

HAVEN NURSERY SCHOOL
Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING
Monday 23rd January 2017

Present:	Kerrie Mills (KM) (Chair) Debra Redpath (DR) Karen Hooper (KH) Mark Allen (MA) Shellie Morris (SM) Angela Tyreman (AT) Glenn Ward (GAW) Nermen Haba (NH) Lucy Ward (LW)	Co-opted Governor Executive Headteacher Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Parent Governor
In Attendance:	Kirsty Gunnell (KG) Michelle Holmes (MH)	Clerk/Senior Admin Officer Childcare Operations Manager
Apologies:	Jamie Fagan (JF) (Vice Chair) Gemma Wright (GW)	Co-opted Governor LA Governor

		Action
1.	<p><u>Welcome and Apologies for Absence</u></p> <p>The meeting opened at 6.35pm.</p> <p>The Chair welcomed everybody to the meeting and apologies for absence were accepted.</p> <p>All Governors introduced themselves to Lucy Ward our new Parent Governor.</p> <p>The chair asked the governing body if they were happy to co-opt Karen Hooper (following her resignation) as Staff Governor onto the governing body. All Governors unanimously agreed.</p> <p>Karen Hooper has been co-opted onto the governing body.</p>	
2.	<p><u>Declarations of Pecuniary Interest</u></p> <p>Debra Redpath declared a pecuniary interest.</p> <p>There were no other changes to pecuniary interests.</p>	
3.	<p><u>Minutes of Previous Meeting</u></p> <p>The minutes were agreed as a true record and signed by the Chair of Governors.</p>	

Signed:
Chair of Governors

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4.	<u>Matters Arising</u>	
	<ul style="list-style-type: none"> • KM to recruit a staff governor by January KM advised that due to KH resigning as Staff Governor, a vacancy has arisen. <u>Action: KM to undertake necessary process to recruit Staff Governor</u> 	KM
	<ul style="list-style-type: none"> • KG to update the Debt Recovery Policy KG explained that this task had not yet been completed and would need to be carried forward to the next meeting. <u>Action: KG to update Debt Recovery Policy</u> 	KG
	<ul style="list-style-type: none"> • GW to find out about City Deal No update available from GW, so carried forward to next meeting. <u>Action: GW to research funding available from City Deal</u> 	GW
	<ul style="list-style-type: none"> • JF to research how to become a charity KM advised that she had received an email from JF stating that the Centre could set up charity status with minimal fuss and 3 trustees would need to be appointed. 	
	<ul style="list-style-type: none"> • KH to contact Lanterns to ask for advice on how to become a charity KH has not had chance to speak to Lanterns. <u>Action: KH to speak to Lanterns regarding how to become a charity</u> 	KH
	<ul style="list-style-type: none"> • KG to source any charity information from other admin officers KG is attending Admin Network meeting on 15th February 2017, so will make enquiries then. <u>Action: KG to speak to other Admin Officers at network meeting</u> 	KG
	<ul style="list-style-type: none"> • NH to find out more information about this donation and if we qualify NH has yet to research whether the Centre is eligible for a council donation towards a high speed internet connection. <u>Action: NH to investigate a grant towards upgrading internet speed</u> 	NH
	<ul style="list-style-type: none"> • KG to question/challenge property services over price KG explained that the price of the Property Services SLA for 2017/18 is not negotiable, however, Haven, Lanterns and Bushy Leaze will be collectively challenging why Maintained Nursery Schools have incurred an increase in price and schools haven't. 	
	<ul style="list-style-type: none"> • KM to research if full adult first aiders are a legal requirement at Haven and KH to research if we need another adult first aider on site KH confirmed that attendance at a recent Health & Safety Induction training session has established that we have an adequate number of first aiders. 	
	<ul style="list-style-type: none"> • KH to send core values and behaviour policy to governors Copies of both documents were email to Governors on 16th November 2016. 	
	<ul style="list-style-type: none"> • KH to send notes of prevent training to Gemma Wright MH requested that Governors who have completed the online Prevent Training, email in their certificates for filing. <u>Action: MH to resend link for Prevent Training to Governors for all Governors to complete</u> 	MH

A Governor asked what is the policy regarding staff contact with children who have left the nursery. MH confirmed that there is a Staff Behaviour Policy in place which confirms boundaries for staff/pupil/family interaction, however, once children or staff leave, there is nothing that the Centre can do to control this.

- **JF to voluntarily come in on Friday 2nd December and make a special ‘thank you lunch’ for staff including bacon butties and a curry**
NH has also kindly offered to provide cakes for all the staff on Friday 2nd December 2016

Staff appreciated Jamie and Nermen taking the time to provide them with lunch.

5. **Heads Verbal Report (to include teaching school update)**

DR and KH provided Governors with the following verbal update:

- DR stated that staff have been brilliant at welcoming her into her new role as Executive Headteacher and have been very patient while she has tried to familiarise herself with the Centre.
- The Spring Pupil Census was completed on 19th January and the Hive is now full. Staff are stretched and working extremely hard.
- Staffing levels have remained stable since the last Heads report in November 2016. Sickness levels across the Centre have been extremely high, mainly due to flu and sickness bugs. A new ICT Assistant was recruited in December and he is already starting to help improve systems across the Centre.
- Michael Moore (HIAS) attended the Centre on 29th November 2016 to carry out his annual School Improvement Visit. It was an extremely good visit; Michael was very supportive and spent a lot of time looking in depth at learning in the Nursery. Michael is returning to the Centre on 24th January to meet with DR.
- MH has analysed the Autumn 2 data and identified a few areas for focus and training.
- DR advised that a website check had been undertaken and presented Governors with a report detailing adjustments/additions that need to be made. In particular, the Governors section is currently not compliant, so DR is to work with the Office and ICT Assistant to update.

Action: DR to provide TF and CF with necessary updates for website

DR

- The Outdoor Classroom project is continuing to move forward following the removal of the old storage container. The structure has been ordered and works should be completed before the end of March 2017.
- The outdoor climbing structure, which was installed in the Hive garden during the summer of 2013 has started to rot and is not safe for children to access. The supplier, Infinite Playgrounds has been contacted and after much persuasion, has been out to inspect the structure. Company directors are due to visit the Centre at the beginning of February to discuss their plans to repair or replace the structure.

A Governor asked is it safe for children to use? MH confirmed that it isn't safe and appropriate signage has been displayed and children know that they are not permitted to use it.

6.	<p><u>Data Update</u></p> <p>MH confirmed that the latest data was discussed at the recent Standards meeting, the subsequent minutes of which were circulated to Governors prior to the meeting. MH advised that staff like to hear feedback about their data and it is reassuring when data confirms what is already known.</p> <p>A Governor commented that data also tells you when improvements work.</p>	
7.	<p><u>Minutes of Premises, Finance and Standards Committee Meetings</u></p> <p><u>Premises Meeting Minutes</u> The chair asked if there were any questions regarding the Premises Committee meeting.</p> <p>MH explained to Governors that as the use of the Acorn Room has changed over the last term, the flooring is no longer suitable. MH advised Governors that she has obtained 3 quotes to replace the existing flooring with laminate; the cost will be approximately £2,000. KG confirmed that there are sufficient funds left in the Fixtures and Fittings budget line GL4042.</p> <p>Governors unanimously agreed for MH to go ahead and arrange for replacement flooring in the Acorn Room.</p> <p><u>Action: MH to contact Solent Flooring to arrange for Acorn Room flooring to be replaced in February half term</u></p> <p>The Minutes were agreed as a true record and signed by the Chair of Governors.</p> <p><u>Standards Meeting Minutes</u> KM advised that there were a few typos in the Standards Committee minutes.</p> <p><u>Action: KH to amend Standards minutes</u></p> <p><u>Finance Meeting Minutes</u></p> <p>KG apologised that the minutes for the meeting held on 9th January 2017 were not yet available, but would circulate them to all Governors once complete.</p> <p><u>Action: KG to produce and email Finance Committee Minutes</u></p>	<p>MH</p> <p>KH</p> <p>KG</p>
8.	<p><u>Behaviour, Lost Child and Lone Working Policies</u></p> <p>KH advised that the Behaviour, Lost Child and Lone Working policies have been reviewed and updated and were emailed to governors prior to the meeting.</p> <p>Governors unanimously agreed all three policies.</p>	

9. **Finance Update (Including 6 year debt write-offs)**

KG provided the following verbal Finance Update:

- The Centre staffing budget is on track, with the year-end outturn likely to be approximately £10,000 under budget.
- All non-staffing expenditure is within budget. The following budget lines have significant underspends, however, plans are in place to utilise the funds before year end:
 - GL3740 General Maintenance (£4,480) – required maintenance to toilet facilities and drainage throughout the Centre.
 - GL3830 Other Adhoc Site (£2,664) – to furnish and equip new outdoor classroom.
 - GL4042 Fixtures & Fittings (£3,101) – purchase new flooring for Acorn Room.
 - GL4494 Purchase of IT Equipment (£4,240) – purchase replacement whiteboard for the Hive.
 - GL4879 IT Services (Curriculum) (£4,005) – would normally be used to purchase IT Support from Agile ICT, but this has not been necessary due to the replacement of the ICT Assistant. Funds are likely to be carried forward to next year to support the purchase of a replacement server (now 6 years old) and upgrade the Centre WiFi solution.
- Income from the following sources is likely to be higher than that budgeted:
 - GL6561 – an additional £12,000, due to an increase in the number of 2 Year Old Funded children.
 - GL7236 – an additional £18,000 from daycare fees for children attending The Hive.
 - GL7697 – an additional £14,000 from Early Years Education funding for 3 & 4 year olds in The Hive.

KG explained that the Centre's year-end outturn overall, was likely to be closer to a £160,000 - £180,000 surplus, not the £124,123 budgeted. Whilst this is a substantial amount to carry forward, it will be needed to support the large in year deficit predicted for 2017/18.

MH explained to Governors that the Centre continues to have a high demand for places, but the offering of new places has been put on hold until a decision has been taken as to whether pupil numbers are to increase across the Centre.

A Governor asked if the 2 Year Old Funded children have additional needs. MH advised that some do, which inherently creates a need for more staff. 2 Year Old Funded children are normally offered sessions of 9.00am – 12.00pm or 1.00pm – 4.00pm, to try to balance out staffing requirements.

KG suggested to Governors that a strategic plan was required to address several factors that are likely to affect the Centre over the coming year i.e. introduction of 30 hours childcare, tax-free childcare and the Early Years National Funding Formula. Governors agreed that a business plan was required and the Senior Leadership Team should hold a strategy meeting to discuss.

Action: SLT to agree date for business planning/strategy meeting

SLT

Haven Nursery School GB Meeting – 23rd January 2017

KG advised Governors that the Head of Pen Green Centre in Corby had called to say that she was due to meet with Caroline Dinenage, Early Years Minister, and was interested to know whether Caroline had visited the Centre to discuss any concerns we had regarding the future of Maintained Nursery Schools. KG had confirmed that she wasn't aware of such a visit. Governors discussed and agreed that it would be beneficial for Caroline to visit the Centre.

Action: DR to contact Caroline's assistant to request visit

DR

Accounting for Historic Debt

KG advised that further to discussions at the Finance Committee meeting, governor approval was now required to write-off customer invoices totalling £1,750.70 that have remained unpaid for 6 years.

A Governor asked whether the amount suggested was within budget. KG confirmed yes, £2,000 had been budgeted for this financial year.

Governors unanimously agreed to write-off debts, totalling £1,750.70.

Action: KG to email confirmation to Viv Broadway (HCC) for debts to be written off

KG

10.

Governor Training

A discussion took place regarding the need for an additional governor to complete Safer Recruitment training. It was agreed that currently GW is the Safeguarding Governor and has previously completed Safer Recruitment training. KM has recently completed the NSPCC online training and JF had agreed to do the same.

Action: Establish if JF has completed NSPCC online Safer Recruitment training

JF

NH volunteered to attend the next Governor Services Safer Recruitment training if required.

DR suggested that as TF is responsible for the upkeep of the Centre's Single Central Record, it would be beneficial for her to undertake the NSPCC Safer Recruitment training online.

Action: KG to ensure that TF completes Safer Recruitment training

KG

11.

Governor Visits

JF visited the Centre on the 2nd December 2016 to observe the outdoor learning area and Forest School Leaders.

Action: JF to provide report for visit

JF

AT explained that she had visited the Centre on 17th January 2017 to observe the Acorn Room (see written report) and found the experience very inspiring and plans to return in 6 months' time to see how children have progressed.

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Haven Nursery School GB Meeting – 23rd January 2017

A Governor asked how long each session is that children attend in Acorn Room. MH explained that it depends on the child, but is normally for most of the morning.

A Governor asked do Acorn Room staff have their own family group in The Hive. MH advised no they don't as it wouldn't be fair.

12. Correspondence

KM confirmed that the only piece of correspondence was the latest Property Matters newsletter, which was shared with Governors.

13. AOB

KG explained to Governors, that KM and the Senior Leadership Team had discussed the clerking arrangements for the Governing Body and it was proposed that it would be beneficial to buy into the Clerking Services SLA, provided by Governor Services, from April 2017. KG has contacted Governors Services to see if they can provide a Clerk for the Spring term, but this would be at a cost of £45 per hour.

Governors unanimously agreed to sign up to the SLA from April 2017, but to continue with the existing clerking arrangements until then.

16. Date of Next Meeting

27th March 2017 at 6.30pm at Haven Nursery School.

Meeting closed at 8.15pm

Signed:
Chair of Governors

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