTORS REPORT**

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

There were no questions.

## **11. GOVERNORS MONITORING, TRAINING & DEVELOPMENT**

There was no report to receive.

Governors had been requested to complete the skills audit either electronically online, or in paper format prior to the meeting.

Governors were reminded to access the NGA Learning Links as the school had paid for this service.

The Chair would meet with PSCO France for a governor induction to the school. **ACTION: DF/SF**

### Sharing of Training

Governors agreed the Clerk would set up a training folder on Governor Hub to contain precis produced by governors after they had attended training. **ACTION: CLERK**

All governors were asked to submit a precis of the points learnt following attending training via email to the clerk who would then upload this to Governor Hub as a word document. **ACTION: ALL**

## **12. SCHOOL POLICIES**

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

### **Chairs Committee:**

Cheque Signature authority policy

## **13. MEETINGS**

Governors agreed the Summer Term FGB would take place on Thursday 18<sup>th</sup> July at 4.30pm. Governor training on Emotionally Healthy Schools would take place prior to the meeting at 4.00pm.

## **14. ANY OTHER BUSINESS**

### Governor Development Plan

Governors reviewed the development plan and RAG rated it against progress. Mrs Reed would update the plan and this would be uploaded to governor hub. **ACTION: DR**

Part 2 minutes were recorded at this meeting.

Governors were thanked for their attendance.

The meeting closed at 5.45pm.

Chair.....

Date.....