

HAVEN NURSERY SCHOOL
Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING
Tuesday 25th November 2014 at 9.30am

Present:	Glenn Ward (GAW) (Vice Chair)	Parent Governor
	June Smith (Head of Centre - HoC)	Staff Governor
	Karen Hooper (KH)	Staff Governor
	Kerrie Mills (KM) (Chair)	Parent Governor
	Rachel Lewis (RL)	LA Governor
	Shellie Morris (SM)	Parent Governor
In Attendance:	Julie Caldwell	CCL
	Andy Major	Business Manager (BM)
	Diane Kendall	Clerk
Apologies:	Andrew Waddington (AW)	Parent Governor
	Gemma Wright (GW)	LA Governor
	Anna Clodfelter (AC)	Community Governor
Resignation:	Rev'd Anna Bishop (AB)	Community Governor

		Action
1.	Welcome and Apologies for Absence The meeting opened at 9.35am. The Chair welcomed everybody to the meeting and apologies for absence were accepted.	
2.	Complete Declarations of Pecuniary Interest A Declarations of Pecuniary Interest Form was handed to RL which was signed. No changes to declarations of Pecuniary Interest were declared.	
3.	Minutes of Previous Meeting – 8th July 2014 The Minutes were agreed as true record and was signed by the Chair of Governors.	
4.	Matters Arising	
4.1	Item 5.4 – Pay Committee – Clerk was asked to check how many Governors needed to be on Pay Committee. Clerk to contact Governor Services.	Clerk
4.2	Item 8 – Non-attendance at Governor meetings – Chair has had conversation and emails with AB about this. AB has now tendered her Resignation due to house move. Clerk has sent Resignation Form to AB and then will forward it to Governor Services.	Clerk
4.3	Item 9 – LLP Replacement – HoC has been informed that Michael Moore is now our LLP. A provisional date of 11 th December 2014 has been made for Michael to meet with HoC.	
4.4	Item 11 – Working Party – This is on tomorrow's Agenda as the previous meeting was cancelled due to the Children's Centre Ofsted Inspection.	
4.5	Item 11(2) – Policy Review – Accessibility – BM stated that a temporary ramp has been placed in the Nest. Sonia Crabb, Specialist Teacher Advisor from HCC visited the Centre yesterday (24 th November 2014) and was very impressed with the temporary ramp. Plans will be sent through for a new ramp in due course.	

Signed:
Chair of Governors

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Haven Nursery School GB Meeting – 25 November 2014

4.6	<p>BM has updated the building plan with the new room locations. KH asked BM to send Sonia Crabb a new map.</p> <p>Item 12 – Video of the Interview with Educationalist, Sir John Jones – This item to be one of the first items at the next meeting.</p>	<p>BM</p> <p>Agenda Item</p>
4.7	<p>Item 16 – Credit/Debit Card in reception – this is working well and the amount of cash has cut down time spent counting in and going to the bank. BM stated that monthly finance meetings were being held with HT.</p>	
4.8	<p>Item 20 – Correspondence – A Certificate for AW for being a Governor for 4 years was received at last meeting. This will be presented to AW at the next meeting as he was unable to be at this meeting.</p> <p>Item 21 – Access to Governors Site – BM checked at training session on 3rd October 2014 and Governors do have access to this site.</p> <p>Item 23 – New map – BM was asked for a new map with the names and locations of the new rooms on. BM handed out maps to all Governors (copy attached to these minutes).</p> <p>Item 24 – School Website – BM stated that the website was now updated with dates of Governor meetings and all old information has been removed.</p> <p>CCL asked if there could be a link on the website to enable parents to access the ‘Guidance on Infection control in schools and other childcare settings’.</p>	<p>Chair</p> <p>BM</p>
5.	<p>Reconstitution of Governing Body</p> <p>The Chair has received an email from Governor Services reminding us that we have not yet submitted our proposal for reconstitution of the governing body.</p> <p>Subsequently, the Chair and HoC had met and discussed this matter. There is a useful link on the Governor Services site which was shared at the meeting.</p> <p>As we are listed as a Community School we can have the following:</p> <ul style="list-style-type: none"> • Parent = at least 2 • Staff = 1 (only 1) • Local Authority = 1 (only 1) • Headteacher = 1 (only 1) • Co-opted = as many as needed <p>The Terms of Office will remain the same at 4 years.</p> <p>A discussion around the Reconstitution of the GB was had by all and it was decided that:</p> <p>AB was currently the link Partnership Board Governor and she has recently tendered her resignation. It was suggested that the CCL could perform this role, to which she agreed. The CCL is currently an Associate Member of the FGB, but would become a Co-opted Governor.</p> <p>A decision needed to be made around who would remain a Parent Governor as there are currently four and only two are required. It was decided the Chair and Vice-Chair would become the two Parent Governors and then co-opt in SM, RL and AC.</p>	

Signed:
Chair of Governors

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The Staff Governor (KH), HT/HoC Governor (Head) and LA Governor (GW) would all remain the same.

AW would be asked if he wishes to remain on the governing body beyond Christmas, as previously agreed. Chair agreed to email Governor Services and update them on the above. Governors may possibly have to resign and be co-opted in, which would mean their terms of office started again for 4 years.

Clerk has emailed Chair the appropriate Resignation Forms.

Chair and Vice Chair

Chair

Clerk

6. Minutes of Finance Committee, including Approval of Revised Budget

The Minutes of the Finance Committee Meeting were circulated to all Governors.

BM stated that HCC needed Governors' approval to write off Debt Recovery to the value of £1275.40. Past debts of approximately £7000 will be carried through each year rather than writing off in one transaction.

The necessary amendments will be made to the Debt Recovery Policy. It is suggested that text messages will be sent out to let parents/carers know when their invoices are ready for collection and then 14 days later another text will be sent. HCC have changed the terms of payment from 14 to 30 days.

BM

A Governor stated that she never collected her invoices for approximately six weeks as she was dropping off and picking up from the Meal Room and that she had not received a reminder regarding her two outstanding invoices. She thought she should have had at least a reminder. BM stated that a first reminder letter is sent if the invoice is outstanding at 30 days. One week later then another reminder letter is sent to parents. Invoices can be missed by parents if they aren't going through the main reception.

Another Governor stated that this was the same for him. It was agreed that a text message will be sent out when the invoices are ready for collection and then 14 days later another text will be sent to remind parents again to collect their invoices and pay them within the 30 days. The Policy will be reviewed and adapted at the next Finance Committee Meeting on 2nd December 2014.

BM

KH asked if one person in the office could be responsible for checking that the invoices have been collected and also to send out the text messages to parents. BM stated that this will happen from now on. The card machine is working well in the office and it has cut down on the amount of cash in the building and taken to the bank weekly. The Governors felt there was no choice but to write off debt and all agreed that the value of £1275.40 can be written off.

BM

Budget Revision – The Minutes were shared before the GB meeting. BM stated that the budget is looking a lot tighter than in previous years.

A Governor asked why was there only a £962.00 surplus?

HT explained that there was a massive underspend in previous years which has gradually been eroded and that our income has also decreased since the introduction of the Early Years Single Funding Formula. Our numbers on roll are lower than last year. The other maintained nurseries in Hampshire have more SEN places than us

which makes a big difference to the budget. BM stated that costs will be cut from the support staff but this will not affect quality for the children in the Nursery. Governors felt that is why having a tight Debt Recovery Policy is even more important.

A Governor stated that lessons had to be learnt from this budget i.e. we should not assume that all nursery places will be filled.

BM stated that the priority is to increase the number of children taking up the vacant places and to supplement our income with additional fund raising.

Governor Question: Why are numbers so low?

KH explained that nursery places were oversubscribed last year and parents of eligible children in the Spring and Summer terms were not prepared to wait until September 2014 when places became available. They have, therefore, chosen alternative provision and are now reluctant to disrupt their child by moving them. There is also data which shows a steady decline in birth rates in the area.

Governor Question: When do children normally join Haven?

The HoC explained that a child becomes eligible for a funded place in the Hive at the beginning of the term following their 3rd birthday. Nest take children from 0-3 years.

The HoC stated that maybe we should have looked at the budget in July/August as the numbers for September enrolment were low. We would have had a better idea of the implications for the budget.

Haven has a reputation (with parents and professionals such as Health Visitors) for being full. Perhaps we should consider displaying a banner on the outside of the building advertising 'places available'.

Governor Question: Is there a Marketing Budget?

BM stated there was for £500. RL may have some ideas to market the Nursery School and fundraising ideas to increase income. She will arrange to meet with BM.

The HoC stated that at the next Governors Meeting, BM should bring BC11 Report to check actual figures.

A Governor asked if Phil Butler could be contacted to request an increase in our Resourced Provision places as the change in criteria for two-year old funding is resulting in younger children with complex needs in the Nest. The HoC explained that previous requests to increase our SEN numbers had been immediately refused due to lack of funds. However, a query will be raised with Services for Young Children in respect of possible funding to cover the increased costs associated with two year olds with special needs.

Children's Centre Budget – Again some expenditure lines have been reduced in order to balance the reduction in income, primarily the amount received for family learning. CCL stated that charges for some universal services have been introduced such as Messy Play Workshop, Boogie Mites, etc. Evaluations from a recent workshop were positive and families fed back they were happy to pay £3.00 per family for the service.

The revised budgets were unanimously agreed. Please see attached Appendix 1 and 2.

BM and
RL

BM

7.	<p>Minutes of Premises Committee BM explained that as the planned Premises Meeting had not taken place due to Governors' work commitments, he would provide an update for Governors: The main office has been refurbished and the 0-3 years Hygiene Room is now in use. All moves associated with the relocation of the Nest have been completed.</p> <p>There is still outstanding work in the Maple Room, including installation of a kitchen area and an adult sized toilet.</p> <p>The Canopies in the Maple Room and Nest are now complete and the whole building has been repainted.</p> <p>Included in the planned work schedule is the removal of the container from the Nest Garden. The current position of the container causes visibility issues when supervising the children in the garden. It is proposed to eventually use this space for a conservatory-type extension to the current Nest, providing additional play space with natural light. This project will be funded from the Devolved Capital Budget.</p> <p>BM stated that a Fire Evacuation drill needs to take place this term with a compromised exit as part of the drill. The Head asked for this to be arranged as a matter of priority.</p> <p>The PAT Testing is all complete.</p> <p>The monthly premises walk-around for October has been completed and the check for November will take place this week.</p> <p>Haven's Energy Efficiency has improved to a Grade C, which is an improvement from the previous year due to the window replacement programme and lights in rooms not in use being switched off.</p> <p>BM stated that we are beginning the process to attain Eco Schools Recognition. A member of staff from the Hive who will lead on this project will be attending the meeting in January 2015.</p>	<p>BM</p> <p>BM</p> <p>BM</p>
8.	<p>Minutes of Standard Committee The minutes of the Standard meeting had been circulated prior to the FGB meeting. It was noted that the last paragraph under the heading SEN should say "SM asked" and not KM.</p> <p>Tapestry is making a massive difference to the observation and recording of children's learning, including the involvement of parents. Schools who are using the system are able to send an automatic email to parents notifying them of an update to their child's profile. KH confirmed that Michelle Holmes (Lead Practitioner in the Nursery) was investigating how to set up automatic notifications.</p>	
9.	<p>Minutes of GEIP Leadership Group The GEIP minutes were circulated prior to the meeting.</p>	

HoC drew Governors' attention to the Early Years minute confirming that Haven was actively involved in the project to develop a consistent and shared understanding of School Readiness across Gosport early years providers and schools.

The second co-hort of PICL training is being held at Haven on Friday 28th November and Monday 1st December 2014 for over 20 EY practitioners from settings in Gosport.

10. Proposed Staffing Restructure

The restructure document was circulated to all Governors prior to the meeting.

BM has been in discussions with Vicky Maddox from EPS, who will be supporting us through the restructure process.

The HoC and BM had a consultation meeting with all support services staff regarding the restructure process, including timescales, etc. All staff involved received a copy of this report on the same day as the Governors.

The restructure is necessary for two reasons. Firstly the operational requirements of the Centre have changed considerably over the past few years and the current staffing structure is no longer appropriate. Secondly, as the governors are aware, there is severe pressure on the Centre's budgets and prudent financial management is essential, including any measures to ensure that expenditure is proportionate to need.

If the proposal is implemented, there will be a reduction in hours from April 2015, resulting in an immediate saving within the staffing budget. The more substantial savings to be made from grade changes will be reflected in the budget in 2 years' time as some staff would be eligible for a 2 year period of salary 'protection'.

BM shared the flowchart with the proposed restructure. The number of posts will remain the same as the current structure, although there will be a downward grade change for some posts and a reduction in total hours.

The HoC pointed out that two of the titles need to be changed on the new flowchart as they state Housekeeper and should be Housekeeping Assistant.

This restructure will possibly affect 3 members of staff, who will be required to undertake a skills audit as part of the process to fill the new roles. There will be two caretaker roles. One at grade C which will be offered to the current site manager and the second caretaker post, grade B, is currently being advertised.

A Governor asked if the nursery numbers go up, will this restructure still be suitable?

The HoC replied that a dedicated Housekeeping Assistant post will be based in the Hive (on the same basis as the current post in the Nest) to ensure that the children and staff are supported with laundry, snack and hygiene issues, etc.

A Governor asked if the Large Hall was being offered to other users? HoC explained that since the cuts in the Local Authority's budget,

BM

bookings for the room and refreshments have declined. Although it is an excellent facility, if the hall is used as a venue for training, etc. the furniture has to be stored elsewhere and Children's Centre services have to be cancelled.

Another Governor asked does the restructure provide plans for the future? Is this just happening because of the budget?

HoC explained that although savings are necessary because of the budget situation, it is important that we have a team that is 'fit for purpose' and meets operational requirements, particularly in respect of the long opening hours that need to be covered. This provides a challenge as there are staff and children in the nursery until 6.00 pm and the cleaning of these areas cannot start until they have left. The Centre needs to be locked at 8.15 pm when the cleaners have finished. Although alternative cleaning hours have been considered, this still remains the only feasible option.

BM explained that the conventional role profile for a Site Manager, includes the requirement to work split shifts and this pattern of working is adopted by most schools. Although a split shift system would ensure that the evening cleaning hours and locking the centre were covered, the problem with having one caretaker is the lack of cover for sickness and holidays, hence the need for two separate posts.

BM advised the governors that staff affected by the restructure had the right to express their views to the governors, but this was not an opportunity to discuss individual cases. The site manager wished to exercise this option and would be joining the meeting at 11.10 a.m.

Break in Meeting at 11.00am.

Site Manager joined the meeting and it resumed at 11.10am.

The Site Manager made a statement; this is recorded separately as a Confidential Minute.

A Governor stated that the Site/Caretaking Team has saved a lot of money for Haven and that is very much appreciated.

Site Manager asked if lettings could be advertised to make income that way?

A Governor stated to the Site Manager that they had seen the report and listened to his statement and that the decision would not be taken lightly.

Site Manager left the meeting at 11.20am.

A Governor asked if the current Site Manager leaves, can they replace the position? BM advised that one option would be to advertise for a fulltime 37 hours 'C' grade Caretaker to do split shifts, but this would still leave the centre without absence cover.

In respect of filling the roles created by the proposed restructure, BM stated that the advice from EPS is not to look at people but to look at their skills audit and find the right person for the job. The meeting with the Unions is due to take place on 12th January 2015.

CCL stated that if the Site Manager left quickly, then there would be implications such as Health & Safety, Fire Evacuations, and First Aid – has this been risk assessed and can other staff members be trained to cover this?

A governor asked can this position be covered if the Site Manager left?

BM replied that Caretaking Services had said that they could ask another member of staff from another site to cover Haven's site although this would be subject to availability locally.

BM stated that the timeline for informing staff of the restructure was:

- Letter to staff within 24 hours after the Governors meeting
- Inform EPS
- Union Meeting – 12th January 2015

Governors to agree to be involved in a pool for Disciplinary/Dismissal Hearings. Chair, Vice Chair and SM have agreed to this.

If the timescales are followed, the process can be completed by the end of March 2015. The new roles would start from 1st April 2015.

A governor asked if all options had been considered? How much notice does the Site Manager have to give?

BM replied that the site manager only needs to give one month's notice. It was agreed that a plan needs to be in place in case this happens.

All Governors agreed in principle to the restructure proposal.

BM stated that if the Head is involved in the selection process for the restructured roles, then she wouldn't be able to have any involvement with subsequent Disciplinary/Dismissal Hearings.

There is training provided by Governor Services for Disciplinary/Dismissal Hearings.

CCL asked where is the second caretaking post being advertised? BM answered on HCC and Job Centre websites.

A Governor stated that their school uses an outside agency for caretaking/cleaning services and a discussion followed, including whether costs would be lower and whether this would be worth looking into.

BM to research the use of agency cleaners. RL to email BM name of the company that her school uses.

BM and
RL

11. **Nursery Development Plan – approval of draft objectives**

This document was circulated prior to meeting.

The HoC talked through the report. We have looked at our Hive data and Foundation Stage Profile results (end of Year R) from local schools and found that literacy levels, particularly in boys, are low. The attainment gap between boys and girls is also widening. These factors have influenced the objectives in the revised development plan, which has been organised to align with the Ofsted inspection categories:

Achievement of Children

It is proposed that increasing progress rates in communication and literacy will remain a key objective, ensuring the vast majority of children's literacy levels are at least in line with expectations on entry to school, with a particular focus on addressing the attainment gap between boys and girls and those children who meet the free school meal criteria. The aim to develop a reading culture across the centre will remain a whole centre objective.

Levels of children's wellbeing to become an integral part of observations and assessment

Quality of Teaching

It is essential that staff have the appropriate skills and knowledge to support children in developing their communication and literacy skills. There will, therefore, be a revised objective to 'Improve the understanding and quality of teaching of literacy in order to establish a reading culture across the centre'.

Increase the range of print in the nurseries and the variety of books in all learning zones.

Behaviour & Safety

As the GEIP Early Years Group will be developing a 'School Readiness Charter' to ensure a shared definition across Gosport, this has been removed from the development plan and replaced with an objective to 'Develop a common understanding amongst staff of school readiness through training on Executive Functioning'.

A key task will be to establish a range of strategies to ensure children develop skills of self-regulation, impulse control and mental flexibility, particularly through implementation of the physical development programme delivered through the Schools Sports Partnership.

Leadership and Management

Establish an effective CPD cycle, including a robust approach to monitoring in order to identify areas for professional development and support.

Continue to establish and embed PICL to extend meaningful and effective parental involvement in their children's learning.

Review Centre marketing strategies and publicity materials (including Nursery Prospectus). Improve signposting for families outside the Notional Catchment Area.

Staff CPD and IPP will link tightly to this plan. It will also link to own personal needs and link back to this Development plan.

The Development Plan will now be taken to the Standards & Curriculum Group for staff input on the specific actions and tasks to be included under each objective. The areas for development link directly with the updated SEF, which will also be shared with staff.

12. Safeguarding Audit

This was circulated prior to the meeting.

HoC stated that we are not required to make a return to HCC for academic year 2014/15 as they are currently updating the audit to align with the new DfE guidance. The new action plan includes:

- Renew CPLO training every 2 years (HoC and KH – January 2015).
- Safer Recruitment training for leaders (including Governors)
- More detailed information for parents on the Safeguarding Board.

The new Action Plan will be attached to the Development Plan.

The audit and action plan were included in the safeguarding evidence presented to inspectors during the recent Children's Centre inspection.

HoC left at 11.45am to attend a meeting at Harrison Primary.

13. Verbal Report from Children's Centre Leader

CCL reported that the Children's Centre had an Ofsted Inspection last week.

This was for the whole of the Gosport Cluster called a Collaboration Inspection. The inspection involved looking at a number of data sets and the progress children make from target groups. Through the Self-evaluation process the CCL had graded the Centre as good and the inspection had reaffirmed this.

The main actions going forward from the inspection were:

- Improved joined up work with midwifery and health to address low breast feeding rates.
- Further work to develop School Readiness
- Improve the work of the social care protocols to ensure we are up to date with children on Child in need plans and Child Protection Plans

A Governor stated that parents received vouchers to breastfeed their babies. That is a lot of pressure on new parents. Should really be a whole approach to feeding whether breast or bottle.

CCL is expecting the Ofsted Report 15 days from date of Inspection. She wanted to thank everyone across the Centre for their help during this difficult inspection.

All Governors said well done.

