

HAVEN NURSERY SCHOOL

Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING

Tuesday 25th March 2014 at 9.15am

Present:	Anna Clodfelter (AC)	Community Governor
	Gemma Wright (GW)	LA Governor
	Andrew Waddington (AW) (Vice Chair)	Parent Governor
	Glenn Ward (GAW)	Parent Governor
	Kerrie Mills (KM) (Chair)	Parent Governor
	June Smith (Head)	Staff Governor (HT)
	Karen Hooper (KH) (9.31am)	Staff Governor
In Attendance:	Julie Caldwell	CCL
	Andy Major	Business Manager (BM)
	Sue Martin	Clerk
Apologies:	Rev'd Anna Bishop (AB)	Community Governor
	Shellie Morris (SM)	Parent Governor
Absent:		

		Action
1.	Welcome The meeting opened at 9.24am.	
2.	Apologies for Absence Apologies for absence were accepted. Post Meeting Note: SM had emailed apologies on the morning of the meeting as she had to attend a meeting at work at short notice.	
3.	Declarations of Pecuniary Interest No changes or conflicts of interest in agenda items were declared.	
4.	Minutes of the Meeting of 28 January 2014 The minutes were agreed as a true record and were signed by the Chair.	
5.	Matters Arising	
5.1	Item 3 - The minutes of the previous meeting had been corrected and signed by the Chair.	
5.2	Item 4.3 - The Induction Pack is not quite finished, it should be ready for the next meeting.	HT
5.3	Item 10 - The HT had contacted Andrew Best and a date has been agreed for the Performance Management Review. It will take place next week following the LLP annual visit. Karen Hooper joined the meeting (9.31am)	GAW, AW, SM

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5.4	Item 15 - GAW has forwarded his visit report; SM visit report is still outstanding. AW and AB have still to arrange their visits. AW asked for clarification over the requirements for due diligence. The Business Manager agreed to forward the relevant information.	SM AW, AB BM
5.5	Item 16 - The date for the FGB training had been agreed. AC had offered to chair an additional meeting to discuss and complete the GB self evaluation. The Chair asked AC if she was still willing to do this, she was and a meeting was agreed for Monday 2 nd June 6pm to 8pm. It was agreed to take account of the objectives which had arisen as a result of the FGB training in setting the GB targets. The Clerk will forward these to all Governors.	AC All Clerk
5.6	Item 17 - The Governors photos have still to be displayed as the planned location is not available due to the building works. The HT agreed to ask Kirsty Gunnell to arrange a temporary display. There were no further matters arising.	HT
6.	Governing Body Membership / Reconstitution	
6.1	Governor Services have forwarded to the Chair details of a person who is interested in joining the Governing Body as an LA Governor. A meeting had been arranged for later this day but will have to be rearranged to the following week due to an unexpected work commitment. Agreed date - Friday 4 th April at 10.00am.	Chair
6.2	Summary notes of the impact of reconstitution under the 2012 regulations had been circulated prior to the meeting. This could potentially address some of this problems faced in recruiting sufficient governors but may lead to other issues. It was agreed to revisit this once the outcome of the recent consultation on this is known.	Agenda Item
6.3	Governor Question: Should we be looking at Governor attendance? Answer: This should be monitored particularly if we re-constitute but the GB would not wish to reduce members at the moment. It was noted that there are still two community governor vacancies.	
7.	HT Report (verbal)	
7.1	Nursery numbers and attendance are stable and letters confirming places in September have been sent out. Next term the school will be assessing the predicted numbers for September 2014 to ensure optimum staffing levels, no significant changes are envisaged but the school will need to take account of the merging of the Nest and Snug into one 0-3 provision.	
7.2	Staffing is relatively stable. There will be some requirement for maternity leave but the school is planning to cover this with existing staff rather than recruit additional staff.	
7.3	Children's Progress in Learning - Progress trackers for the current	

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7.4	<p>term are now complete and the data is being input to SIMS in preparation for the LLP visit next week. This will be shared with the Standards Committee and the FGB at their next meetings.</p> <p>GEIP funded PICL training has been completed by 5 members of staff, it was a good 3 day session and is likely to have a significant impact on the way staff work with parents across the Centre. The plan is to cascade the training to all staff but it will take time to become fully embedded.</p> <p>The HT, Deputy HT and two other members of the Gosport cohort will now become licenced trainers; GEIP will purchase the licence for one year.</p>	Agenda Item
7.5	<p>The HT suggested a PICL presentation to Governors at one of the summer term meetings.</p>	Agenda Item
7.6	<p>The next item is recorded separately as a confidential minute.</p> <p>The Deputy and two Hive staff recently attended training at Early Excellence in Huddersfield on Evidencing Children's Progress; this will be particularly useful for Ofsted preparation.</p>	
7.7	<p>Tapestry is progressing well; the school is planning to 'go live' to parents after Easter. All parents have been issued with a unique password and the system has been well evaluated to ensure there are no security issues. All staff will be trained on this at the June Inset days; the plan is to roll it out across the school from September 2014.</p>	
7.8	<p>Governor Question: Are you leading the way on this, I have not heard of other schools using it?</p> <p>Answer: Some other schools are using it; it is a package that focuses on EYFS.</p>	
7.9	<p>Governor Question: Is it the package where the record can move with the pupil?</p> <p>Answer: Yes, the record can be forwarded with the pupil when they move to the next school.</p>	
7.10	<p>Governor Comment: The interaction with the parents has been good, it has been difficult to get parents to contribute to the learning journeys but this package works well, it is instant and contributes well to 'parent voice'.</p>	
7.11	<p>The HT concluded her report by thanking Governors for their support during her 'Masters' study and asked that her thanks to Governors and colleagues for all the support she has received be formally recorded in the minutes.</p>	
8.	<p>GEIP Report</p> <p>The minutes had not been received so it was agreed to mark this forward to the next meeting.</p>	Agenda Item

9.	Committee Reports	
	There were no committee minutes available.	
9.1	The Finance Committee had had to cancel its meeting due to other commitments.	
9.1.1	In the absence of a meeting the Business Manager updated Governors on the current financial situation as follows: <ul style="list-style-type: none"> • The Children's Centre budget is anticipated to have a £15k carry forward at the end of the year, £9k higher than the planned underspend of £6k; • The Nursery School is anticipated to have a £45k carry forward, £15k higher than the planned underspend. 	
9.1.2	The carry forward of funds will leave the centre in a position to be able to make the required improvements resulting from the relocation of the Nest; in-line with the development plan.	
9.1.3	Money is also earmarked for the installation of the all-weather canopies to the existing meal room and planned Nest area as well as costs linked to the planned external classroom near to the reception area.	
9.1.4	The Business Manager has met with Justin White from Education Finance to look at the budget setting for the following year. She had also advised on the consolidation of some of the GL codes and some adjustment to audit codes to support a more transparent audit trail.	
9.1.5	The Business Manager will liaise with the Chair of Finance to agree a date for the next Finance Committee meeting which will then be reported to the next FGB meeting.	BM, GAW
9.2	The Standards Committee had met in January but no minutes had been recorded.	
9.2.1	The Clerk reminded Governors that all committee meetings had to be recorded with an agenda, a record of those present and minutes of the meeting. Each committee should appoint someone to prepare the agenda, agree it with the Chair and then take the minutes of the meeting. The minutes should be approved by the Chair and the HT or other nominated school representative before being circulated to the committee members. They should be forwarded to the Clerk to the Governors for distribution prior to the following FGB meeting. This ensures that an auditable record of Governors' activity is maintained.	
9.2.2	It was agreed to hold the next meeting on 30 th April 2014 at 3.30pm at the school.	SM, KH, KM
10.	Premises Meeting Report	
10.1	The premises meeting is a school meeting attended by the H&S Governor and reported to the FGB by the Business Manager. The minutes of the meeting had been circulated prior to this	

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- meeting.
- 10.2 Twelve members of staff have completed their (refresher) Paediatric First Aid training.
- 10.3 The installation of the 0-3 toilets was due to commence at the beginning of the Easter holidays. The windows installation should be completed tomorrow but there will be some further work required to complete the project.
- 10.4 HCC have visited to look at the room in the current Snug, the school has bid to get this converted to a hygiene room.
- 10.5 The Senior Leadership Team have been looking at the purchase of a modular building to create additional space.
Governor Question: What will this room be used for?
Answer: It will be used for meetings, training and the delivery of courses. It may also offer letting opportunities which would generate further income.
The CCL suggested it could also be used as a waiting area.
Governor Comment: It is quite difficult to get through reception at the start of the school day.
- 10.6 Business Continuity Plan - Copies of the revised plan had been circulated prior to the meeting.
- 10.6.1 **Governor Question:** How feasible is it to store invoices and purchase orders in the grab bag?
Answer: Most of these will be held electronically and will be backed up off site.
- 10.6.2 **Governor Question:** When was the procedure last tested?
Answer: I am not sure it has ever been tested. The school is still waiting for a fire test with a compromised exit. Both of these will be carried out once the window installation has been completed.
- 10.6.3 The main addition is the Joint Support Chain Services Procedure.
- 10.6.4 **Governor Question:** If there was a complete loss of site, how practical is it to use the other sites mentioned?
Answer: Bedenham Primary School has two halls available but obviously it is not ideal. The onus is on the LA to identify alternative arrangements in the event of a complete loss of site.
- 10.6.5 **Governor Question:** Should not the Chair of Governors be included in the contact details?
Answer: It is mainly staff who are impacted by this. It is a day to day plan of action.
- 10.6.6 **Governor Question:** In the event of a disaster the press may wish to contact the Chair of Governors?
Answer: Any such enquiries would be directed to the LA Press Office, they are the only people authorised to talk to the press.
- 10.6.7 There were no further questions.
Governors approved the Plan unanimously.

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11.	Review Single Equality Statement, agree equalities information and review progress against objectives	Clerk Agenda Item
	The Equality Statement is available on the school website. It was agreed that the Clerk would circulate a link to this to all Governors to read prior to the next meeting when a fuller discussion will take place.	
12.	Policies	
12.1	Governor Expenses: The Clerk had downloaded some information and a couple of examples from the HCC Governors website; these were passed to Anna Clodfelter who agreed to draft a Governor Expenses policy for agreement by Governors.	AC
12.2	Governor Visits - The school had produced a governor's visit protocol which could be used as the basis for a Governor Visits policy. Andrew Waddington agreed to review this and draft a suitable policy for agreement by Governors.	AW
13.	Discuss and Agree Policy Review Process	
	There had been an agreed policy review process but it was not immediately apparent whether this was still current. It was agreed to review the process taking account of recent changes in requirements. This will be done as part of the Governors Self Evaluation. The Clerk will forward copies of the available information to Anna Clodfelter. Once the review has been completed Committee ToR will be revised to include the list of relevant policies together with the agreed review dates.	Clerk
14.	Feedback and Action from the FGB Training	
14.1	Governors agreed it had been useful to get a clearer picture of what they should be doing; it had been thought provoking. Copies of the areas highlighted by the training had been circulated prior to the start of the meeting.	
14.2	A Governor Question: What are the requirements for financial 'Due Diligence' as it would be useful to factor this into my school visit/ Answer: The Business Manager will look into this and advise accordingly.	BM
14.3	Governors agreed it would be useful to factor the areas highlighted by the training into their GB Self Evaluation meeting.	AC
15	Governing Body Self Evaluation	
	This item will be discussed at a separate meeting on Monday 2 nd June 6pm to 8pm, chaired by Anna Clodfelter.	All AC

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16.	<p>Correspondence The summer term Governor Training booklets had been received and circulated by the TLG.</p>	
17.	<p>Governor Visit Reports SM had completed her visit but not submitted a report. KH will email SM to remind her to forward her report.</p>	KH
17.1		AW
17.2	AW will carry out a financial due diligence visit.	AW
17.3	<p>GAW will meet with the Business Manager to complete a premises site walk round.</p> <p>Forest School - KM will visit the Forest School.</p> <p>Forest School - AC will visit the Forest School later in the year.</p>	<p>GAW, BM</p> <p>Chair</p> <p>AC</p>
17.4		Chair
17.5		AC
	<p>Gemma Wright left the meeting (10.55am)</p>	
18.	<p>Governor Training and FGB Training The training booklets had been circulated. Governors were reminded that school was continuing with full access so they should endeavour to ensure value by attending relevant training courses. It was suggested that it might be useful if Governors did a very short summary report of any training they had attended highlighting good or bad points. These could be compiled into a summary document prior to each FGB meeting as a record of governor training. This would also support the skills audit.</p>	
19.	<p>AOB</p>	
19.1	<p>A Governor raised the incident of a member of staff who had been off work for 8 days following an accident when she tripped crossing the area cordoned off by the window contractors. The accident had to be reported to the Health and Safety Executive. The LA were advised of the incident and had been extremely supportive, replying to the HT's email late evening on the same day. Their lead manager for H&S had met with the HT and Business Manager and a senior HCC surveyor was now monitoring the works very closely. The Business Manager confirmed that the member of staff has now returned to work and the incident appears to be closed but it has all been recorded in the relevant file.</p>	
20.	<p>Date of the Next Meeting The next meeting will be held on Tuesday 20 May 2014 at 9.15am at the school.</p>	
	<p>The meeting closed at 11.04am.</p>	