



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
OF WESTMINSTER NURSERY SCHOOL, CREWE
ON WEDNESDAY 16TH NOVEMBER 2022 HELD IN PERSON AT THE SCHOOL**

Governors Present:

Emma Connor (EC)	Headteacher
Donna Reed (DR)	Chair
Dawn Clark (DC)	Vice Chair Co-opted
Liz Austin (LA)	Co-opted Governor
Linda Buchanan (LB)	Co-opted Governor
Connor Naismith (CN)	Local Authority 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, DC delivered a training session on the role of Governors in an Ofsted inspection.</p> <p>ACTION: NS to circulate list of information which must be on the school website.</p>
1.	<p>APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS Apologies were received and accepted from Nathan Tice and Letitia Woolley</p> <p>The following items were tabled for discussion under AOB:</p> <ul style="list-style-type: none"> • School Vision
2.	<p>CONFLICT OF INTEREST 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>Governors were reminded to ensure that their declarations of interest were up to date on GovernorHub.</p>
3.	<p>MEMBERSHIP</p>

	<p>a) There were no changes to the membership of the board to note.</p> <p>b) No nominations had been received for the role of parent governor, but a parent, Ashleigh Shaw had subsequently spoken to EC to express an interest. Governors approved the appointment of Ashleigh Shaw as a parent governor for a term of 4 years.</p> <p>ACTION: Clerk to contact AS and add to GovernorHub.</p> <p>No nominations had been received for the role of staff governor, so governors agreed that NS should become the staff governor, leaving a vacancy for a co-opted governor. NS would begin a new 4-year term as staff governor.</p> <p>ACTION: Clerk to amend GovernorHub to reflect change of roles.</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 criminal record checks would be carried out for AS.</p> <p>e) The school confirmed that S.128 checks would be carried out for AS</p> <p>f) The school confirmed that GIAS would be updated to reflect the changes above.</p>
<p>4.</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>a) Governors approved the part one minutes of the summer term board of governors meeting on 14/7/22 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"> • The committee structure would be reviewed in the summer term in preparation for the next academic year. Action c/f • The annual Governance statement had been approved and published on the school website. • The skills audit would be discussed under item 13 of the agenda. <p>All other actions had been completed or were underway.</p>
<p>5.</p>	<p>CHAIR'S ACTION</p> <p>There was no report on Chair's Actions to receive at this meeting.</p>
<p>6.</p>	<p>COMMITTEES AND NOMINATED GOVERNORS</p> <p>Committee membership for 2022/23 had been agreed at the summer term meeting, but Governors noted that LB had moved from the Premises Committee to the Curriculum Committee as this was more relevant to her role as SEND governor. It was hoped that the new parent governor (AS) would join the Premises Committee.</p> <p>Individual governor responsibilities were agreed as follows:</p> <ul style="list-style-type: none"> • Safeguarding and Cared for Children – DR • SEND – LB • Training Governor – LB • Pupil Premium – DC

	<ul style="list-style-type: none"> • Health and Safety – LA <p>Terms of Reference had been reviewed in all committees as appropriate, and Governors had reviewed the document on GovernorHub. All committee terms of reference were approved with no amendments.</p>
7.	<p>HEADTEACHER’S PERFORMANCE MANAGEMENT PANEL</p> <p>Terms of Reference for the Headteacher’s Performance Management panel were agreed under item 6 above.</p> <p>Membership of the panel was confirmed as: DR, DC and LA.</p> <p>Governors approved the appointment of Jo Young as the external adviser to the HTPM panel, and noted that a target setting meeting was scheduled for 28th November.</p>
8.	<p>GOVERNORS CODE OF CONDUCT</p> <p>Governors approved the NGA Code of Conduct which had been reviewed on GovernorHub ahead of the meeting.</p> <p>ACTION: Clerk to link with confirmation statement and send reminder to governors to confirm acceptance.</p>
9.	<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 (10/10/22)</u></p> <p>LA reported that the committee had completed a walk-around of the school and had agreed a list of areas to be improved, as detailed in the minutes. Governors agreed that the sensory room would be a great addition to the nursery.</p> <p>A crack had been observed in a tree on school premises and a tree survey had confirmed that it needed to be removed as soon as possible. However, governors heard that it could take up to 3 months for an appointment to become available.</p> <p>Governor question: Is the tree currently taped off to prevent children going near? Response: No, it is not in an area the children use.</p> <p>Governors agreed that the area should be blocked off in case children were able to gain access.</p> <p>Governor question: Is there another company who may be able to complete the work sooner? Response: We will look into it.</p> <p>ACTION: NS to seek quotes from other companies with earlier appointments.</p> <p><u>Curriculum Committee (2/11/22)</u></p>

DR reported that the committee had reviewed the attainment and progress of the different cohorts, alongside the context of each group including numbers of SEND and EAL children. Governors noted strengths as well as areas for development, and these were noted in the minutes of the meeting.

Governors had reviewed the relevant sections of the School Development Plan (SDP).

Finance Committee (7/11/22)

Governors had received a financial update including the 3-year budget forecast. School contracts had been reviewed as necessary and governors had also considered the impact of staff pay increases.

Governors heard that the school had achieved a grading of 'Good Assurance' for the SFVS return submitted in March 2022. They congratulated NS and thanked him for his work on this.

Chairs' Committee

Minutes of the Chairs' Committee were not circulated due to confidentiality, but the following areas had been discussed:

- Staffing & staff appraisals
- Headteacher's Performance Management
- Governance Development plan
- Admissions
- Ongoing impact of covid
- SDP and budget implications
- Safeguarding
- Vision
- Networking

b) Governors had reviewed three quotations for the sensory room, and **approved** the quote from **Rhino**, as the company was able to complete all aspects of the project.

c) Monitoring Reports

SEND

LB had visited the school on 2nd November and the visit report was available on GovernorHub.

Safeguarding

DR had met with EC on a number of occasions and had looked at:

- Safeguarding training as part of staff induction
- Keeping Children Safe in Education updates
- Review of files, policies and procedures.

DR noted that when she asked any member of staff about Safeguarding, they demonstrated good awareness and knowledge of the policy and procedures. Governors heard that EC would provide a regular update to DR on any Safeguarding issues that arise.

	<p>Governor question: When do staff do Safeguarding training? Response: It is part of the INSET day in September, and staff renew their Basic Awareness training every 3 years. As DSL (Designated Safeguarding Lead), EC has completed higher level training, along with the Deputy DSL.</p> <p>Governor question: Has the Safeguarding Policy been updated to include peer-on-peer abuse? Response: Yes, we have adopted the model policy issued by SCiES.</p>
10.	<p>FINANCIAL/COMPLIANCE MATTERS</p> <p>a) Governors heard that the accounts of the Unofficial School Fund had been audited over the summer break, and the audit certificate received in September.</p> <p>ACTION: NS to upload a copy of the audit certificate to GovernorHub.</p> <p>b) Governors approved the appointment of Pat Le Grice as auditor of the School Fund for 2022/23.</p> <p>c) Budget vs actual figures were not available for the meeting.</p> <p>d) Governors had reviewed the 3-year budget forecast and noted that a surplus of approximately £13.5K was expected for the current financial year. When added to the carry-forward from last year, this would give an overall carry-forward of approximately £36K. Governors noted that funds from the DFC and Earmarked Reserves would be used for the sensory room and the room divider for Butterflies.</p> <p>Governor question: What is the likely impact of the increase in energy costs? Response: We are currently locked into an agreement for electricity as part of Cheshire East, so are not seeing any impact. We expect an increase of 11-12% next year.</p> <p>e) Th4e SFVS would be reviewed in the spring term for submission by the deadline of 31st March 2023.</p> <p>f) Governors approved the asset register.</p>
11.	<p>PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING</p> <p>The Headteacher’s report was circulated to governors prior to the meeting via Governor Hub.</p> <p>The HT drew governors’ attention to the following matters:</p> <ul style="list-style-type: none"> • Attendance had fallen slightly, and the school would be monitoring closely and speaking with parents where appropriate. • 75% of pupils had English as an Additional Language (EAL). • The Stay and Play sessions in October had been very well-attended. <p><u>SDP</u></p> <p>An updated copy of the SDP had been circulated on GovernorHub and governors noted the progress which had been made.</p>

	<p>Governor question: How often will you update the SDP? Response: It will be updated every half term and uploaded to GH.</p> <p>It was noted that the SDP had been circulated to governors earlier in the term, but no feedback had been received other than from the Chair. Governors were asked to respond to the Headteacher in such cases, even if there was no specific feedback.</p> <p>Governors discussed the formulation of the SDP and agreed it would be useful to meet with the Headteacher in the summer term in order to contribute.</p> <p>EC noted that she would update the SEF (Self Evaluation Form) when she had completed the SEF training.</p>
12.	<p>DIRECTOR'S REPORT The autumn term Director's Report had been circulated at the start of the term and relevant items discussed in committees as appropriate.</p>
13.	<p>GOVERNOR DEVELOPMENT & TRAINING Following the review of the governor skills audit, the following training priorities had been agreed for the coming year:</p> <ul style="list-style-type: none"> • Autumn term – Ofsted training (DC). Now completed – LB to update training record. • Spring term – Data Collection & Analysis (EC) • Summer term – Governor roles and responsibilities (DR), and a SWOT analysis (DC). <p>Governors were reminded of the need to complete the NGA Safeguarding module, tailored specifically for governors.</p> <p>ACTION: All gobs to complete the NGA safeguarding module and send certificate to LB.</p> <p>The Governance Development Plan had been shared on GovernorHub. Governors noted that the priority was to support the new Headteacher and agreed the actions listed.</p> <p><u>Governor visits</u> The following governor visit reports were available on GovernorHub:</p> <ul style="list-style-type: none"> • DR – 1/11/22 – Communication & Language • LB – 2/11/22 - SEND • LW – 3/11/22 – Outdoor Area • CN – 3/11/22 – EAL • DC – 7/11/22 – Staff Welfare <p>It was confirmed that all governors should try to complete 3 visits per year, ideally termly. Governors should arrange visits through EC and efforts would be made to spread future visits out a little more evenly.</p>
14.	<p>SCHOOL POLICIES</p>



	<p>The following statutory policies had been reviewed in committees and were approved by the FGB:</p> <ul style="list-style-type: none">• Admissions• Child Protection & Safeguarding• Equality• Capability• Complaints• Health & Safety
15.	<p>MEETINGS</p> <p>The date of the next Full Board meeting was confirmed as Wednesday 15th March 2023 at 4pm.</p>
16.	<p>ANY OTHER BUSINESS</p> <p><u>Vision & Values</u></p> <p>EC had worked with staff in September to create a statement of the school's Vision & Values. This had been circulated to governors for comment.</p> <p>Governors approved the document for publication on the school website and were encouraged to record any feedback on the GovernorHub noticeboard.</p>
17.	<p>IMPACT STATEMENT</p> <p>The Board of Governors has helped to move the school forward in the following ways during this meeting:</p> <ul style="list-style-type: none">• Committees provided feedback to the Board on the content of the meetings.• The financial position of the school was discussed and the strong outcome of the SFVS acknowledged.• The performance of the pupils was scrutinised with acknowledgement of the high levels of SEN and EAL pupils and the impact on teaching and staffing.• A Governor training plan for the year was agreed, based on the outcome of the skills audit.• Governors agreed the actions required to support the new Headteacher.• Governors offered continuous challenge through questioning and the ongoing schedule of learning walks.• Governors highlighted the potential questions and challenges that may be posed by Ofsted.

The meeting moved to Part Two.

.....Chair

.....Date