

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

**MINUTES OF THE GOVERNING BODY MEETING**  
**Tuesday 30<sup>th</sup> September 2014 at 9.15am**

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

		<b>Action</b>
<b>1.</b>	<p><b>Welcome and Apologies for Absence</b>            The meeting opened at 9.35am.            The Chair welcomed everybody to the meeting and explained that Sue Martin had retired from Clerk and Diane Kendall would now be the Clerk to Governing Body.            Apologies for absence were accepted.</p>	
<b>2.</b>	<p><b>Election of Chair</b>            The Clerk received a self-nomination from the current Chair. She was also nominated by another Governor.            A Governor stated that they thought the term of office for the role of chair should be 2 years and not 1 year due to the time it takes to consolidate the training and experience as a chair.            Governors voted for the current chair to remain in post.</p>	
<b>3.</b>	<p><b>Election of Vice Chair</b>            The Clerk advised the Chair that a nomination for GAW to become Vice Chair was received. GAW was happy with this nomination and a unanimous decision was made for GAW to become Vice Chair.</p>	
<b>4.</b>	<p><b>Complete Declarations of Pecuniary Interest</b>            Declarations of Pecuniary Interest Forms were handed to all members.            No changes to declarations of Pecuniary Interest were declared.</p>	
<b>5.</b>	<p><b>Agree Committee Membership, Chairs/Clerks</b>            All members thought this was in the last minutes. Checked through last minutes and this item was recorded.            AC had made notes from previous meeting. Chair checked through this list and all items were discussed.</p>	
<b>5.1</b>	<p><b>Standards Group</b>            Karen Hooper, June Smith, Shellie Morris, Kerrie Mills            Shellie Morris remains as Chair of this committee.</p>	

Signed: .....  
 Chair of Governors

Dated: .....  
 Page 1 of 10

**Haven Nursery School GB Meeting 8 July 2014**

<b>5.2</b>	<b>Finance and Personnel Committee</b> Andrew Waddington, Shellie Morris, June Smith, Glenn Ward, Andy Major, Kerrie Mills. Glenn Ward remains as Chair of this committee.	
<b>5.3</b>	<b>Premises Meetings</b> June Smith, Glenn Ward, Andy Major, Julie Caldwell Glenn Ward remains as Chair of this committee.	
<b>5.4</b>	<b>Pay Committee</b> Andrew Waddington, June Smith, Gemma Wright, Shellie Morris. Shellie Morris remains as Chair of this committee.  Discussions were held around AW as his term in office comes to an end (17 <sup>th</sup> October 2014). Due to his work commitments AW will be stepping down at the end of this term. The Head asked AW to stay in post for this term to allow the new parents to get to know the Centre and then there would be a Parent Governor election.  HT asked how many Governors needed to be on the Pay Committee. She thought herself and 2 other Governors. Clerk to check at next training session (Friday 3 <sup>rd</sup> October 2014).	Clerk
<b>6.</b>	<b>Agree GB Meetings Dates 2014-15</b> Dates were agreed. It was discussed and agreed that the meetings would now start at 9.30am instead of 9.15am.  <ul style="list-style-type: none"><li>• 25<sup>th</sup> November 2014</li><li>• 27<sup>th</sup> January 2015</li><li>• 31<sup>st</sup> March 2015</li><li>• 2<sup>nd</sup> June 2015</li><li>• 14<sup>th</sup> July 2015</li></ul>	Clerk
<b>7.</b>	<b>Agree Rota for Membership of Performance and Disciplinary Committee and Staff Appeal Panels</b> HT thought that the Governors were selected alphabetically by their surname and this was standard practice. All agreed to remain as this.	
<b>8.</b>	<b>Appointment of Officers:</b> Discussions made around last year's minutes and all appointments were agreed: <ul style="list-style-type: none"><li>• Training Liaison Officer – Gemma Wright</li><li>• Forum Representative – Rev'd Anna Bishop</li><li>• Early Year's Governor – Shellie Morris and Kerrie Mills</li><li>• SEN Governor – Shellie Morris</li><li>• Child Protection Governor – Anna Clodfelter</li><li>• Health &amp; Safety Governor – Glenn Ward</li><li>• Safer Recruitment Governor – Kerrie Mills and Glenn Ward</li><li>• Link Governor of Partnership Board – Rev'd Anna Bishop</li></ul> HT stated that an action from the Safeguarding Audit was that all Governors to complete their online training. The Clerk was asked to send the link to all Governors for the Safer Recruitment e-learning.	Clerk

Signed: .....  
Chair of Governors

Dated: .....  
Page 2 of 10

**Haven Nursery School GB Meeting 8 July 2014**

	<p>Discussions were held around non-attendance at Governor Meetings and Forums. BM stated that he would ask at the Governor training for correct action on this.</p>	<p>BM</p>
<p><b>9.</b></p>	<p><b>Agree External Adviser for the HT Performance Review Matters Arising</b>                  HT informed the Governors that Andrew Best has now moved to Hertfordshire and that we are awaiting a replacement for him. Naomi Carter, the School Improvement Officer is due to meet with the HT on 15<sup>th</sup> October 2014 and HT will seek confirmation of the assigned Haven LLP.</p>	<p>HT</p>
<p><b>10.</b></p>	<p><b>Minutes of the Last Meeting – 8<sup>th</sup> July 2014</b>                  The minutes were agreed as a true record and were signed by the Chair of Governors.</p>	
<p><b>11.</b></p>	<p><b>Matters Arising</b>                  Induction Pack – AC had read through this document and asked that a map be put in there to show Governors the room changes. A copy of the SEF, Development plan and Governance Action Plan should be included. It should also include contact details for Clerk, Chair and a ‘Buddy Governor’. She also felt an explanation of each service in the Centre would be useful to new governors.                  HT said the Prospectus needs to be updated and it was suggested that a Working Party could be established to design this.</p>	<p>Clerk/BM</p> <p>HT</p>
	<p><b>(1) Summary Report of HT Masters Degree Course (copy attached)</b>                  HT passed round her summary and overview of the course programme. HT gave a brief summary and implications of each assignment and talked through it all.  <u>Assignment 1</u> – Child study of 15 month old – this helped HT develop the 0-3 provision.  <u>Assignment 2</u> – CPD – HT said that something is not quite right in the Centre. CPD/Monitoring and planning Inset Days and how we monitor staff. Changes are taking place around CPD.  <u>Assignment 3</u> – Working with parents/families – HT took a group of parents in the Hive and asked them to complete questionnaires and interviews with the parents. A few changes have been made already, Tapestry and Introduction of PICL.  <u>Assignment 4</u> – Leadership – Reflection of succession policies. Continuing to look at leadership roles in the Centre. Succession is not about people – staff should have beliefs in what we do. HT has looked at the policies and value statement – what does it say about Haven? She is confident that all of her learning will have a positive impact on the Centre. Parental involvements with PICL and GEIP have invested heavily in this training.</p>	
	<p><b>(2) Policy Review</b>                  The Department of Education has sent out a booklet – Statutory Policies for Schools. Most of these policies are covered.  <u>Data Protection</u> – The previous BM did a lot of work developing this policy when Tapestry was first implemented. BM stated that</p>	<p>BM</p>

Signed: .....  
 Chair of Governors

Dated: .....  
 Page 3 of 10

## Haven Nursery School GB Meeting 8 July 2014

the statutory annual Data Protection registration with the Information Commissioners Office had just been renewed and we remain registered until the 6<sup>th</sup> October 2015 renewal date.

Accessibility – Sonia Crabb, Specialist Teacher Advisor from HCC secured some funding for wheelchair access. Ramps have been fitted, emergency lighting is in place. This was nearly three years ago so a review is required. BM to update.

Behaviour Policy – This is currently being updated.

Freedom of Information Act is covered under the HCC policy and procedures meaning Haven follows the same HCC timeframe for responding to FOI requests.

Governor Allowances – This was approved at a previous meeting.

Instrument of Government – This is already in place in paper form. Clerk to check for paper copy.

School Information – Haven does not need to do this as Nursery Schools are exempt. Majority of our information can be found on our website.

Register of Business Interest – Pecuniary forms are completed and filed, all agreed ok. Governors agreed this is adequate.

HCC policy – localise this. Registered on Early Years register – maintained school – policies in place. Follow statutory guidance.

Abuse on staff - Haven has adopted HCC policy.

Safeguarding Report to LA – HT full audit – summary of actions to HCC annually by 31<sup>st</sup> October – only outstanding action is the Safer Recruitment Training. KH is Looked After Children Representative.

Pupil Assessment Data – Haven complies with the statutory requirement to record a 2 year old progress check. The next mandatory assessment within the EYFS is the Foundation Stage Profile, undertaken by schools at the end of Year R. There is no statutory requirement for nursery schools to produce assessment data, although this is considered good practice.

Exclusion Policy – Haven doesn't have an Exclusion Policy. We have a Behaviour Policy which is being reviewed and will include a reference to exclusion.

Ensuring School staff liaises with other Agencies – this is within our Safeguarding Policy.

Recruitment Process – Haven follows the HCC Education Personnel Service safer recruitment process, including safeguarding checks.

The HT explained that some don't apply to Maintained Schools/Nursery Schools and that Haven has got what they need to have. Policies should be meaningful and useful and they are being looked at in general. The DfE Document regarding policies for schools has been updated for September 2014. DfE 'Statutory Policies for Schools'

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/357068/statutory\\_schools\\_policies\\_Sept\\_14\\_FIN\\_AL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357068/statutory_schools_policies_Sept_14_FIN_AL.pdf)

BM

Clerk

Signed: .....  
Chair of Governors

Dated: .....  
Page 4 of 10

**Haven Nursery School GB Meeting 8 July 2014**

	<p><b>(3) Governor Expenses Policy</b> This was discussed at the last meeting. HT will send them out to all Governors again.</p>	HT
12.	<p><b>Video of the Interview with Educationalist, Sir John Jones</b> SBM tried to set up the video of this Interview to show the Governors. The sound wasn't working so will try again next meeting. The video can be found by following the link below: <a href="http://www.youtube.com/watch?v=LL4o4AnOMsU">http://www.youtube.com/watch?v=LL4o4AnOMsU</a></p>	HT Agenda Item
13.	<p><b>HT Report (verbal)</b> The NoR for September is currently 110. This includes 10 children in a new group called the Hedgehogs. This is a Transition Group of 'rising threes' who are developmentally ready for the Hive. We are still receiving full paying fees for these children and it has freed up 10 Nest places.</p> <p>There are 17 children on Resourced Places. As in previous years we have a number of children waiting to go to panel which will means we will reach our allocated numbers.</p> <p>HT and DH are currently looking at Progress Trackers from last year. SIMS was not useful for this last year and we are hoping we will be able to use the Tapestry progress software this year. KH and another member of staff are visiting a local setting 'Steady Steps', to share some of the tracking ideas they have been using from Tapestry. We have no indication of any curriculum areas of weakness from last year.</p> <p>An Early Years Pupil Premium is due to be introduced next year to provide resource to tackle the attainment gap of disadvantaged children.</p> <p>School Readiness – this is likely to be a target on the development plan. HT has been working with the new GEIP early years group and they are hoping to establish a School Readiness Charter which will be a consistent and realistic approach for parents, children and teachers.</p> <p>A Governor stated that the skills learnt here are different to those at school and this can be really difficult for children. We encourage choice and independence and this is not always possible to the same extent when they start in year R due to the environment.</p> <p>Quality of Teaching and Learning – changes to the environment in the Hive have had a very positive impact on children's learning. Andrew Best (our previous LLP) and three members of his team came to visit the Hive. The feedback was Haven is an excellent example of Outstanding Early Years practice</p> <p>The building internal moves have resulted in increased space within The Hive. With the additional space the Hive have smaller breakout rooms for activities and one to one sessions. They also allow the opportunity to further support and engage more advanced children.</p>	Agenda Item

Signed: .....  
Chair of Governors

Dated: .....  
Page 5 of 10

**Governor Question:** How is the Nest?

**HT Answer:** We are in the process of enhancing the environment now the children have settled in. There are some challenges still to work through and the 0-3 environment is a high priority.

From 1<sup>st</sup> September there is a new Ofsted Framework. There is now a separate Overall Effectiveness judgement for Provision of EYFS. A new internal monitoring framework that mirrors the Ofsted grade descriptors. Is currently being developed. There are 5 categories: Adult Interactions, Respect for the Environment, Behaviour Management, Care & Wellbeing and Adult Directed Time.

There is a new format for the Induction of new staff which is being trialled with two new members of staff that started with us this week. There is an increased focus on sharing our values/ethos and they are shown the Sir John Jones video clip. The policies and health and safety information is spread over the first few days to avoid initial information overload.

HT is looking at the Development Plan and is sharing with staff at the Standards & Curriculum Meetings. All objectives need to be put into the new framework. A draft copy will be looked at next meeting.

We have recruited new staff across the Hive and Nest to replace staff that have left. We now have a full complement of staff.

**Governor Question:** Are all the staff qualified?

**Answer:** They are widespread from no qualifications to some with 2 degrees. We have taken on a Trainee Nursery Assistant who comes from a retail background who wishes to train as a practitioner. We will be continually monitoring staff and supporting them with intensive in-house training either 1-1 or in small group sessions.

**14. Minutes from the last Gosport Education Improvement Partnership Leadership Meeting**

HT talked through the minutes that were distributed prior to this meeting. There will be a Sub-Group of GEIP, a mix of Schools and Nurseries tasked with developing a consistent approach, including a local agreement for School Readiness.

**15. Report from the Premises Meeting**

The minutes of the Premises meeting had been circulated prior to the meeting.

H&S policies are being updated and Fire Evacuation plans updated to account for the internal changes of use within the building. There was an issue with a faulty thumb-turn lock on the fire door which led from the reception area into the Hive garden. A complaint was made by a parent to Hampshire Fire and Rescue because they were concerned that this door was being locked until a replacement barrel could be purchased. They came out and looked at the risk assessment and saw that we had followed procedures. There are 3 other possible means of exit in that area should a fire arise and they were reassured that safety measures had been followed correctly.

The work on installing the new canopies has started. The one in the Maple Room (Large Hall) is up and is nearly finished. The one in the Nest Garden was started yesterday. This will allow children to play outside as well as inside.

Evacuation Diagrams – The Site Manager is working on these as a result of the recent changes to room usage

Window works – Bowie from HCC has been to inspect the window works and the finishing work is scheduled to be Friday 16<sup>th</sup> October.

Planned work – An adult sized toilet and kitchen area will be fitted into the Maple Room (Large Hall) in the near future.

**Governor Question:** Have we had any fire practices since the relocation of rooms/services?

**Answer:** We have had a few ad-hoc ones. It was decided to let the new children settle into Haven first. It was discussed that we need to have a fire drill with a compromised blocked fire exit.

**16. Report from Finance Committee Meeting**

The minutes of the Finance meeting had been circulated prior to the meeting. It was noted that the date on these minutes was incorrect and should actually be 15<sup>th</sup> September 2014.

GAW is continuing as Chair and AW as Vice-Chair.

BM explained that £7439.84 debt was written off as these debts had reached the 6 year statutory recovery period. The BM will be running a report to plan what is likely to be written off over the next years to forecast which debts are likely to reach the 6 year deadline.

**Governor Question:** Is the current debt prevention system more effective?

**Answer:** Some parents are leaving at the end of term without paying their last 1 or 2 invoices (which could, in some cases, be at least £1000).

Two reminder letters are sent to parents and if the invoice still remains outstanding then the 'paid for' hours are taken away from them. The child can only then attend Haven for their "free educational hours". The Finance Officer meets with the parents and if the debt still remains outstanding then this is sent to the Debt Recovery Section at HCC. BM stated that there should be a Debtors Report run off every month for checking.

**Governor Question:** Have the debts been written off now?

**Answer:** When debts are 6 years old they cannot be recovered and then are written off by HCC.

The debts will be monitored more frequently and the Debt Recovery Policy has to be adhered to fully.

HT proposed to meet with BM, Finance Officer and Finance Assistant monthly to look at debts and monitor the budget. BM to organise dates.

BM

BM stated that there is a debit/credit card machine in the office which is making it a lot easier for parents to pay their invoices and cheques are being used less frequently.  
We are also taking a £50.00 deposit from new parents to secure their places at Haven and in the event they leave without paying their last invoice then we have had £50.00 from them.

**17. Report from the Standards Committee Meeting**

The minutes of the Standards Committee meeting had been circulated prior to the meeting.  
HT talked through these minutes. The Code of Conduct was discussed and this should be adopted for all staff. HT suggested that separate handbooks could be developed specific to particular roles/teams within the centre.  
It was also discussed that gifts for staff at the end of term, relationships with parents, etc – HT stated that all schools must have these problems as they are mentioned in this document. A Governor said that this document could be “Havenised” and then used in the centre. The Code of Conduct was unanimously adopted by the Governors.

**18. Adopt the Manual of Financial Practice and Procedure**

This document was circulated prior to this meeting.  
BM stated that this manual has had minor updates this year. There is a new online financial transactions portal known as IBC and staff have been having support with this from HCC.

The Procurement Card system has changed to a new p-cards provider which are MasterCard and this process is all completed online (via IBC) now too.

A Statement of Financial Expectations was updated in September. BM to send to all. This should be adopted by all Governors. It was suggested that this became an Agenda Item at the next Finance Committee Meeting.

BM

**19. Report from the Children’s Centre Leader**

The report was circulated prior to the meeting.  
CCL stated that there have been lots of changes to the environment during the August holidays. Lots of services had to be cancelled due to this work. There has been positive feedback from families with the changes especially the canopy where lots of creative activities can continue in all weathers, such as painting, sand, etc creating more room in the Maple room.

The Small Hall (now known as the Rowan Room) is a lovely environment for new mums and the courtyard will be made into a sensory courtyard for babies to come too.

**Governor Question:** Social Media – Is there a boundary between parents and staff?

**Answer:** CCL stated that she uses the social media for advertising groups/services or to cancel these too. Many parents ask questions about Stay & Play groups, etc on the Facebook page. Case Studies have also been sent to the private inbox which has proved very useful. Staff are not to be friends with parents and there is an ICT and social



**Haven Nursery School GB Meeting 8 July 2014**

	<p>networking policy in place. They have been advised to refrain from disclosing they work in a nursery. HT stated that line managers and their staff shouldn't be friends on Facebook.</p>	
<p><b>20.</b></p>	<p><b>Correspondence</b>                  Chair stated that there 1 piece of correspondence had been received. This was a Certificate for AW for being a Governor for 4 years. Certificate to be presented to AW at the next meeting. His term of office ends on 17<sup>th</sup> October 2014.</p>	<p>Chair</p>
<p><b>21.</b></p>	<p><b>Adopt the Manual of Personnel Practice and any in-year revisions issued</b>                  Updates were sent out prior to the meeting. BM stated that the Grievance procedure had been updated over the summer to clarify timelines for actions once a grievance has been notified. There was also clarification of governor involvement if a Headteacher raised a grievance. This information comes through via the weekly Schools Communication.                  Governors agreed to adopt the Manual of Personnel practice revisions.</p> <p>BM asked if the Governors could assess this through the Governors Site. BM will check at the training on Friday 3<sup>rd</sup> October if the Governors have access to the Schools Communications.</p>	<p>BM &amp; Clerk</p>
<p><b>22.</b></p>	<p><b>Governor Training and FGB training</b>                  The Governors looked through the Autumn Term training booklets. There are no courses this term so will await the next list of training available to them.</p>	
<p><b>23.</b></p>	<p><b>Agree Governor Visits linked to key objectives of the Development Plan</b>                  Chair did informal walk around report which was sent out prior to this meeting.                  GAW had a walk around before the proposed changes were made. He would like to do an official walk round visit now that these changes are complete.                  A Governor asked for a map of new rooms and names as they are slightly confused by all the changes.</p> <p>The following visits were agreed:                  AC – Reading Culture;                  Chair – Forest School;                  GAW – Funded 2 year olds – integration of Nest and Snug.</p> <p>Dates to be advised as Governors need to check their work schedules.</p>	<p>BM</p>
<p><b>24.</b></p>	<p><b>AOB / Items for the next Agenda</b>                  Chair asked that all Governors that haven't had their photographs taken do so this week as the school photographer was in the building.</p> <p>School website – BM to update new dates of meetings and the previous minutes of FGB meetings to be added.</p>	<p>BM</p>

Signed: .....  
 Chair of Governors

Dated: .....  
 Page 9 of 10

## Haven Nursery School GB Meeting 8 July 2014

A Governor commented that the calendar had disappeared from the website and BM stated that it does need to be replaced as there was no way of updating the previous calendar and the previous BM's login didn't work.

BM

GAW stated that he had attended the H&S in Schools Training and that this was very useful. He proposed to BM that he would like to start a Fire Audit and link this with the walk around visit and that this will all tie in together. BM to arrange meeting.

BM

Early Education Survey of Maintained Nursery Schools – HT shared a report and said that it is a very interesting document, particularly in respect of the future sustainability of maintained nurseries. HT had a copy of the report to share or it can be accessed on the Early Education Website.

The Dates of the next Standards Meeting has been set for 12<sup>th</sup> November @ 9.30am.

25.

### **Date of the Next Meeting**

The next meeting will be held on Tuesday 25<sup>th</sup> November 2014 at **9.30am** at the school.

The meeting closed at 11.55 a.m.

Signed: .....  
Chair of Governors

Dated: .....  
Page 10 of 10