

# HAVEN NURSERY SCHOOL

Harris Road, Gosport

## MINUTES OF THE GOVERNING BODY MEETING

Tuesday 28<sup>th</sup> January 2014 at 9.15am

<b>Present:</b>	Gemma Wright (GW)	LA Governor
	Anna Clodfelter (AC)	Community Governor
	Andrew Waddington (AW) (Vice Chair)	Parent Governor
	Shellie Morris (SM) (9.24am)	Parent Governor
	Glenn Ward (GAW)	Parent Governor
	Kerrie Mills (KM) (Chair)	Parent Governor
	Karen Hooper (KH) (9.45am)	Staff Governor
	June Smith (Head)	Staff Governor (HT)
<b>In Attendance:</b>	Julie Caldwell	CCL
	Phil Bowden (PB)	Business Manager
	Kirsty Gunnell	Acting Clerk
<b>Apologies:</b>	Rev'd Anna Bishop (AB)	Community Governor
<b>Absent:</b>		

		Action
1.	<b>Welcome and Apologies for Absence</b> The meeting opened at 9.20am. Apologies for absence and late arrival were accepted. Anna Clodfelter was introduced and welcomed as a new Community Governor.	
2.	<b>Declarations of Pecuniary Interest</b> No changes or conflicts of interest in agenda items were declared. Anna Clodfelter completed and signed a Declaration of Pecuniary Interest.	
3.	<b>Minutes of the Meeting of 26 November 2013</b> Item 6.4.7 - The CCL confirmed that she does not personally attend every meeting to do with social care, but someone from Haven Nursery always does if we are invited. It was suggested that the minutes be amended before they are agreed as a true record of the meeting and signed by the Chair.	Clerk
4.	<b>Matters Arising</b> The Chair had received an email from the Clerk regarding the following:	
4.1	Governor expenses - the Clerk had requested this be deferred to the next meeting.	
4.2	4.3 HT Performance Review - this item is on the agenda and the	

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4.3	discussion will be recorded under that item. 4.6 Induction Pack - HT confirmed this is not quite ready as information about the GEIP needs to be included. Will be ready by next meeting.	HT
4.4	5. Reconstitution - the Clerk had requested this be deferred to the next meeting.	
4.5	12. Governor Visit Policy - the Clerk had requested this be deferred to the next meeting. There were no further matters arising.	
5.	<b>Governing Body Membership</b> A Governor is to email Shaun Cully with regard to finding another LA governor. There are currently 2 Community Governor vacancies that need filling. The Chair confirmed that no terms of office are coming to an end this year.	
6.	<b>HT Report</b> The report had been circulated prior to the meeting and the HT confirmed that further to Governor feedback, the format was now aligned with the Ofsted framework.  The HT confirmed that the Centre has excellent numbers of children on role with no signs of this reducing.  A replacement for the current SBM has been found. Andy Major will start on 3 <sup>rd</sup> February 2014 which will allow for a two week handover with PB.  The Governing Body thanked PB for his outstanding contribution to Haven's development over the past 3 years and wished him every success in his new role.  Governor members of the Standards group have received a demo on how the Tapestry software works, showing how it is easier to identify and address gaps in the children's learning. The Nursery staff are still using paper trackers this year, but it is hoped that trackers will be available on Tapestry soon.  As part of the Standards & Curriculum meetings, the SLT have been discussing and unpicking with middle line managers, the shared values of the Centre in order to produce a set of principles and expectations that can be used to adopt a fair and consistent approach to performance management across the Centre. A set of	

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principles were compiled (relevant to all staff) and displayed in the staff room inviting feedback. As no negative feedback was received, the principles were adopted and all staff have signed a copy of the principles. The principles define the expectations of all staff and can be used in addition to their role profile to address minor concerns and to recognise positive practice.

The whole Centre will undertake Child Protection Refresher Training as part of the Inset Day on Friday 31<sup>st</sup> January 2014.

**Quality of Leadership** - As part of the Early Excellence Centre programme, HCC have signposted 2 settings to the Centre as a last ditch attempt to help improve these settings.

**Governor Question:** Was this not an 11 week programme?

**Answer:** This has been extended to 12 weeks.

**Governor Question:** Are the 2 settings local?

**Answer:** One setting is in Alton and the other is in Totton.

**Governor Question:** Do we receive extra funding?

**Answer:** The Centre has received a one off lump sum to help with any associated costs, for which the Centre is accountable to HCC.

**Governor Question:** Is it going well?

**Answer:** The Centre has received an email from one of the settings saying how happy they are with the support they have received.

**Governor Question:** Should we not go in to the struggling settings first as we are 'in the know' and some professionals are out of touch.

A SEN school from the Isle of Wight visited the Centre on 27<sup>th</sup> January 2014 and after spending a whole day, left 'buzzing' with new ideas.

7. **GEIP Report**

The GEIP have funded a pilot group of early years practitioners from 12 Gosport schools and early years settings to access PICL (Parents Involved in their Children's Learning) training, 2 days of which have been run at the Centre by Pen Green, with a 3<sup>rd</sup> day planned at Pen Green in Corby, Northamptonshire. PICL is an approach to building partnerships with parents, to help them

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understand how their children learn.

**8. School Development Plan**

The HT explained for AC's benefit that the school development plan is a 3 year rolling plan.

As part of the inset day, Staff will be asked to complete an exercise to think about why it is important to work with parents.

**2 year old progress checks** - the Nest and Snug staff are generally completing progress checks when children are 2 ½ years old. If the child has been attending the Centre for some time, this check may be carried out as early as 25 months. The HT showed Governors a Progress Check leaflet that has been designed to record details of the assessment. This document is then being shared with parents at a prearranged appointment with the child's key person. The SBM confirmed that the process had gone extremely well for him as a parent.

**ELA** - Chatterboxes have been a huge success across the Centre. A Governor commented that parents of Haven children with siblings at school are suggesting to the schools that they adopt the idea of chatterboxes.

**Governor Question:** What are chatterboxes?

**Answer:** KH explained that chatterboxes help with a child's emotional attachment, confidence and self esteem and speech and language development. They are proving particularly effective at helping children who are less confident settle into nursery and would also be a useful tool to aid the child's transition to school.

A Governor agreed that it would be good for children to take their chatterboxes to infant school.

A Governor stated that they are now doing chatterboxes at Bedenham.

A Governor commented that the chatterboxes give a great insight into the children's lives.

**Governor Question:** If children aren't doing chatterboxes, is it because parents aren't supporting it.

**Answer:** After a slow start for some, most children now have a chatterbox.

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A Governor commented on how good the chatterbox display in reception looks.

**2 year old funding** - In-house training had recently been delivered during a Saturday morning to staff working with under-threes. Attendance was excellent and feedback from the staff had been very positive with requests for 'more of the same'.

**PATHS, RRR, P4C** -The Centre is hoping to have staff champions in each area who believe and practice these approaches so it can be embedded in the curriculum.

#### **Inset Day - 31<sup>st</sup> January 2014**

This is a common closure day across the majority of Gosport and Fareham schools. Each setting is providing training and the majority of the Centre staff will be going out in groups of 4 or 6 to attend these courses.

**Governor Question:** Will staff feedback when they return from their training sessions on the 31<sup>st</sup>?

**Answer:** That is the intention. Groups have been carefully selected to incorporate someone who drives, someone who is confident to cascade the information and also based on the individual's needs or interest.

KH commented that it will be good for staff to get out to other settings to see things in practice.

The HT stated that in future, if the budget allows, at least two people should attend training together so that the experience can be shared and discussed.

**Governor Question:** Have we got many people booked to come to the course we are running?

**Answer:** We have a small group of about 8 people attending, which means that we will be able to take them around the Nursery.

**Governor Question:** Are we worried that no Year R teachers are attending?

**Answer:** It would be a shame as Haven was specifically asked to provide Early Years training around school readiness.

A Governor suggested that the low uptake for the session Haven is running could be due to the wide choice of courses available on the day.

**Governor Question:** Will the common closure day be annual event?

**Answer:** If we feel it is useful for us as a Centre.

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**Governor Question:** Are the training courses just for teaching staff?

**Answer:** No, all staff.

**L&M**

**Tapestry** - The use of Tapestry is under constant review. Practitioners will be meeting with PB before he leaves to review further. KH is now able to do e-monitoring and evaluate.

x9. **Premises Meeting Report**

Paediatric First Aid - 12 staff are currently revalidating their qualifications.

**Window Replacement Scheme** - The 1<sup>st</sup> pre-contractors meeting is scheduled for the 29<sup>th</sup> January 2014 with the chosen contractor, Hazlemere Commercial, who undertake a lot of work in schools in Buckinghamshire and Berkshire. Work may commence in half term and last for approximately 5 weeks.

**The storage containers** in the Centre gardens are now watertight following roofing work.

**O-3 Project** - The surveyor has obtained quotes for the work to convert the Health Room into toilets, but further quotes are required. The best quote so far is £19,000, which is within the budgeted amount for the project. The contractor should be known by Friday 31<sup>st</sup> January 2014.

PB stated that the flooring in the Nest and Meal Room needs replacing and an ideal time to fit this would be over the long weekend that incorporates the two inset days in June, Fri 20<sup>th</sup> and Mon 23<sup>rd</sup>. PB has obtained three quotes, ranging from £5,240 to £7,600. PB would like to proceed with the quote provided by Beveridge Flooring of £5,240.

Governors agreed that PB could proceed to place the order, with fitting to take place between 20<sup>th</sup> and 23<sup>rd</sup> June 2014.

SBM

**Governor Question:** How many staff have completed Fire Marshall training?

**Answer:** 4 staff plus the Site Manager. In addition to this all staff are required to complete the fire safety induction. PB, KJG and MA have also completed e-learning.

PB stated that the Centre would like more staff to undertake fire marshall training.

**Governor Question:** Is there a maximum number of children per fire marshall?

**Answer:** The Centre follow the HCC template and there is nothing specific about ratios. The Centre is happy that the manuals and templates that are used are thorough.

**Governor Question:** Have we purchased new toasters, as it must be worrying for the children when the alarms go off?

**Answer:** New toasters have been purchased. Surprisingly the children don't get stressed when the fire alarm sounds and a parent collecting her child at the time of one of the drills said how pleased she was with what she saw.

**Governor Question:** Has a compromised exit drill been done yet?

**Answer:** The weather has hindered this happening. The health and safety of individuals is more important than actually conducting the drill itself.

**10. HT Performance Management Update**

AW explained that he had approached HCC regarding the fact that the HT review had been continually delayed and was it possible to carry over until 2014 as an LLP is needed to help with the process. AW confirmed that he was going to go against HCC guidance and set a date in February for the review.

**Governor Question:** What is the process for the HT Performance Management?

**Answer:** Governors and an external adviser (LLP) meet annually with the HT to talk about HT targets, the school development plan and look at evidence to support the HT's achievements.

**Governor Question:** Does meeting once a year provide enough support to you as an HT?

**Answer:** The HT confirmed yes. Hefty evidence is required and because the HT targets are so closely linked to the school development plan, the HT is able to highlight if anything is falling behind.

The HT advise that the LLP, Andrew Best, has been on long term sick with a phased return which has impacted on the Performance Review delay. The HT has emailed Andrew Best for proposed dates to meet, but due to his hefty workload no dates are forthcoming.

**Governor Question:** Could another LLP help with the review?

**Answer:** The Centre would rather have an LLP who is familiar with Haven. The HT is happy to wait and there is provision in the budget for any back pay.

**Governor Question:** Should we work around Andrew Best?

**Answer:** HT to email Andrew Best to obtain dates that he can attend, with a view to completing the HT Performance Management review by the end of March 2014.

HT

**11. SFVS update**

GW (Chair of Finance Sub-Committee) explained that the Finance Sub Committee had met in January to answer a set of 23 questions to self-assess the minimum financial management standards that the schools should achieve. The committee was able to answer yes to all questions, with some required actions being highlighted. PB has populated the required report and GW suggested that it be ratified so that the annual return can be processed before the deadline of 31<sup>st</sup> March 2014.

**Governor Question:** What do we have to do, agree and ratify?

**Answer:** Yes, as the Finance Sub Committee have already agreed and approved the report.

Governors agreed unanimously to ratify the SFVS return.

**12. Governing Body Self Evaluation - Agree Targets**

A discussion took place which established that not all Governors had completed their self-evaluations. It was agreed that all outstanding evaluations would be completed ready for the Governor Training that will hopefully take place on Monday 10<sup>th</sup> March. A further evaluation will be completed after the training.

**13. Report from the Children's Centre Leader (CCL)**

THE CCL went through the report that had previously been circulated

The current apprentice is progressing well and the Centre have just recruited a new apprentice, whose time will be split between the Snug and the Children's Centre.

Two staff have attended the Henry Training and are keen to begin delivery in April.

**PEEP** -This is being attended by a number of children and their families on the two year old offer. Staff are being supported by the Children's Centre Support Teacher for planning and evaluation.

**Data** - Reach has remained static but the work being done with

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target families is increasing.

**Governor Question:** Is the sports programme still happening?

**Answer:** 10 practitioners have been trained and Mike has sent cards for lesson plans. The Centre now needs to purchase required resources so the programme can continue. It is hoped it will start after February half term.

**Governor Question:** Will Mike still come in to the Centre, as children interacted well with him?

**Answer:** The Centre hope to use future funding to buy some of Mike's time so that he can come into the Centre one inset day.

**PATHS** - Cerian (Educational Psychologist) has been commissioned to write and facilitate this course at the Centre. 6 families have attended, the evaluations will be done on the children in the Summer term to measure impact. End of course evaluations from parents were positive and all showed improvements. Further courses are planned for February & March 2014.

**Stay & Play at Woodcot** - The Centre has seen an increase in new families attending the sessions and the Centre is committing to another term. Parents attending can experience issues around routines, behaviour and sleep and the Centre is working to help them address this through the universal drop in.

**Action for Children** - the Centre is looking forward to working with the newly appointed manager.

**Partnership Board** - the Chair has resigned after 5 years' service, so there is currently a Parent vacancy. Julie thanked her for her hard work and commitment to the Centre during some challenging times.

**14. Correspondence**

A new governors training book was passed to GW, who advised it would be left in the Governor filing cabinet if others wanted to take a look.

A Governor stated that the SLA cost for Governor training has doubled.

**Governor Question:** Is there a training log/plan for governors?

**Answer:** GW advised that you can book individually what you want to attend online.

The receipt of marketing correspondence from TEN Governor

Support (part of The Key) was discussed. PB explained that TEN Governor Support provide a website containing articles based on questions that other Governors have asked over time. Most of what they provide is available online in the public domain.

**Governor Question:** Can Governors access The Key?

**Answer:** Probably.

**15. Governor Visit Reports**

At the last FGB meeting it was agreed that 4 Governor visits would be completed. GW and SM to forward their reports to the HT. AW and AB to email KH to arrange convenient times for their visits.

GW, SM,  
AW, AB

GW fed back that he had a brilliant time observing Mike during the physical activity session and was pleased to see that the children were getting more out of the sessions than anticipated. It is positive evidence to show that the Centre is working in line with the development plan.

**Governor Question:** How will we carry it forward?

**Answer:** The Centre will get Mike in to train more staff.

**16. Governor Training**

The HT advised that she and the Chair had met that morning with Alan Higginbotham from HGS to discuss how effective the Governing Body is. Alan has proposed that he can devise a 2 hour WGBT session that can help the FGB look at how we evaluate, look at trends, suggestions on ways that minutes can be 'beefed up' etc. The HT will contact Alan to see if he could provide the training on Monday 10<sup>th</sup> March at 6-8pm.

HT

AK has volunteered to chair an additional evaluation meeting to discuss and complete the Governing Body Self Evaluation.

**17. AOB / Items for the next Agenda**

**Governor Question:** How close is the HT to the end of her studies?

**Answer:** The HT advised that she has to complete her final dissertation by 31<sup>st</sup> March 2014. The HT would like to present to the FGB at a meeting in April or May, her succession plan and other assignments that she has completed over the last 2 ½ years. Each assignment had a subsequent action plan which it would be valuable to look at to evaluate how the Centre might benefit.

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It was noted by a Governor that the Governor page on the Haven website was not up to date.

Professional photos of all existing Governors are now available and need to be displayed in the Family Room. AC to provide a suitable photo so that the Centre Office can create a display and provide new Governor ID badges ready for next FGB.

Office  
Team

**18. Date of the Next Meeting**

The next meeting will be held on Tuesday 25<sup>th</sup> March 2014 at 9.15am at the school.

The meeting closed at 11.24am.