

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

**MINUTES OF THE GOVERNING BODY MEETING**  
**Tuesday 24<sup>th</sup> November 2015 at 9.30am**

**Present:**

Karen Hooper (KH)	Staff Governor
Kerrie Mills (KM) (Chair)	Parent Governor
Glenn Ward (GAW) (Vice Chair)	Parent Governor
Gemma Wright	LA Governor
Shellie Morris (SM)	Co-opted Governor
Julie Caldwell (JC) (Children's Centre Leader)	Co-opted Governor

**In Attendance:**

Emily Payne	Clerk
Kirsty Gunnell	Finance Officer

**Apologies:**

June Smith, Anna Clodfelter, Jamie Fagan,  
Rachel Lewis

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies for Absence</b> The meeting opened at 9.32am. The Chair welcomed everybody to the meeting and apologies for absence were accepted.	
<b>2.</b>	<b>Declarations of Pecuniary Interest</b> New pecuniary interest forms were completed as the ones completed at the last meeting were incorrectly dated.	
<b>3.</b>	<b>Minutes of Previous Meeting – 14<sup>th</sup> July 2015</b> The Minutes were agreed as a true record and signed by the Chair of Governors. <ul style="list-style-type: none"><li>• 5.4 – To be followed up by KH in HoC absence</li><li>• 6.0 – Consultation on the agenda</li><li>• 12.0 – Will be covered under the finance update</li></ul>	
<b>4.</b>	<b>Matters Arising</b> None	
<b>5.</b>	<b>Update on Outstanding Debt</b> The Finance team have been working hard to keep debt at a minimum, they have been identifying leavers in June/July and putting actions in place to ensure they don't leave with debt. Out of 28 leavers in August there are 5 people who have outstanding debt. Letters do go out with the final invoice to remind parents about prompt payment. It was suggested by the governors that school leavers pay their August bill up front to stop any children leaving with unpaid bills.  Any children with unpaid July 2016 bills will not be allowed to attend in August 2016.	

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Chair of Governors

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**A Governor asked - How many parents do you have every year who leave without paying the final invoice? Could a member of staff be allocated to implement measures a month before to avoid debt?**

Invoices go out on the first working day of the month and this is an accounting system restriction, the payment terms have been discussed and we have requested for them to be put back to 14 days to assist with prompt payments from parents, HCC have confirmed that it must stay at 30 days as per the policy.

Governors think that continuing to ask for a deposit will be a good idea to reduce debt at the end of the school year.

**A Governor asked - Were you aware that the parents that left with an unpaid balance were struggling to pay?**

Yes, 3 out of the 5 are struggling the others were a surprise, 2 out of the 5 were unexpected.

**A Governor asked - How quickly are parents contacted after a missed payment?**

If the previous month is unpaid, they are contacted as per the current policy and they will then receive the statutory debt recovery letters, if the invoice remains unpaid, additional hours or meals are stopped.

Governors agree that the finance team have a good process and this will be discussed regularly at future finance sub committee meetings.

**A Governor asked - Do any parents on payment plans automatically go onto the funded 15hrs provision?**

Yes, and no meals or anything extra is allowed to be charged. Any children who have debt are only allowed to attend for their free 15 funded hours.

A governor suggested that text reminders may be a different approach to prompt parents to pay.

Finance and Admin coordinator proposes to text parents to remind bills are in the foyer to collect, then any parents who have still not paid will get reminder texts mid month.

Finance and Admin coordinator assures the Governors she is confident that the team are now all working well and doing what they can regarding debt.

**Minutes of Finance Committee, including Approval of Revised Budget**

Next meeting date for the finance committee will be 11<sup>th</sup> January at 9.30am

6.

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

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Chair thanked Kirsty for all of her hard work on the finance, and it's now easy to read format.

Kirsty Gunnell Left the meeting at 10;20am

Clerk

### Minutes of Premises Committee Meeting

7.

- Glenn to sign the H & S Policy on behalf of HoC, policy to then be filed in the Governors folder
- The Caretaker, Mark O'Connor has left and been replaced by his son Tom O'Connor who has settled in well and had a comprehensive hand over.
- All accidents have been looked at and procedures tightened up.
- No near miss reports, a method of tightening up on the recording of Near Misses is being investigated

### Minutes of Curriculum & Standards Committee Meeting

8.

Update on Tapestry – SEN reports are now completed on Tapestry and this has reduced the amount of paperwork required. Parents can log in and add their comments to the reports.

The curriculum planning group consisting of the Forest School leader, lead practitioners for the environment, allotment and the group meet weekly to plan for the week ahead. The additional meetings have helped embed the Forest School principals across the nursery.

The centre had a successful inset day with courses which were run by the staff. All staff learned a lot from it and will share the workshops from the day with parents.

It has been a busy half term but staff morale is high in the nursery. Karen praised Hannah Martin and Sue Parsons for their hard work with the curriculum and the support of staff.

### Consultation Update

9.

The Children's Centre Leader has received an e-mail that advised the consultation had not yet begun. The LA have requested information with regard to the usage of buildings and services being delivered and have met with Haven's parent champions to get feedback on the proposed format of the consultation.

### Nursery Development Plan – Update

10.

PICL – a new group of children are starting so we will use these as a PICL trial group from January

CPD Cycle – more positive feedback from staff, this is beginning to identify staff training needs.

School Readiness - discussed at the inset day, need to talk to schools regarding school readiness.

Literacy – Elaine Roberts is now the Literacy Co-ordinator, all children benefit as they have library time with her and are really enjoying the

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library.

A Governor asked - Are the books coming back to the library?  
Elaine has a system in place and it was suggested on the training day that the children get a special stamp when their book is returned. It has also been suggested that the children take it in turns to be librarians.

#### **Head of Centre's Written Report**

The Head of Centre June Smith, will for the foreseeable future, be away from her post so this report has been compiled by the Deputy Head with input from Senior Leadership Team.

11.

#### Achievement

Progress data from last year showed a dip in the rapid progress children were making in Maths (number) and Literacy (reading and writing) compared to their progress in other areas.

These two areas are on the Development Plan and will be the focus for staff training this year. Number is a focus in the nursery this half term and staff and children have been learning that number is everywhere both inside, outside and in the forest. The children's progress will be monitored through Tapestry and staff will complete a number observation on each child. Each child's progress will be assessed termly.

Baseline assessments in all seventeen areas of learning were completed for all children in The Hive by the end of October 2014. Once all these assessments were entered on Tapestry the data was then collated and analysed. Children with SEN were assessed in the three Prime areas of learning.

One hundred and eight children in the nursery were assessed. The next assessment period will take place at the end of December which should show a significant improvement in all areas of learning.

#### Report Writing

Individual SEN reports for parents are now written on Tapestry. These reports are linked to each child's individual rolling targets. The parents will be able to see the reports on Tapestry and track their child's progress. This will considerably reduce the amount of SEN Paperwork staff have to complete. This format will also be used to complete the 2 year old assessments in The Nest.

#### Quality of Teaching

The quality of teaching and learning continues to improve through a rigorous monitoring system. Staff are informed at the beginning of each term when monitoring is taking place. Staffs value this approach and are keen to improve their practice. The staff have recently been monitored following a training day on Literacy and SEN and the impact on their practice is evident and their monitoring grades reflect this.

#### Inset Day

A highly successful training day took place on November 13<sup>th</sup> 2015 and

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Literacy was the focus in the morning. The aim of the morning was to improve the practitioner's skills as story tellers. Peer on peer observation took place first where, in groups of three, each practitioner took the role as an observer, story teller and a child. Notes were taken and feedback given. The practitioners then attended four workshops: Interactive story telling: Sue Parsons, Puppets: Jane Wardner, Story baskets: Michelle Holmes and Rox Tourino, Library and Over and Over books: Elaine Roberts and Karen Hooper. After the workshops the practitioners revisited their groups to see if there was any impact on their story telling skills

In the afternoon SEN training took place and Zoe Johnson and Naomi Shorter ran the workshops about play and communication  
The evaluations were very positive and many staff wrote that they couldn't wait to put the ideas into practice. Literacy was more evident in the environment after the training day.

#### Well-being

A new system to monitor children's well-being has been introduced. Children's who have low well-being levels are low are discussed at children's meetings and they become a weekly focus child and are tracked across the nursery for a week. This evidence is collated and an action plan put in place for each child. After four weeks of interventions the children are tracked again to see if there is any improvement in their well-being.

#### Leadership and Management

Numbers on roll:

There are currently 120 children in the Hive including 20 in the resourced provision. This is an increase of 19 as compared to September 2014. There is also a rising two's group in the nursery which includes 12 daycare children and 3 two year old funded children. From January the number of children will have increased to 140 children (maintained and SEN provision) and in addition there are another 16 children which includes 12 daycare children and 4 two year old funded children.

There are 11 children transferring from the Nest to the Hive in January 2016. Transitions visits have already begun.

#### Early Years Pupil Premium

There are 7 children in receipt of pupil premium. A letter has been sent to all new parents to try and target as many parents as possible. The money received for these children is spent on providing early intervention programmes in the nursery which are planned for and monitored by Jane Wardner. Their progress is monitored through Tapestry and shared with parents.

#### Staffing

Mark O'Conner left Haven to take up a new appointment on November 6<sup>th</sup> 2015. His position has been filled by Tom O'Conner who joined the team on Monday November 16<sup>th</sup>. Pat Cruikshanks will be retiring at Christmas. Interviews for a new cook take place Wednesday November 19<sup>th</sup> 2015. Sarah Harper is filling this role at the moment

Safeguarding

The safeguarding audit has been completed and will be submitted to HCC following the Governors meeting on November 24<sup>th</sup>. Details of the findings and actions can be found at Point 12 of these minutes

Teaching School

June and Karen attended the Teaching School induction meeting in Nottingham on September 12<sup>th</sup> -13<sup>th</sup>

Ofsted

Ofsted and CQC are developing a new inspection framework that will be used to evaluate how effectively local areas are implementing the reforms contained in the Children and Families Act 2014. A pilot inspection was held in Hampshire the week beginning Wednesday November 11<sup>th</sup> 2015. Two inspectors visited Haven as part of this process. The verbal feedback was positive and there were no actions

**Safeguarding Update**

The following actions resulted from the safeguarding audit:

12.

- Child Protection Policy and Procedures to be shared with parents via website.
- Internet Safety Appendix to be added to policy
- Protocol for dealing with allegations against children to be devised
- Keeping safe in Education to be shared with staff and Governors
- Monitoring of Safeguarding Audit to be completed termly in Governor meetings.

The Governors approve the safeguarding audit and confirm it can be submitted

It was agreed that WGB Training will be on safeguarding

**Verbal Report Children's Centre Leader**

13.

Staffing - Julie Langridge is long term sick until the new year. Gemma Anders started her maternity leave at the end of October. The team has been supporting each other well and there has still been no impact on service delivery, although this may be problematic moving forward especially for programmes such as Henry as we only have one trained member of staff. JC has made the local authority aware of this.

Services - Well-being course has just begun and although it is the first one it has already been successful. Hampshire Futures completed a classroom observation last week and feedback was positive because the learners had already made good progress against starting points which was clearly measurable in their well-being assessments.

PICL for parents has begun and feedback for this programme has already been positive. It is hoped the families will gain not only an

understanding of the theories within PICL but learn to navigate their way around Tapestry.

Case Files - There has been a big improvement in the case files since the training took place. The LA perform random checks on files at Quality Performance visits and you can now see the child's voice and parent's involvement in the assessment clearly recorded. The FSOW's have worked hard to implement this.

**Governor Training Update**

- 14.
- Anna has completed her induction
  - Shellie has completed Finance and SEN training
  - Chair will contact GS re safeguarding training for FGB
  - Governors to have a separate meeting to discuss the feedback from the recent WGB training – date to be confirmed for February.

15. **Governor Visits Reports: the focus of the visits were:**

Jamie Fagan: interventions

Shellie Morris: SEN

A governor asked - Was the SEN visit a Governor visit as it's not clear on the written report?

This was an SEN audit/meeting with Deputy HoC, a full Governor visit will follow on from this to observe the intervention.

Chair has completed the tapestry visit; this will be fed back at the next meeting.

Gemma has a finance visit to complete, date to be arranged. Gemma will review the charging and debt recovery policies prior to visit.

16.

**Correspondence**

Shellie Morris was given her pin and certificate for 4 years of service as a governor.

17.

**Any Other Business**

The Chair thanked Di Kendall for helping with sending out all of the papers to governors ready for the FGB meeting and to Karen for everything she has done at Haven while June has been away. Thank you to all the staff for their continued hard work.

18.

Governors thanked Karen and the staff and appreciate all of their effort and hard work.

Chair to contact

**Governor Photos**

All governors need to have their photograph on the school website, the

missing photographs are for :

- Jamie Fagan
- Anna Clodfelter
- Rachel Lewis

19.

The Chair will contact them to advise that a photograph is required

**Governor Contributions and Progress**

Two points were highlighted at the meeting which governors believe have contributed to the strategic management of the centre:

20

1. The new format where key reports and information is distributed prior to FGB meetings has significantly increased the effectiveness and efficiency at the meetings

2. Governors believe their involvement in recent months has contributed to a more effectively managed debt reduction and recovery system

**Date of Next Meeting**

The next FGB meeting is 26<sup>th</sup> January 2016 at 9.30am

Governors feel that as all governors attend the meetings reports prepared and sent before the meetings are more effective.

**Meeting Closed at 11.35am**

**Haven Nursery School GB Meeting – 24<sup>th</sup> November 2015**



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