

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

**MINUTES OF THE GOVERNING BODY MEETING**  
**Tuesday 24<sup>th</sup> May 2016 at 9.30am**

**Present:**

June Smith	Head of Centre
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
Shellie Morris	Co-opted Governor

**In Attendance:**

Emily Payne	Clerk
Kirsty Gunnell	Finance Officer

**Apologies:**

Jamie Fagan	Co-opted Governor
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		<b>Action</b>
<b>1.</b>	<p><b>Welcome and Apologies for Absence</b>                      The meeting opened at 9.42am.</p> <p>The Chair welcomed everybody to the meeting and apologies for absence were accepted. The Chair advised that Rachel Lewis has resigned.</p>	
<b>2.</b>	<p><b>Declarations of Pecuniary Interest</b>                      No changes to declarations of Pecuniary Interest were declared.</p>	
<b>3.</b>	<p><b>Minutes of Previous Meeting – 22<sup>nd</sup> March 2016</b></p> <p>The Minutes were agreed as a true record and signed by the Chair of Governors.</p>	
<b>4.</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• All governors received the extraordinary meeting minutes.</li> <li>• Fee comparisons completed and presented in the finance meeting.</li> </ul>	
<b>5.</b>	<p><b>Head of Centre's Report (Verbal)</b>  <u>Teaching and Learning:</u>                      The data produced at the end of the Spring Term shows children continue to make steady progress. As suggested by Michael Moore in his Spring Visit Report, an analysis of the results now accompanies the data report.</p>	

Signed: .....  
 Chair of Governors

Dated: .....  
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This detailed analysis is now enabling us to look in greater detail at each aspect of learning, this influences the planning of the curriculum and the training and support that staff need.

A statement explaining our approach to assessment and data analysis has also been produced to accompany the SEF. This includes a warning that data (particularly during the spring term) could be misinterpreted because of children entering a different development 'band' (i.e. from 22 -36 months to 30 – 50 months)

The major focus this term is the transition into school. Two Leading Practitioners attended the recent speed dating organised by Services for Young Children (this enables Year R staff in receiving schools to find out about the children from pre-school staff) As part of the established transition arrangements, Teachers have begun visiting children in the Nursery.

School Readiness:

The last Inset in March focussed on the skills children need in order to be 'school ready'. This information was also given to parents in the form of a workshop in May, which was very well attended.

Future of Maintained Nursery Schools

An issue which has been needing some attention is the current concern over the government's commitment to maintained nursery education.

The central issue is: Although the government is committed to extending free childcare to support working families far less attention is being paid to the quality of that care and the consequent impact on educational and developmental outcomes for young children. **Nursery Education** appears to have been subsumed into Childcare.

HoC has attended two meetings of the All Party Parliamentary Group on Nursery Schools and Nursery Classes established by Graham Stuart MP (Chair), Baroness Tess Blackstone (Vice Chair), Mark Pritchard MP (Treasurer) and Tom Pursglove MP (Secretary). The Secretariat for the APPG is provided by Pen Green, with support from Early Education.

The APPG is considering the following key issues:

1. Why does nursery education still matter?
2. How can nursery schools fulfill the vital role of supporting quality across the whole early year's sector?
3. How can the legal/organizational structure of nursery schools be changed to secure their future?

The matter of inadequate funding for maintained provision has also been raised at local authority level, the response was a suggestion that

we consider changing our status, i.e. losing the maintained school DfE number – **HoC strongly advises against this option.**

**A Governor asked – What is a benefit of losing our DfE number?**

The HoC explained that as a private (non-maintained) provider of early years education, we would no longer be obliged to pay staff according to the agreed local authority scales and would also avoid the cost of local government pension contributions.

A clear message from the APPG meetings is the importance of teaching school designation in providing security for nursery schools. Very important to continue to develop the Foundations Alliance.

Review of designation necessary following my resignation - statement submitted last week.

The Governors agree they would like further information regarding the APPG group

JS

**Action**

**HoC will send the links to the Governors so they can read further.**

Staffing:

The Housekeeper is still on long term sick absence and there is no caretaker in post since Tom's resignation.

The premises minutes will demonstrate how the Health and Safety responsibilities are being covered.

I have spoken to our Management Partnership Surveyor from Property Services and other schools, several have made the decision not to have a caretaker and are sharing the caretaking responsibilities amongst the staff

6.

**CCL Leaders Report & Update on CC Consultation (Verbal)**

No official decision until the 1<sup>st</sup> of July.

A staff consultation has been set up, all staff have received forms for Enhanced Voluntary Redundancy. If they would like this package they need to submit their paperwork by 1<sup>st</sup> June.

Staff are looking for new jobs and are leaving Haven, so there is less staff but the same service needs to be delivered. JC has written a crisis action plan. Staff from Lanterns have agreed to help during the difficult time.

Staff have been given information explaining the roles that will be left to move onto.

JC advised that the staff that are left are still doing a really good job to

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Chair of Governors

Dated: .....  
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7. ensure they are still delivering the same service.

**Minutes of Standards Committee**

8. The minutes were circulated to the governors prior to the meeting, there are no queries from the governors.

**Minutes of Premises Committee**

The minutes were circulated to the governors prior to the meeting, there are no queries from the governors.

9. **KG joins the meeting 10.16**

**Minutes of Finance Committee & Approval of Budgets**

**A Governor Asked- Will there be a whole fee review?**

Yes there will be as our competitor's fee structures are much simpler and ours can be quite confusing for parents and staff when calculating.

**When will this be ready?**

This will be looked at over the next year, so fees will be held for this September. We should then know what is happening with the introduction of the new 30 hours funding. We will send all parents a letter advising of this.

**A Governor asked – what are the plans for expanding the marketing?**

Word of mouth works really well for us, there is a fine line with knowing how far out to advertise as we don't want to be in the same situation as 2 years ago when we had to turn children away.

KG has now spoken with JC directly regarding the re-charge action from finance.

The Minutes are approved by the Governors.

10.

**Capital Spend Plans**

There is currently £40,503.0 in the capital budget; this year's allocation is £4800.00.

Rough calculations for the new outdoor forest school classroom:

Canopy £15000.00

Walls & windows £10000.00

Remove container £3000.00

Electrics £2000.00

Knock door into end of building for toilet access £5000.00

Total around £35000.00

Deduct Tesco grant funding £12000.00

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11. This leaves £17000.00 for Haven to provide. There is an area of the garden that floods, so it needs digging out and draining with an all-weather surface. HoC has met with our HCC Property Surveyor for advice and is now looking at options available. Quotes will need to be obtained before a decision can be made regarding the priorities for this spending.

Budgets signed by the Chair and HoC

**Staff Absence Report**

KG has produced a report looking at staff to analyse the days that they were absent.

**A Governor asked - Do you use the Bradford factor?**

No we don't.

AC explains how the Bradford factor works and its uses. Hoc advises that the use of Bradford factor and the CC guidelines used together could be a good way forward.

**A Governor Asked - Is the report better or worse than last time?**

We review it quarterly and the quarter is not yet up so this is not an official report.

Governors agree that they need to have a report that shows if the situation is getting better or worse. Governors also discuss the need for a formula to calculate absence for both full time and term time only employees.

**JS & KG**

12. **Action**  
**HoC & KG to do further work on the absence data.**

**KG leaves the meeting 10.44am**

13. **Recruitment of HoC - Update**  
Michael Moore has visited and met with the interview panel. The next meeting is scheduled the 6<sup>th</sup> of June for putting together the application pack.

**Succession Planning**

HoC Hands out the staffing from September 2016, this has been approved by the finance committee and will be filed with the minutes.

The plan is to ensure support to KH whilst she covers during recruitment for a new head of Centre. As there is uncertainty with the budget the grade changes have been made with fixed term contracts for the year. A new head can then make the changes they want.

14. HoC advises that staff in the key roles need to know their roles and are committed to them to ensure Haven moves forward. These staff will

attend a meeting with HoC to re-iterate this.

**Review Governor Training**

Chair advises that governor training is a big cost and all governors need to utilise the training more.

15.

Governors discuss that the training can sometimes be repetitive and some training offered has already been completed. Governors also express that new training is often filled as everyone wants to attend a new course.

**Correspondence**

16.

Governor Training Letter from HCC – training subscription renewal.

**Any Other Business**

JC is unsure if she will be able to continue to be a governor once she is in her new position but will advise once she is in post.

17.

HoC suggests that members from the partnership board may want to join the governors after decision day regarding the consultation

**Date of Next Meeting**

The next FGB meeting is Tuesday 12<sup>th</sup> of July 2016 at 9.30am

**Meeting Closed at 11.20am**