



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
OF WESTMINSTER NURSERY SCHOOL, CREWE
ON MONDAY 11th MARCH 2024**

Governors Present:

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

Others in attendance:

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

The meeting commenced at 4pm

ITEM	
1.	APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS Apologies were received and accepted from Linda Buchanan and Nathan Tice. There were no items of other business to consider.
2.	CONFLICT OF INTEREST Governors made the following declarations: <ul style="list-style-type: none">• DR is a governor at Beechwood Primary School. There were no conflicts declared with the business of the meeting. The clerk noted that certain governors needed to complete their declarations and confirm their acceptance of the code of conduct. ACTION: Clerk to email as necessary.
3.	MEMBERSHIP a) There were no changes to the membership of the board to note. b) The following vacancies were noted: <ul style="list-style-type: none">• 2 Co-opted governors 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. ACTION: NS to update GIAS.
4.	PART ONE MINUTES AND MATTERS ARISING a) Governors approved the part one minutes of the autumn term board of governors meeting, held on 27 th November 2023, as a true and accurate record of

	<p>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 noted:</p> <ul style="list-style-type: none"> • DR and LA were following-up community links in search of potential co-opted governors – action ongoing • SH had attended the Finance committee meeting, but any governors wishing to develop their understanding of school finance were welcome to arrange a meeting with NS. Action c/f • Governor photos were now on the website, and these photos would be used for ID badges until the photographer visited again in the autumn term. Action c/f <p>All other actions had been completed.</p>
5.	<p>CHAIR’S ACTION AND CORRESPONDENCE No actions had been taken on behalf of the board under the Chair’s Power to Act.</p>
6.	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) Governors acknowledged the receipt of spring term committee minutes circulated via Governor Hub prior to the meeting.</p> <p><u>Premises Committee (2/2/24)</u> LA drew governors’ attention to the premises improvements discussed at the meeting, including development of the play area. These plans would be formalised in the summer term as part of the budget setting process, so that funds could be allocated accordingly.</p> <p>Governors discussed whether students at Cheshire College South & West might be able to contribute, whether through the production of bird boxes or repairs to brickwork.</p> <p><u>Curriculum Committee (17/1/24)</u> A review of data had highlighted that Communication & Language and Personal Social Development remained the priority areas.</p> <p>The committee had also reviewed:</p> <ul style="list-style-type: none"> • A SEND update • Early Years Pupil Premium (EYPP) • EAL update • A School development Plan (SDP) update, noting that Makaton training had been arranged. <p><u>Finance Committee (6/3/24)</u> See item 7 below.</p> <p><u>Chairs’ Committee (17/1/24)</u> Minutes of the Chairs’ Committee were not circulated due to confidentiality, but DR noted that the committee had considered the following areas:</p> <ul style="list-style-type: none"> • Staffing update • Head Teacher’s mid-year review – this had subsequently taken place on 11/3/24 • Review of the SDP • Review of policies

b) Recommendations requiring approval

There were no recommendations from committees requiring Full Board approval.

c) Monitoring Reports

SEND

LB had visited the school on 1st March 2024 and the visit report was available on GovernorHub. Key points included:

- 11 children had individual SEND plans in place.
- 20 children in total were on the SEND register
- The school had engaged with Ruby's Fund to provide additional support to parents of children with SEND.
- EC had been invited to join the Cheshire East SEND notional funding working party.
- Nicola Clark had started the SENCo qualification with Manchester Metropolitan University. Completion would take 4 terms, and budget implications included the cost of the training and payment for additional hours to complete the necessary work.

Safeguarding

DR continued to meet regularly with EC to look at safeguarding and received a weekly update. DR noted the following points:

- 13 children were currently on the Safeguarding register.
- 51 children (out of a total of 79) were classed as vulnerable.
- 7 children were currently living in temporary accommodation.
- As part of her visit, DR asked staff a question around safeguarding to confirm understanding of procedures. Most recently, she asked about the procedure for missing children.

Governor question: Are children generally classed as vulnerable because of information received from outside agencies?

Response: There can be a number of reasons. It could be due to SEND or disadvantage, or poor attendance identified by the school. Alternatively, concerns could be raised by health visitors, social services or parents themselves. We also receive alerts from Operation Encompass around domestic violence.

Governor question: Are the families in temporary accommodation likely to be there for long?

Response: Some are moved to permanent accommodation, but it can be out of the area, so the children leave the nursery.

7. FINANCIAL/COMPLIANCE MATTERS

a) The latest budget vs actuals report was available on GovernorHub and had been reviewed in detail by the Finance Committee. There were no areas of concern.

b) The staffing structure and draft budget had been agreed by the Finance committee and was **approved** by the FGB. It was noted that some uncertainty remained around staffing, but all scenarios had been considered and final documents would be presented at the summer term meeting.

	<p>c) An increase in funding for 2-year-olds meant that the carry forward projected for the end of year 1 now exceeded the 8% allowed. Earmarked reserves would be created for future premises projects and also for staffing protection in the autumn terms when pupil numbers were low.</p> <p>d) Governors agreed to delegate authority to approve the SFVS to DR as Chair. The completed return would be shared on GovernorHub before submission, and would be formally ratified at the meeting in the summer term.</p> <p>ACTION: Clerk to add SFVS to summer term agenda for formal approval.</p> <p>e) Governors approved the delegation of authority to approve the final budget to the Finance Committee. The decision would be ratified by the FGB on 15th July, but this was after the deadline for submission of the budget on 30th June.</p> <p>f) Changes to the Manual of Internal Financial procedures would be approved at the summer term FGB.</p> <p>ACTION: Clerk to add MIFP to summer term agenda.</p> <p>g) The asset register was currently being updated and would be brought to the summer term FGB meeting for approval.</p> <p>ACTION: Clerk to add asset register to summer term FGB agenda</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 and the following points were highlighted:</p> <ul style="list-style-type: none"> • Pupil numbers were relatively volatile, due to the movement of children in temporary accommodation, but were higher than at the same point last year. • 72% of pupils had English as an additional language, and there were 19 different languages. • Attendance was down slightly in Butterflies, due to coughs and colds after Christmas, but slightly higher in Caterpillars. There was a small group of children with very low attendance, who had therefore been identified as vulnerable. The nursery was monitoring the situation. • Staff worked hard to build positive relationships with parents, and parental engagement was good. Events were well attended and further 'stay and play' sessions were planned for the end of term. • Keyworkers would be sharing children's achievements with parents in the last 2 weeks of term, and staff were currently getting extra time to prepare the learning journeys. • Five children were currently eligible for 30 hours funding, and sessions were arranged to meet the needs of parents. • Seven children currently qualified for the Early Years Pupil premium (EYPP), but this number was expected to increase over the course of the year. <p><u>Health & Safety</u></p> <p>Successful fire drills had been carried out on 1st and 4th March, at different times of the day, to account for different staff and children.</p>

	<p><u>SDP</u> A RAG-rated copy of the SDP had been circulated on GovernorHub and reviewed in detail at committee meetings.</p> <p>Governors also noted the updates on the Post-Ofsted action plan.</p> <p>Governor question: Are you pleased with the progress made? Response: yes, but we will need to continue with monitoring and training to ensure consistency.</p>
<p>9.</p>	<p>DIRECTOR'S REPORT The spring term Director's Report had been circulated at the start of the term and relevant items discussed in committees as appropriate. The clerk drew governors' attention to the following items: 1.5 Reducing workload for teachers and leaders. 1.6 Tackling governance workload 2.2 Attendance Matters (although it was noted that attendance at nursery was not statutory)</p>
<p>10.</p>	<p>GOVERNOR DEVELOPMENT & TRAINING</p> <p>a) The Governance Development plan for 2023/24 was reviewed, and the following updates noted:</p> <ul style="list-style-type: none"> • Priority 1 – Actions 1 and 3 were rated as amber, and action 4 green. Overall rating Amber. • Priority 2 – Actions 2 and 5 were rated as amber, and governors were encouraged to complete more training and read the curriculum policies. Action 6 was green, and action 8 was amber. Overall rating Amber <p>b) <u>Training</u> GC had completed Prevent training, and DR had attended the course on Supporting and Challenging the continuous development of PSHE.</p> <p>Governors heard that the self-evaluation would be carried out in the summer term and were asked to consider their training needs ahead of this. Finance was regularly identified as an area for development, and NS had now presented governor training on a number of occasions. Governors were therefore asked to consider what further training they would need in order to feel confident in this area. Other finance training courses were available through the NGA, and governors were welcome to attend finance committee meetings where they would become more familiar with the nursery finances.</p> <p>It was noted that while governors may not feel confident about benchmarking, this was not really relevant as there were no similar organisations against which to benchmark.</p> <p>c) <u>Governor Visits</u> DR and GC were scheduled to visit on 15th March, and LA would be visiting the following week to look at staff interactions with the children.</p> <p>ACTION: LJ and SH to arrange visits with EC.</p>
<p>11.</p>	<p>STRATEGIC GOVERNANCE</p>



	Governors approved the appointment of the Cheshire East Clerking service to support the governing board in 2024/25. The school was authorised to make the purchase on ChESS.
12.	<p>SCHOOL POLICIES</p> <p>The following policies had been reviewed in committees and were listed for information:</p> <ul style="list-style-type: none">• Dealing with allegations against staff• Lockdown• Adult volunteers• Classroom observation protocol• Critical incident• Drugs education• First aid• Leave & time off• Medicine• Recruitment & selection• Social media• Staff induction• Whistleblowing• Bullying• Planning and assessment• Play• Teaching and learning• Internal finance• Cheque administration <p>The following statutory policies had been reviewed in committees and were approved by the FGB:</p> <ul style="list-style-type: none">• Behaviour• Inclusion• EYFS• Charging• Supporting pupils with medical conditions• Data protection <p>Governors noted that the charges for 2 year-olds at the nursery had been increased in line with national funding rates.</p>
18.	<p>MEETINGS</p> <p>The dates of the next Full Governing Board meetings was confirmed as Monday 15th July 2024. The meeting would begin at 4pm with a curriculum presentation from EC.</p>
19.	<p>ANY OTHER BUSINESS</p> <p>There was no other part 1 business to discuss.</p>

The meeting moved to Part Two.

The meeting closed at 5.20pm.