

**Muriel Green Nursery and Pre school 439**

**MEETING OF GOVERNING BOARD**

19<sup>th</sup> September 2016

7.00 PM

**MINUTES**

No.	Item	ACTION
1.	<p><b>Present</b>            Karen Ashton (KA) HT                      Rebecca Blackstaffe (RB)(CoG)            Bethan Jones (BJ) (VCoG)                Michael Bartlet (MB)            Mark Knowlson (MK)                        Stephanie Pitts (SP)            Tim Wells (TW)                                Wilma Rix (WR)            Prakash Mistry (PM)                         Rachel Martin (RM)</p> <p><b>Absent</b>            Rachael Botley (RBt)</p> <p><b>In Attendance</b>            Carole Connelly (Clerk)</p>	
2.	<p>To receive <b>apologies</b> and <b>approve absences</b>            Rachael Botley absent no apologies received</p>	
3.	<p>To declare any <b>conflict of interest</b> that may arise during the meeting            Karen Ashton (HT) is related to a member of staff,            Prakash Mistry is a governor at Oakwood Primary.  <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></p>	
4.	<p>To receive notification of <b>any other business</b> (item 10)            There was none.</p>	
5.	<p>To approve <b>minutes of 16/05/2015</b>            Please note that the Whatsapp governor group is not for sharing the governor information rather it is to alert governors that there is mail in the governor inbox.</p>	
6.	<p>To consider <b>matters arising</b> from previous minutes            Sign e-safety agreement – circulated in hard copy to all governors, reading time given and additional explanation for the new governors. Governors read, signed and returned the forms to the HT to be stored in the school office.  <b>Action</b> Roll forward the signing of code of conduct and pecuniary interest forms.            Update on future of maintained nurseries – this agenda has been pushed aside by other current educational initiatives. There is a consultation on Nursery funding at the moment. The number of maintained nurseries in the Country is reducing however Hertfordshire has 14 maintained nurseries. The static funding arrangement and its implications were explained and the nature of the cohort that enters the school.            The nursery school heads in Hertfordshire will be responding jointly to this consultation.</p> <p><i>Q. Could local schools ‘adopt’ a nursery?            A. The nursery could be affiliated to a school but it would then be lead by a primary Headteacher, they (nurseries) can form trusts.            Q. Where are the other local nurseries located?            A. Watford, Hemel and Batford are the nearest and it is not always clear to parents the difference between maintained and private</i></p>	<p align="center">Clerk</p>

	<p><i>settings.</i></p> <p>Discussion that other nurseries advertise that they have qualified staff and some people don't know that this is not a QTS but a nursery practitioner. There is a clear link between better outcomes and more highly qualified staff.</p> <p><i>Q. Are we linked to the local MP?</i> <i>A. There has been a lot of communication with the local MP and to date this has been hard to arrange, the last date has been cancelled. All Herts nurseries have been encouraged to contact their MP with mixed success.</i></p> <p>Discussion regarding a more coordinated response to the local MP.</p>	
7.	<p><b>Election</b> of Chair and Vice Chair of Governors Rebecca Blackstaffe CoG was elected unanimously and unopposed Bethan Jones VCoG was elected unanimously and unopposed Both were happy to stand again.</p>	
8.	<p>To agree <b>committee membership</b> <b>Action</b> Clerk to circulate possible model ToRs</p> <p><b>Resources Committee</b> RB (CoG) HT MK TW R PM RB</p> <p><b>School Improvement Committee</b> WR – Chair RB HT BJ MB SP</p> <p><b>Key roles (inc. CLA Governor)</b> Safeguarding - WR CLA/SEND/PP (Inclusion) Governor – MB to shadow, BJ to lead. H&amp;S – PM HT PMD - CoG and TW SFVS - TW</p> <p><b>A governor will ideally be linked to each area of the SDP.</b> Equalities and diversity (inc. accessibility plan) BJ ICT/Computing - CoG Behaviour – SP</p> <p>There has been contact with the landlords and the documents still appear to be in draft form. There has been communication regarding the rent and lease arrangements. <i>Q. Who owns the building?</i> <i>A. The health trust and this will be interesting given the current review of health trust buildings.</i> <b>Action</b> clerk to send template regarding financial skills matrix.</p> <p><b>Agree committee meeting dates</b> School Improvement Committee Monday 3<sup>rd</sup> October 12.30</p>	<p>Clerk</p> <p>Clerk</p>

	<p>16<sup>th</sup> January TBC 16<sup>th</sup> June TBC</p> <p><b>Resources</b> To decide the Committee Chair at the first meeting Wednesday 2<sup>nd</sup> November 7.30pm To decide future meeting dates at this meeting.</p> <p><b>Action</b> clerk to circulate dates to all.</p>	Clerk
9.	<p>To agree <b>terms of reference</b> <b>Action</b> to roll item forward to next committee. <b>Action</b> Clerk to circulate possible ToRs</p>	Clerk
10.	<p>To receive update on <b>Governor Training</b> New governors encouraged to attend Induction training CoG and VCoG to attend Chairs network. Resources comm. Members encourage to attend fraud training. In house training – <b>Action</b> to book Prevent training 6.30pm for Staff and Governors. TBA</p>	HT/Clerk
11.	<p><b>Policies</b> Agree code of conduct for School Governing Boards <b>Action</b> Clerk to circulate code of conduct and encouraging signing. <b>Action</b> MK to investigate common sharing and storage. Office 365 and Dropbox for example.</p> <p>For Information - Keeping children safe in education – part 1 DBS certificates were handed in for recording on SCR. Agreement to use HT suggested sign off. The school requires a standard disclaimer to be attached to all email correspondence, stating that, <i>'the views expressed are not necessarily those of the school or the LA'</i>. The responsibility for adding this disclaimer lies with the account holder</p>	Clerk MK
12.	To receive <b>any other business</b> as agreed in item 4	
	<p><b>Next FGB dates</b> Monday 7<sup>th</sup> November 2016 Monday 23<sup>rd</sup> January 2017 Monday 15<sup>th</sup> May 2017 Monday 10<sup>th</sup> July 2017 All meetings at 7.00pm</p>	

Item	Action	By Whom
6	Add pecuniary interest forms and code of conduct to next agenda	Clerk
8	Circulate model ToRs	Clerk
8	Send model finance matrix to TW	Clerk
8	Circulate committee dates	Clerk
10	Book Prevent training for staff and governors	Clerk/HT
11	Circulate Code of conduct	Clerk
11	Investigate the security of shared file storage	MK