

HAVEN NURSERY SCHOOL
Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING
Tuesday 12th July 2016 at 9.30am

Present:

June Smith	Head of Centre
Karen Hooper (KH)	Staff Governor
Kerrie Mills (KM) (Chair)	Parent Governor
Gemma Wright	LA Governor
Jamie Fagan (JF)	Co-opted Governor
Anna Clodfelter	Co-opted Governor
Shellie Morris	Co-opted Governor

In Attendance:

Emily Payne	Clerk
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Apologies:

Julie Caldwell	Co-opted Governor
Glenn Ward	Parent Governor

		Action
1.	<p>Welcome and Apologies for Absence The meeting opened at 9.40am.</p> <p>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 Interests were declared.</p>	
3.	<p>Minutes of Previous Meeting – 24th May 2016 The Minutes were agreed as a true record and signed by the Chair of Governors.</p>	
4.	<p>Matters Arising</p> <ul style="list-style-type: none"> • Absence – this exercise has not yet been undertaken, but will be done when we are at full staffing capacity in the office. • APPG – information is handed out to the governors by HoC. <p>A Governor asked if our local MP was involved, and offered to write a letter to Caroline Dineage MP to canvass her support.</p>	<p>KG</p> <p>JF</p>
5.	<p>Head of Centre’s Written Report</p> <p>Numbers on Roll/Occupancy HoC thanked the staff as it is a very busy time of year with children leaving to go to school. Numerous events, including parents’ evenings</p>	

Signed:
 Chair of Governors

Dated:
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and sports day have been held during and after the nursery day. It has been a long half term and staff have done really well during this period to maintain their motivation and high quality practice.

A governor suggested that staff should be formally thanked by the FGB for their continued hard work. There was unanimous agreement to this suggestion and JF volunteered to draft the letter.

Action: Letter of appreciation to be drafted to the staff.

JF

Numbers on Roll

110 children will be leaving the Hive in July.

In September there will be a total of 121 children in the Hive:-

- 94 will be in receipt of Early Years Education funding (1 child will remain in the Nest)
- 18 children with SEND in the resourced provision (1 child will remain in the Nest)
- 7 fee paying children (not yet old enough to receive government funding)
- 2 children in receipt of two year old funding

We continue to receive enquiries for places in the Nest and Hive on a regular basis.

Achievement

As we approach the end of this academic year, children's Tapestry profiles are being used for summative assessment. Preliminary indications are that children have made good progress in all areas, but more detailed data analysis will be undertaken over the next week and presented to governors at the beginning of the new academic year.

Every parent will receive a copy of their child's progress report from September 2015 – July 2016 detailing achievement in terms of EYFS levels. The learning journeys of children who are leaving will be forwarded to receiving schools over the next two weeks (in Tapestry format for those who are using this system). Parents will receive an email containing a pdf document of their child's Tapestry account.

Quality of Teaching

Monitoring has shown a steady increase in the number of staff achieving a 'score' of 3 when monitored, indicating continuing improvement in the overall quality of teaching. Tapestry data shows evidence of high quality observations and learning stories, with a much improved 'spread' of observations across all 7 areas of learning.

There has been a particularly marked improvement in the number and quality of observations around literacy. We believe this is due to the appointment of Elaine Roberts as the Literacy Co-ordinator. Elaine has transformed the library and its use, as well as introducing a range

of literacy initiatives into the curriculum such as author of the month, library story sessions, groups for children with English as an additional language or in receipt of pupil premium, etc. Elaine has recorded the 'journey' since her appointment in November 2015 and this will be used as the basis of a case study to show the impact of this approach.

There is also evidence that staff training in phonics has had a positive impact on children's literacy skills and the quality of staff's assessment and observations.

Leadership and Management

Finance

The budget continues to be monitored carefully, with income and expenditure generally in line with projected figures. However, following the executive decision to close the children's centre, we are awaiting confirmation of the date on which the contract will be terminated. There is currently provision in the budget for 9 months of children's centre funding and there will be a negative impact on income if the contract is terminated short of this period.

We have received notification from the Principal Accountant that because of the predicted in-year deficit in 2017/2018 (£82,368), we will need to review the three year plan and submit this with our revised budget by 30 November 2016. Justine White (EFS) will be supporting us to reduce the deficit to enable an acceptable plan to be submitted. This will present a challenge as we have been informed that we are unlikely to receive the £32,970 delegated support funding (paid via the children's centre) beyond 2016/17. Losing this source of income in 2017/18 will increase the in-year deficit to £115,338.

Staffing

There have been no resignations or new appointments in the Hive since the last report.

Beth Williams has been appointed in the Nest on a fixed term contract, following successful completion of work experience.

Shakira Welsh will be starting an apprenticeship in September while she studies for her Level 3 Early Years Educator at Fareham College. She will initially be working with the under threes.

Following Kay's retirement and Diane's resignation, two new members of the admin team have been appointed – Michelle Cox and Tianna Faulkes.

Sarah Harper (Housekeeper/Caretaker) is still on long term sick leave as a result of breaking her ankle. We are in contact with Sarah, who is making progress, and will be taking the advice of Occupational Health in respect of an appropriate return to work plan. I would like to thank all staff, particularly Stephen Restall, who have helped to cover the caretaking and health & safety responsibilities of Sarah's role in her absence.

Merissa (Leading Cleaner) has resigned. Her duties will be covered by existing site staff.

Teaching School Alliance

The National College has informed us of the outcome of their review of our Teaching School designation, triggered by my resignation. A copy of their letter was forwarded to governors prior to the meeting.

Update on Building Works

Improvements to Forest School facilities: Property services have now appointed a contractor to install a door at the far end of the Hive (in the Chestnut Room) to enable easy access to the nursery toilets from the forest. This work will cost approximately £5000 and will be funded from the devolved capital budget.

Nursery Garden: Advice and quotations are currently being sought for a solution to the regular flooding of the Hive garden. Unfortunately, this is not a straight forward project as heavy machinery and vehicles will require access to the site. The SLT have agreed that this is a priority as a large area of the garden is unusable for much of the autumn and winter terms and poses a risk to the children's safety.

And finally, as this is my last report as Head of Centre, I would like to take this opportunity to thank all governors, past and present, for the constant support and encouragement provided since my appointment. During my time at Haven I have been given so many wonderful opportunities to indulge my love of early years. I have been privileged to visit some amazing settings and meet inspirational people from the world of early education. I hope that these experiences and the knowledge I have gained have, in some way, contributed to Haven's continuing journey of improvement and raised the quality of provision for children and families during the past eleven years. Haven is a very special place and I would like to wish everyone involved, now and in the future, continued success.

6. Nursery School Development Plan Update

Key objectives that were agreed a few months ago with the Governors have been broken down into tasks and costings allocated. The Plan will be regularly updated by the Standards and Curriculum Group and monitored by the FGB.

7. Agree Professional Day (Inset) Closures for 2016/2017

Dates for Haven Inset Day's 2016/2017:

- 05/09/2016
- 21/10/2016
- 17/02/2017
- 28/04/2017
- 23/06/2017

8. Children's Centre Update

It has now been confirmed that the children's centre contract will be terminated. The time line is for staff contracts to be terminated by the 14th October and Haven's contract will be terminated by 16th October 2016. The termination documents have been received by Haven. Financially we have accounted for 9 months' worth of funding from the children's centre.

A Governor asked - How many staff will that affect?

HoC confirmed that four staff are affected. Three are eligible for voluntary redundancy, and the fourth (currently on maternity leave) is a qualified social worker who is likely to be offered redeployment by Social Care.

Joss King, Children's Centre Co-ordinator at Lanterns has been supporting Haven since Julie Caldwell left. The HoC is attending all meetings with Services for Young Children to ensure we are fully aware of all developments and the possible impact of closures on staff and buildings, etc.

A Governor asked what was happening in respect of Health Visitors using the centre.

HoC advised that every effort would be made to continue the services currently being delivered by Health Visitors and Midwives. A meeting had been arranged with the Lead HV to discuss the possibilities, including charging for use of the health rooms.

As requested, HoC has sent information to HCC about what child/family support services are currently offered and what might be delivered after the contract is terminated. We were also asked to provide information in respect of providing venues for level 1 and 2 family support services. It was acknowledged that this would depend on the space and funding available.

An e-mail had been received by HoC from Glenn Parkinson (HCC) regarding the 'handing back' of children's centre space and equipment. HoC has requested clarification of the situation.

10.35am – Jamie Fagan leaves the meeting

Tentative plans have been agreed in respect of how the space left by the children's centre should be used. A 'forest school' based playscheme will run during the summer holiday as this has been identified as a need amongst parents and will also generate additional income. The playscheme will be staffed by current nursery practitioners and will, therefore, involve no additional staffing costs. It has also been agreed to increase the number of funded two year old places by running a new group for 15 hours per week (5 morning sessions). Again, this will be staffed by existing 0-3 practitioners and a

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9. new apprentice from September 2016.

10. **Governing Body Membership**

Two members of the Children's Centre Partnership Board have expressed an interest in joining the governing body – this would leave just one governor vacancy. A staff governor is required to replace KH, who will be Acting Head next term. HoC will consult governor services to determine how to recruit a staff governor.

11. **Election of Officers**

This will take place at the first meeting of the new academic year.

12. **Reports of Governor Visits**

Item moved to the September FGB agenda

13. **Governor Training Plans**

WGB training in interviewing and selection is scheduled for September. All governors are invited to attend.

14. **Schedule for FGB and Committee Meetings for Next Year**

Finance Committee: 13th September at 9.30am
FGB: 27th September WGB at 9.30am
Standards: 21st September at 3.00pm

The Chair presented HoC with flowers and a card for her retirement and thanked her for all of her hard work and dedication to Haven over the last 11 years. She will be greatly missed and the Governors send their best wishes for the future.

Meeting Closed at 11.15am

Signed:
Chair of Governors

Dated:
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