

**Muriel Green Nursery and Pre school 439**

**MEETING OF GOVERNING BODY**

18<sup>th</sup> September 2017

7.00 PM

**Minutes**

No.	Item	Action
	<p><b>Present</b>            Karen Ashton (KA) CoHT                      Rebecca Blackstaffe (RB)(CoG)            Mark Knowlson (MK)                              Rachael Botley (RBt)            Wilma Rix (WR)                                      Jenny Loader (JL)            Rachel Martin (RM)                                Bethan Jones (BJ) (VCoG)            Prakash Mistry (PM)                              Gemma Williamson (CoHT)</p> <p><b>Absent</b>            Michael Bartlet (MB) Tim Wells (TW)</p> <p><b>In Attendance</b>            Carole Connelly (Clerk)</p>	
1.	<p><b>Welcome and introductions</b>            Update on current membership SP has resigned.            The Governors all updated their personal files, and renewed their pecuniary interest form. <b>Action</b> all governors to chase their references.            This is MKs last meeting as he is standing down.            3 Co Opted governors and 1 parent governor vacant.            There is a skills audit in circulation and governors encouraged to return this and be very honest about their talents.            Q. If there is an election could some interested persons be coopted?            A. Yes this is possible but skills gaps need to be identified.            Discussion on the total number of governors and whether there are too many positions.  <b>Action</b> Instrument of Governance on next agenda.  <b>Action</b> SGOSS to be contacted to see if there are vacancies.</p>	<p align="center">All</p> <p align="center">Clerk HT/CoG</p>
2.	<p>To receive <b>apologies</b> and <b>approve absences</b>            Michael Bartlet, and Tim Wells sent their apologies, these were accepted.</p>	
3.	<p>To declare any <b>conflict of interest</b> that may arise during the meeting</p> <p><i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item.</i>            CoHTs daughter attends the nursery and CoHTs daughter works at the nursery.            All governors signed the pecuniary interest form. <b>Action</b> MB to complete the form.            All governors have received in hard copy part two of KCSIE.</p>	<p align="center">MB</p>
4.	<p>To receive notification of <b>any other business</b> (item 10)            The lease            CP policy to be taken under polices.            Teachers pay            Admissions for 2018</p>	
5.	<p>To approve <b>minutes of 10/07/17</b></p>	

	These were signed as a true record of the meeting.	
6.	To consider <b>matters arising</b> from previous minutes Website update – CoG this is on-going. Update with governor attendance Risk assessment of lifting equipment has been completed.	
7.	<b>Election</b> of Chair and Vice Chair of Governors Chair RB, VChair BJ both positions for a year. Both were elected unopposed and unanimously.	
8.	To agree <b>committee membership</b>  <b>Resources Committee</b> , TW, RM, RB (Clerk), PM, HT, CoG, MB. Chair to be agreed at the first meeting. <b>School Improvement Committee</b> HT, CoG(Clerk), BJ (Chair), JL,WD <b>Key roles</b> Safeguarding (inc. CLA) WD, ideally RB to take on some of this role over the next year. H&S PM, HTPMD CoG, BJ, TW (next meeting 9 <sup>th</sup> October 3pm).  <b>Agree committee meeting dates</b> 16 <sup>th</sup> October 2017 7.15pm resources committee. 6 <sup>th</sup> November 2017 1pm SIC committee.	
9.	<b>Safeguarding</b> – nothing to report, on next agenda	
10.	To agree <b>terms of reference</b> Keeping the same terms of reference	
11.	To receive update on <b>Governor Training</b> The new T&C were discussed. Prevent training <b>Action</b> Clerk to arrange date with HT <b>Action</b> MB to prioritise safeguarding. Note RB is Preventing trained. Vision Aims and Ethos training course – perhaps as an in house. And/or Securing good eye to outstanding. Governor’s annual conference on Saturday 11 <sup>th</sup> November. Parental engagement and safeguarding courses promoted. Governors to inform the HT if booking a course as there is now a charge per attendee.	Clerk MB
12.	<b>Policies</b> CP summary of main changes were circulated to all governors. The threshold was explained and discussion on peer-to-peer abuse and bullying. Honour based violence and FGM and breast ironing were also raised, the CoHT has been briefed. Allegations against staff, staff are updated on how to report concerns. All new updates were included in the policy. All changes ratified by governors.	
13.	To receive <b>any other business</b> as agreed in item 4 Admissions into the nursery from 2018 sits in house and following a local meeting the CoHT is meeting local infant schools, in order to coordinate admissions across a consortium. <i>Q. Online application only, or a mix of both?</i> Governor chose to have online only but some flexibility if parents had no internet access. The discussion on data control. Offer the use of a school computer if there is no access to a computer. The most vulnerable may not be able to access a computer and online does offer Google translate.	

	<p>Agreed Online only and flexibility if no access to computer.  Discussion on the 30 hour offer and the possibility of looking at Corporate offers.  The focus has been on PVIs and nursery classes need to be more competitive.  If not in the group the school could offer places earlier, agreement to work together.  <i>Q. Any link to the settings in the marketing material?</i>  <i>A. Last year there were links and information on the open day.</i>  <i>Q. Do the school advertise the range of schools the nursery feeds to?</i>  <i>A. There are a large range of schools so not easy to advertise them all.</i></p> <p><b>Lease</b> – 10year lease offered is invalid. The solicitors were surprised at the new offer, the solicitors are contacting the NHS to discuss the lease. They are now challenging the charging and the school no longer have 54% of the occupancy.  The car parking is being left to one side as this isn't such a priority issue. The £36000 additional charging has capital work included and it is not clear where this has been done, the school won't pay this bill until the items are clear. The new list of jobs contains pest control charged 3 times.  The school are not tenants and are leaseholders; the school doesn't pay rent but service charges. The schedule needs to be sent to the school, if this isn't sent to the school then the school doesn't have to pay.</p> <p><b>Teachers pay</b> – agreed to award the 2% award as per HCC advice.</p> <p><b>Communication</b> – letter from a parent complaining about the allocation of days and the charges regarding BHs and INSET days. More training on a Monday this year so a disadvantage to parents wanting a Monday. Discussion on how this inequality can be corrected, don't want to charge different amounts for different days. In order to address this problem the staff training will be arranged differently.  The new management system will correct and parents only pay for what they attend. <b>Action</b> HT to draft a letter to explain the correction.  This is a loss of revenue and there may have to be a correction in fees to adjust the loss (£254 per month will be lost) the good will may take account of the loss and there will be better retention.  If fees were increased by £2 the costs will be balanced.  There is a group who are sharing information and there needs to be a newsletter item perhaps asking for fee setting in the future.</p> <p>A member of staff would like to ask that the school lend them the fees for a college course. Discussion regarding the school lending funds for a course and there is difficulty tying the person into a repayment contract, also not appropriate use of public funds.</p> <p>Meeting ended 8.10pm.</p>	HT
	<p><b>Next FGB dates</b>  Thursday 25th January 2018  Monday 14<sup>th</sup> May 2018  Monday 9<sup>th</sup> July 2018  All meetings at 7.00pm</p>	

Item	Previous Actions	By Whom
1	All governors to provide references	All
1	Add Instrument of Governance to agenda	Clerk
1	Contact SGOSS regarding possible governors	HT/CoG
3	Complete pecuniary interest form	MB
11	Provide dates to school for Prevent training	Clerk
11	Prioritise attendance at safeguarding training	MB
13	Draft a letter to parents to explain the correction in fees and days of the week	HT