

MINUTES OF A MEETING OF THE FEDERATED CHURCH HILL AND LOW HALL NURSERY SCHOOLS GOVERNING BODY PREMISES COMMITTEE HELD ON THURSDAY 21 JUNE 2018 AT 9.15 AM AT CHURCH HILL NURSERY SCHOOL

Present: Ms Sandra Campbell (Chair)-Co-opted Governor

Head Teacher (Voting)
Mrs Helen Currie

Local Authority Governor
Mrs Susan Peacham

Staff Governor
Ms Margaret Rees

Clerk to the Governors: Mrs Caroline Russell

Also present: Mrs Hasina Rashid, School Business Manager
Ms Pauline France, Chair of Governors

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.1.	Run, Hide, Tell Posters: Ms Rashid to update, prior to display.	HR	Ongoing
3.2.3.	Fire Door Signage: Update needed.	HR	As soon as possible
3.2.4.	Abuse of LHNS/Ferguson Centre Car Park: Meeting with Council officers to be arranged.	COG/HT/EM cL/AF-S/HR	As soon as possible
3.2.5.	Maintenance of School Roll: Children's Learning and Development Committee to consider further	CLD Committee	Next CLD Committee
3.2.8.	Use of Capital Funding to Reorganise at CHNS: Further reports to committees to be made.	FPP/Premises Committee	Ongoing
4.1	Mud Kitchen: SBM to contact contractor to make safe	SBM	As soon as possible
7.1.	Safeguarding Audits 2016/17 and 2017/18: Mrs Peacham to report to FGB on 03-10-2018 for both schools	SP	FGB 03-10-2018.
	Vacancy for Co-opted Governor: PF/HC to meet a prospective candidate, email governors for consent re co-option from October FGB meeting.	PF/HC	Ongoing
14	Date and Time of Next Meeting: Thursday 15	All	Ongoing

Chair's Initials:
SS

	November 2018-9.15 a.m.-LHNS. Draft agenda items per minute	+Governor Services to note/action	
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1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2. Apologies for Absence

These were received and accepted from Ms Chloe Shrimpton.

1.3. Quorum

The meeting was quorate with four governors present.

2. DECLARATIONS OF INTEREST

2.1 These were made by Ms Sandra Campbell (re possible use of spouse for minor building works), Mrs Susan Peacham (re part time employment re data processing) and Ms Margaret Rees (re personal connection with architect). There were no declarations in relation to any of the agenda items for this meeting.

3. MINUTES

3.1. Minutes of the Last Meeting Held on 9 March 2018

These were received and agreed these to be an accurate record of the meeting. Ms Campbell signed a copy of the minutes for retention by the school.

3.2. Matters Arising

3.2.1. Run, Hide, Tell Posters

These will be displayed once updated.

ACTION: Ms Rashid.

3.2.2. Uneven Paving Slabs at CHNS

These have settled and satisfactory for the present.

3.2.3. Fire Door Signage

This needs to be updated.

ACTION: Ms Rashid

3.2.4. Abuse of Shared LHNS/Ferguson Centre Car Park

This has been discussed by the full Governing Body. LBWF have now cleared the car park and removed trees and rubbish to deter rough sleeping and drug abuse. Ward councillors are aware of the issue which will be discussed at a Cabinet meeting re community safety. There has been repeated contact with various Council officers to secure the car park and press interest expressed. A building condition survey has been undertaken by the Education Funding Agency who advise that funding could be applied for to secure the perimeter of the site. Discussion followed regarding the future of the Ferguson Centre (an NHS mental health provision which could be used for Early Years training and/or two year old provision) whose services could be relocated to the Queens Road Community Centre as a shared site with a nursery school is considered inappropriate, if the site becomes available.

ACTION: Meeting with COG/HT/EMcL/AF-S/HR to be arranged to discuss premises issues and report back to committee/FGB.

3.2.5. School Roll

This is estimated at 60-70 for September 2018 with positive publicity needed especially for LHNS e.g. a school fair. A banner and pamphlets have been created for distribution locally. It was noted that LHNS is now in its 90th year and could be promoted in the WF magazine.

ACTION: Children's Learning and Development Committee to consider further.

3.2.6. LBWF Maintenance Plan

This has been signed by PF.

3.2.7. Use of Elephant Room at CHNS

Possible plans for the room include provision of sliding doors to close the space off when it cannot be supervised.

3.2.8. Premises Walkaround

This was conducted it being considered that a separate entrance for two year olds through the red gate would reduce congestion and promote a more tranquil start to sessions. The sensory room could be moved and combined with the staff room to create a bigger space for two year olds retaining the community room for external agencies. It may be possible to use capital funding for this.

ACTION: Further reports to be made to FPP and Premises Committees.

3.2.9. Lottery Funding Bid

This is being considered for a joint bid with St Saviours C of E Primary to develop the garden and Forest School provision.

3.2.10. Display of School Names on Website

This has been done.

4. PREMISES PLAN 2018/19-CIRCULATED AND PRESENTED BY MRS RASHID

4.1. Church Hill Nursery School

4.1.1. Minor Repairs

The number of minor repairs needed is increasing making recruitment to the Site Services Officer vacancy urgent. A number of candidates have been interviewed with one selected for appointment subject to references.

-Minor repairs were noted as needed to the front door, leaks in kitchen, to hand drier in toilets, visibility markings and missing children's toilet doors (quotes have been sought and agreed for £3735 from a contractor known to the School with DFC funding to be used).

4.1.2. Forest School Provision

This is being developed in partnership with St Saviours/St Mary's CE Schools with possible use of the side garden, including a fire pit.

4.1.3. Sandpits

These are out of action at both schools to be relocated and replaced in July by DK Charles.

4.1.4. Mud Kitchen

Details of a complaint were received re glass fragments found in a child's pocket so the area has been closed off to be made safe. Concern was expressed that soil in the area was earlier dug out to make the area safe.

ACTION: SBM to contact contractor.

4.1.5 Legionella/Asbestos/Boiler Maintenance Inspections: These tests are due.

4.2. Low Hall Nursery School

4.2.1. Visit by Representative from Education Funding Agency

It was reported that this considered that doors, windows and glazing in School are not fire compliant.

ACTION: AF-S (LBWF Asset Manager) to visit re possible match funding bid.

4.2.2. New Air Conditioner Unit

This has now been connected.

4.2.3. Gate Security

This could be improved with CCTV and provision of a bell/closer.

4.2.4. Nappy Bins

These were overflowing so the emptying contract has been changed with costs significantly higher.

4.2.5. Overgrown Eucalyptus Tree

This has now been removed from the side garden.

4.2.6. Roof Leaks to Rainbow Room and Head Teacher's Office

These have been repaired.

4.2.7. New Play House

This has been installed.

4.2.8. Forest School Pond Conservation Area

This could be a shared provision with possible use of St James Park.

5. HEALTH AND SAFETY ACTIONS

5.1. These were noted in relation to the mud kitchen and gate security.

6. ACCIDENT REPORTING

6.1. Church Hill Nursery School

The number of reported head injuries has reduced but there has been an increase in other indoor and outdoor incidents to 3 and 4 year olds, possibly weather related.

Re two year olds there were two reported head injuries in the spring term possibly as children become more used to the setting and play more adventurously.

6.2. Low Hall Nursery School

Both reported accidents and head injuries were reduced at this school.

7. SAFEGUARDING AUDIT

7.1. This will be reported to FGB once completed after log onto the borough system.

ACTION: Sue Peacham to report for both schools to FGB on 03-10-2018 for 2016/17 and 2017/18.

8. POLICIES

There were none circulated.

9. SUSTAINABILTY

9.1. Eco School Focus for Staff INSET in September

This will be led by a speaker presentation with priorities identified including waste

reduction. Links to other policies will be considered e.g. re clearing products, local purchase of food and general recycling.

10. EMERGENCY PLAN

10.1. Use of Early Childhood Environment Rating Scale (ECERS)

There will be training for staff at the September INSET.

Staff will also be briefed re emergency evacuation. It was noted that Barn Croft Primary School, Walthamstow School for Girls and St Mary's Church are possible evacuation sites.

10.2. Fire Drill

This is due for the summer term.

11. ACCESSIBILITY PLAN-E-CIRCULATED

11.1. Need for Update re Physical Works Needed at LHNS

This was noted.

12. CAPITAL DEVELOPMENT

12.1. Low Hall Nursery School

Feasibility study plans are awaited following which the asset plan will be updated.

13. Lettings and Charging

The need was noted to review late pick up charges, charge parents and advise them that social services will be contacted if necessary.

14. DATE AND TIME OF NEXT MEETING + DRAFT AGENDA ITEMS

14.1. Date and Time of Next Meeting

Thursday 15 November 2018 at 9.15 a.m. at Low Hall Nursery School.

14.2. Draft Agenda Items

- Welcome and apologies for absence.
- Declarations of Interest.
- Minutes and matters arising from the last meeting held on 21 June 2018.
- Premises Plan 2018/19: To consider as relevant for CHNS and LHNS.
- Health and Safety Actions: To note and consider any made.
- Accident Reporting: To receive and consider.
- Policies: To consider any policies relevant to the committees' remit.
- General Data Protection Regulation.
- Safeguarding.
- Date and time of next meeting + draft agenda items
- Any other business/confidential items.

15. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

15.1. Vacancy for Co-opted Governor

ACTION: Ms France and Mrs Currie to meet with a prospective candidate in School and, if appropriate, e-circulate other governors for consent to allow co-option with effect from the October FGB meeting.

15.2. Lead Teacher for Educational Visits

A teacher is to be allocated to this.

15.3. General Data Protection Regulation

It was noted that a retention and data protection policies are on the Schools' website. Long retention periods are needed re pupil records and SEN

Plans which could be scanned.

- 15.4. Confidential Minutes and Staffing Matter
Minuted as separate confidential appendix.

The meeting closed at 12 noon.

Chair: SANDRA CAMPBELL (print)

S. Campbell (sign)

Date: 15-11-18

Chair's Initials:
SC