

**HAVEN NURSERY SCHOOL**  
**Harris Road, Gosport**

**MINUTES OF THE GOVERNING BODY MEETING**  
**Tuesday 14<sup>th</sup> July 2015 at 9.30am**

<b>Present:</b>	June Smith (Head of Centre – HoC)	Staff Governor
	Karen Hooper (KH)	Staff Governor
	Kerrie Mills (KM) (Chair)	Parent Governor
	Glenn Ward (GAW) (Vice Chair)	Parent Governor
	Anna Clodfelter (AC)	Co-opted Governor
	Rachel Lewis (RL)	Co-opted Governor
	Shellie Morris (SM)	Co-opted Governor
	Julie Caldwell (JC) (Children’s Centre Leader – CCL) (joined at 10.35)	Co-opted Governor
	Jamie Fagan (JF)	Co-opted Governor
<b>In Attendance:</b>	Andy Major	Business Manager (BM) (Clerk)
<b>Apologies:</b>	Gemma Wright	LA Governor

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies for Absence</b> The meeting opened at 9.34am. The Chair welcomed everybody to the meeting and apologies for absence were accepted.	
<b>2.</b>	<b>Declarations of Pecuniary Interest</b> No changes to declarations of Pecuniary Interest were declared.	
<b>3.</b>	<b>Minutes of Previous Meeting – 31st March 2015</b> The Minutes were agreed as a true record and signed by the Chair of Governors.	
<b>4.</b>	<b>Matters Arising</b>	
4.1	Item 8 – A Governor asked whether the Governors would need to meet before the next FGB to approve the budget. <b>BM replied that an extraordinary meeting would be called to review, agree and sign off the annual budget. The meeting was held on the 19<sup>th</sup> May and the budget was agreed.</b>	
4.2	Item 10 – A Governor asked whether we carry out exit interviews to ask staff reasons for leaving. <b>BM confirmed that he has provided a template for staff exit interviews and saved it to the SLT drive.</b>	
<b>5.</b>	<b>HoC Report (Written Report)</b> HoC presented the key points of her written report.	
<b>5.1</b>	We are currently reviewing the data reports that are available via our Tapestry system and thinking about what the data is telling us and the best way to use the reports generated. Michelle Holmes makes use of the Tapestry Online Support Forum to find help and advice on how to get the best results from the system. One of the reports that we are able to produce is a bar chart that shows	

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progress from entry point. The data can be further broken down to indicate areas of learning against expected level by age band. Tapestry will also produce reports to show group comparison data, for example, progress split by girls, boys and SEN. Reports will also show the percentages of children who are at or above their age expected benchmarks and the number of observations that contributed to these percentages. HoC explained that we can use the available reports to highlight any emerging trends in the type of observation made by staff. If the number of observations is low or lower than last term, this prompts us to consider whether we may need to provide additional staff training or focus more on a particular curriculum area.

5.2

HoC explained that schools are currently sending their annual progress data to their nominated LLP. Although we do not have the same datasets as a school can provide, we will be able to send Tapestry derived data to our LLP (Michael Moore) to help provide a focus for his next visit.

**A Governor stated that the last LLP report was not attached to the Head of Centre Report. HoC said that she must have overlooked it and will circulate a copy after the meeting.**

HoC

HoC summarised the observations raised in the LLP report. The LLP asked why we needed role play kitchen areas in the nursery when the children have regular access to real kitchen and cookery experiences, including cooking on real fire in the Forest School. HoC said that the role play element of learning is suitable for a wider range of children at different stages of development.

**A Governor stated that perhaps we could share this learning in practice during the next LLP visit to demonstrate an example of learning through role play.**

The LLP observed that the 'water play' area did not seem as exciting as perhaps other areas might be. HoC explained that we have children at different levels of development and there is more advanced equipment on site. This is not always set out by staff because it can be daunting to those children who are not ready to make use of it.

The LLP asked about our display policy. Have we considered displaying things that are not right to provoke discussions with children about 'things that can go wrong'? Do we only display best examples of work?

**KH confirmed that it is not our policy to only show exemplars of work on display but rather to show all examples of children's work.**

**HoC stated that she clarified this point when the draft of the LLP report was shared with the centre.**

**A Governor said that it must be difficult for Haven to demonstrate the extent of good practice around the centre during a one day visit. Surely more regular visits would provide a more effective measure of performance.**

HoC said, we used to have termly visits from our LLP as part of our HIAS support Service Level Agreement, but current HCC resource levels mean that they can now only offer one visit per year.

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Unfortunately, this means that the LPP visit only provides a ‘snapshot’ view of our provision on the day allocated.

Overall, the LLP report is a positive one. He agrees with us that increased staff monitoring has made a big difference to our provision, and that it is adding to the efficiency of staff CPD.

**5.3** Numbers on role are good and the expected intake for the Autumn Term is up slightly on figures for this time in the last academic year.

**5.4** Our intake and demand for SEN nursery places has increased this year and KH has been busy completing paperwork. Locally, paperwork has been holding up the allocation of SEN places for children in transition between settings.

**A Governor asked if we have enough spaces to meet the growing increased demand for SEN places.**

**KH responded that we have discussions still to hold with other professionals and parents to finalise what can be offered.**

**A Governor asked why paperwork is delaying the allocation of places.**

**KH responded that the delay is being caused by a backlog of Early Health Care Plan (EHCP) completions. The EHCP replaced the Education Statement for children with SEN. A child with SEN cannot progress into school without the EHCP paperwork that ensures the appropriate support package is planned. The HCC SEN team have had a difficult year working through the backlog as a number of very experienced staff have left the team.**

KH Our current allocation of 20 funded SEN places are full. We are looking for additional funding for an extra four SEN places and we have an application for a further one place in the pipeline at present.

**5.5** HoC explained that we have had 10 Early Years Pupil Premium eligible families confirmed by HCC. The Centre will have access to checking software once it is rolled out, enabling us to confirm eligibility onsite. A requirement of the EYPP funding is that we track and report on how the funding is spent and highlight how it makes a positive difference within the setting. Ofsted will expect this information to be available at inspection. Our tracking of EYPP will be evidenced via Tapestry and our records of intervention group work. Jane Wardner has been identified as the lead person for this piece of work.

**5.6** Staffing – HoC stated that interviews had been held on Friday 10<sup>th</sup> July for the positions of Caretaker and Cleaning Supervisor. We have successful candidates for both roles and have offered the positions subject to reference and DBS checks. We also are looking to appoint a further candidate to support the site team on a temporary six-month contract.

The staffing restructure is progressing in-line with the schedule advised by Education Personnel Services (EPS)

**5.7** All staff have had their Safeguarding training updated.

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5.8	No news has been received from the National College regarding the Teaching Schools application.	
6.	<p><b>Progress Report on Nursery Development Plan</b> HoC explained that the Nursery Development Plan has a three year lifecycle that runs until the end of April 2016. The objectives are on-going. In particular, the objective concerning embedding PICL (Parent Involvement in Children’s Learning) into our curriculum offer continues. We are able to monitor PICL using the Tapestry reporting tool to provide data on parent posts and responses to staff observations of the children.</p> <p>HoC asked if Governors had any questions about the Development Plan.</p> <p><b>A Governor asked for clarification on the process for beginning work on the next Three Year Development Plan.</b> <b>HoC responded that we will review the current plan first to identify any objectives that should be carried forward into the next Development Plan cycle. We will also be able to tie the new budget to identified objectives at that time.</b> <b>HoC may also review objectives from historic Development Plans to ascertain what has become imbedded and consider if anything should be resurrected as a development objective.</b></p> <p><b>A Governor asked what informs the selection of objectives.</b> <b>HoC responded that our progression data, Self-Evaluation Form (SEF) and Development Plan should all support each other to drive a logical and effective development cycle.</b></p>	
7.	<p>HoC asked Governors to agree five suggested dates for INSET days during the next academic year. The dates have been selected to match those of nearby Holbrook and Bedenham Schools to aid parents with childcare arrangements.</p> <p>Proposed dates are: September 1<sup>st</sup> 2015 November 13<sup>th</sup> 2015 January 4<sup>th</sup> 2016 March 24<sup>th</sup> 2016 June 27<sup>th</sup> 2016</p> <p><b>All Governors agreed with the proposed INSET dates.</b></p>	
8.	<p><b>Performance Review of Head of Centre</b> HoC informed Governors that the LLP (Michael Moore) has provided a list of possible dates at the end of September for the HoC Performance Review. Governors currently appointed to the review panel are GAW and SM. Two more Governors are needed to join the panel. JF and RL agreed to join the review panel.</p> <p><b>HoC to e-mail suggested dates to the members of the review panel.</b></p>	HoC

9. **Minutes of Finance Committee Meeting (including consideration of possible daycare fee increase)**

BM had circulated the minutes of the Finance Committee prior to the FGB.

**BM asked if Governors had any Questions arising from the minutes No Questions were asked.**

BM highlighted some key points of discussion from the meeting for FGB.

9.1 Justeen White (Schools Senior Finance Advisor EFS) had visited the Centre to meet with HoC, BM and Kirsty Gunnell. She questioned why our expenditure for Staffing was showing as overspent against our annual expenditure profile. We advised that this situation arises because the staffing costs are front-loaded to the early part of the year and will adjust once the changes from the restructure are implemented. Justeen was happy that the budgetary position recorded on the BC11 financial report is positive at this point in the financial year. BM stated that when we reach budget revision in November, an accurate picture of expected expenditure and income to the end of the year will be available. It is at that point that funds could be released from underspent budget lines to focus expenditure on improving resourcing and learning environment.

9.2 BM explained that the Finance Committee had discussed a proposal for a Fees Revision to come into effect in September 2015. The proposal suggested a 2.5% increase for Childcare Fees and an increase of 20p per meal provided, bringing the cost of lunch to £2. The Finance Committee reviewed the proposal and after discussion it was agreed that the proposal recommended to put forward for ratification by FGB would be the following:

- No increase in fees charges in September 2015 to protect parents from some financial pressure in the current economic climate. This would mean that Governors should plan to increase fees in September 2016 and plan our annual budget next year to reflect this assumption.
- Increase the cost of all meals by 20p per meal. This brings us comparatively in-line with all Hampshire Schools and the other two Hampshire maintained nurseries. Meals are an optional expense for Hive parents.
- Increasing the chargeable weeks from 48 weeks to 49 weeks annually. This change aligns our fees structure in line with the majority of local childcare providers, with exception of some providers that charge for 51 weeks per year.

The Finance Committee asked the BM to provide some figures to FGB for the difference in projected income between raising fees and remaining at 48 weeks compared to freezing fees but moving to a 49 week chargeable fees structure.

48 weeks Nest September to March current = £141,031

48 weeks Nest September to March + 2.5% = £145,031

49 Weeks Nest September to March (frozen)= £144,441  
Difference between raising Fees or moving to 49 weeks = **- £590**

**A Governor asked if not raising fees at this time would create financial difficulties in the long term. Would we need to increase our fees by a higher margin over the next few years to compensate?**

**A Governor stated that the FGB have over the last six months been very worried about maximising our income to ensure that our budget balances.**

**HoC responded that the staffing restructure does make savings in this financial year and that the following year savings really do take effect. These changes are reflected in the budget plan agreed by FGB. If we increase our fees we may force some parents to make the difficult decision to leave and use alternative sources of childcare. We have increased our fees each year for the last three years.**

**A Governor stated that our local demographic is primarily low income families and agreed that a 2.5% increase could price us out of reach of some families leading to children being withdrawn from nursery.**

**BM stated that if only one child was withdrawn it would decrease income by more than is generated by the fee increase.**

**Chair asked Governors to vote for the option submitted by the Finance Committee to:**

- **Freeze fees at their current level**
- **Increase meals by 20p per meal**
- **Move to a charge for 49 weeks per year**

**Governors voted unanimously to accept the changes suggested.**

9.3

**Confidential Minute**

JC Joined the meeting at 10.35.

9.4

**BM asked Governors to consider changing the Terms and Conditions to a 14 day payment deadline from September 2015. A Governor suggested that the Terms and Conditions should also state that we ask for a deposit of £50 for each child, only refundable if all outstanding invoices are settled when the child leaves the nursery.**

**BM asked Governors to vote to accept changing Terms and Conditions to include a 14 day payment of invoices term, and introduce a £50 deposit for all childcare places.**

**Governors votes unanimously to accept the above changes.**

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10	<b>Minutes of Premises Committee Meeting (including Health and Safety Audit Report)</b> BM provided a verbal summary of the premises meeting held on 13 <sup>th</sup> July.
10.1	BM informed Governors that there has been a growing problem with rats in the local area and it is affecting both us and the neighbouring school. We have contracted with a pest control company to manage the issue.
10.2	A Health and Safety Management audit was conducted by HCC on 4 <sup>th</sup> June. BM shared the report prior to the FGB meeting. The report was a positive one. The auditor accepted that our Fire Management Plan met all statutory requirements and was especially impressed with our revised Health and Safety training planning matrix and our risk assessment processes. There were only three actions arising from the audit. <ul style="list-style-type: none"><li>- A nominated member of staff to complete Facilities Management Training within the next three months</li><li>- Health and Safety Governor to sign off the Fire Management Plan Document (completed 13/7/15)</li><li>- Check of site moving and lifting equipment to be added to the monthly site inspection record (completed 5/6/15)</li></ul>
10.3	BM updated Governors on recent staff training. JC has passed the HCC Accident Investigator Course. All Staff received training on the correct recording of safeguarding concerns during the recent INSET. Sarah Harper has completed the Fire Risk Management Training and is now the Fire Management Coordinator for the centre. 20 Fire Wardens have been trained.
10.4	The Caretaker has resigned with effect from the end of July. Interviews were held on Friday 10 <sup>th</sup> July and positions have been offered as Caretaker, Cleaning Supervisor and Premises Assistant subject to satisfactory references and DBS checks. We hope to begin induction on 3 <sup>rd</sup> August.  A lead for Health and Safety Management will need to be identified when BM leaves on 31 <sup>st</sup> August.
11	<b>Minutes of Curriculum Standards Committee Meeting</b> HoC provided a verbal summary of the Standards Committee meeting.
11.1	The clerks newsletter issued by Governor Services was checked to ensure that no statutory requirements were missed by postponing the last FGB meeting. Statutory requirements listed for the summer term concern schools rather than EYFS settings.
11.2	The recent INSET days included a review of our induction procedure. Safeguarding documents were discussed with staff and all staff have been asked to sign agreements and return them to the office for filing in personnel folders. The outreach team also provided training for staff about the importance of producing accurate records for safeguarding concerns.

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11.3	<p>Tapestry data was discussed and it was agreed that the data provided could be used as a framework for the parents evening. SM pointed out that it would be useful to add a contents key to the printouts shared with parents. A hard copy of the key was tabled for Governors.</p> <p><b>A governor requested an electronic copy of the key to be circulated.</b>  <b>HoC will ensure that a copy is sent to FGB.</b></p>	HoC
11.4	<p>The Centre is required to track the spending of the Early Years Pupil Premium (EYPP) funding and report on how it is used and the difference it has made. There are 10 confirmed children in receipt of EYPP and we expect the number to rise as we encourage parents to take up the offer.</p> <p><b>A Governor asked how EYPP is planned to be spent.</b>  <b>HoC replied that we spend EYPP on resources for intervention groups and also to purchase additional Speech and Language Therapist (SaLT) support.</b>  <b>A Governor asked, how the Centre encourage parents to apply for EYPP funding.</b>  <b>KH replied that a number of strategies are being used. We will inform new parents about EYPP at the New Parent Briefings. Information will also be shared during pre-start home visits.</b>  <b>JC said that the Children’s Centre hope to use the new cohort of Parent Champions as advocates for EYPP and encourage parents who may be eligible to apply.</b></p>	
11.5	<p>The Forest School has been amazing this year with the quality of the outdoor learning curriculum going from strength to strength. The Forest School leaders Su and Dawn have developed the area into a fantastic addition to our curriculum, providing many examples of high level learning.</p> <p>The Chair moved item 13 forward on the agenda a number of Governors had requested to leave the meeting at 11.00.</p>	
13	<p><b>Whole Governor Training</b>  The Chair explained that Governor Services have provided possible dates for Whole Governor Training. The training selected by Governors is ‘Effective Governance’. Governors agreed to select Thursday 24<sup>th</sup> September at 6.30pm for a two hour training session at the Centre.  <b>Chair to liaise with Governor Services</b></p> <p><b>GAW, RL and AC left the meeting at 11.05.</b></p>	Chair
12	<p><b>Report from the Children’s Centre Leader</b>  JC circulated the Children’s Centre report prior to the meeting. Governors were asked if there were any questions arising from the report.  No questions were asked.</p>	

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12.1	JC informed Governors that performance targets were met last year and as a result the targets for this year have been further stretched. Currently, figures for both Reach and Registration are good.	
12.2	The Department for Work and Pensions (DWP) have sent a list of those families that they believe are eligible to claim two year old funding to the outreach team. Only two people on the list were not already known to us. Staff visited homes to share information about outreach services and the Two Year Old Offer. The Government are pushing on increasing the take up of the two year old offer following comments from Michael Wilshaw of Ofsted about the lack of engagement. The list from DWP is sent out termly and we will continue to chase those people who are not signed up.	
14	<b>Governor Visits – Programme for 2015/16</b> Chair suggested that this item be carried forward to the next meeting	Clerk
15	<b>FGB Officers for next academic year – nomination process</b> Please send your nominations for Chair and Vice Chair to Di Kendall by 31 <sup>st</sup> August.  <b>BM to send an email to FGB asking for Officer nominations.</b>	FGB  BM
16	<b>Clerking Service for FGB</b> Elson Junior School has a clerk who may be interested in clerking for another school. HoC to contact the school and find out more details.	HoC
17	<b>Agree schedule for next year's FGB and Committee meetings</b> The first FGB of the new term will be on 29 <sup>th</sup> September at 9.30am. Schedule for other meetings to be discussed at the next FGB	
18	<b>Correspondence</b> No correspondence has been received.	
19	<b>AOB/ Items for Next Agenda</b>	
19.1	Governors agreed the minutes of the extra-ordinary meeting held on the 19 <sup>th</sup> May.	
19.2	The Chair encourage Governors to make use of our Governor training package by booking themselves on to courses. <b>A governor asked if Safer Recruitment training was offered as part of the package.</b> <b>Chair confirmed that Safer Recruitment training is included.</b>	
19.3	<b>A governor congratulated staff on organising the Summer Fun Evening on 10<sup>th</sup> July. He said that it was a great event that was well attended by parents and children.</b>	
19.4	Items to carry forward to the next agenda are: - Governor Visits – programme for 2015/16 - Agree Schedule for next year's FGB and Committee Meetings	

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20.

The next meeting will be held on Tuesday 29<sup>th</sup> September at 9.30am at Haven Nursery School and Children's Centre.

The meeting closed at 11.15am.

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