**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF**

**WESTMINSTER NURSERY SCHOOL**

**HELD REMOTELY ON 14th JULY 2021**

(Commenced 4.30pm)

**Governors Present:**

D Reed (DR) Chair

L Buchanan (LB)

D Clark (DC)

E Connor (EC)

E Hulse (EH) Headteacher

N Tice (NT)

N Smith (NS)

**Also in attendance:**

H Cummings (HC) Clerk

C Naismith (CN) Observer

**PART ONE**

Before the meeting commenced, Elizabeth Hulse and Emma Connor gave a short presentation to governors on the new framework for the Early Years Curriculum.

**ACTION: Clerk to upload presentation to GovernorHub.**

1. **APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS**

The Chair welcomed Connor Naismith to the meeting as an observer.

1. Apologies were received and accepted from Liz Austin.
2. Governors agreed to discuss the following item under AOB:

* Parliamentary debate on Early Years funding.

1. **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 Reed is also a governor at Beechwood Primary School, Crewe.
* D Clark is also a governor at Pebble Brook Primary School, Crewe.

1. **ELECTION OF CHAIR**

DR was elected as Chair for a term of one year.

1. **ELECTION OF VICE CHAIR**

DC was elected as Vice Chair for a term of one year.

1. **MEMBERSHIP**
2. There were no changes to the membership of the Board to note.
3. Governors noted the following vacancies:

* 1 Local Authority Governor – Ward Councillor, Connor Naismith, had expressed an interest in joining the Board, but no date had been set for the panel meeting to approve LA governor applications. Governors agreed that CN should be added to GH in order to familiarise himself with the workings of the Board in preparation for membership.

**ACTION: Clerk to add CN to GH**

1. Governors noted that Donna Reed’s term of office was due to expire on 31st August 2021. DR confirmed her willingness to continue, and governors were pleased to Co-opt her for a further term of four years from 1st September 2021.
2. NS confirmed that the DBS check for LW had been completed.
3. Governors confirmed that NS was responsible for updating GIAS (Get Information About Schools) as necessary.
4. **PART ONE MINUTES AND MATTERS ARISING**
   * 1. Governors **approved** the minutes of the previous Board of Governors meeting on 17th March 2021. Due to the virtual nature of the meeting, the Chair would enter a typed signature on the minutes, and these would be signed once the school was re-opened.

* + 1. All part 1 actions had been completed and there were no matters arising from the minutes.

1. **IMPACT STATEMENT**

Throughout year, the board had supported and questioned the Headteacher’s implementation of guidance around the Covid pandemic, ensuring the safest possible environment for children and staff.

The Governance Development plan had been reviewed, and a clear schedule agreed for governors throughout the year. The skills audit had been completed to establish development priorities for 2021/22

Governors had ensured the highest possible standards of safeguarding throughout the year, with the Chair meeting with the HT on a weekly basis at one point to discuss safeguarding matters.

1. **CHAIR’S ACTION**

No decisions had been taken under Chair’s action,

1. **HEADTEACHER’S REPORT**

The Headteacher had provided a comprehensive report on GH ahead of the meeting, giving as much detail as possible in view of the fact that governors had been unable to visit the nursery.

Governors particularly noted the overwhelmingly positive comments form the parent survey, and that all aspects of the School Development plan were either completed or on track to be completed.

The Headteacher commented that whilst objectives of the SDP had been met, the work would continue in many areas to embed and strengthen good practice across the nursery.

1. **PART ONE REPORTS FROM COMMITTEES**

Premises

The committee meeting had not taken place due to the illness of the committee Chair, but EH and NS reported that a number of small repairs had been made in the outside area to address Health & Safety concerns. Governors heard that the annual Health and Safety review had taken place and no actions had been identified. A survey of a flat roof area had confirmed that no work was required.

Curriculum

The Curriculum committee had examined performance data and noted that the percentage of children with English as an Additional Language (EAL) had increased from 60% to 83% in the last 2 years. The committee had examined the main features of the new Early Years curriculum and noted that 9 children were in receipt of the Early Years Pupil Premium funding.

Chairs

The agenda for the Chairs’ meeting was available on GH, but minutes were not circulated. The Chair noted that areas discussed had included admissions, staffing, performance management, Covid-19 and Safeguarding.

Finance

The Finance committee meeting had taken place on 5th July, and budget papers were available on GH. See Item 11 below.

Headteacher’s Performance Management

The Headteacher’s Performance Management committee had met and would report under part two of the meeting.

There were no further reports.

1. **FINANCIAL MATTERS**
   * 1. Governors had reviewed the budget papers on GH and were pleased to **approve the budget** for 2021/22.

b&c) Annual contracts and ChESS purchases had been reviewed and approved at the Finance Committee meeting.

1. The Business Continuity Plan was **approved** by the FGB.
2. Review and approval of the Asset Register was deferred until the autumn term.
3. Review and approval of the Scheme of Financial Delegation was deferred until the autumn term.
4. The Manual of Internal Financial procedures was **approved** by the FGB.

**ACTION: Clerk to add Asset Register and Scheme of Financial Delegation to autumn term FGB agenda.**

Governors heard that the findings of the recent internal audit had been reviewed by the Finance Committee, and all recommendations had been put in place.

The Board formally **approved** the SFVS return which had been submitted by the deadline of 28th May.

1. **HEADTEACHER’S PERFORMANCE MANAGEMENT REVIEW**

Katie Tyrie was **approved** as the external adviser for the Headteacher’s performance management process for 2021/22.

1. **DIRECTOR’S REPORT – SUMMER 2021**

The Director’s Report had been shared on GovernorHub earlier in the term, to inform committee discussions. The Clerk noted the item on risk management, as boards were encouraged to look carefully at this in the wake of the Covid pandemic.

**ACTION: Clerk to forward further information on risk management to the Chair and Headteacher.**

1. **GOVERNOR DEVELOPMENT & TRAINING**

Training

Governors had been asked at the previous meeting to complete the online Safeguarding training module and were now asked to email LB and DR to confirm completion.

**ACTION: All governors to email LB and DR to confirm completion of the Safeguarding training module.**

LB reported that she had completed the Early Years Training module.

DR reported that she had attended Cheshire East training on an Introduction to the new Early Years Curriculum. The course had focused largely on how an early adopter school had implemented the curriculum and had not been as informative as had been hoped.

EC had attended Safeguarding training looking specifically at ‘the toxic trio’ of domestic abuse, substance misuse and mental ill-health.

Governance Development

LB and DR thanked governors for completing the recent skills audit, noting that 8 responses had been received. LB and DR would meet over the summer to discuss the responses and identify areas for future training and development.

The Clerk reminded governors to complete the 360 review of the Chair and send replies to the Clerk by Friday 16th July.

Governors reviewed the Governance Development Plan for 2020/21 and agreed that all objectives had been met.

The plan for 2021/22 would be discussed and agreed in the autumn term for approval at the FGB in November.

Governor review of website

Governors were reminded to review their areas of the website during the autumn term, informing NS of any information that was out of date or missing. Governors would be asked to provide feedback on the website at the autumn term FGB.

1. **POLICIES**

Policies had been reviewed and approved in committees and none required FGB approval.

1. **CONFIRM TERM DATES FOR 2022/23**

Governors approved the suggested term dates which would follow the Cheshire East dates. Two INSET days would be held in September, one in February, one in June and the final one to be taken as twilight sessions.

1. **MEETINGS**

Governors **confirmed** the dates of the meetings for 2021/22 as follows:

**Autumn Term**

Monday 11th October – Premises - Midday

Wednesday 20th October – Curriculum - 11am (followed by Chairs Committee)

Monday 8th November – Finance - Midday

Wednesday 17th November - FGB 4:30pm (Training at 4:00pm)

**Spring Term**

Wednesday 12th January – Curriculum - 11am (followed by Chairs Committee)

Monday 7th February – Premises - Midday

Wednesday 9th March – Finance - Midday

Wednesday 16th March - FGB 4:30pm (Training at 4:00pm)

**Summer Term**

Wednesday 27th April – Curriculum - 11am (followed by Chairs Committee)

Monday 9th May – Premises - Midday

Monday 4th July – Finance - Midday

Monday 11th July – Curriculum - 11am (followed by Chairs Committee)

Thursday 14th July - FGB 4:30 (Training at 4:00pm)

1. **ANY OTHER BUSINESS**

Governors heard that a key debate on Early Years Funding was scheduled to be held in Parliament the following week. One governor had emailed the local MP to state the expectation that he attend the debate to represent his constituents and the nursery. It was noted that the MP had spoken at a previous parliamentary meeting and was felt to be generally supportive.

There were part two minutes recorded at this meeting.

The Chair concluded the meeting by thanking everyone for their hard work and congratulating them on getting through an extremely difficult year.

**There being no further business for discussion the meeting finished at 5.45pm**

Signed: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_