

HAVEN NURSERY SCHOOL
Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING
Tuesday 27th January 2015 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
	Gemma Wright (GW)	LA Governor
In Attendance:	Julie Caldwell	Children's Centre Leader (CCL)
	Andy Major	Business Manager (BM)
	Diane Kendall	Clerk
Apologies:	Anna Clodfelter (AC)	Community Governor
Resignation:	Rev'd Anna Bishop (AB)	Community Governor

		Action
1.	<p>Welcome and Apologies for Absence The meeting opened at 9.33am. The Chair welcomed everybody to the meeting and apologies for absence were accepted. AB has now completed her Resignation Form and this has been forwarded to Governor Services who have updated their records.</p>	
2.	<p>Reconstitution The approval for the proposed reconstitution has been accepted and signed off by Governor Services (copy attached). This was discussed by all FGB members. The new members of the FGB entered the meeting and informed that they were now co-opted members. The reconstituted governing body will now include 10 members, 5 of them will be co-opted members. A Governor asked: how many members to be present at a Full Governing Body meeting for the meeting to be quorate? HT thought that 5 members as that is half the total but Clerk to check with Governor Services.</p> <p>The 5 FGB members to stay the same are: 1 x HoC = JC 1 x Staff = KH 1 x Local Authority = GW 2 x Parents = KM and GAW 5 x Co-opted = JC (CCL and PB link), RL, SM, AC and a vacancy. AW is unable to continue due to work commitments.</p> <p>The Chair informed the co-opted members that their 4 year term restarts from today, 27th January 2015. There is no requirement for governors to first resign and then be co-opted or any additional paperwork as confirmed by Governor Services.</p>	Clerk
3.	<p>Declarations of Pecuniary Interest Declaration of Pecuniary Interest Forms, were tabled for the 5 co-opted members to complete. GW also completed an updated declaration as</p>	

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she was not present at the last meeting. No changes to declarations of Pecuniary Interest were declared.

4. Minutes of Previous Meeting – 25th November 2014

The Minutes were agreed as true record and signed by the Chair of Governors.

5. Matters Arising

5.1 Item 5.4 – Pay Committee – Clerk was asked to check how many Governors should be sat on the Pay Committee. Clerk to contact Governor Services. **Clerk informed the FGB that there should be 3 Governors on the Pay Committee and a minimum of 2 Governors on the Head of Centre Performance Panel.**

5.2 Item 8 – 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 once it has been returned. **The Resignation Form has been completed, received by the Clerk and forwarded to Governor Services. AB's details have been updated on the Governor Services' website.**

5.3 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 (24th November 2014) and was very impressed with the temporary ramp. Plans will be sent through for a new ramp in due course. BM has updated the building plan with the new room locations. KH asked BM to send Sonia Crabb a new map. **BM has actioned this.**

5.4 Item 12 – Video of the Interview with Educationalist, Sir John Jones – This item to be one of the first items at the next meeting. **It was agreed that all FGB members would watch this at home.**

5.5 Item 16 – Credit/Debit Card Machine 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 meeting were being held with HoC. **A Governor asked about Stretched Offer and can parents pay by Direct Debit?**

BM stated that parents can pay online, or call into reception and pay by Debit/Credit Card or cash. There is not facility to set up a Direct Debit because Hampshire County Council are unable to match such a large number of Direct Debit payments and ensure that each payment is allocated to the correct school and parent account.

A Governor asked whether the office staff speak to the parents face-to-face when they are in arrears. Could they pay weekly/fortnightly/monthly to fit in with their pay days or when they receive their benefits? Could payment schemes be set up for these parents?

BM will look into this further. We do currently receive part payments against invoices from parents and these are recorded against accounts. KH asked if GW could come and speak to the office and give them some advice and useful tools to use to help parents to budget and pay their invoices. BM to arrange with GW. GW suggested a couple of websites such as 'step change', 'pay plan' or C.A.B. that can help

BM and
GW

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	<p>parents with their non-priority creditors. GW stated that it's too easy to send a letter to parents – it would be better to telephone them or speak to them face-to-face.</p> <p>A Governor stated that the Invoices issued for fees tell parents that payment options are on the reverse but there is nothing on the back of the Invoice with this information. BM said that the invoices are generated from a standardised HCC invoice template. The second page offers direct debit payment information and BACS payments. We cannot accept either of these. We print our invoices without the misleading information. HCC does not allow any alteration to the invoice template to localise it.</p> <p>A Governor asked if a standard letter could be raised from Haven to go on the reverse of the invoice. BM will produce an alternative second page to be circulated with the next run of monthly invoices.</p>	
5.6	<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>Chair has posted AW's certificate to him as he will no longer be attending the FGB after reaching his full term as governor.</p>	
5.7	<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'. BM has actioned this and there is now a link to the infection guidance on the home page of the website.</p>	
5.8	<p>Minutes of Finance Committee, including Approval of Revised Budget – BM stated that texts have been sent out to indicate invoices are ready for collection and then another text is sent out 14 days later to remind parents. Kay in the office is checking this.</p> <p>The Debt Recovery Policy will be reviewed at the next Finance Committee Meeting. BM to action. BM confirmed that there is now one person in the office (Kay) responsible for checking that invoices have been collected by parents and the notification and reminder texting process is now in place.</p>	BM
5.9	<p>Marketing planning. BM to meet with RL to discuss possible marketing activities</p> <p>BM and RL have now met and BM has added an Appendix to the Finance Committee Meeting Minutes.</p>	BM
5.10	<p>Outstanding work in Maple Room – BM stated that this is the installation of an adult height sink and refreshments area and work has been carried forward due to current lack of Site team (Premises Committee Meeting Minutes).</p> <p>Removal of Container from Nest Garden – BM stated that this is still on-going.</p>	BM

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and Tums to Mums Group.

CCL is very supportive of the new Parent Champion and Volunteer Scheme – 12 Parent Champion places will be offered across the Gosport Cluster. A Parent Champion is more of a commitment than a Volunteer. They will be engaging with the community and encouraging parents to attend Haven and engage with other local children's services.

A Governor asked – where will they go to achieve this?

CCL answered that they will visit places such as Monkey Business, local pre-schools and schools to meet with parents and publicise locally available services.

There are currently 60 teenagers on the midwife's books across Gosport and Fareham. The highest areas for teen pregnancies are Rowner, Bridgemary and Town. Bridgemary has significantly higher rates than the others. Bridgemary School continues to run a Health & Well Being Clinic for their students but the conception age tends to be higher in the last few years with predominantly 17/18 year olds falling pregnant rather than 13-16 years.

Our focus is the prevention of second pregnancies – under 19 teenage parents.

The Christmas Stay & Play was very well attended and all of the parents enjoyed the session.

A Governor asked – how do you target families to invite to the Christmas Stay and Play?

CCL answered that they are mostly the families that the FSOW's work with and other vulnerable families for example those on 2 year old funding.

The Ofsted Post Inspection Action Plan will sit behind our School Development Plan.

Staff have had training with Action4Children on keeping case files and will be involved in more joined up working with Social Care.

A Governor asked: Have you developed the action plan and the targets included?

CCL answered that HCC provided the action plan pro-forma and targets were devised from the Ofsted recommendations.

8. Update on pupil numbers, occupancy rates and nursery marketing plans

BM stated that the pupil numbers information is included in the Finance Meeting Minutes and provided a summary of the key points.

We have 114 funded children in the Hive and we planned for 110 at budget revision. Income therefore is will be £94,000 in the Spring Term rather than the £88,000 planned income.

For Hive additional hours provision, changing attendance patterns have meant that we will have a shortfall of £4,000 against the projected income at revision point.

2YOF children – There are 19 funded children on roll rather than the 20 children in the plan. This difference only equates to a £50 shortfall against expected income of £15,000.

Nest Fees income is likely to return a £6,000 shortfall against the

planned budget position. We do currently have children on the waiting list but are unable to offer them a place. Staff numbers do not provide enough cover to ensure that the quality of our provision would remain high were we to take on extra children at the moment.

Several parents are requesting only one session for their child. HoC and KH advised that single sessions are generally discouraged. It is more difficult to settle a child that doesn't attend for at least two sessions and they are unsettled for longer.

We are seeing a noticeable increase in the number of applications for spaces for babies. The number of babies has been capped. On some days we can have as many as 10 babies to care for, and this requires higher staffing numbers to ensure a safe ratio is achieved.

A Governor asked if there was an issue with the Hive causing the drop in additional hours being taken?

KH/HoC answered that for many parents, work patterns are changing and the demand for additional hours has fallen. Some of the children in the last cohort were with us for long days and for most of the week. Just losing a couple of these children can have a significant effect on income. Some children are at the Centre for their 15 funded hours per week only. We cannot discriminate against children who come in for 15 hours in favour of children who want fulltime places.

We have recruited an extra member of staff to provide support for an SEN child who started in January. Sometimes he needs 2 staff members to look after him and this diverts our staff resource from elsewhere.

From April 2015 – Nest Children will move through to the Hive to fill places. There is the possibility that extra spaces could be taken up by EYE Funded children.

KH stated we need examine the quality of childcare for all children before considering an increase in numbers and the effect this would have on staff morale. Some staff are emotionally and physically drained with the pace of this term. They are working very hard to retain the quality and consistency of our provision.

Lateness – a letter has been raised and sent to parents reminding them of a financial penalty if they are late collecting their child. We do have a charge of £15 that can be levied for late collection and this information is included in the Terms and Conditions that all parents agree to when their child attends the Centre. We also have an Uncollected Child policy that outlines our process for alerting the authorities if children are not collected.

A Governor stated that the child could be sat in reception with a staff member when the parents are running late.

A Governor asked, What is our priority in terms of child numbers?

KH answered "getting the balance right" between the numbers we need to generate income and also being able to continue providing Outstanding provision for the children and other users of the Centre

A Governor asked, Can 2YOF/SEN be capped?

KH responded. There are 20 SEN funded child places in the Hive (resourced provision); we also have a number of other SEN children in the Nest and 2YOF that are not funded. We provided additional support for these children with no funding provided to meet the costs attributed.

HoC stated that the extended day-care was so much smaller years ago, there are a lot more day-care children now.

A Governor asked, Is it sustainable for Haven to close earlier, such as 5pm?

KH stated that most pick-ups are 5.30-6.00pm.

HoC informed the Governors that the other HCC maintained Nurseries at Lanterns and Bushy Leaze Children's Centres, receive more SEN funding through their available SEN places. They concentrate on the provision of a maintained nursery school and day-care is only available until 4.30pm.

KH & HoC stated that Phil Butler has visited Haven but he has stated that there is no more money available to increase our SEN funding.

HoC suggested that the Nursery needs a Working Party to investigate numbers and make recommendations.

HoC

BM updated the FGB members that he had met up with RL in December regarding Marketing. Some notes of the meeting were circulated prior to the FGB as an Appendix to the Finance Minutes.

Key Points were: to make better use of the Facebook page. Using photos of activities posted to the Facebook account to help generate interest in the Centre– safeguarding issues and controls to be ensured before posting any images.

CCL stated that Facebook works well for the Children's Centre as she had recently posted information about 2 courses that are normally hard to fill. The CC team received several phone calls about these courses from parents soon after posting.

Facebook could also be used to advertise for Nursery places.

RL stated that the website is too busy. There are too many links on the homepage. BM could start to weed information from the homepage and change the language to plain English not teacher speak. RL is happy to help BM with this task.

BM and
RL

Consent forms from parents are also needed for permission for child's pictures to be on Facebook and we do collect these from parents already. Some organisations use Twitter too. This can run alongside the Facebook page.

CCL left the meeting at 10.48am.

RL also suggested that an "Admissions" link should be the primary link on the Home Page of the site. The website address should be printed on all correspondence from Haven Nursery School. BM will add this to the letter template and the new second page for invoices

BM

BM and RL said that banners along the fencing line could be used for marketing. For example, if the Nursery School need more children, the banner could say “spaces in September” and put this up 6 months ahead.

The Head stated that the website should give the parents a flavour of what happens at Haven Nursery, such as up to date photos, etc.

It was discussed recently at a Haven Standards & Curriculum Meeting that the Haven website should look like Peel Common Nursery’s website – this was their favourite website.

BM asked Agile for a quote for a new website and they estimated about £900.00.

Break in meeting @ 11.05am.

Meeting resumed at 11.13am.

9. Head of Centre’s Verbal Report

The Head provided her verbal report.

There has been some detailed work on progress monitoring this week. KH and MH have been looking at the Tapestry data and the quality of data that we are able to generate from the system is very good.

Data can be used to produce pie charts/graphs and provide a setting overview. It also shows the number of children who have been assessed.

Tapestry highlighted that there were a lower number of Literacy assessments uploaded to Tapestry and this allows us to target intervention with staff. KH explained that perhaps the learning environment is quite right or that there may be some training needed for staff to support literacy progression. Every child has Entry Assessments and their data can be tracked through their time with us using the available reports.

The HoC and KH have collected staff planning files and evaluations to assess what hasn’t been uploaded to Tapestry and then will meet with staff and share with them which children’s evaluations are not up to date.

We have a new staff member, Dawn, who will be working alongside Sue in the forest school. This enables the key persons to work on Tapestry updating when their family group visits the Forest.

A Governor asked: Is Tapestry difficult to use?

KH answered that Tapestry is not a difficult tool to use at all. Michelle Holmes provides either 1-1 or group training on Tapestry depending on their training needs and how familiar they are with IT applications.

GW left the meeting at 11.21am.

GW re-joined the meeting at 11.23am.

The overview report that we can generate from Tapestry for the Hive shows that a majority of children are progressing at satisfactory or

better or exceeding for their age expectations.

A Governor asked: do you share this information with parents?

The Head and KH answered that yes they share this information at Parents Evening. And information about how they can support their child's learning is included on the planning sheet circulated to parents every week. Parents can also log onto Tapestry and check their child's progress and add their own observations.

The Hive have a staff Training Day on Friday 30th January where they will be discussing assessment and recording of progress.

Another Governor stated that our use of Tapestry is different from Bedenham School. They just receive photos with a little description not an observation. Bedenham parents can comment on it but staff don't usually comment on these.

KH responded that Haven's staff like to see the parents' comments and evaluations.

A Governor stated that the progress charts will be good to show at parent's evenings.

Head and KH agreed and will be sharing this information with parents.

The Progress Overview has amazing data. This has addressed the concerns from staff where the gaps and the children are making good progress. They can show staff where there are gaps, and if necessary, change the environment accordingly.

The HoC and KH attended a Residential Annual Conference for School Leaders for Fareham and Gosport Schools last week. This was paid for by Harrison School and GEIP. The theme was "Stronger Together". Schools should develop working together and collaborating to raise standards.

Hampshire Local Authority still does provide support to schools but few LA's are still doing this. Advisory teams have been the victim of financial cuts.

There is discussion about developing a maintained Nursery School Consortium of the 3 Nurseries to work together and bid for additional funding.

The HoC is meeting up with 2 other nurseries (1 in Winchester and 1 in Alton) next week to go develop the application. The application must be submitted in the first week of February. Haven's partner is Chichester University. There is no guarantee that we would be successful but it is worth a try. The LA is supportive of the idea of Nursery Teaching Schools.

10. Minutes of Finance Committee Meeting

The Minutes of the Finance Committee Meeting were circulated prior to the meeting.

BM is closely monitoring every line for Haven and the Children's Centre budgets. We have managed to claw back some funding from SLA charges. The bottom line figure is changing every day and is improved from the projected figure that was set at Budget Revision.

The Cleaner supplies line – 11% remaining rather than 26% expected at this point in the year – This line will be closely monitored and should now come in on budget

The Catering line – there is still work ahead to manage the wastage and reduce costs overall.

The budget lines for Grounds Maintenance and I.T. are showing a big improvement. This is the result of journaling some eligible purchases to the Devolved Capital budget.

Minutes of Standards Meeting

The Minutes of the Standards Meeting have not yet been approved.

Tapestry Update – The parents can get an alert by email on their phones if an observation has been added to Tapestry.

Transitions – The last Nest to Hive transitions were the most successful so far. They are already looking at next term's children and the new starters in the Nest.

Sue will be running some Forest Kindergarten Sessions on Wednesday afternoons for the Nest children.

More lunchtime staff are needed to help ease the pressure on staff.

There are 3 new members of staff in the Hive. One is a flexible key person, 1 for the Forest School and the other staff member is 1-1 with an SEN child.

Minutes of Premises Committee

The Minutes of the Premises Committee Meeting were circulated prior to this meeting.

BM stated that all statutory and Health & Safety checks are being met as a priority during the absence of a Site team. Mark, the previous caretaker, is providing some weekly cover to help us to meet these requirements.

BM held the interviews for a new caretaker and they have appointed Bob Bartlett. Bob is ex-Navy and also has experience of facilities/building management with a Marina management company.

He is coming in on Friday 30th January to have an Induction Day with BM. He is also booked onto the HCC caretaking induction course on 9th February in Winchester.

H&S Audit – Some dates have been received from HCC (June 2015) for an H&S Audit. BM and CCL to work on this. GAW will work on a Dummy Audit with BM.

Fire Evacuation – there are some lessons to be learnt from the last fire drill. This will be taken to the Standards & Curriculum and Fire Marshall refresher Training will be arranged.

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An adult toilet has now been installed in the Maple Room (Large Hall). Safety flooring and bark has been installed in the Nest Garden as this had become a swamp following some particularly heavy rainfall.

Nest door – the decking will be raised and a ramp installed at the end of the decking. HCC will be funding this.

Conservatory style building – proposal for this to be installed on the back of the Nest/crèche. HCC Property Services do not usually authorise this type of extension but they are looking into what would be acceptable.

Maple Room – work to be done on the installation of kitchen area at adult size instead of using the tea trollies once site team return.

11. Correspondence

There was no Correspondence.

12. Any Other Business

The Site Manager is still on long-term sick and has been since the beginning of December 2014.

A Governor asked if the restructure was still going ahead?

BM answered no, as the job was being advertised with limited hours and there had been no response from the last 2 previous adverts.

13. Date of Next Meeting

The next meeting will be held on Tuesday 31st March 2015 at 9.30am at Haven Nursery School & Children's Centre.

The meeting closed at 11.53pm.