

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

**MINUTES OF THE GOVERNING BODY MEETING**  
**Tuesday 26<sup>th</sup> January 2016 at 9.30am**

**Present:**

June Smith (Head of Centre HoC)	Staff Governor
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
Jamie Fagan (JF)	Co-opted Governor

**In Attendance:**

Emily Payne	Clerk
Kirsty Gunnell	Finance Officer

**Apologies:**

Anna Clodfelter

**Absent:**

Rachel Lewis

		<b>Action</b>
1.	<p><b>Welcome and Apologies for Absence</b>                      The meeting opened at 9.38am.                      The Chair welcomed everybody to the meeting and apologies for absence were accepted.</p>	
2.	<p><b>Declarations of Pecuniary Interest</b>                      No changes to declarations of Pecuniary Interest were declared.</p>	
3.	<p><b>Minutes of Previous Meeting – 24<sup>th</sup> November 2015</b>                      The Minutes were agreed as a true record and signed by the Chair of Governors.</p>	
4.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• 18. The chair has contacted those governors who need a Photo, these have not yet been produced – the chair will follow them up.</li> </ul>	<b>KM</b>
5.	<p><b>Head's Verbal Report</b>                      HoC thanked everyone for their support and thoughts during a difficult time for her family. Thanks are also recorded for the staff, especially KH, for stepping in when necessary and making sure that everything continued as normal. KH was in turn supported by some very committed staff who went above and beyond to maintain the quality in the nursery. Hannah Martin and Sue Parsons deserve particular mention for ensuring the children's enjoyment and learning was not adversely affected when Karen had other distractions. The new post of Childcare Operations Manager has proved particularly effective and thanks are also due to Michelle Holmes for ensuring all the requirements of day care provision were met (which included cooking duties to ensure children were fed!)</p> <p>There are no major issues to report. The budget is on track and Kirsty will provide</p>	

Signed: .....  
 Chair of Governors

Dated: .....  
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an update this morning, Nursery numbers are healthy and the majority of new starters are settling well. The Spring Census was returned last Thursday with 140 children on roll (including 20 SEN), 6 of whom are eligible for Early Years Pupil Premium.

Places in the Nest are also full and we are currently unable to offer 2 year old funded places.

Michael Moore (our LLP) will be visiting on Thursday and he has been asked to focus on the data which is generated by Tapestry – specifically in terms of how it might be interpreted by Ofsted.

Staffing is currently stable with no outstanding vacancies. However, there is some concern over what appears to be a trend for some staff to have short absences (1 – 2 days) - sometimes for vague reasons such as ‘feeling under the weather’. In an effort to encourage improved attendance, it is suggested that regular staff absence reports are shared with the governors. In the case of persistent absences, it might be decided that a letter be sent on behalf of the governors expressing concern.

**A Governor asked – Is there an absence policy?**

There is a HCC one but feel we need something before this.

**Do you carry out have back to work interviews?**

Yes, however staff seemed to quite like this as it was time off work. Now we ask staff to complete their own paperwork so there is less time away from the children. We record it all then can track back any persistent offenders.

Governors discuss the issue and agree that a note should be put on the staff notice board to re-iterate that absence puts pressure on all other staff. It is also suggested that staff are told in the next staff meeting that the policy will be followed going forward, re-iterating that there will be support for ongoing medical issues.

Governors agree that there is a balance between persistent offenders and those with real issues, the staff that are left to support are feeling the strain too as there is a knock on effect.

It is agreed that a staff attendance report will be presented to governors at each meeting.

**Action**

**HoC will ask Kirsty to see what reports can be produced.**

JC

**6. Progress Data Update**

Autumn Term One and Autumn Term Two data analysis (This did not include the SEN data). Autumn Term One is on entry data. A number of children were significantly below in PSED and in Speaking, this is due to some children having low well-being on starting nursery. There are also a higher number of EAL children in nursery this year. Children make rapid progress in this area due to a careful settling in process and support from the Speech and Language Therapist to ensure children needing extra support are identified early.

People and Communities is an area which needs to be explored as children have

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not made as much progress in this area. Focus areas such as number have helped staff with their assessments. Each child is assessed and an observation made and shared with the parents on Tapestry.

A Governor asked – Have you managed to separately identify the assessments of children who have transitioned from the Nest as opposed to those that are new and haven't attended the 0-3 provision?

This would be useful to compare and will be looked at going forwards.

Data is the focus of the visit from the LLP, Michael Moore who is visiting on Thursday 28<sup>th</sup> Jan so these results will be shared and discussed.

Tapestry has been very effective in monitoring data, there is still some work to be done and now the staff are more familiar with it they are very positive about its benefits. Their skills have grown and the quality of learning has increased with the children's interests really being focused on. The team is strong and the curriculum has become more alive again due to the use of Tapestry.

### 7. **Development of New Website – Chris Bradford joins the meeting at 10.15am**

Chris demonstrates the new website which will go live at the end of this week. (29<sup>th</sup> January)

Haven nursery has been registered by google which they have verified, this means that when the nursery is searched it will show with a map. Both sites will continue to run together for around a year so those using the old one will be redirected to the new version.

The new address is [www.haven-sch.org](http://www.haven-sch.org) . Quick links are being changed to events and news and will be updated weekly, a blog is now also included which will be like a weekly newsletter. Twitter will be added along with a link to the Haven Facebook page.

The Governor's request a calendar to be added to view all dates at Haven.

The priority is to get a basic site that can be tweaked as it goes along. HoC has looked at other teaching school sites to research what they have on theirs.

Chris requests that the governors look through it and give feedback via email. Suggestions and improvements will be accommodated subject to the restrictions of the site. Governors agree to get their feedback to Chris within 2 weeks. (9<sup>th</sup> Feb 2016).

ALL

Governors agree that it is easy to use and are pleased with its improved new look.

A Governor asks if the registration forms can be filled in online and then e-mailed directly to the Haven. Chris advises he will look into this and will change it to make it more user friendly for parents.

The Governor's request that the office staff be added to the staff list with photos on the website as these are the people that parents first come into contact with on arrival at the centre.

The governors thank Chris for coming in to present the new site.

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Chair of Governors

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Chris leaves the meeting at 10.40am

**8. Teaching School Update**

The time line received from the teaching schools is still being worked through, the action plan has been submitted and approved. Governance needs to be looked at so governors need to think about this going forward.

The action plan triggered the first payment of £60K, this is being held by Bushy Lees as they have a business manager. £30K will be used to cover shared set up costs, the remaining £30K has been split 3 ways between the three nursery schools for specific set up costs, including staff training. Haven has received £10,000.00 and the first training event has been organised for middle managers to develop their coaching skills. The Hoc is meeting regularly with the other 2 nurseries, the time and travelling costs are funded from the Teaching School allocation and not from the Haven budget.

**9. OFSTED Preparation**

The SEF has been reviewed and will be sent out to governors once it is finalised.

Training is now required for the prevention of extremism and radicalisation.

HoC suggests that the following paragraph be added to the child protection policy:

Extremism and Radicalisation

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Haven Nursery School is clear that this exploitation and radicalisation should be viewed as a safeguarding concern, and seeks to protect children and young people against the messages of all violent extremism by adhering to the Prevent Duty Guidance for England and Wales July 2015, and actively promoting British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs through the curriculum.

All governors agree to the paragraph being included in the child protection policy.

Hoc gives all governors a copy The Key which contains information and support for governors regarding changes to Ofsted inspections.

**10. Performance Management**

HoC requests Governors' available dates for the performance management review before this Thursday so that dates can be confirmed with Michael Moore when he visits. HoC will e-mail SM & AC as they are on the pay committee.

**11. Approval of SFVS - Kirsty Gunnell joins the meeting at 10.30am**

The Finance Sub-Committee have previously met and agreed the SFVS document in principal. All governors in attendance agree the SFVS document and it is signed by the Chair, for onward submission to EFS by KG by the deadline of 31 March 2016.

Signed: .....  
Chair of Governors

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A governor advised that a standing item is to be added to future Finance Sub-Committee agendas, for an update to be provided on the progress made reviewing and updating the Centre's Inventory/Asset Register. CB is to be asked to create an asset register database.

**A Governor asks how is the budget looking?**

KG confirmed that the budget looks healthy, with no concerns; salaries and staffing are within budget. Funds for educational resources are still available, even following the purchase of several new bikes.

Income lines were budgeted at a conservative level at revision, but additional income is now being realised due to a higher take up of nursery places. It is likely that more children could be eligible for EYPP. The governors discuss this matter and the funding that will be received, which may have to be off-set by the possible cost of providing the child with a free school meal, for which the Centre will receive no funding.

All Governors thank KG for her feedback from the finance meeting.

**12. Finance Update (Including 6 year debt write offs)**

At the end of this financial year any customer debt that is 6 years old will legally need to be written off. Prior to the meeting governors had been forwarded a list of customer accounts that require final write off consideration, totalling £3,535.52; well under the budgeted amount of £5,000.00.

A governor queried the Squires credit balance, asking if the Centre had a duty to return the funds. KG explained that it is unclear whether this is a true credit balance as historic misallocation of childcare vouchers means it is difficult to reconcile some customer accounts with HCC.

The governors discussed all write offs and felt the explanation regarding the credit balance was acceptable.

The governors agreed to write off the proposed debts, totalling £3,535.52.

**KG**

Kirsty Gunnell leaves the meeting 11.20am

**13. Forest School**

The forest school leaders present to the governors their proposal for building an outdoor classroom to extend the children's learning.

They have applied for funding from the Tesco community fund to raise the money for the project. The people who have been successful in gaining grants will be advised by the beginning of February and then the customers at the local stores will vote and this will determine how much Haven will receive.

The governors will be advised as soon as they find out. They are currently awaiting a planning officer to advise on costings and what is allowed at Haven. Plans are for a classroom and rough costings are £24000.00. The container will also need to be removed from the forest as it has deteriorated and this will also be

an additional cost.

There will be a shortfall even if the maximum grant is awarded and the forest school leaders ask the governors if Haven can fund any remaining balance. Hoc advises that this is an amazing idea, but the decision will be purely financial. Essential maintenance will take precedence on the budget. Additional funding may be needed from other areas that Haven can't fund.

The governors are in full support of having a new outdoor classroom and suggest some fund raising ideas which could be implemented. JF offers to arrange a fund raising effort.

Governors feel that the planning for toilets should also be submitted so that the whole project is done.

Shellie Morris leaves the meeting at 11.40am

**14. Governor Training Update**

JF has completed induction and is booked onto 2 other courses.

Governors need to be thinking about what training packages they want to sign up to as it will be due for renewal next financial year.

**15. Governor Visits Reports**

- Health & Safety walk round - Completed by GW this gave an overview with a fresh pair of eyes. The Caretaker has already carried out most of the actions.
- KM – has completed a Tapestry and will write up a report.
- Gemma – has a debt recovery visit to carry out and will contact KG to find a mutually convenient time.

The governors thanked Glenn for carrying out a really good report.

**16. Correspondence**

None Received

**17. Any Other Business**

Near misses from the premises meeting need to be taken to the C & S meeting. Management need to find a way to encourage people to complete them. All the actions are being completed when someone notices a near miss but staff are not keen to do the paperwork.

Governors feel that the report is too long and should be briefer and possibly re-named. JC will look at changing

**Action**

**Near Miss paperwork to be reviewed and possibly shortened.**

GW offers to put together a brief form to monitor H & S issues that are observed.

**Shellie Morris re-joins the meeting 12.17pm**

JC

HoC suggests considering the possibility of obtaining costings of H & S training on an inset day from Ray West who delivers really engaging, eye-opening health and safety training.

**Action**

**HoC will investigate the cost of this.**

Hoc advises governors that following her husband's illness she has been giving serious consideration to her future and has decided that the time is right to spend more time with her family. Governors are fully supportive of her situation and agree that they would meet with her and the Deputy Head to discuss possible succession arrangements.

**JS**

**18.**

**Date of Next Meeting**

The next FGB meeting is 22<sup>nd</sup> March 2016 at 9.30am  
GW will not be able to attend on this date.

**Meeting Closed at 12.37.pm**

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Chair of Governors

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