



**MINUTES OF A MEETING OF THE FULL GOVERNING BODY  
OF WESTMINSTER NURSERY SCHOOL  
ON WEDNESDAY 16<sup>TH</sup> MARCH 2022 HELD IN PERSON AT THE SCHOOL**

Governors Present:

Elizabeth Hulse (EH)	Headteacher
Donna Reed (DR)	Chair of Governors
Dawn Clark (DC)	Vice Chair Co-opted
Liz Austin (LA)	Co-opted (joined virtually)
Linda Buchanan (LB)	Co-opted
Connor Naismith (CN)	Local Authority Governor
Letitia Woolley (LW)	Parent Governor
Emma Connor (EC)	Staff Governor

Others in attendance:

Sarah Lomas	Clerk to the Governors
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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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The meeting commenced at 4:34pm

ITEM		ACTION
	Prior to the commencement of the meeting EC and EH delivered a short training session to governors on the new Early Years framework.	
<b>1</b>	<b>APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS</b>  a) Apologies were received and accepted from: <ul style="list-style-type: none"><li>• Neil Smith</li><li>• Shakie Khatun</li></ul> Nathan Tice was not present and no apologies were received.  b) There were no other items of business tabled for discussion under Item 18.	
<b>2</b>	<b>CONFLICT OF INTEREST</b>  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: <ul style="list-style-type: none"><li>• DR is a governor at Beechwood Primary School.</li><li>• DC is Chair of Governors at Pebble Brook Primary School and is also a member of Crewe Town Council.</li></ul>	



ITEM		ACTION
	<ul style="list-style-type: none"> <li>• CN is Cheshire East Councillor representing Crewe West.</li> </ul>	
3	<p><b>MEMBERSHIP</b></p> <p>a) There were no changes to the membership of the board to be received.</p> <p>b) There were no vacancies on the board of governors to be given consideration.</p> <p>c) There were no terms of office due to expire before the next meeting.</p> <p>d) It was confirmed that CN has submitted the forms for the DBS check to the school for processing. <b>ACTION:</b> DBS check for CN to be completed.</p> <p>e) The school confirmed that a S.128 check was to be completed for CN. <b>ACTION:</b> S128 check for CN to be completed.</p> <p>f) There were no associate members to be appointed to the board.</p>	<p><b>NS</b></p> <p><b>NS</b></p>
4	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>a) The minutes from the previous FGB meeting on 17.11.21 were confirmed as a true and accurate record of the meeting. Governors <b>approved</b> the minutes.</p> <p>b) The action list from the previous meeting was reviewed and the following items were noted:</p> <ul style="list-style-type: none"> <li>• Item 4 (carried forward) Safeguarding Training – Any outstanding governors who had not yet completed the training were requested to do so. <b>ACTION:</b> Carry Forward – outstanding governors to complete Safeguarding training.  <b>ACTION:</b> Training record to be updated. <b>ACTION:</b> Upload updated training record onto Governor Hub.</li> <li>• Item 14 Summary of Sexual Abuse training – Unfortunately no governors were available to attend the drop-in session. The format of feeding back to governors on training was reviewed and it was agreed that the materials from training sessions would be circulated to governors and optional drop-in sessions would be arranged if required if governors had any questions. <b>ACTION:</b> Circulate training materials on Sexual Abuse and SFVS to governors.</li> <li>• Item 14 Website update – It was commented that some of the governor profiles required additional content. All other parts of the website were confirmed as up to date. CN is to be assigned a section of the website to review going forward from September 2022.</li> </ul>	<p><b>All govs as req.</b></p> <p><b>EH/LB Clerk</b></p> <p><b>DC</b></p>



ITEM		ACTION
	<p><b>ACTION:</b> Governors to complete or add to profiles where required.</p> <p><b>ACTION:</b> CN to be allocated a part of the website to manage and review.</p>	<p><b>All gobs as req.</b></p> <p><b>DR</b></p>
5	<p><b>CHAIRS MEETING</b></p> <p>Governors received a summary of the Chair's meeting on 12.01.22. It was confirmed that minutes from these meetings are confidential and therefore not published but that a verbal summary is brought to the FGB meetings.</p> <p><u>Staffing</u> One member of staff is currently on maternity leave. There was one applicant for the maternity cover position but unfortunately the candidate then became unavailable. The position is currently being covered by existing staff and the situation will be reviewed after Easter.</p>	
6	<p><b>CHAIR'S ACTION</b></p> <p>There were no Chair's actions to report on since the last meeting on 17.11.21.</p>	
7	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p>To receive:</p> <p>a) Governors received the minutes of the following committees along with a verbal update on proceedings.</p> <p><u>Curriculum Committee 12.01.22</u></p> <ul style="list-style-type: none"> <li>• Literacy remains the lowest area of attainment for the cohort. 17 of the 25 pupils are EAL (68%).</li> <li>• Definitions of fine and gross motor skills were clarified for governors.</li> <li>• The meeting was summarised as very positive and observations of the children illustrate the progress being made.</li> </ul> <p><u>Premises Committee 07.02.22</u></p> <ul style="list-style-type: none"> <li>• Consultation is planned to take place with the HS2 community programme regarding planters for the external areas.</li> <li>• The school is obtaining three quotes for external painting to protect the fabric of the building.</li> <li>• Cheshire East recently visited the school to inspect the grounds and buildings in order to plan any future works required. The school received excellent feedback on the condition of the building, but it was highlighted to the local authority that an ongoing programme of works is required to maintain the current standard.</li> <li>• The area to the front of the school requires planting along with works to the gates and railings to strip and repaint the metalwork.</li> </ul>	





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	<ul style="list-style-type: none"> <li>EAL – CN commented that his visit offered a good learning opportunity in his new role as a governor. The main observation was that the school provides a strong foundation for the pupils ahead of their move to primary school particularly in their language development. The school are also acutely aware of any regression in language development such as following absences from school or holiday periods.</li> </ul> <p>DC and LW confirmed that they had not been able to undertake their planned visits and would be rescheduling these.  <b>ACTION:</b> Link visits to be arranged for remainder of the spring term and summer term 2022.</p> <p>c) The confirmation of submission and review of the school Safeguarding audit form (Section 175 return) and associated action plan was discussed and was previously completed in the summer term 2021.  <b>ACTION:</b> Confirm the timetable for completion of the Safeguarding audit.</p>	<p><b>All govs as required.</b></p> <p><b>EH</b></p>
8	<p><b>FINANCIAL MATTERS</b></p> <p>a) Governors <b>approved</b> the draft budget for 2022-23.</p> <p>b) Governors noted the carry forward of c.£50,000 for the year 2021-22.</p> <p>c) Governors had reviewed the documentation ahead of the meeting and <b>approved</b> the submission of the SFVS. Governors noted that NS had undertaken a substantial amount of work to ensure the timely completion of the SFVS questionnaire for the deadline of 31.03.22. It was also commented that DR and DC have undertaken training on SFVS.</p> <p>d) Governors noted that an amount of earmarked reserve is planned to be used to offset staffing costs in the autumn term 2022.</p> <p>e) Approval of the Asset Register has been carried forward to the summer term FGB meeting.  <b>ACTION:</b> Add approval of Asset Register to the summer term FGB agenda.</p>	<p><b>Clerk</b></p>
9	<p><b>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</b></p> <p>The Headteacher's report was circulated to and reviewed by governors prior to the meeting via governor hub and a verbal summary was provided.</p> <ul style="list-style-type: none"> <li>Pupil numbers are rising and the current number on roll stands at 43. Governors noted that a lot of in year admissions are short one term placements.</li> <li>There will potentially be 12 aged 2 children enrolled in the summer term 2022 and 9 languages spoken.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• It was felt that now that Covid restrictions have been lifted, this may further increase pupil numbers as parents return to work and feel more comfortable enrolling their children in school.</li> <li>• The section of the report detailing visitors to school was discussed and EH commented that this could be summarised more efficiently. <b>ACTION:</b> Summarise visitors to school within the Headteacher's report for future reports.</li> <li>• The SDP was discussed, and it was noted that the school is on target with the implementation of the majority of areas with some areas completed. There is no stay and play provision as yet but it was anticipated that this could be reinstated after Easter.</li> <li>• The HT informed governors that the school featured in a SCIES bulletin as part of anti-bullying week.</li> </ul> <p>No questions were raised regarding the Headteacher's report.</p>	EH
<b>10</b>	<p><b>SCHOOL EXTERNAL ADVISER</b></p> <p>a) The school does not have an external advisor as a School Improvement Partner as this is not a requirement for a nursery school. However, an external advisor is appointed to support the HTPMP.</p> <p>b) Katie Tyrie was confirmed as the external advisor to the HTPMP for 2022-23. The Chair confirmed that a mid-year review took place on 11.03.22.</p>	
<b>11</b>	<p><b>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2022-2023</b></p> <p>The board confirmed that the school would continue to employ the Cheshire East clerking services for the FGB meetings for the 2022-23 academic year.</p>	
<b>12</b>	<p><b>DIRECTOR'S REPORT</b></p> <p>The Clerk highlighted the relevant sections of the Director's report to governors:</p> <p>1.1, 1.2, 1.4, 1.5, 1.6, 1.7 2.2, 2.3, 2.4, 2.5 3.2, 3.5, 3.6, 3.7</p>	
<b>13</b>	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b></p> <p>a) Governors received a verbal report from the Training Liaison Governor:</p> <ul style="list-style-type: none"> <li>• Safeguarding was highlighted as a priority area for governors and governors were encouraged to ensure that they complete the NGA training.</li> <li>• There is an Ofsted focus on leadership and management and wellbeing which requires an understanding of how the school</li> </ul>	



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	<p>maintained links during lockdowns and the impact of teaching on the children's progress and development.</p> <ul style="list-style-type: none"> <li>The importance of cultural diversity was highlighted and whether the promotion of this can be enhanced to include additional festivals celebrated within school on the school website.</li> </ul> <p><b>ACTION:</b> Compile a video montage of photographs of various festivals celebrated in school.</p> <ul style="list-style-type: none"> <li>The next governor training session was confirmed to have a finance focus.</li> </ul> <p><b>ACTION:</b> Add Finance training to FGB agenda.</p> <p>b) A review of the Governor Development Plan took place and governors discussed the RAG rating of the priorities and the progress made.</p> <p><u>Priority 1</u> – To improve and engage post pandemic.</p> <ul style="list-style-type: none"> <li>Action 2 - It was confirmed that governors have developed a marketing plan and leaflets have been completed along with the promotion of Dorothy Flude's memorial celebration as a community event and this action was RAG rated amber.</li> <li>Action 4 relating to open days and walkabouts was moved from a RAG rating of amber to green.</li> </ul> <p>The overall RAG rating for Priority 1 has moved to amber.</p> <p><u>Priority 2</u> – Impact of the curriculum.</p> <ul style="list-style-type: none"> <li>Action 1 relating to whole governor body training was RAG rated green.</li> <li>Action 2 was to be RAG rated amber as not all governors had managed to complete their learning walks.</li> <li>Action 3 regarding half-termly drop-in sessions was to be removed from the development plan and redesigned following discussions under Item 4 b).</li> <li>Action 4 relating to individual governor training was RAG rated amber.</li> </ul> <p>The overall RAG rating for priority 2 remained as amber.</p> <p>c) Governors commissioned a skills audit which would be discussed at the summer term FGB on 14.07.22.</p> <p><b>ACTION:</b> Add discussion of skills audit to summer term FGB agenda.</p> <p><b>ACTION:</b> Send out skills audit to the board.</p> <p><b>ACTION:</b> Governors to complete the skills audit by the deadline of 20.05.22.</p> <p><b>ACTION:</b> Collate the skills audit results at the next Chair's meeting on 27.04.22 and feedback to governors at the summer term FGB.</p> <p>d) The clerk outlined the Health Check on Governor Hub as a potential exercise to reflect on the performance of the board.</p>	<p>EC/EH</p> <p>Clerk</p> <p>Clerk</p> <p>LB All govs</p> <p>LB/DR</p>



ITEM		ACTION
14	<p><b>SCHOOL POLICIES</b></p> <p>a) Governors noted the requirement to update the Equality Information and Objectives.  <b>ACTION:</b> To review the Equality Information and Objectives.</p> <p>The following policies had been reviewed at committees and were approved by governors:</p> <p>b) Teaching and Learning  c) Play  d) EYFS  e) Anti-Bullying  f) Behaviour  g) Planning &amp; Assessment  h) Supporting Pupils with Medical Conditions  i) Staff Induction  j) Social Media  k) Recruitment &amp; Selection  l) Medicines  m) Leave and Time Off  n) First Aid  o) Drugs Education  p) Data Protection  q) Critical Incident  r) Classroom Observation Protocol  s) Adult Volunteers  t) Lockdown Policy and Procedure</p>	EH
15	<p><b>NOMINATIONS FOR CHAIR</b></p> <p>DR was nominated. Nominations can also be received ahead of and at the next FGB meeting on 14.07.22.</p>	
16	<p><b>NOMINATIONS FOR VICE CHAIR</b></p> <p>Nominations will be taken at the next FGB meeting on 14.07.22.</p>	
17	<p><b>MEETINGS</b></p> <p>The next FGB meeting date was confirmed as:</p> <ul style="list-style-type: none"> <li>• <b>Thursday 14<sup>th</sup> July 2022 at 4pm and would take place in person at the school.</b></li> </ul>	
18	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no other items of business tabled for discussion at the meeting.</p>	





ITEM		ACTION
19	<b>IMPACT STATEMENT</b>  The Board heled to move the school forward in the following ways during this meeting: <ul style="list-style-type: none"><li>• Governors discussed the outcomes of committee meetings and the resulting actions.</li><li>• The financial position of the school was reviewed and future projects to improve the provision within school were discussed.</li><li>• The educational performance of the school was outlined.</li><li>• The review of the Single Central Record has been completed as part of the safeguarding monitoring of the school.</li><li>• Training continues to take place with governors undertaking a range of training courses.</li><li>• The management of school premises and health and safety items are being monitored effectively with plans put in place to maintain and develop the school site.</li></ul>	

The meeting moved to Part Two.

.....Chair

.....Date