

HAVEN NURSERY SCHOOL

Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING

Friday 23rd May 2014 at 9.15am

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

		Action
1.	Welcome The meeting opened at 9.35am. Glenn Ward agreed to chair the meeting on behalf of KM who had problems with her voice. Rachel Lewis was welcomed to the meeting; Governors introduced themselves.	
2.	Apologies for Absence Apologies for absence were accepted.	
3.	Declarations of Pecuniary Interest No changes to declarations of Pecuniary Interest or conflicts of interest in agenda items were declared.	
4.	Minutes of the Meeting of 25 March 2014 The minutes were agreed as a true record and were signed by the Chair of Governors.	
5.	Matters Arising	
5.1	Item 5.2 - Induction Pack. This is nearly finished; the HT needs to update the staffing plan and complete the graphics.	HT
5.2	Item 5.4 - SM Visit Report. This has been received; the Clerk will circulate it with the minutes of the meeting.	Clerk

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5.3	Item 17.2 - The Financial Due Diligence has been completed. The BM commented it had been a useful visit; the only issue had been the asset register which needs to be updated.	
5.4	Item 17.3 - the premises site walk round is scheduled to take place next week. Gemma Wright joined the meeting (9.42am)	GAW
5.5	Item 17.4 - the Chair's visit to Forest School is still outstanding. There were no further matters arising.	Chair
6.	HT Report (verbal)	
6.1	The HT circulated copies of the LLP Annual Visit report. Governors were pleased to note that it was a very positive report and all the school's outstanding judgements were upheld.	
6.2	Shortly after the 3 LLP visit, Naomi Carter, the newly appointed District School Improvement Manager for Fareham and Gosport, visited as part of a familiarisation process; she was also very impressed with the quality of the school.	
6.3	The Easter Fun day held on Saturday 5 th April raised c£1000.	
6.4	Sonia Crabb, teacher advisor for children with physical disabilities, has made another successful bid on behalf of the school to convert the original toilets in the crèche area to provide special facilities for under threes with additional needs.	
6.5	The HT congratulated all those involved with the Children's Centre Annual Conversation, particularly the CCL, on the very positive outcome. This will be reported more fully later in the agenda.	
6.6	There are some changes to staffing; two members of staff are leaving the Nest, this will be managed mainly by internal redeployment of staff and the employment of an apprentice in July.	
6.7	This year's budget preparation has been particularly challenging both as a result of the major changes to the LA accounting procedures and also the long-term absence of the Finance Officer. The HT thanked the Business Manager for all his hard work in overcoming these issues and simultaneously project managing the window replacement and the installation of the new 0-3 toilet facilities.	
7.	GEIP Report	
7.1	The minutes of the GEIP had been circulated prior to the meeting. The GEIP Annual Conference had taken place earlier this week; it had been really positive with good evaluation of the progress made on the outcomes of the Action Plan. However it also highlighted the diversity of quality of providers of Early Years in Gosport and this needs to be addressed.	
7.2	Governor Question: Are you concerned about schools offering Early Years support?	

	<p>Answer: No, they are not able to offer the same flexibility in terms of extended childcare as Haven.</p>	
7.3	<p>Governor Question: Does the GEIP take up a lot of your time? Answer: It is not too bad but the HT will probably step down as Deputy Chair next year. However, her involvement has enabled additional strands to be added to Haven's offering.</p>	
7.4	<p>Governor Question: A Governor asked for more information re Family Lives? Answer: It is a charity with lottery funding. The problem is that it only operates in term time and there are a lot of families who require help during the holidays and Haven had been requested to cover this gap. The GEIP management group had concerns about whether the additional services they were funding represented value for money.</p>	
8.	<p>Committee Report - Standards Committee Copies of the Standards Committee minutes were distributed at the meeting.</p>	
8.1	<p>The meeting focused on policies designated as the responsibility of the Standards Committee and the procedure for reviewing these. The bulk of the policies will be reviewed by KH; the HT will review the Resources Policy and KM will review the Healthy Eating Policy. Once reviewed any amendments will be consulted with staff and the policies then returned to the Standards Committee for final approval.</p>	<p>KH HT, KM</p>
9.	<p>Monitor Progress against the School Improvement Plan An updated copy of the School Development Plan had been circulated to Governors prior to the meeting.</p>	
9.1	<p>The Development Plan is regularly reviewed with staff at the school's Standards and Curriculum Meetings and can be updated immediately as part of the meeting. It was noted that all new outcomes since the previous FGB are recorded in green.</p>	
9.2	<p>Governors discussed the impact on outcomes in children's learning. Governor Question: Had you started doing this prior to the LLP Annual Visit? Answer: No but it is certainly something that should be included in our self-evaluation.</p>	
9.3	<p>Governor Question: How does the Rainbow Group work? Answer: This is a small group in the 0-3 provision (Nest), specifically designed for children with SEN. KH explained that provocation bags have been introduced in the Hive at the start of each session to encourage children's thinking and communication.</p>	
9.4	<p>Hot and cold spots - the school has been re-evaluating the 'hot spots' where children like to play, and the 'cold spots', which are less well used. As a result, the environment has been redesigned to</p>	

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9.5	<p>encourage use of all areas.</p> <p>Governor Question: Does a 'cold spot' become a 'hot spot' once it becomes more used?</p> <p>Answer: Good question; they tend to become areas used by small groups for conversation.</p>	
9.6	<p>Governor Question: Are you seeing children that would not communicate in a larger group taking part in these smaller groups?</p> <p>Answer: Yes, it has been a really worthwhile exercise.</p>	
9.7	<p>Governors discussed Tapestry, the new EYFS on-line software package for recording children's learning journeys.</p>	
9.7.1	<p>Governor Question: Are any other schools in the area using Tapestry to ensure continuity?</p> <p>Answer: Yes, some are using it but not all. We have had requests from some schools to come and look at the system we use. The HT is keen to support schools and other early years settings (as part of the Early Excellence approach), but it all takes a lot of time. If the demand for support increases it is worth considering whether it might be possible to write a business plan for this aspect of Haven's work.</p>	
9.7.2	<p>The HT suggested a demonstration of Tapestry at the next FGB meeting. She pointed out that the main challenge will be families who do not have access to the Internet.</p>	HT, Agenda Item
10.	<p>Approve the 2014/15 budget plan and the three year strategic forecast</p> <p>The budget paperwork had been circulated prior to the meeting.</p>	
10.1	<p>There are two budgets to be agreed, one for the Nursery School and one for the Children's Centre. The Business Manager apologised for the amount of paperwork but time constraints had meant it was not possible to hold a Finance Committee meeting prior to the FGB.</p>	
10.2	<p>The following paperwork had been circulated:</p> <ul style="list-style-type: none"> • Budget setting notes for Governors 2014-15 • A year on year historic financial comparison based on CFR codes; • The Nursery School budget and 3 year forecast based on the revised GL codes; • The Children's Centre budget and 3 year forecast based on the revised GL codes. 	
10.3	<p>Governors' attention was drawn to the following:</p> <ul style="list-style-type: none"> • Income has remained fairly static; • Staffing costs - there has been some movement on these; catering staff have been moved from the Children's Centre budget to the Nursery School; • Figures for energy and rates have been supplied by the LA; hopefully the new windows may lead to some savings in 	

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	energy costs;
	<ul style="list-style-type: none">• IT support costs have been moved to Bought in Services.
10.4	Governor Question: It appears that there will be an in-year deficit for both budgets? Answer: Yes, but in both cases it is covered by the surplus carried forward. However it will be necessary to seeks ways to reduce expenditure. The forecasting software automatically puts in future costs but these are likely to be refined as time goes on.
10.5	The HT commented that it has been impossible to do a 'like for like' comparison as so many codes have been re-aligned. Governor Question: Is this for the school's benefit or for the LA? Answer: It is all part of a streamlining process.
10.6	The Chair of the Finance Committee reported that he had looked through the figures in detail and he was satisfied with both budgets.
10.7	Governors approved unanimously the Nursery School budget with a total income of £1,242,991 and a total expenditure of £1,299,573 giving rise to a cumulative surplus of £20,457 after taking account of the surplus of £77,039 carried forward from the previous year.
10.8	Governors approved unanimously the three year forecast for the Nursery School giving rise to a cumulative deficit of £51, 693 in 2016-17.
10.9	Governors approved unanimously the Children's Centre budget with a total income of £251,206 and a total expenditure of £267,425 giving rise to a cumulative surplus of £422 after taking account of the surplus of £16,641 carried forward from the previous year.
10.10	Governors approved unanimously the three year forecast for the Children's Centre giving rise to a cumulative deficit of £39,966 in 2016-17.
11.	Premises Meeting Report There has not been a Premises Meeting since the last FGB meeting. A Governor thanked the Business Manager for getting the building work and window replacement completed in such a short timescale and asked for this to be recorded in the minutes.
12.	Report from the Children's Centre Leader The report had been circulated prior to the meeting.
12.1	The CCL outlined the background to the Gosport Early Help Hub and the different levels of intervention required. Governors were pleased to see that there is now an attempt to hold all the different agencies to account which means the new approach should be more effective than the CAF.
12.2	Governor Question: Who will be responsible for making this happen?

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	Answer: There will be a lead person nominated who will check that each agency has done what it agreed to do.	
12.3	Governor Question: Has this been publicised?	
	Answer: Yes, there was a launch of the service.	
12.4	Governor Comment: It seems like a really good idea but it will only work if people use it.	
12.5	The CCL gave a summary feedback on the outcome of the Annual Conversation and the process that had been followed. Governors were pleased to hear that the grading had been changed from good to outstanding in Leadership and Management and Quality and Impact which meant that the Centre had achieved good overall with outstanding features.	
13.	Review Single Equality Statement, agree equalities information and review progress against objectives The equalities information needs to be linked to the objectives in the current development plan and updated to take account of any changes.	HT
14.	Policies Both the Governor Expenses Policy and the Governor Visits Policy will be carried forward to the next agenda as the governors reviewing these were not able to attend this meeting.	Agenda Item
15.	Correspondence There was no correspondence.	
16.	Governor Visit Reports It was agreed that all Governors would look through the School Development Plan and identify a suitable objective as a focus for their next Governor visit. These will be confirmed at the next FGB meeting.	All
17.	Governor Training to include Report on Value for Money	
17.1	The Clerk was asked to resend the link to governor training. It was noted that there is a need for more governors to complete the Safer Recruitment module.	Clerk
17.2	The Governing Body had not received a report on value for money so the Clerk offered to extract a report from the Governor Services database for the TLC to report at the next meeting.	Clerk
18.	AOB	
18.1	A Governor asked if all governors could make sure they read all the reports sent out prior to the meeting and formulate questions before the meeting in order to prevent the need for the all the	All

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main points to be read out in detail. Hopefully this will leave more time for the conversations that spin from the content as these are very interesting to governors and aid a better understanding of the category.

19. Date of the Next Meeting

The next meeting will be held on Tuesday 8 July 2014 at 9.15am at the school.

The meeting closed at 11.54am.