

HAVEN NURSERY SCHOOL
Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING
Tuesday 15th November 2016

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

		Action
1.	<p><u>Welcome and Apologies for Absence</u></p> <p>The meeting opened at 7.10 pm.</p> <p>The Chair welcomed everybody to the meeting and apologies for absence were accepted.</p> <p>The chair asked the governing body if they were happy to co-opt Angela Tyreman and to accept Nermen Haba as parent governor onto the governing body. All Governors unanimously agreed.</p> <p>Nermen Haba was accepted onto the governing body. Angela Tyreman has been co-opted onto the governing body.</p>	
2.	<p><u>Declarations of Pecuniary Interest</u></p> <p>There were no changes to pecuniary interests.</p>	
3.	<p><u>Governing Body Reconstitution</u></p> <p>KM asked if everybody had received and read the instrument. All governors unanimously agreed.</p> <p>KM explained there is still a parent governor election running which will cease at 12.00 pm on Monday 21st November 2016, which will ensure we have a full governing body by January 2017.</p>	

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4. **Minutes of Previous Meeting**

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

Matters Arising:

- **Sickness report to be taken to SLT and to be reviewed termly. (KG)**

KG explains the sickness report is being taken to the SLT and Curriculum and Standards meetings, to monitor the levels of absence.

- **KM to call governor services to confirm if we can co-opt a Staff Governor.**

KM confirmed that we can have a staff governor as co-opted.
KH says that staff members at Haven have already shown interest of the staff governor position.

KM to recruit a staff governor by January

KM

5. **Update on outstanding debt.**

KG – We are now sending reminder emails out to parents rather than sending them by post which saves money. This system is running smoothly and parents are responding to the emails. We will need to update our policy to reflect this.

KG to update the Debt Recovery Policy.

KG

A governor asked – Have you tried texting your reminder letters to parents as I feel they would look at these more?

KG – Emailing reminder letters is working well, would be reluctant to start texting parents also, as this incurs a charge of 4p per text.

NH – It is difficult to make payments because you don't have a direct debit system running.

KG explains that parents can pay online, by card or cash, but direct debit is not an option offered through Hampshire County Council.

6. **Minutes of Finance Committee**

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

KG - As Glenn Ward was unable to attend the meeting the revised budget figures were emailed to him and he confirmed he was happy with them.

KG provided a breakdown of the budget, highlighting any deficits in detail.

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KH –We looked carefully at every line on the budget ensuring we do not compromise on the quality of our provision. We still have money for resources but are using open ended resources to promote and extend learning. The children are very interested in using natural materials for their creative projects.

A governor asked – Are there sources of income we haven't looked at yet? Such as charging for advertising space in the main reception area or hosting children's parties in the evenings or at weekends?

KG – We will look into possible advertisement in the main reception area. Hosting children's party's means incurring staffing costs, which would potentially negate any income received.

A governor asked – How about a 'lad & dad' club?

Governors discussed that a dads club was previously run at the Centre for a long period of time but it was very poorly attended. Movie nights each month and possibly parties held each term could help to raise funds.

A governor asked – How do we get back the funding that was lost? Are there other pots?

KG explained that the Centre has lost around £50,000 in funding due to the Children's Centre closure and as HCC budgets are already overstretched the Centre is unlikely to receive any additional funding from Early Years or School budgets.

A governor stated that if the Centre were to become a charity we could raise between £10-15,000 which could be a good starting block to claim back lost funds. We could also try to get in contact with City Deal to claim funding as they give around £9m to Gosport to help with the local area.

GW to find out about City Deal.

GW

JF to research how to become a charity.

JF

KH to contact Lanterns to ask for advice how to become a charity.

KH

KG to source any charity information from other admin officers.

KG

7. Agreement of SLA's for 2017-20

KG shares the 'Literature for SLA' brochure, and explained why we have the SLAs we have at Haven.

KG explains that next year the internet connection will no longer be accessed through HCC as the Centre is merging with Bedenham to obtain a higher speed.

NH – I believe the council pay a £2,000 donation for educational centres who obtain high speed internet – this could be something to research.

Nermen Haba to find out more information about this donation and if we qualify.

NH

A governor asked – We manage our own health and safety at my workplace. Is it possible to do this at Haven?

KG – We can't afford to run our own projects it wouldn't save money.

KH – Knowing health and safety is covered by an SLA is reassuring and has always worked well for us in the past.

KG explains our costing's for property services and explains that we will challenge property services over the cost as it seems too high. The governing body unanimously agreed.

KG to question/challenge property services over price.

KG

KG – Are we happy to cancel the Teaching Staff Sickness SLA next year?

The governing body unanimously agreed.

8. **Minutes of Premises Committee Meeting**

The chair asked if there were any questions regarding the Premises Committee meeting.

A governor asked – I understand the adult first aiders are Mya and Jane – are these needed as in my workplace it's not a legal requirement?

KM to research if full adult first aiders are a legal requirement at Haven

KM

KH – I feel more comfortable with adult first aider's on site for the safety of our staff members.

A governor asked – Do you feel you need more first aider's on site in this case as the two first aiders could be off-site at the same time?

NH – If you were to train another adult first aider you may wish to go private as the training would be a lot cheaper.

Karen Hooper to research if we need another adult first aider on site.

KH

Minutes of Standards Committee:

The chair asked if there were any questions regarding the Standards committee meetings.

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

9. **Committee Memberships**

Standards: Kerrie Mills, Karen Hooper, Michelle Holmes & Shellie Morris.

SEN: Shellie Morris, Karen Hooper & Angela Tyreman.

Premises: Mark Allen, Sarah Harper, Karen Hooper and Kirsty Gunnell (In attendance). Glenn Ward to be removed from the membership.

Finance: Kerrie Mills, Karen Hooper, Shellie Morris, Nermen Haba and Kirsty Gunnell (In attendance).

10. **Head of Centre's Written Report**

**Haven Nursery School and Children's Centre
Report: Acting Head of Centre
8th November 2016**

Quality of Teaching

The quality of teaching and learning continues to improve through the staff monitoring system. The key objective on the Development Plan (April 16 – March 2019) is 'to improve the quality of play and learning opportunities in all outside areas' which has been a focus this term and curriculum links to the outside are becoming embedded and more evident in the nursery.

Sue Evans is now taking two members of staff out to the forest on a six week programme to improve their outside teaching skills. The intention is that the skills they learn in the forest environment should impact on teaching and learning in the nursery garden and other outdoor areas. This is being carefully monitored and directed by Sue. If this six week model impacts on the quality of teaching and learning, we will use it across the centre. Sue manages one day each week in the nursery and finds innovative ways of bringing the Forest School principals into nursery. She has further developed the *Investigation Area* in the nursery and there is a thriving new Living *Things* area.

Sue has audited the Hive and Nest garden and has consulted with staff to obtain their ideas before producing plans for the outside areas.

Acorn Room: this room has been set up using the principles of TEACCH and is to support the teaching and learning of children with Autism and/or Social Communication difficulties.

Willow Group, a six week forest programme for children with additional needs, has been established and is led by Dawn White.

Cherry Room: this room has been set up for children in receipt of two year old funding. The children attend from 9am-12 midday. A group is to be established in the afternoon and children will be able to attend from 1.00pm -4.00pm.

Inset Day

A successful training day took place on Friday October 31st which included safeguarding refresher training for all centre staff. The Nest and the Hive practitioners then attended four workshops; *Connecting Children with Animals* presented by Sue Parsons, *Learning Stories* presented by Michelle Holmes and Jane Wardner, *Teaching and Learning in The Nest* presented by Rox Tourino and Zoe Johnson and *What is an outstanding family time?* Presented by Hannah Martin and Karen Hooper.

Achievement

Planning for this term has focussed on supporting children to become familiar with the environment and resources as well as building a strong attachment with their key

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person. The children have generally settled well and are making progress. The *Mighty Oaks Group* has been established in the nursery and the forest. The on entry assessment for children in the Hive has been completed.

Leadership and Management

Numbers on roll:

There are currently 127 children in the Hive including 20 in the resourced provision. There are currently 90 children in the Nest (Willow: 13, Catkin: 39, Acorn: 24 and Cherry 14).

From January 2017 the number of children in the Hive will have increased to 145 children including 7 Nest children, plus 5 Nest children leaving early and 6 new children from outside.

Transitions visits have already begun for children moving from the Nest to the Hive.

Early Years Pupil Premium:

There are 4 children in receipt of pupil premium. Jane Wardner is responsible for finding out which families are eligible for funding. She has shared the information with parents at the welcome meeting and had face to face meetings at parent's evenings. The money received for these children is spent on providing early intervention programmes in the nursery.

Outdoor classroom: the container has been taken down and removed. This means that the programme for building the outside classroom can be started.

Flooding issue in nursery garden: a quote has been obtained and we are awaiting two more. Sue Dawson (Property Services) is supporting us with these works.

Car Park: there are a number of pot holes in the car park and these will need to be filled. We are looking at costing for this.

Staffing:

Nikki James (Nest) left Haven in October as she moved out of area. She has been replaced by Lizzie Martin.

Shakira Welsh (an apprentice) has been appointed to work in Cherry Room.

Chris Bradford left unexpectedly at half term. His position has not been filled yet.

We have two volunteers and a number of early year's students helping in the Nest and the Hive.

Sarah Harper has returned to work. She is now working a 30 hour week.

Safeguarding:

Refresher safeguarding took place at the October Inset Day. Karen Hooper and Michelle Holmes disseminated the PREVENT training they had attended.

Roxanne Tourino and Jane Wardner have attended their Level 4 safeguarding training; they found this very helpful and have updated our safeguarding procedures.

All staff will have monthly safeguarding supervision where they will have a safeguarding focus – this month is LADO. Staff will be questioned in nursery by DSCo (Designated Safeguarding Co –coordinator).

A staff behaviour policy has been written and is to be discussed at the Standards and Curriculum meeting and will be shared with all staff.

The safeguarding audit has been completed and will be submitted to HCC following the Governors meeting. New targets have been set (audit attached).

Children's Centre:

The staff all left on October 28th. This was a difficult time for three staff who took redundancy. One member of staff has applied for a ring fenced post. A farewell lunch took place and outside agencies involved with the Children's Centre were invited.

Teaching School:

An update to be provided by June Smith at the next Governors meeting.

A governor asked – Are we finding a replacement for an IT technician as Chris has left?

KH – Yes we will be recruiting asap.

KH – We want to give a huge thank all staff members for their continuous hard work to ensure the quality of care and education is kept high. It has been a difficult time with June's retirement and the closure of the Children's Centre. A governor offered to come in and cook lunch for the all the staff as a thank you.

SM – I am concerned that non-SEN children do not receive as much support and attention as the SEN children do. I feel they are grey children that can sometimes get missed.

KH – We ensure all children are tracked to ensure this doesn't happen. Tapestry is used to monitor this. Michelle Holmes regularly checks the children's observations to monitor how many observations are made on each child. Focus children are agreed each week and they are monitored carefully. Weekly children's meetings are held to discuss children and Leuven scales are used to monitor children's wellbeing. Lead practitioners have an overview of the nursery at all times, and ensure the quality of support to each child is balanced.

A governor asked – are we due for another round of observations?

KH – Yes.

11. Safeguarding Update

KH - Safeguarding has been a focus point for us currently and it was a focus of our last inset day. Michelle and I both shared their knowledge with the staff from the PREVENT training with we had attended. The different areas of safeguarding were discussed at the training. All staff have regular supervision and an area of safeguarding is discussed each time.

NSPCC offers safer recruitment on line training and Michelle has completed it. Kirsty and Karen are due to undertake the training also. JF also offered to undertake the training.

KH further explains the agreed staff behaviour policy and feels it will make a positive impact on the staff and how they treat each other. It also links back into our core values and the prevent duty.

KH to send core values and behaviour policy to governors.

KH

KH – We will be sending weekly safeguarding emails to parents explaining a different area of safeguarding each time.

KM to email governor services to discuss to find out what the expectation of a safeguarding governor is and what types of training are available.

KM

JF has offered to take the safeguarding training if it becomes available. He has also offered to be the safeguarding governor if nobody else can fill the position.

Haven Nursery School GB Meeting – 15th November 2016

	<p>Karen Hooper to send notes of prevent training to Gemma Wright</p> <p>Safeguarding to be on the agenda for all further meetings.</p>	GW
12.	<p><u>Governor Visits</u></p> <p>Gemma Wright to visit the Acorn room at Haven on 30th November 2016 at 9.30am.</p> <p>Jamie Fagan to observe the outdoor learning area and to observe Sue Evans on 2nd December 2016.</p> <p>Jamie Fagan to host a thank you lunch for the staff on 2nd December 2016. (See AOB)</p> <p>Shellie Morris to make an appointment re SEN and also to visit the Acorn room.</p>	
13.	<p><u>Correspondence</u></p> <p>None.</p>	
14.	<p><u>AOB:</u></p> <p>JF – I am concerned about the staff stress levels and how it may affect the staffing levels in the long run.</p> <p>Jamie Fagan to voluntarily come in on Friday 2nd December and make a special ‘thank you lunch’ for staff including bacon butties and a curry.</p> <p>Nermen Haba has also kindly offered to provide cakes for all the staff on Friday 2nd December 2016.</p> <p>Governors discussed Haven’s name in need of change to reflect the children centre being closed. This will be carried forward until the next FGB meeting.</p>	JF NH
15.	<p><u>Governor’s Photos</u></p> <p>Jamie Fagan, Nermen Haba and Angela Tyreman had their photos taken for their governor name badges by the clerk.</p>	
16.	<p><u>Date of Next Meeting</u></p> <p>23rd January 2016 at 6.30pm at Haven Nursery School.</p> <p>Meeting closed at 9.27 pm</p>	

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Chair of Governors

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