

MINUTES OF A MEETING OF THE FANS (FOREST ALLIANCE OF NURSERY SCHOOLS) PREMISES COMMITTEE FOR THE GOVERNING BODIES OF CHURCH HILL AND LOW HALL NURSERY SCHOOLS HELD ON FRIDAY 9 FEBRUARY 2024 AT 9.30 A.M. VIRTUALLY AND AT CHURCH HILL NURSERY SCHOOL

Present: Mark Brown (Chair)-Co-opted Governor
 Helen Currie-Head Teacher
 Pauline France-Local Authority Governor
 Katy Thompson (Cllr)-Parent Governor (part)

Clerk to the Governors: Caroline Russell

Also present: Hasina Rashid, Federation Business Manager and Associate Member

Summary of agreements and actions:

	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.6.	Community Use of LHNS Site: Chairs meeting to discuss.	Chairs meeting to discuss	Ongoing
8	Well-Being and Stress Management Policy in Practice: PF/MB to meet with HC re performance management to include objectives for supervision training for governors.	P/MB	Ongoing
12	Date and Time of Next Meeting: Friday 14 June 2024-9.30 a.m. Draft agenda items per minute	All to note. School/GS to action.	14-06-2024
13.	Any Other Business/Confidential Items: Cllr Katy Thompson to be advised re meeting of 23/02/2024.	PF/KT	Ongoing

1. **WELCOME AND APOLOGIES FOR ABSENCE:** The Chair welcomed all those present to the meeting. There were no apologies for absence. The meeting was quorate with a minimum of 3 governors present throughout.
2. **DECLARATIONS OF INTEREST:** There were no declarations made pertaining to any of the agenda items for this meeting.
3. **MINUTES:**
 - 3.1. Minutes of the Last Meeting Held on 13/10/2023: Governors received the minutes of this meeting and agreed them to be an accurate record of the meeting, minutes considered e-signed.

3.2. Matters Arising:

Minute	Action	Status update
3..	Solar Panels for CHNS: HC reported that this will not be possible.	Completed
3	Drainage Survey: HR reported that	Ongoing-HR to follow up

	LBWF Evolve North have been contacted with a survey done.	
3	Heating at LHNS: Refer to FGB re relationship with LA and selection of contractors.	Ongoing
3.	Pathway Lighting: These have been refitted to be more sturdy and light at appropriate times.	Completed
3	Front Gate and Leaning Wall@ LHNS: HR to monitor and bid for funding to rectify	Ongoing

4. **ASSET MANAGEMENT AND IMPROVEMENT PLAN:**

- 4.1. Capital Funding: £4,500 has now been received.
- 4.2. Slope in Lobby/New Office at LHNS: Discussion is needed to secure a private area for conversations with key persons. A shelving unit could be raised to do this. A disabled toilet in a new lobby area would be helpful.
- 4.3. Windows and Roof: These will be replaced and the lobby extended to be more worker friendly.
Q. The proposals comply with Health and Safety regulations? **A.** Yes, work station assessments have been carried out and considered in a design statement.
- 4.4. Light by Gate at CHNS: This is needed to identify entrants.
- 4.5. Crack to Boundary Wall: This was noted. The adjoining pathway will need to be paved. Establishing ownership is likely to be problematic with evidence noted of unauthorised incursion. Installation of pigeon spikes could be considered.
- 4.6. Community Use of Site: It was **AGREED** to restart discussions regarding the future use of the Ferguson Centre site and ways to expand services to the community e.g. expansion of day care. Revised rates were noted (£8.36 for benefit claimants, £7.36 for working families). It was noted that these rates will be insufficient to fund day care.
ACTION: Chairs meeting to discuss.
- 4.7. Review of Premises Plan-Statutory Building Maintenance for Each School
- 4.7.1. Lightning Protection: This is due this year at £550 per school.
- 4.7.2. Legionella Remediation: Works are outstanding.
- 4.7.3. LHNS Toilets: These need fixing.
- 4.7.4. Budget for Statutory Checks: This needs to be increased to £1,000.
- 4.7.5. Electrical 5 Year Fix: Emergency lighting and testing is now a high priority.
ACTION: -Re-advertise for site services officer/SBM to conduct tests/seek help from a split site primary in Walthamstow West Partnership.

4.7.6.Water Monitoring: This is being done by Safewater.

5. HEALTH AND SAFETY AUDIT-SCREENSHARED:

5.1. Fire Marshal Training: This is to be redone, supported by a LBWF consultant.

5.2. Care of Substances Hazardous to Health: Checks are up to date.

5.3. Lead 1st Aider: A replacement will be sought. Security fencing has been checked.

6. INVENTORY: HR noted that training for administrators has been arranged to assist with stock take. The life cycle of toys and resources in the Nursery needs to be considered with cupboards and stores sorted. Use of catalogue resources from GLS and TTS was noted to try to focus on acquisition of good quality items. The budget is tight but donated books are welcome.

7. SAFEGUARDING MATTERS-MINUTED AS CONFIDENTIAL UNDER SEPARATE COVER

8. WELL BEING AND STRESS MANAGEMENT POLICY IN PRACTICE:

ACTION: PF and MB will meet with HC to set performance management objectives re supervision training for governors.

9. SUSTAINABILITY:

9.1.CHNS Led Lights: These have been replaced.

9.2.Air Quality at CHNS: Monitors have been measuring CO₂ as high. The building can be ventilated but is very cold. Could consider installation of sky lights in the office and disabled toilets.

9.3. Garden: This needs managing by staff. Will consider sustainability including the safe location of the pond.

9.4.Reduction of Paperwork and Administration: £3,000 was **AGREED** for self registration.

10. GENERAL DATA PROTECTION REGULATION: There was nothing to report.

There has been a subject access request re medical monitoring with children (to be completed).

11. POLICY REVIEW: Policies were **AGREED** relating to parking, CCTV, leasing, lettings, school data breach, legionella and 1st Aid.

12. DATE AND TIME OF NEXT MEETING: This was agreed for Friday 14 June 2024 at 9.30 a.m.-virtual. (Cllr Katy Thompson to be advised). Draft agenda items to include:

-Welcome and apologies for absence/quorum.

-Notice of Any Other Business.

-Confidential items.

-Minutes and matters arising from the meeting held on 09-02-2024.

- Review premises plan 2023-4 and building maintenance plan for each school(CHNS/LHNS).
- Health and Safety Matters: Accident reporting; fire safety.
- Inventory.
- Safeguarding matters.
- Asset management and improvement plan.
- Well being and stress management policy and practice.
- Sustainability.
- SDP priorities including federation sustainability and premises fit for future purposes.
- General Data Protection Regulation.
- Policy review.
- Date and time of next meeting.
- Any other business/confidential items.

13. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS:

13.1.Use of Ferguson Centre: Cllr Katy Thompson to be advised re meeting of 23/02/2024.

The meeting closed at 11.15 a.m.