

HAVEN NURSERY SCHOOL
Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING
Monday 26th September 2016 @ 6.30pm

Present:	Karen Hooper (KH) Kerrie Mills (KM) (Chair) Gemma Wright (GW) Jamie Fagan (JF) Glenn Ward (GAW) Mark Allen (MA)	Acting Head of Centre Parent Governor LA Governor Parent Governor Co-opted Governor Co-opted Governor
In Attendance:	Tianna Faulkes Kirsty Gunnell	Clerk Senior Admin Officer
Apologies:	Shellie Morris (SM)	Co-opted Governor

	Action
<p>1. <u>Welcome and Apologies for Absence</u></p> <p>The meeting opened at 6.40 pm.</p> <p>The Chair welcomed everybody to the meeting and apologies for absence were accepted.</p> <p>Emily Payne has resigned as clerk and Tianna Faulkes has now replaced this position.</p> <p>Anna Clodfelter has resigned as a Governor.</p> <p>The chair asked the governing body if they were happy to co-opt Mark Allen onto the governing body. All Governors unanimously agreed.</p> <p>Mark Allen has been co-opted onto the governing body.</p> <p>The chair asked if the governing body was happy with Kirsty Gunnell being in attendance at all future FGB meetings.</p> <p>The governing body unanimously agreed.</p> <p>Kerrie Mills and Glenn Ward resigned as Parent Governors.</p> <p>The chair asked the governing body if they were happy to co-opt Kerrie Mills and Glenn Ward onto the governing body. All Governors unanimously agreed.</p> <p>Kerrie Mills and Glenn Ward have been co-opted onto the governing body.</p>	
<p>2. <u>Election of Officers</u></p>	

Signed:
Chair of Governors

Dated:
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The Clerk chaired the meeting until the election was completed. Kerrie Mills has offered to stay on as chair; this application was welcomed by the Governors.

Jamie Fagan offered to take on the vice chair position and all Governors gladly accepted.

All Governors unanimously agreed to re-elect Kerrie Mills as Chair and to newly elect Jamie Fagan as Vice Chair.

3. **Declarations of Pecuniary Interest**

Kirsty Gunnell and Mark Allen have declared pecuniary interests.

4. **Minutes of Previous Meeting**

The Minutes were agreed as a true record and signed by the Chair of Governors.

Matters Arising

- Absence – KG to provide a quarterly report on staff absence.

KG presented a report on absence using the Bradford Factor structure. The Bradford Factor is a point scheme which helps highlight staff members who are frequently absent from work.

Governors felt that this complicated structure would not work at Haven and were happy that there are already systems in place.

6.50pm – Glenn Ward joins the meeting

KG supplied Governors with a copy of the 'Staff Sickness Report August 2015 & Staff Sickness Report August 2016'. Reports show that our FTE staff numbers have fallen from 52.42 in 2015 to 46.84 in 2016.

Anxiety and stress, both work related and non-work related were ranked highest in the chart of reasons for staff absence. Governors expressed concern about this. It was highlighted that a member of staff was on 'long-term sick' and this was the reason for a vast majority of this percentage.

Action: Sickness report to be taken to SLT to be reviewed termly.

KG

KH explains to Governors that over the summer holidays, the staff team were under considerable pressure with high numbers of children receiving child care alongside the running of a summer play scheme. With staffing levels stretched to cover all areas the next play scheme will not take place at half term but take place in the Easter holidays with enough staff to cover the nursery and play scheme. KH thanked staff for all their hard work over the summer

A Governor asked if support services were available to staff if they are in need.

KH/KG explained: we believe in tailoring our methods in dealing with absence

to each individual member of staff. Staff receive a back to work interview after five days absence. Short absences are recorded by staff and counter signed by their line manager. We are not always aware of staff issues until they are already signed off by their GP. This will be discussed at the next Inset day.

GW suggests displaying posters and support lines for Hampshire County Council staff in the staff room to help staff manage stress and anxiety. This was a welcomed suggestion.

- JF to write a letter to Caroline Dineage MP to canvass her support relating to the APPG – Completed.
- JF to issue a letter of appreciation to all staff – Completed

Governors thank Jamie for producing a warm hearted thank you letter to all members in Haven for their continuous hard work and top efforts. The staff appreciated the recognition from Governors.

5. **Head of Centre's Verbal Report**

KH verbally shared her Head of Centre report with the governing body:

Head of Centres Verbal Report to Governors: September 26th 2016

We were very sad to say goodbye to June Smith in July but the children and staff in the nursery gave her a special send off.

Children leaving Haven in July 2016

110 children left us in July, 4 children attended a specialist provision and 1 child is still waiting to attend a specialist school in Havant. He will start there in January 2017.

A Forest School play scheme was held over the summer. The feedback was very positive. It was well attended and we plan to hold one in the Easter holidays.

Number on Role

These are similar to September 2015 intake, (116 rather than 120) in the Hive, of which we should hit maximum capacity after Christmas. Generally children are settling in well and there is already evidence of high levels of learning. There are 18 children in the provision and a number of children waiting. The PSAG meeting takes place in October and these places will be filled then.

Staffing

An Early Years Practitioner will be leaving Haven on 14th October. A new Early Years Assistant has been interviewed and has already joined us and will be working across The Nest and The Hive. There will be one vacancy from November as an Early Years Practitioner will be commencing maternity leave. The site housekeeper has returned after her absence, and is currently having a phased return. Additional surgery is needed.

A Governor asked – How long will the housekeeper be absent for?

KH – The surgery is only day surgery and the housekeeper will be due back as soon as a few days after the surgery.

A Governor asked – Will they be back to full capacity?

KH – We believe so, yes. We currently have weekly meetings with the housekeeper.

Room changes

A group for two year olds has been set up in the Cherry Room from 9.00 - 12.00 every morning. The children in the Acorn Room join with the Cherry children in the morning. There are a large number of children with social communication difficulties in the nursery and the Acorn Room is to be used as a teaching room for these children. Two lead practitioners will take responsibility for this.

Safeguarding

Safeguarding training for the whole centre at next staff meeting; 21st October 2016.

The Governors have reviewed the Child Protection policy.

Staff to sign the revised Child Protection Policy.

Two lead practitioners to attend Level 4 Safeguarding for Managers on 4th November 2016.

Karen Hooper and Michelle Holmes to attend Safer Recruitment training in the new year.

Monitoring the Safeguarding Audit.

KH gave an update of the Safeguarding Audit actions from 2015 to Governors.

A Governor asked – Are you carrying out annual checks on the policies?

KH – We have updated the relevant policies. We have also reviewed protocols for staff to read and sign which are then kept in their personnel files. Staff have completed Prevent and Safeguarding questionnaires, ensuring all staff are up to date on their knowledge

- Child Protection Policy is now on website.
- Internet safety policy has been added to the Child Protection Policy.
- Protocol for dealing with allegations has been devised.
- Keeping Safe in Education – copy in staff room/ shared with Chair of Governors.

Prevent

On line training is being completed by all staff. The link has been given to Governors.

A Governor asked if it is difficult to ensure all staff read and sign this important document?

KH agreed that it was but line managers are responsible for ensuring these documents are signed annually.

External works:

- The outside of the centre is due to be painted on Monday 10th October. A

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meeting has been held with Property Services and the Contractors (Ferris). It should take 3 weeks.

- The door from the Chestnut Room to the Forest has been put in. We cannot start the outdoor classroom until the container has been removed. We are awaiting two quotes.
- Wet weather surface in the Hive garden. We are awaiting a quote. The garden has already started to flood.

Progress against Development Plan

A copy of the 2016 -2019 Development Plan has been sent to all Governors. This is discussed with staff at Standards and Curriculum meetings and shared with all staff on Inset Days and a copy is on the staffroom board.

Children's Centre Update

Three staff members have been offered redundancy and will be leaving on the 28th October. One member of staff who is a qualified Social Worker is applying for a ring fenced job. The staff members are busy archiving all paperwork.

This is a difficult time for the centre and is being handled sensitively. The rooms are already being used to meet the needs of the local community. The Acorn Room is to be used for children with social communication difficulties and autism.

A Governor asked – Are all staff suitably trained?

KH – Yes

A Governor asked – Do you have all the relevant resources needed?

KH- Yes, all visual structures which will be used have been made.

7.15pm – Michelle Holmes joins the meeting

KH invited the Governors to visit the Acorn Room and Cherry Room once these changes have been implemented.

A Governor asked – Are the health clinics still running on site?

KH – Some local health clinics will be moving into libraries. The professionals that run the health clinic at Haven want to stay and we are very keen for this to happen as it serves the local community, makes good use of the purpose built health room that we have and is an ideal marketing opportunity for the centre.

Governors agreed that it is important to continue to run the health clinics at Haven.

A Governor asked – Are Social Care contact sessions still being held?

KH - Yes we still host contact sessions in the centre.

Teaching School

KH has asked June Smith for the teaching school update:

Last term a 'Collaborative Fund Evaluation' was submitted detailing the TS's expenditure in the first year (this is an annual evaluation which enables the National College to ensure that grants are spent appropriately and there is evidence of progress/impact). Once this has been approved, it triggers the following year's funding (which we have now received). The main Teaching School budget continues to be held by Bushy Leaze, but all expenditure is closely monitored by the three nurseries.

Haven has already benefitted from the 'set up' expenditure, including a portable projection system for training purposes and will also receive further resources (including high quality early years training DVDs, etc. this term). This funding has also been used to develop practitioners' coaching/training skills (Maureen Bowes, Helen's Makaton and Sue/Dawn's Early Excellence course). There are also plans for a Gina Davies trained teacher at Lanterns to deliver the two-day Attention Autism training to staff at BL and Haven under licence)

Bushy Leaze are currently taking the lead on Initial Teacher Training, as there is an active group of schools in the Alton area who are keen to work with our Teaching School Alliance. We have registered (as an Alliance) with UCAS and will be recruiting our first cohort of students for September 2017. Lanterns are working closely with Winchester Uni on their 4-11 Primary course, proposing specialist placements in SEN. We are also currently having discussions with the Adult & Higher Education Department of Peter Symonds College, who are keen to work with us on their Early Years BSc. and PGCE courses (these are validated by Middlesex and Chichester Uni and I think there will be potential for Haven to become involved - September 2018 intake).

ITT is considered a crucial element of the Teaching School's role and we have to make sure these boxes are ticked.

During the next couple of months, meetings are planned with all those who agreed to become strategic partners in our initial application to confirm their commitment. This will include Services for Young Children and HIAS to clarify the Teaching School Alliance's relationship with HCC and how we can work collaboratively and avoid duplication/competition. The first full Strategic Partnership meeting will be held at the end of November - I am currently working on a Memorandum of Understanding to be approved at that meeting.

6. The Future of Haven

Head of Centre recruitment

There has been a poor response to the Head of Centre advert. Only one of the applicants had relevant teaching qualifications. A meeting is to be held with HIAS on 28th September. This meeting will help us move forward with the recruitment.

Funding

KH - The government have recently sought views from providers on how to fairly fund free childcare and early education for 3&4 year olds, with proposals for a new national funding formula. The consultation ran from August 11th until 22nd September. The proposed national funding formula will change the way local authorities fund early years providers in their area and will make sure that children with special educational needs or disabilities attract the extra funding they need.

A Governor asked – Why are sessional places still running and are they effective? Government want all parents to work, but no parent can find a job for 3 hours a day?

KH – Some parents only want their 15 government funded hours. Parents can have childcare from 7.45 -6.00 pm. Staff are being stretched and working long hours.

A Governor asked KH how long she would be Acting Head of Centre.

KH – After the meeting on Wednesday we will have more information on how to move forward, there is pressure at the moment to ensure the children receive the highest quality of care and education

The governing body discuss other staff member's roles and how support can be given so that staff work together to ensure all roles are being fulfilled to the highest level of effort.

7. **Data Update**

MH distributes 'Summary of Data' sheet to all Governors.

MH – Throughout the year the data showed outstanding progress for all children in all areas. However, when we reviewed the data at the end of term it showed us that some children had started to trail in all areas. This was not a true reflection of the progress children had made as the children had moved into a new age band. A new approach has now been taken where we now concentrate on progress rates and make comparisons between different groups in all areas of the EYFS. This has enabled us to look at specific areas and understand our outcomes.

Data showed us that unlike others years boys made more progress than girls in most areas, although their starting points were lower they still finished in line with the girls. This was evident in maths and writing and more noticeably expressive arts and design. When we evaluated last year's planning we found much of it had been linked to boy's interests such as super hero play. We summarised that following the boy's interests supported this acceleration in progress rates. This year we are focussing on ensuring a balance of interests takes place between boys and girls. Outstanding progress has been made in reading and in moving and handling.

Michelle also explained how she is analysing the amount of observations made in each area of learning, comparing 2015 results to 2016. This will allow us to evaluate whether it is the environment that doesn't support the area of development or is a staff training requirement.

Technology –Overall there have been fewer observations. Future inset training days will include training on I.T. IT equipment to be purchased. We are also due to order new I pads.

A Governor asked – Is the budget allowing for new I pads?

KH – We are looking at updating ICT equipment as well as I pads. The budget has allowed for five new I pads which we will be ordering.

Writing –To improve progress in writing additional ark making areas have been set up in the nursery.

Maths – is part of continuous provision.

We are using this data to contribute towards our inset training days for staff.

7.40pm – Michelle Holmes leaves the meeting.

8. Finance Update

KG has undertaken a ‘mock’ budget revision and based on actual income/expenditure, the Children’s Centre budget should result in a surplus of approximately £3,000.

9. Governor Visits

These will be arranged at the next FGB meeting.

10. Committee Minutes – Premises, Finance & Standards

KM asked the governing body if they were happy with the committee minutes. All Governors unanimously agreed.

11. Committee Meeting Dates 2016/17

The **Finance** Meetings for 2016/17 are as follows:

Tuesday 1 st November 2016	9.30am
Monday 9 th January 2017	9.30am
Monday 13 th March 2017	9.30am
Monday 8 th May 2017	9.30am
Monday 26 th June 2017	9.30am

The **Standards** Meetings for 2016/17 are as follows:

Wednesday 2 nd November 2016	4.00pm
Wednesday 11 th January 2017	4.00pm
Wednesday 15 th March 2017	4.00pm
Wednesday 10 th May 2017	4.00pm
Wednesday 28 th June 2017	4.00pm

The current **Premises** Meetings for 2016/17 are as follows:
(More to follow)

Thursday 13 th October 2016	10.00am
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12. FGB Meeting Dates 2016/17

The **FGB** Meetings for 2016/17 are as follows:

Tuesday 15 th November 2016	6.30pm
Monday 23 rd January 2017	6.30pm
Monday 27 th March 2017	6.30pm
Monday 22 nd May 2017	6.30pm
Monday 10 th July 2017	6.30pm

KM to email all dates for 2016/2017 discussed to the governing body.

KM

13. FGB Restructure

As previously discussed, KM and GAW have resigned as Parent Governors and have filled 2 vacant co-opted positions.

Restructure will need to take place as we have received 4 partnership board members who have shown interest in becoming a Governor at Haven.

A discussion was held to establish how many roles of each Governor would be needed.

A Governor asked - What totals were required for each type of Governor position.

Chair explains the numbers needed.

A Governor asked - Can we have a Staff Governor as co-opted?

Chair to call Governor services to confirm.

KM

KH feels we will have interest from staff and parents.

Decision:

There will be 2 Parent Governors and we will increase Co-opted from 5 to 8. If we have strong interest from the Parent Governor election, we will possibly co-opt another parent onto the panel. This will make the total of the governing body stand at 13 members.

The chair asked the governing body if they were happy with this decision. All Governors unanimously agreed.

14. **Correspondence**
No Correspondence

15. **AOB.**
A Governor asked – the training for Head Teacher Interview Process – was it for the whole governing body? Are we not due to receive any further training?
KM confirmed that originally she had been advised that the training was intended for the whole governing body, but the tutor insisted that it was only for those Governors sat on the Selection Panel.
The chair thanked everybody for attending the meeting.

16. **Date of Next Meeting**
Tuesday 15th November 2016 at 6:30pm
Meeting closed at 8.45pm