

HAVEN NURSERY SCHOOL
Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING
Tuesday 22nd March 2016 at 9.30am

Present:

Karen Hooper (KH)	Staff Governor
Kerrie Mills (KM) (Chair)	Parent Governor
Glenn Ward (GAW) (Vice Chair)	Parent Governor
Gemma Wright	LA Governor
Julie Caldwell (JC) (Children's Centre Leader)	Co-opted Governor
Jamie Fagan (JF)	Co-opted Governor
Anna Clodfelter	Co-opted Governor
Rachel Lewis	Co-Opted Governor

In Attendance:

Emily Payne	Clerk
Kirsty Gunnell	Finance Officer

Apologies:

June Smith, Anna Clodfelter, Shellie Morris

		Action
1.	<p>Welcome and Apologies for Absence The meeting opened at 9.42am. The Chair welcomed everybody to the meeting and apologies for absence were accepted.</p>	
2.	<p>Declarations of Pecuniary Interest No changes to declarations of Pecuniary Interest were declared.</p>	
3.	<p>Minutes of Previous Meeting – 26th January 2016 The Minutes were agreed as a true record and signed by the Chair of Governors.</p>	
4.	<p>Matters Arising JF photo has been done. Rachel Lewis is still o/s Website feedback completed by governors 12. All completed and submitted 17. Completed and shared at standards</p>	
5.	<p>Minutes of Extraordinary Meeting – 17th March 2016 Not yet completed but will be circulated by chair when complete.</p>	KM to e-mail
6.	<p>Verbal Finance Report The year-end balance is currently changing day by day. There will be a carry forward of around £10k to the new financial year. This excess will be required due to lack of funding being received. We are not looking to set a deficit budget so this is a positive.</p> <p>Nursery budget The nursery budget will be dependent on the salary for new head of</p>	

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 Chair of Governors

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Centre.

There will be £84K carried forward for the children's centre. Finance have queried with services for young children the Q3 rating for staff, this was challenged and they have now confirmed a Q4 so increased funding will be now be received.

A Governor asked - How much more money will this equate to?

It will be around £6000.00.

There will be a better picture in May for the budget for next year. The deficit has reduced to £2480.00. EYPP is currently outstanding which is around £2400.00 and some SEN funding is also still to be received.

There is some underspend on some budget lines as have been conservative in the last month.

7. Childcare Fees

The Finance Officer asked the governors to think about the fees and any possible increase they think might be needed, Finance Officer will research other local nurseries and their pricing structure. The governors stress the importance of a like for like comparison when this research is undertaken. Local comparisons could be taken from:

- Hopscotch
- Little explorers
- Star fish
- Kiddi Karu

Governors discuss the implications of increasing fees and the concern that some parents will not be able to afford it.

A Governor asked - Does the main income come from day-care children when parents are at work?

Yes it does.

How is the 7.45 working out?

This is working well and the extra cost is paid by those parents who need it, as they have to get to work.

All governors agree that the Day-care needs promoting as September is not yet full and governors feel that people are maybe not aware that Haven offers full day-care. A marketing effort needs to be put into place, possibly with the use of social media as this is a free facility.

Governors discuss the way in which social media could help and how to use it to raise rankings.

Actions

Governors agree that marketing needs to be better, KH will bring this up for discussions at the next standards meeting.

KH

All information for comparisons including the Ofsted rating will be sent to governors before the next meeting. It is agreed that three like for like

KG

comparisons will be sufficient.

Fees to be reviewed and agreed at the next FGB in May.

8. Staff Absence Report

Governors agree that a quarterly report is all that is needed so the governors can get an over view of staff absence. This report could also be used in the staff room to show the staff when they have done well.

Year on year comparisons from 2015/16 showed 506 days lost which equates to 2 people per day between 62 staff (around 3%).

Insurance policies have been used to cover staff absence.

Governors agree that staff absence should only be brought to the governor's attention if it is having a financial impact or if it is to do with staff moral/stress as this is an operational issue.

KG Leaves the meeting 10.25am

9. Head of Centre's Written Report

Leadership and Management

Numbers on role:

Current occupancy levels in the Nest and Hive are excellent. All maintained nursery places are full (including the Resourced Provision) and in the summer term there will be an additional 21 children in receipt of Early Years Education funding, making a total of 161 children in the Hive. There will be 110 children leaving in July to take up their places in Yr. R.

There are currently 71 predicted spaces in September, for which we currently have 28 completed applications. However, 18 of these were previously unsuccessful in securing a nursery place in January and April and potentially may have gone to another setting. They will be offered a place for September. 16 children will be moving from the Nest to the Hive in September. There are plans to use our Facebook page and the website to raise awareness and market the vacant places.

Children's Centre Consultation:

Heads of the three maintained nursery schools have been involved in a series of meetings with Janet Hoff and other LA Officers (including HR) to share information regarding the current consultation document and potential impact on CC staffing and services. Although the content of these meetings is currently considered highly sensitive and strictly confidential, we have been permitted to share the information with our respective FGB Chairs.

I am currently liaising with Heads of Lanterns and Bushy Leaze to produce a joint response to the consultation, based on the fact that maintained nursery schools have traditionally provided family support in addition to high quality early years education, and that the local authority should consider supporting the continuation of this valuable

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service. In fact, with the demise of Children's Centres, we feel it is even more important for families to have access to non-stigmatising early intervention and support to prevent the escalation of problems to a level where multiple agencies (including social care) are required to intervene. Input from governors would be welcomed and a draft of the response will be circulated when complete. The consultation closes on 3rd May 2016.

SEF and Development Plan:

The Nursery School's self evaluation form has now been updated and hard copies will be available to governors at the next FGB meeting. Comments/suggestions for amendments or additions to the document are always welcome.

The current 3-year Development Plan will soon require revision and the self evaluation process has identified those objectives which require further development, together with several possible focus areas and new objectives for 2016 – 2019. An updated version of the current plan, together with a list of suggested objectives for the new version will also be available at the meeting. It is suggested that this should be an agenda item for the first FGB meeting of the summer term.

Teaching, Learning and Assessment

The well-planned curriculum continues to give children a broad range of learning experiences based on their interests. We have once again invested in the 'Living Eggs' project and there is much evidence of the rich and inclusive learning opportunities provided by watching the process of chicks hatching and growing.

World Book Day was celebrated at the beginning of March, organised for the first time by the newly appointed Literacy Co-ordinator (Elaine Roberts). This was an overwhelming success and well supported by parents, many of whom have indicated that they would like to come into the nursery and read with their children on a regular basis.

Parents evenings have recently been held in the Hive and these have also been well attended with very positive feedback.

Parents and children have also been enjoying participating in seasonal activities together as part of the '**Spring Celebrations**' in the Forest, including planting, bird spotting, the chocolate bird hunting (find her nest and eat the eggs!). Once again this was very well attended and the feedback from parents has been great.

There has been cause for further celebration in the forest when it was confirmed this week that following the Tesco 'Bags of Help' funding bid and public vote, our project to establish an **outdoor classroom** in the Forest has been chosen by Tesco customers to receive the maximum £12,000 grant. A Project Manager from HCC has been appointed and has met with Dawn (Forest School Practitioner) to discuss the project.

Outcomes

As validated by the LLP's visit, Tapestry continues to provide evidence of children's attainment and progress, which in the majority of cases is

at least in line with age-related expectations. The data generated by Tapestry also provides a tool to monitor the quantity and balance of practitioners' observations, from which we are able to identify possible training needs.

Staffing

Resignations have been received from Tom O'Connor (Caretaker) and Kay Searle (Admin), who has decided to retire after more than 30 years' service at HCC. Due to the current uncertainty surrounding the budget, particularly in respect of predicted income from the Children's Centre contract, it has been decided to 'freeze' recruitment of replacements at this time and redistribute their respective duties amongst existing staff.

Essential elements of the caretaking role (including legionella and fire alarm testing, etc.) will now be the responsibility of the Housekeeper and arrangements are in place for the opening and locking of the building when Tom leaves in April. Kay's duties will be covered by the remaining members of the admin team.

10. Report of LLP's Visit

Governors have all read the report and are really pleased with the good report.

The report will be filed with the minutes

11. Review of Equalities Information

The updated information from 2012 to 2016 is reviewed by the governors.

All governors agree the updated equalities information.

12. Children's Centre Leader's Report - Update – March 2016

Access- Registration and Reach

Tables shown on the last page of the minutes.

A Governor asked – Why is it amber?

This means that we may not reach it.

Quality and Impact of services

We have been completing an internal tracker which shows 54 mothers in Haven Cluster have been breast feeding. Using the Primary birth visit figure average for last year it is estimated 92 babies could have been potentially breastfed. Therefore we estimate 64% of babies were fed for longer than 6 weeks and 36% were fed for longer than 3 months. The previous figure for 2014 was 24.5% at 6-8 weeks. We have trained a parent volunteer who works in the antenatal and postnatal groups to support breastfeeding mothers; she has now completed her BFI training too and is competently supporting parents in

groups.

Due to staff changes we have not been able to run as many Henry courses as first planned. In the period Q1-Q3 17 families have attended Henry with 11 completing the programme. We have a programme planned for q4 with 10 families booked on. An additional member of staff will be completing her facilitator training in March meaning we will have two trained members of staff again. Reports show good progress at the end of the course but also when follow up calls are made at a later date parents continue to make progress.

Parent Champions have again been invaluable this quarter at reaching new groups of families in greatest need. One in particular has been working in local settings where there are a high number of forces families and has been hosting coffee mornings and events to improve engagement with services. She has reached 55 families since completing her training and has begun some consultation around the gaps in services and support required which we will use in our needs assessment going forward. She has recruited 5 volunteers who have already started their volunteer training at the Centre.

She has also supported with increasing the take up of two year olds resulting with 95% uptake last quarter. For these reasons the children centre team nominated her for the Family and Childcare Trust National Award of Volunteer of the year. We attended a conference and award ceremony on 10th March 2016 in London and were delighted when Michelle won the award, as it was recognition for her outstanding contribution to our volunteer scheme. She also got to meet Helen Stephenson from the DFE who is the Director of Early Years.

Leadership and Management

The consultation on the proposed Family Support Service begun on 23rd February 2016 and will end on 3rd May 2016. More details can be found at:

<http://www3.hants.gov.uk/childrens-services-consultation>

Details were circulated to all partners and parents as well as being shared on social media to try and encourage everyone to complete a questionnaire. A consultation event was held in Gosport on 15/2/16 to share the proposal and give people the opportunity to talk to Local Authority Officers.

Our Annual Conversation was held on Wednesday 24th February with the LA. The Centre was supported by a number of practitioners and partnership board members. The Centre received a grading of Good in all areas with actions to further embed the targets set by Ofsted. We are awaiting a copy of the report and will share this as soon as we have it.

13.

Correspondence

None Received

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Haven Nursery School GB Meeting – 22nd March 2016

14. Committee Meeting Dates

Finance - TBA
Standards – 20th April @ 4pm
Premises – 11th April 2016

15. Any Other Business

Governor Visits – Debt recovery GW will complete this at the end of the financial year

Governors agree to get Kay Searle a retirement gift. The chair will organise this and Thank her for her long service.

The governors also say a big thank you to Dawn for all of her hard work and enthusiasm which won the Tesco grant of £12000.00 which will be matched by Haven for the forest school.

16. Date of Next Meeting

The next FGB meeting is 24th May 2016 at 9.30am

Meeting Closed at 11.10am

Access- Registration and reach

	Target by Q4 2016	Q4 data 2015	Q1 Data	Q2 Data	Q3 Data	Q4 Data	Gosport	Hants
Registered families	90%	87.30%	92%	94.4%	91%		81.80%	72.90%
Children reached	65%	59.55%	61%	62%	66%		51%	39.60%
Families reached	81%	64%	75%	76.6%	78%		73.20%	53.50%
Families in greatest need	75%	72.47	69%	71.1%	65%		43.60%	33.60%

Priority Group linked to Needs Assessment	Target by Q4 2016	Reach Q1	Reach Q2	Reach Q3	Reach Q4
Teenage Parent	65%	154%	43%	125%	
Workless Household	65%	45%	58%	92%	
Lone Parent	65%	57%	93%	49%	

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