

Homerton Early Years Centre

Minutes of the meeting of the Governing Body held on Zoom on Wednesday 21st September 2022 at 7.30pm

Present

Tandy Harrison, Suzy Hughes, Roger Lilley, Ken Ong, Mick Patel, Rob Payne, Alex Pearson (Head) and Mitali Peckham

Clerk: Gwyneth Barton

Governors' challenge highlighted in green

- | | Action |
|---|-------------------------------|
| <p>1. Election of the Chair of the Governing Body for the Academic Year 2022-2023</p> <p>It was agreed unanimously to elect Ken Ong as the Chair of the Governing Body for the academic year 2022-2023.</p> | |
| <p>2. Welcome and Apologies for Absence</p> <p>Ken welcomed everyone to the meeting, the date of which had been changed from 19th September 2022 due to the additional Bank Holiday for the Queen's funeral. The meeting was being held on Zoom to accommodate Governors who were not able to attend in person. However, it was intended that with the easing of the pandemic, Governing Body meetings from now on would be held in person.</p> <p>Apologies for absence were received from Isa Garcia Crestani, Stefania Deidda, Sam Garyali, Eirini Gkouskou, Elizabeth Head and Surabhi Singh.</p> | |
| <p>3. Declarations of Interest</p> <p>There were no declarations of interest.</p> | |
| <p>4. Local Authority Governor</p> <p>The local authority had confirmed that they were happy to nominate Tandy Harrison to continue as Homerton's local authority governor. The Governing Body agreed unanimously to reappoint Tandy as the local authority governor. Ken led Governors in thanking Tandy for her willingness to continue and for all her contributions.</p> <p>Gwyneth agreed to liaise with Alex and Suzy on the paperwork relating to Tandy's reappointment.</p> | Gwyneth/
Alex/Suzy |
| <p>5. Minutes of 12th July 2022</p> <p>The minutes of the meeting of the Governing Body held on 12th July 2022 were approved as a correct record.</p> | |
| <p>6. Matters Arising from the Minutes of 12th July 2022</p> <p>All matters arising were covered later on in the meeting.</p> | |
| <p>7. Governing Body Membership</p> <p>A list of Governors had been circulated with the agenda. Governors noted that all places on the Governing Body were currently filled.</p> <p>Governors asked Gwyneth to circulate a list of all Governors' e-mail addresses, with Roger's to be updated with the one now in use.</p> | Gwyneth |

8. Standing Orders

Governors received and reviewed the Governing Body's Standing Orders. No amendments were proposed. It was agreed unanimously to adopt the Standing Orders.

9. Declaration of Pecuniary Interests

The 2021-22 register of pecuniary interests had been circulated with the agenda. All Governors present confirmed that no changes were needed for the 2022-23 register. Gwyneth would chase up responses from those Governors not present and would update the website. Governors would be asked to complete paper forms at the next in-person Governing Body meeting.

Gwyneth

10. Committee Chairs, Governing Body Vice-Chairs and Committee Memberships

It was agreed unanimously:

- To reappoint Tandy as Chair of Curriculum Committee
- To reappoint Roger as Chair of Resources Committee
- To reappoint Tandy and Roger as Vice-Chairs of the Governing Body.

Committee memberships were confirmed as for 2021-22. **Governors noted that membership of the Curriculum Committee was smaller than that of Resources, six Governors as compared with nine. Tandy confirmed that she was happy with the membership as it stood, or to welcome new Governors if anyone wanted to switch. It was agreed to keep this under review.**

**Tandy/
Roger/
Ken**

11. Appointment of Lead Governors

Lead governor appointments for 2022-23 were confirmed as unchanged from 2021-22.

12. Governor Code of Practice

The Governor Code of Practice was received. No changes were proposed and it was agreed unanimously to adopt the Governor Code of Practice for 2022-23.

Ken reminded Governors of the importance of preserving confidentiality, by storing and protecting e-mails, electronic documents and paper documents appropriately and by ensuring that any sensitive discussions during meetings held on Zoom could not be overheard.

Ken also drew attention to the Code's reference to mentoring, reminding new Governors that this was available if they would find it useful. Governors noted that the local authority provided induction training for new Governors as part of its wider training programme.

Governors were advised that the local authority had just published its training programme for 2022-23. As Homerton subscribed to Governor Training Services, all sessions were free for individual Governors to book and attend. Gwyneth would e-mail Governors shortly with details of GovernorHub, the new self-service booking website, and with the full training programme. She asked Governors to let her know when they had attended an event.

**Gwyneth/
All
Governors**

13. Terms of Reference for Curriculum and Resources Committees

It was agreed unanimously to adopt the terms of reference for the Curriculum and Resources Committees.

Governors agreed that Committee meetings would continue to be held on Zoom, as Zoom meetings were easier for Governors to attend during the working day.

Roger agreed to avoid Fridays for Resources Committee meetings, as this was Suzy's non-working day. Governors agreed that the next meeting of Resources Committee would take place on Wednesday 5th October 2022 at 2.00pm. Roger would confirm this to all Committee members by e-mail.

Roger

Tandy would e-mail Curriculum Committee members to arrange a meeting before the October half-term.

Tandy

14. Headteacher's Report

Alex briefed Governors on a number of issues:

a) Staffing – Governors noted that:

- The new caretaker, Bob Negus, had started, overlapping by two weeks with the retiring caretaker, Roy Stamp. Roy's last day on 16th September 2022 had been suitably marked. Bob was attending various training courses with a focus on health and safety.
- Suzy was settling in well as the new Office Manager and was also attending a number of training courses.
- There were a number of staff issues to be supported and managed this term, including ill-health and the need to find someone new to work in the holiday club from the October half-term onwards.
- Two new lunchtime staff had been recruited; one had recently left after five years at Homerton. Bob Negus had offered to help with lunchtime cover if needed.
- An early years music teacher had been appointed through a one -year contract with Cambridgeshire Music. She would be starting in November and had confirmed that she would be happy for her sessions to be recorded.

b) Children – Governors noted that:

- There were some places available in the nursery: 4 in West, 1 in East Red, 6 in East Blue and 8 in South. Children were still joining and so some of these places would be filled. Owllets had been predicted to be full, but actual take-up to date was slightly lower. Breakfast club had 7-8 children, not as high as had been expected. The Nest had 18 children in each class with some spaces still available. Governors were reminded that the budget had been based on 75% occupancy.
- Of the new cohort, 31 children were on 30-hour placements, a relatively high number. 7 children had identified SEN, one of whom had particularly high levels of need. Staff were receiving external training and input to support this child.

c) Centre Development Plan (CDP) and Self-Evaluation Framework (SEF) – Alex had circulated updated versions of these documents, noting that she had made a number of the objectives SMARTer. Governors noted that:

- Key areas for staff this year were Curriculum goals, which the last Ofsted report had said should be fed into weekly planning, and outdoor learning.
- **In the CDP under Leadership and Management, a key aim was to promote Governor involvement in the daily life of the Centre and in specific focused monitoring visits**

**All
Governors**

and reports. This was particularly important given that Covid had limited Governors' ability to visit over the past two years.

- Bernie Cafferkey and Mitali were pursuing national professional development qualifications, in senior leadership and headship respectively.

d) **Equalities** – Louise Crook had led Equalities training for staff, which Isa as Lead Governor for Equal Opportunities/Monitoring Racial Incidents had also attended. All staff had been involved in developing the Equality Pledge and the new Equalities Objectives and Action Plan, which had been circulated with the agenda. The Equality and Diversity Policy would also be updated following the training:

- To delete dated references in the introductory paragraph
- To add references to Homerton's Objectives, Action Plan and Pledge.

Governors congratulated staff on their work and agreed to approve the Equality and Diversity Policy, subject to the amendments listed above, the Pledge and the Objectives and Action Plan. **Alex**

e) **Early Years Pupil Premium (EYPP) report** – Governors thanked staff for the clear report detailing Homerton's use of the EYPP and noted that the report had been added to the website.

f) **Building works** – Work to strengthen the roof had gone well over the summer but there had been a problem just before the start of term, when the contractor had caused a small fire in the Rainbow Room. This was being investigated by the local authority and the contractor had been replaced. The roof strengthening work was now complete. The next step would be the installation of the solar panels, for which new scaffolding would be needed. No start date had yet been given for this. Installation of the air source heat pump would then follow. Plans for the air source heat pump were being redesigned, as the space needed for it was too large for the Nest Garden; it would instead be located in the car park, either on the current site of the caretaker's shed or just outside the Nest fence.

Governors noted that the funding for this project would end in March 2023, but it was thought that works could overrun this date if already underway. The excavations necessary to install the air source heat pump meant that this part of the work would need to take place during a school holiday. It was also noted that overall delays to the project meant that the current heating arrangements would have to be used for the coming winter.

g) **Social media** – Mitali was working on Facebook and Instagram profiles for Homerton, with the aim of using these to promote the Centre for the September 2023 intake. Stefania and Rinchen Ato, a former parent governor, had offered to provide some help. Mitali noted that additional technical expertise would be welcome; it was noted that a parent in East had also offered to help.

h) **Audit** – Homerton was one of twelve schools selected by the local authority to be audited this year. The auditors were due to visit in two weeks' time. It was not expected that they would ask to meet Governors. Ray Byford, the local authority financial adviser, had been providing Alex and Suzy with some preparatory support.

i) **Policies** – The following policies had been circulated with the agenda:

- Data Protection Policy – This was a standard policy that the local authority had asked Alex to bring to this meeting. **Governors noted that it included CCTV and that Homerton also had a separate CCTV policy.**

- Safeguarding and Child Protection Policy – Updates made this year were highlighted in red.

Both policies were approved by the Governing Body. Alex agreed to deliver these to Ken for his signature, together with the Best Value Statement.

**Alex/
Ken**

- j) **Budget report** – Governors received the latest budget report, noting that a deficit revenue budget had been set for 2022/23 of -£67,000. Revenue income to date was £21,000 higher than had been anticipated, meaning that the projected revenue outturn was currently better than had been anticipated, although still negative, -£46,000. It was possible that this figure would further improve as more places in the Centre were filled, although Governors noted that expenditure to date on supply teachers and staff training had been higher than anticipated.

15. Safeguarding

- a) **Annual Safeguarding visit** – Governors received the report of the annual Safeguarding visit made by Ken at the end of the summer term as Lead Governor for Child Protection and Safeguarding.

- b) **Safer Recruitment training** – Governors discussed the need to ensure that sufficient numbers of staff and Governors had up to date Safer Recruitment training, as all recruitment panels had to include at least one trained person. Alex, Suzy and Roger were currently trained. It was agreed that Mitali, Tandy and Melody Wright should also attend training.

**Mitali/
Tandy**

Gwyneth confirmed that initial and refresher Safer Recruitment training were both offered by the local authority's Governing Training service. She would highlight details of Safer Recruitment training in her e-mail about GovernorHub and the training programme.

Gwyneth

- c) **New Keeping Children Safe in Education (KCSIE)** – Governors noted the publication of an updated KCSIE for September 2022. Changes from the previous version were listed on p175 of the document and included the lowering of thresholds for concerns to be recorded; and dealing with child on child abuse.

16. Any Other Urgent Matters

- a) **Use of the Centre** – Alex reported that she had been asked by a family neighbouring Homerton if they could use the Centre one evening for a memorial gathering for their mother, who had died recently. Both children had attended Homerton when young and one had also later been a volunteer. Bob Negus, Homerton's caretaker, was happy to unlock and lock the building.

Governors agreed this one-off use of the Centre, given its particular significance to the local family.

17. Date of Next Meeting

The next Governing Body meeting would be held on Wednesday 7th December 2022 at 7.30pm at Homerton.

The meeting ended at 8.55pm.