



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
OF WESTMINSTER NURSERY SCHOOL, CREWE
ON WEDNESDAY 22nd MARCH**

Governors Present:

Emma Connor (EC)	Headteacher
Donna Reed (DR)	Chair
Liz Austin (LA)	Co-opted Governor
Linda Buchanan (LB)	Co-opted Governor
Neil Smith (NS)	Co-opted Governor

Others in attendance:

Hilary Cummings	Clerk to the Governors
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PART ONE – NON-CONFIDENTIAL BUSINESS

Quorum = 5 The meeting met its quorum.

The meeting commenced at 4.30pm

ITEM	
	<p>Prior to the meeting, EC delivered a training session on the Early Years Curriculum looking at the following areas:</p> <ul style="list-style-type: none">• The seven areas of learning.• Baseline assessments• End of term assessments and tracking• Curriculum goals <p>The presentation would be available to governors on GovernorHub after the meeting, and governors present raised a number of questions:</p> <p>Question: Once baseline assessments have been completed, how easy is it for key workers to identify the 'next steps' for each child? Response: We are working on developing a clear set of steps through each area of learning, so when we know where a child is up to, it is clear to see what the next step should be. This also helps to ensure consistency of approach. Five of the seven areas have been completed.</p> <p>Question: Will the assessment data gathered be passed on to the child's primary school? Response: Different schools request different amounts of information, but we are also looking at improving the format of reports and how best to share the information we have. This is especially important for EAL parents, who may struggle to understand blocks of text.</p> <p>Question: What does it mean when it talks about 'self-regulation'? Response: Being able to identify and manage their emotions. This is a controversial area, as there is a debate as to whether that is an appropriate expectation for children of this age.</p>

	<p>Governors thanked EC for the presentation, and for the extensive work done so far to develop the clear and consistent approach to the curriculum and assessment.</p>
1.	<p>APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS</p> <p>Apologies were received and accepted from Nathan Tice and Dawn Clark. No apologies had been received from Letitia Woolley or Connor Naismith.</p> <p>ACTION: Clerk to email LW to confirm whether she wished to continue as a governor in view of a change in circumstances.</p> <p>The following items were tabled for discussion under AOB:</p> <ul style="list-style-type: none"> • The date of the next Premises Committee meeting.
2.	<p>CONFLICT OF INTEREST</p> <p>Governors made the following declarations:</p> <ul style="list-style-type: none"> • DC is Chair of Governors at Pebble Brook Primary School and a member of Crewe Town Council. • DR is a governor at Beechwood Primary School. • CN is a Cheshire East Councillor. <p>There were no conflicts declared with the business of the meeting.</p> <p>ACTION: Clerk to check that all declarations on GH are up to date.</p>
3.	<p>MEMBERSHIP</p> <p>a) Governors approved the appointment of the following new governors, both of whom would take up their posts after the Easter break:</p> <ul style="list-style-type: none"> • Steve Hogben – Co-opted Governor. Term to begin 17/4/23, for 4 years. • Leanne Jennings – Parent Governor. Term to begin 17/4/23 for 4 years. <p>b) There were no additional governor vacancies.</p> <p>c) Governors noted that there were no terms of office due to expire before the next meeting.</p> <p>d) The school confirmed that GIAS would be updated after 17th April to reflect the changes above.</p> <p>ACTION: EC/NS to update GIAS and arrange checks after 17th April</p>
4.	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>a) Governors approved the part one minutes of the autumn term board of governors meeting, held on 16th November 2022, as a true and accurate record of proceedings. A copy of the minutes was signed by the Chair and retained by the school.</p> <p>b) The action list from the last FGB meeting was reviewed and the following items were noted:</p> <ul style="list-style-type: none"> • Ashleigh Shaw had not taken up the parent governor role as her child had moved from the nursery. • Four governors had confirmed completion of the NGA Safeguarding for Governors training module. <p>All other actions had been completed.</p>

5.	<p>CHAIR'S ACTION There was no report on Chair's Actions to receive at this meeting.</p>
6.	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) Governors acknowledged the receipt of all autumn term committee minutes which had been circulated via Governor Hub prior to the meeting. A verbal update was given on all committees:</p> <p><u>Premises Committee (6/2/23)</u> LA provided the following update to the minutes:</p> <ul style="list-style-type: none"> • The sensory room had been completed. • Improvements had been made to the staffroom to allow space for staff to work. • New signs had been ordered for outside the Nursery. • New trike sheds had been installed. • Tree works had been completed. • The room divider had been replaced in the Butterflies classroom. • £10,770 had been allocated to the school to improve environmental sustainability. This would be put towards the cost of a replacement heating system. <p><u>Curriculum Committee (11/1/23)</u> The committee had reviewed data for 2 cohorts, alongside the context of each group including SEND and EAL children. Governors looked at the introduction of the 'Word Aware' language strategy aimed at developing children's vocabulary. Governors had reviewed the relevant sections of the School Development Plan (SDP) and reviewed policies delegated to the committee.</p> <p><u>Finance Committee (8/3/23)</u></p> <ul style="list-style-type: none"> • Governors had discussed the following matters: • Budget update 2022/23 • Draft budget for 2023/24, including 3-year budget plan. • School Fund • Earmarked reserves – amounts drawn down and remaining balances. • Devolved Formula Capital spent on the room divider. • Review of the SFVS • SDP update <p><u>Chairs' Committee</u> Minutes of the Chairs' Committee were not circulated due to confidentiality, but the following areas had been discussed:</p> <ul style="list-style-type: none"> • Staffing • Governance Development plan • SDP updates • Budget • Safeguarding <p>b) The draft budget reviewed by the Finance Committee would be presented for Full Board approval under item 7 below.</p>

	<p>c) Monitoring Reports</p> <p><u>SEND</u> LB had visited the school on 1st March 2023 and the visit report was available on GovernorHub. Governors particularly noted the success of the sensory room with all children, not just those with SEND, and thanked LB for an in-depth and informative report.</p> <p><u>Safeguarding</u> DR provided a verbal report, noting that she received a weekly Safeguarding update from EC. The current case numbers were as follows:</p> <ul style="list-style-type: none"> • Child Protection – 3 children • Child in Need – 2 children • Domestic violence alerts – 5 children <p>EC reported that she had met with a member of the SCiES team (Safeguarding Children in Education Settings), to consider ways to engage with and support the local community. It had been agreed that the nursery would hold a monthly ‘Tea & Talk’ drop-in, starting after Easter. The sessions would look at ways parents could support their children in the nursery, but could also involve outside professionals such as Health Visitors or domestic abuse workers who would be available on an informal basis.</p>
7.	<p>FINANCIAL/COMPLIANCE MATTERS</p> <p>a) Governors had reviewed the budget vs actuals for 2022/23 and noted a predicted in-year surplus of £4K, giving an overall carry-forward of approximately £26.5K at the end of the current financial year.</p> <p>b) Governors approved the draft budget as recommended by the Finance Committee.</p> <p>c) The 3-year budget plan showed a predicted deficit of £14.5K at the end of 2023/24, but governors heard that this would improve as a result of draw-downs of Earmarked Reserves to cover some of the expenditure. A deficit of £76.5K was forecast for the end of 2024/25, but governors understood that this was an extremely cautious forecast based on a worst-case scenario.</p> <p>d) Governors approved the SFVS for submission by the deadline of 31st March and thanked NS for all his work on the return.</p> <p>e) Governors noted that the final budget would need to be submitted to Cheshire East by 30th June, but the summer term FGB meeting was scheduled for 17th July. It was therefore agreed that the Finance committee would approve the final budget for submission, and the decision would be ratified by the FGB in July.</p> <p>f) Governors approved the Manual of Internal Financial Procedures.</p>
8.	<p>PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING</p>

	<p>The Headteacher’s report had been circulated to governors prior to the meeting via Governor Hub, and questions invited. No questions had been received, but governors thanked EC for the very comprehensive report.</p> <p>The Headteacher noted that she had been approached the previous week about the nursery becoming a partner in a ‘Stronger Practice Hub’ bid. The bid, if successful, would provide funds for a project aimed at disseminating good practice and governors agreed that it was a compliment to the nursery to be asked.</p> <p><u>SDP</u> A RAG-rated copy of the SDP had been shared with staff and circulated on GovernorHub. Governors noted the progress which had been made.</p> <p>Governor question: Do you feel you are on course to achieve everything in the SDP? Do you have any concerns? Response: The main concern is not being able to hand over the SENCo responsibility, because of the staffing issues, but otherwise everything is going well.</p>
9.	<p>DIRECTOR’S REPORT</p> <p>The spring term Director’s Report had been circulated at the start of the term and relevant items discussed in committees as appropriate.</p> <p>Governors’ attention was drawn to item 1.3 on Cyber Security, and NS confirmed that new software had recently been installed to identify any suspicious emails or hacking attempts. The nursery purchased IT support from Cheshire East, and devices were checked every month.</p>
10.	<p>GOVERNOR DEVELOPMENT & TRAINING</p> <p>The Governance Development plan was reviewed, and it was agreed that all priorities had been addressed.</p> <p><u>Training</u> Lb noted that the training log on GovernorHub was not fully up to date, and asked governors to update her as necessary.</p> <p>DR had completed the following training through the National College:</p> <ul style="list-style-type: none"> • Role of a Governor • Managing Pedagogical Docs – Nurseries • Prevent Duty <p>It was noted that an overview of the Prevent duty, more suitable for governors, was available through the Government website.</p> <p>ACTION: NS to forward link for Prevent training to all governors.</p> <p>Governors who had not completed the Safeguarding training module were reminded to do so and to send the certificates to LB.</p> <p>ACTION: Governors to ensure completion of Safeguarding training.</p> <p>The training prior to the summer term FGB had been previously agreed as Governor roles and responsibilities (DR), and a SWOT analysis (DC).</p>

	<p>LB would send out the annual skills audit in May and the results would be used to identify training priorities for the following year.</p> <p><u>Governor Visits</u> LA had visited to look at the Word Aware Language Strategy. Governors heard that the nursery had adapted the strategy to introduce fewer words, but to focus on developing their use. LA planned to visit again in the summer term to see the progress made.</p> <p>DR had visited to look at language and communication and had seen staff constantly modelling its effective use. She also looked at the impact of the environment and displays.</p> <p>DC had conducted a wellbeing visit, which was felt to have been extremely positive.</p>
<p>11.</p>	<p>STRATEGIC GOVERNANCE Governors approved the appointment of the Cheshire East Clerking Service as Clerk to governors for 2023/24. The school was authorised to make the ChESS purchase as appropriate.</p>
<p>12.</p>	<p>SCHOOL POLICIES The following policies had been reviewed in committees and were listed for information:</p> <ul style="list-style-type: none"> • Business Continuity CIRT – Contacts List • Lockdown Policy and Procedure • Adult Volunteers Policy • Classroom Observation Protocol • Critical Incident Policy and Procedures • Data Protection Policy • Drugs Education Policy • Leave and Time Off Policy • Medicines (inc Asthma) Policy • Recruitment and Selection Policy • Social Media Policy • Staff Induction Policy • Whistleblowing Policy • Bullying Policy • Planning & Assessment Policy • Play Policy • Teaching and Learning Policy • Cheque Administration Policy • Internal Finance Policy <p>The following statutory policies had been reviewed in committees and were approved by the FGB:</p> <ul style="list-style-type: none"> • Supporting Pupils with Medical Conditions Policy • Behaviour Policy • EYFS Stage • Inclusion Policy



	<ul style="list-style-type: none">• First Aid Policy• Dealing with allegations of abuse against teachers and other staff – guidelines <p>It was suggested that a Policies Folder on GovernorHub would make it easier for governors to review policies that had been considered in different committees.</p> <p>ACTION: NS to set up Policies folder</p>
13.	MEETINGS The date of the next Full Board meeting was confirmed as Monday 17 th July 2023. Training would start at 4pm, with the meeting to follow at 4.30pm.
14.	ANY OTHER BUSINESS The date of the Premises committee meeting would need to be moved due to the bank holiday for the Coronation. <p>ACTION: LA and EC to agree a suitable date and inform other committee members.</p>

The meeting moved to Part Two.

The meeting closed at 5.45pm.

.....Chair

.....Date