MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF WESTMINSTER NURSERY SCHOOL, CREWE ON MONDAY 15 JULY 2024

Governors Present:

Emma Connor	(EC)	Headteacher
Donna Reed	(DR)	Chair
Liz Austin	(LA)	
Neil Smith	(NS)	
Leanne Jennings	(LJ)	
Steve Hogben	(SH)	
Jill Chadwick	(JC)	

Others in attendance:

Su Garbutt — Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 4pm with a presentation on the Governors Guide to the Curriculum by the Headteacher (see appendix A for presentation and questions)

ITEM	
1.	**APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS** Apologies were received and accepted from Linda Buchanan and Graham Chadwick. There were no items of other business to consider.
2.	**CONFLICT OF INTEREST** There were no conflicts declared with the business of the meeting. Governors confirmed all declarations and their acceptance of the code of conduct had been completed.
3.	**MEMBERSHIP** a) Governors noted the resignation of Mr Nathan Tice as a parent governor and wished to thank him for his contribution during his time on the Board. Governors appointed Mrs Jill Chadwick to the Board as a co-opted governor with a four-year term of office from 15 July 2024 until 14 July 2028. b) The following vacancies were noted: • 1 Co-opted governor • 1 Parent governor c) There were no terms of office due to expire before the next meeting. d) Governors confirmed that NS would update GIAS with recent changes.
4.	**PART ONE MINUTES AND MATTERS ARISING**

	a) Governors **approved** the part one minutes of the spring term board of governors meeting, held on 11th March 2024, as a true and accurate record of proceedings. A copy of the minutes was signed by the Chair and retained by the school. b) The action list from the last FGB meeting was reviewed and the following noted: • The discussions with community leaders regarding the governor role remained ongoing. • The election of Chair & Vice Chair was deferred to the Autumn term. The current Chair and VC would remain in post until this election. All other actions had been completed.
5.	**CHAIR'S ACTION AND CORRESPONDENCE** No actions had been taken on behalf of the board under the Chair's Power to Act.
6.	**PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSBILITIES** a) Governors acknowledged the receipt of summer term committee minutes circulated via Governor Hub prior to the meeting. <u>Premises Committee (13 May 2024)</u> • The committee had reviewed the long list of planned works. • The painting work would be completed over the summer. • The playground surface issues were discussed and how to better utilise the space. 4 quotes had been received and the committee recommended the one which met the needs and remained with the budget. The quote was from Pentagon who had worked with the school previously. • The window cleaning was now being done termly, not half termly. • The tree work had been completed – this had taken 4-5 hours and the children all loved watching the work being completed as the workmen had used a cherry picker. • Vandalism continued to be a problem for the school, but the community was continuing to report any issues. ***Governor question: Are people getting on the roof?*** *Response: Yes, they climb over the fencing.* Governors agreed this would be discussed at the next Premises committee. <u>Curriculum Committee (24 March 2024 & 8 July 2024)</u> • The committee reviewed the data in detail through the contextual sheets received. • Governor noted that 75% of the school leavers were EAL pupils. • 45% of the caterpillars were EAL pupils but all making good progress in all areas. • Butterflies would continue to focus on the areas of self-regulation and self-management. • Assessment for next year was discussed. • The committee had a long and detailed discussion around SEND. • Governors noted LA would be taking over the EAL learning walks for the 24/25 academic year.

Finance Committee (1 July 2024)
JC would join the finance committee officially after this meeting but had joined the meetings this term as an observer. The committee discussed:

- Pay increments.
- Devolved formula capital.
- CHESS buy backs – the committee recommended these for approval to the FGB.
- Reviewed the contract for the photocopier lease.
- A review of pay scales within the school would be reviewed by the Finance and Chairs Committees in the Autumn term.

Chairs' Committee (24 March 2024 & 8 July 2024)
Minutes of the Chairs' Committee were not circulated due to confidentiality, but DR noted that the committee had considered the following areas:

- Admissions
- Staffing and structure
- Governor development plans
- Audit outcomes
- Staff questionnaires
- Dates cycle
- Governor achievements for this academic year

b) Recommendations requiring approval

The Premises Committee and Finance Committee recommended the Pentagon quote for the playground work for approval. **Governors approved the quote.**

The Finance Committee recommended the FGB approve the CHESS buy backs for 2024/25. **Governors approved this recommendation.**

c) Monitoring Reports

SEND
LB had visited the school on 25th June 2024 and the visit report was available on Governor Hub. Key points included:

- There were 21 children on the register. There was a lot of paperwork attached to each child which needed completing.
- The school had received confirmation that one child would receive special school funding next year.
- Training had been discussed.
- Individual children had been reviewed.
- Transition arrangements were discussion.
- Children's interventions were reviewed.
- Nicola Clark had almost completed the SENCo qualification.
- There would be a focus on speech and language next year to help with some children's lack of communication.

Ongoing concerns:

- The quantity of paperwork for each child meant that Mrs Clark would need paying for half a day per week to enable this to be kept up to date.

	• The lack of additional funding for SEND children – the school only had top up funding for 6 out of the 21 children. • The school was having to apply and supply evidence on multiple occasions. EC commented the school was proud to be inclusive, but they did run the risk of not being able to meet need due to the amount of requests they were receiving. On the staff survey, some staff mentioned they were dissatisfied with the number of SEND pupils in the provision. The school had recently turned down two requests due to needing to ensure safe staffing levels. ***Governor question: What is a sustainable level?*** *Response: We cannot really say it would be X%. We currently have 26% of pupils with a special educational need. We need to ensure we keep all our children and staff safe. We do consistently look at capacity and offer places where we can safely meet needs. We cannot get funding for 121s, and this was discussed at length at the Chairs meeting. There is no specialist nursery provision within Cheshire East.* Safeguarding DR continued to meet regularly with EC to look at safeguarding and received a weekly update. DR noted the following points: • Sian Smith would remain as deputy safeguarding lead next academic year. • The single central record check had been conducted. • The S175 audit had been reviewed and discussed. • DR had discussed governor training with Cheshire East and all governors were advised to complete safeguarding and PREVENT training within their term of office. This should be repeated if re-appointed. The safeguarding governor should also complete the staff safeguarding training and this should be repeated annually.
7.	**FINANCIAL/COMPLIANCE MATTERS** a) The final budget for 2024-25 was available on Governor Hub and all governors had reviewed this prior to the meeting. Three Year Plan: Outrun / Year 1 / Year 2 / Year 3 Carry Forward: 37,645 / 33,187 / -57,751 / -184,586 Governors noted the carry forward would improve due to the earmarked reserve for Year 2. **Governors ratified the final budget for 2024-25 which had been approved by the Finance Committee and submitted in line with Cheshire East timescales.** b) The budget presented had included staffing arrangements. The 2024-25 staffing was contained within the Headteacher report. Governors noted and **approved** the structure as presented. c) Governors **approved** the 5-year photocopier contract as discussed and recommended by the Finance Committee.

	d) Governors **approved** the CHESS buyback as recommended by the Finance Committee. Governors **appointed** Cheshire East to provide the clerking service for their 3 FGBs during the 2024-25 academic year. e) NS informed the Board that the School Fund had approximately £14,000 in the account. The audit would take place over the summer break and the certificate would be brought to the Autumn term FGB meeting. **ACTION: Clerk to add School Fund certificate to term agenda for formal approval.** f) Governors confirmed the SFVS had been submitted by 31st March 2024. g) The S175 had been reviewed by DR and submitted in line with Cheshire East required timescales. <u>Additional Items:</u> The asset register had been updated and Governors **approved** the register as presented. The Manual of Internal Financial Procedures had been updated and Governors **approved** the manual as presented. There were no questions from the Board.
8.	**PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING** The Headteacher's report had been circulated to governors prior to the meeting and the following points were highlighted: • The report contained the staffing structure for 2024-25. • Miss R Smith-Maddock had passed the TA qualification. • The SDP was mostly green and maintaining a strong governing body remained a focus for next academic year. • CCTV grant could not be funded unless the nursery was able to run a community project. This was not currently possible. Governors also received a document containing ECs ideas for the SDP for 2024-25. ***Governor question: I note there may be a cost implication regarding staff moderation. Can this not be done on an INSET day?*** *Response: Not all staff attend the INSET days. Most key staff do as they are full time, but teaching assistants don't staff for staff meetings. Therefore, we would need to pay for these additional hours for staff who are staying on to attend meetings.* ***Governor question: There are a lot of ideas in this document, are you planning to put all these in the plan?*** *Response: Some areas are already in the plan, and these are just continuations, not brand-new foci. A lot of these also overlap.*

	Governor question: Are you continuing with the football coaching? *Res. Sam from Kicks will come to discuss pricing this week. The children all loved being part of this.* ***Governor question: Have you got the INSETs planned for next year?*** *Response: Yes. The first is always safeguarding, the behaviour policy, key worker roles, and class preparations. Twilights have been arranged with Springfield who have offered to do bespoke training to upskill our staff about handling situations around SEND children as some of our staff have indicated they are anxious about this. We have some more complex needs children. We also need to look at appropriate handling training. Again, as indicated above, there may be some staffing costs associated with parts of this training.* Governors thanked EC for the very informative documents. The Board agreed that each committee should review relevant parts of the SDP at each meeting.
9.	**HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (HTPMR)** The review meeting had been set for October 2024. New targets would be set at this meeting for 24/25 academic year. The external advisor for this meeting was agreed as Tim Nelson.
10.	**DIRECTOR'S REPORT** The summer term Director's Report had been circulated at the start of the term and relevant items discussed in committees as appropriate. The Board noted that most of the report did not apply to a nursery setting. The clerk for 2024-25 would discuss how best to pass on relevant information to the school with the Chair at the beginning of the Autumn term.
11.	**GOVERNOR DEVELOPMENT & TRAINING** a) The Governor Development Priorities were discussed for 2024-25. The staff questionnaire linked to this as the survey included a question "What can we improve on" and Governor contact with the community was mentioned. The skills audit was reviewed, and this had also informed the development priorities. DR had looked at those outcomes from the skills audit which were at a 3. Governors received the GDP document for 2024-25 which had been uploaded to Governor Hub prior to the meeting and **approved** it as presented. Governors were encouraged to use the GDP document to help inform their learning walks. ***Governor question: How are we going to increase governor visibility?*** *Response: Through our learning walks, attending parental events etc. There is a stay and play every half term which is on the monthly newsletter and governors are encouraged to come to those if possible.*

Governors were requested to inform NS if they were going to attend any event.

The Governance Development plan for 2023-24 was reviewed, and the following updates noted:

- There were 2 amber sections remaining.
- Finance efficiency, Budget and SDP, Training and Knowledge dissemination were now green. The policy re. curriculum remained amber.

b) Governors **agreed** the committee membership for 2024-25 as:

Curriculum Committee	Donna Reed Liz Austin Emma Connor Linda Buchanan Graham Chadwick + (teacher) Neil Smith = minutes
Finance Committee	Donna Reed Neil Smith Jill Chadwick Emma Connor Steve Hogben Neil Smith / Jill Chadwick = minutes
Premises Committee	Liz Austin Graham Chadwick Emma Connor Leanne Jennings Steve Hogben Jill Chadwick Neil Smith = minutes
Chairs Committee	Emma Connor Neil Smith = minutes + chair and vice-chair of governors + any governor. who is a committee chair
HTPMP	Donna Reed Liz Austin External Advisor: Tim Nelson

c) Governors **agreed** the Link Governor areas for 2024-25 as:

Communication & Language	Jill Chadwick
EAL	Liz Austin
Equality and Diversity	Leanne Jennings
E-Safety	Leanne Jennings
Health and Safety	Liz Austin
Outside Resources	Steve Hogben
Physical Development	Donna Reed
PSED	Graham Chadwick
Safeguarding/ Cared for children	Donna Reed
SEND	Linda Buchanan
Staff well being	Donna Reed

Training	Graham Chadwick

d) There was no report to be received.

Website – governor responsibilities

The document had been shared with all governors prior to the meeting. Governors **agreed** to undertake the areas of responsibility assigned to them for the website for the 2024-25 academic year.

NS would be completing an update early in the Autumn term and so governors were asked to start reviewing the website after the end of September 2024.

e) The following training had been undertaken by the Board:
Handling complaints – Donna Reed
Essential safeguarding – Donna Reed
Governor induction – Steve Hogben and Graham Chadwick

Whole school training had been included on the back of the Governor Priorities plan. This included training expectations.

f) The meeting noted the following governor visits:

LA – How children and adults communicate and how the children communicate between themselves.
The communication between the adults and the children which had been observed was mainly good with the adults helping the children to communicate well. The children's communication together was very good. All was in English despite the large number of languages spoken by the pupils. LA viewed lots of different activities and the way the children had communicated with each other.

LJ – Quality and assessment of learning.
LJ had looked at the progress of a particular child during her visit and how they communicated and explored in a different way. Staff were interacting with the child and developing bonds. The child had access to all activities. The children were playing together well, as well as some playing independently. They were sharing well. All staff were ensuring the children were happy and flourishing.

SH – Outside resources.
SH had completed a walk with the premises committee but had also conducted a learning walk with EC. This had allowed him to see how the outside resources contributed to the physical development of the children. He had remained for the stay and play session and spoke to parents during his visit. The use of resources had encouraged team building, and resilience.

DR – EAL
DR had completed an afternoon in school. She had reviewed who was leaving and which school they would be attending. The use of coloured lanyards and visual aids had been very helpful, and she had seen Makaton being used. This was greater in

	the caterpillar room than in the butterflies. Visual timetables were being used seamlessly across the two rooms.
12.	**SCHOOL POLICIES** The following policies had been reviewed in committees and were listed for information: • Emotional Resilience, Wellbeing & Mental Health • Pensions Discretion • Bad Debt • Best Value Statement • Gritting • Lone Working The following **statutory** policies had been reviewed in committees and were **approved** by the FGB: • Accessibility Plans • Disciplinary • Equality & Diversity • Grievance • SEND
13.	**MEETINGS** Governors agreed the dates for the 2024 – 25 meetings as: **Autumn Term** • Premises — Monday 7th October — Midday • Curriculum (followed by Chairs) Includes Pay Panel — Tuesday 22nd October — 11:45 • Finance — Monday 4th November — Midday • Head Teacher PM — Friday 25th October — 1pm *FGB – Monday 25th November – 4pm* **Spring Term** • Curriculum (followed by Chairs) — Tuesday 14th January — 11:45 • Premises — Monday 3rd February — Midday • Finance — Monday 3rd March — Midday • Headteacher PM ½ year review — TBC — TBC *FGB – Monday 10th March – 4pm* **Summer Term** • Curriculum (followed by Chairs) — Tuesday 22nd April — 11:45 • Premises — Monday 12th May — Midday • Finance — Monday 23rd June — Midday • Curriculum (followed by Chairs) — Tuesday 8th July — 11:45 • Head Teacher PM review — TBC — TBC

	FGB – Monday 14th July – 4pm
14.	**ANY OTHER BUSINESS** There was no other part 1 business to discuss.

The meeting moved to Part Two at 6.24 pm.

The meeting closed at 6.30 pm.