

HAVEN NURSERY SCHOOL
Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING
Monday 27rd March 2017

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

		Action
1.	<p><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>The Chair introduced the new Staff Governor, Michelle Holmes to 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>Sue & Dawn – Forest School Update</u></p> <p>Sue and Dawn did not attend the meeting. To be carried forward.</p>	SE/DW
4.	<p><u>Minutes of Previous Meeting</u></p>	

Signed:
 Chair of Governors

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

MH explained that Solent Flooring have finished their work on the Acorn Room floor and it's looking great.

DR had contacted Caroline Dinenage's assistant and has arranged for Caroline to make a visit this Friday 31st of March.

KG had emailed confirmation to Viv Broadway (HCC) for customer outstanding invoices totalling at £1,750.70 to be written off and most of them have been processed.

JF has completed his NSPCC online safer recruitment training.

Action - JF to bring certificate of completion in for Kerrie Mills to view

JF

Action - TF to complete online safer recruitment training

TF

5. Matters Arising

KM to undertake necessary process to recruit Staff Governor:

MH has been welcomed onto the governing body as staff governor.

KG to update Debt Recovery Policy:

KG has updated the Debt Recovery Policy and explained there was not a great deal to be changed from it, only tweaks. This includes stating how we now email reminder letters to all parents of which now appears to be much more effective.

GW to research funding available from City Deal:

Action - To be carried forward to the next meeting.

GW

KH to speak to Lanterns regarding how to become a charity:

Action - To be carried forward to the next meeting.

KH

KG to speak to other Admin Officers at network meeting:

Action - To be carried forward to the next meeting.

KG

NH to investigate a grant towards upgrading internet speed:

NH has been consistently contacting the company of which, have asked for Haven's number to call back directly – yet we have received no such call.

Action - NH to investigate further.

NH

MH to resend link for Prevent Training to Governors for all Governors to complete:

Action - MH to research further and find another source.

MH

6. **Committee Minutes – Finance/Standards/Premises**

Premises:

MH – A lot of site maintenance has been lacking in the centre lately. Therefore we are noticing the plumbing and drainage works are breaking down. We currently have pot holes in the car park which need to be filled. Also, some of our drains are coming away and need to be re-tarmacked and also the pipes are in need of replacing but that is a very expensive task. I also believe new guttering needs to be fitted.

MA – we need to be keeping on top of maintenance on a weekly basis to prevent big issues like this from occurring.

KG – I have met with Michael Dines, and we have agreed that the drainage needs to be jetted which could alleviate some of our issues.

MH – As for the outdoor climbing structure, we had met with Infinite Playground to come to an agreement with our on-going issues. They have agreed the climbing structure has rotted, but said that we also didn't help ourselves by not reporting in enough time and had also slightly misused the structure. An offer was extended for us to pay £3,000 instead of an original £15,000 to have the structure replaced, to which we have accepted.

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

Next Premises meeting will be held at 10.00am on the 6th April 2017

Finance:

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

Standards:

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

7. **Finance Report – to include revised Debt Recovery Policy**

KG – Updates:

- As for the new interactive whiteboard we have paid for, we have the company arriving this Friday to teach Calvin the demo's on how to use it - which he can then filter down to other staff members. They will leave the demo here for a total of 4 days.

- As discussed, we have paid for the floor in the Acorn room to be replaced.

The SFVS return is due in this Friday, which will need to be signed off tonight along with the debt recovery policy. These were both signed off by the Chair.

- We are £15,000 underspent on our staffing costs – this is mostly down to not employing a new Head Teacher and not spending any charges on finding the new Head.

- We are also underspent on the IT budget and on Educational Supplies, however these funds are being saved back to fund Juniper Lodge where needed.

- We have overspent on the broadband budget as we have decided to commit to these costs this year, of which will not be paid for from next year's budget.

- Income has been better than anticipated. We have banked an extra £11,500 on 2 year old funded places, an extra £4,000 for Nest additional hour fees, an extra £15,000 for Hive additional hour fees and also an extra £27,000 on additional finding with thanks to Jane and Karen as we had more takers in the Hive than anticipated.

- KG explained that a potential underspend of £15,000 on staffing costs, together with additional income of approximately £60,000, would result in an overall year-end outturn closer to a £200,000 surplus (not the £124,123 budgeted). This outturn is significantly different to that budgeted, mainly due to the receipt of additional income that could not have been predicted or guaranteed at budget revision in November. KG recognised that whilst this is a substantial amount to carry forward it is needed to support the large in year deficit predicted for 2017/18.

- KG advised Governors that there are several factors which could greatly influence the 2017/18 budget position. The Centre has received confirmation that the Nursery School Flat Rate and Pre School Diagnostic Funding amounts remain unchanged for 2017/18. However, due to the introduction of the new Early Years National Funding Formula (EYNFF) the Total Hourly Rate paid to the Centre for the Termly 3 and 4 Year Old Funding, has reduced by £0.08 per hour, which will mean a reduction in income over the year of approximately £5,000.

- **AGA – What is the projection looking like currently for next year?**

- KG – We are currently looking at being over by £120,000 – however this is difficult to predict as we still can't see how much money we will be given. The transitional period is also not yet confirmed as we are looking to be self-sustaining.

- JF thanks KG for her constant effort of hard work keeping the budget down and keeping us in line.

- KG shared that more information about the transitional funding for Maintained Nursery Schools should be available at the next Nursery Advisory Group meeting, due to take place on 3rd May 2017.

- KG asked Governors if they had any questions about the latest Budget Monitoring Report. Governors had no further questions.

- There are talks of £1.3m to be shared between the 3 remaining maintained nurseries in Hampshire – however it is not clear to how this will be distributed as of yet. We assume this will fund our business rates and SLA rates.

NH – If we become a charity, I believe we will not pay the business rates.

DR – unfortunately we cannot rely on fully becoming a charity as we will lose too much support.

8. **Staff Absence Report**

Signed:
Chair of Governors

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Staffing: We are currently too overstretched with staffing and will need to look at costs for employing new staff members onto the team.

KH – I took the time last week to speak with all Hive staff individually about their worries/stresses which I feel helped me get into the mind-set of how the staff are all feeling and have taken their views on board. The main collective stress of all team members is that the staffing numbers are too low and they feel they have no breathing space or ‘flexi’s’ to rely on anymore.

AGA – Why not temporarily pull in volunteers to help alleviate stress until hiring has been completed?

MH – This is difficult as that holds no stability for the centre and we don’t feel we can totally rely on those types of individuals.

JF/NH – We need to prepare to bite the bullet and hire more staff immediately as we will end up losing treasured staff members due to the stress they are currently under – even if it means going under budget. We need to hire enough bodies in order to bring back the buffer zone we once had. This ideally should be; 2 x 52week staff to replace the two practitioners leaving this month – and additional 2 x 52week staff to provide more support and staffing structure and also 2 flexi staff to alleviate pressures during busy periods/holidays.

MH – My only concern is hiring too many students without experience as we have had difficulties hiring this way in the past. However it might be wise to start searching for summer term in-fills.

Action – DR to contact Winchester to look for students to in-fill in the summer.

DR

DR – We have run a report for staff absence between the dates; 27/3/17 – 27/3/18. Due to Hampshire County Council’s Sickness/Absence Policy, there are trigger point guidelines in which we are then due to send out a letter to the staff members outlining recurring absences or high numbers of absence within the year. We currently have 18 team members who fall under that category. After careful consideration, we have taken the decision not to send out these letters as they could have the reverse desired effect due to the levels of stress the staff members are currently under, which could have a detrimental outcome. Those staff members who we have particular concerns about, haven been spoken to individually already.

MH – We may propose a way in how to demonstrate to staff members how many sickness/absences are currently occurring and what effects this has on the teams to try and bring this into perspective for them.

AGA – Is there any stress training available to staff/ Are there stress support groups or a chance for staff members to manage their stress?

MH – We compiled a stress questionnaire for the staff members to fill out to see where their stresses lie.

The governors unanimously expressed that a lot more needs to be done in order to support the team.

9. **Heads Written Report:**

Head teacher Report for meeting on Monday 27th March 2017

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Chair of Governors

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Leadership and Management

The leaders within the centre continue to develop a culture where the children and staff can excel. The high expectations they set on themselves are clear in the conduct being exhibited by the children and the staff. The relationship between the staff and the children is exemplary – this starts as the children are greeted at the reception desk and throughout all areas of the day in the centre.

Children in receipt of additional funding – 2 year old funding, SEND placements and pupil premium – are monitored closely and any issues with progress are quickly addressed through change of provision, additional support, etc.

All the leaders within the centre are aware of the strengths and weaknesses and through regular meetings are encouraged to contribute to ways to improve outcomes further for each individual child.

We are just coming to the end of the IPP process and staff are meeting to discuss the progress they have made this year. In some cases this has been exemplary with staff exceeding their targets. From April we have a new process in place where key leaders are responsible for no more than 8 staff. This will enable even clearer and closer support for practitioners and an ability to match support and CPD in an individual manner.

Staff recently enjoyed their INSET training on 17th February where a wide range of activities were planned to suit all practitioners. Staff in the Nest were challenged in their thinking by Rox, Zoe and June and staff in the Hive had an opportunity to visit school settings to look at what 'school readiness' means to different places.

Staff are always looking at ways to enhance the continuous provision available to the children. A recent visit by an artist has stimulated much discussion and exploration within the creative studio. This minimal outlay has generated lots of new ideas for the coming weeks and months. World Book Day was celebrated across the centre. It was great to have people in to read stories to the children and explore the love of books.

Safeguarding is of high importance within the centre with 4 staff trained as Designated Safeguarding Leads. Staff have all had the opportunity to have 1-to-1 time to discuss any concerns they might have and a member of the SLT maintains the safeguarding drive. All staff are trained to identify when a child might be at risk and are confident in recording details and sharing with the appropriate key people.

Teaching, Learning and Assessment

Rox and Zoe continue to meet weekly to create the planning for the children within the Nest. They are using their vast knowledge of child development alongside the training with June as well as their recent training on 'Five to thrive.' This training has a strong focus on understanding the brain. Just like we need 5-a-day for our body to remain healthy, our brain needs 5 main things to keep it healthy: Respond, Cuddle, Relax, Play and Talk. Tapestry is being used regularly by all staff and families within the nest as a way of sharing learning as well as individual books to record key information from the day. At Christmas 15 children had a very smooth transition from Cherry room to the Hive. A further 8 children will be making the move at Easter. This has enabled other children to move from Catkin room to Cherry and Willow to Catkin. We are just beginning home visits for the children due to join us at Easter.

The leaders within the Hive meet weekly with Karen to discuss the current interests of the children and to look at enhancements for the next weeks planning. These documents are typed and shared with parents through a weekly e-mail. The practitioners are showing a deep knowledge of the areas with the Early Years curriculum and are ensuring that provision and their question/playing alongside the children really moves their learning forward.

When observing across the centre it is evident that the children love the challenge of learning and many are resilient to failure. They are curious and interested learners who seek out and use new information to develop, consolidate and deepen their knowledge, understanding and skills.

Parents have just been invited in for meetings with their key person. During this time they have

been provided with clear and timely information on how well their child is progressing. This is supported by the observations recorded on Tapestry.

Michelle continues to provide detailed analysis of all the data on Tapestry. She provides feedback on the data of the many different groups within the setting i.e. boys/girls, SEN/non-SEN and this informs future provision/ interventions, etc. As a result of her most recent feedback the staff in the Hive used some of their INSET day to look at the requirements under technology as the observations in this area looked very different to all other areas of the curriculum and it was felt that this was a CPD need for the staff.

Acorn room has recently been re-decorated and the flooring replaced. This has made a marked difference to the way the room can be used. This room was only established in the autumn term but is already having a significant impact on the children with autism and/or social communication difficulties.

Personal Development, Behaviour and Welfare

During observations and learning walks around the centre it is apparent that the vast majority of children are confident and self-assured learners. Their excellent attitudes to learning are having a strong impact on their progress. They are proud of their achievements and enjoy talking and showing people what they have achieved each day.

Attendance across the centre is very good, with parents normally making contact to explain why their child is absent. If there are any concerns linked to absence the key worker will make contact with the family to ensure that if there are any issues they can be addressed swiftly.

The centre's open culture actively promotes all aspects of children's welfare. The children are safe and feel safe at all times. They understand how to keep themselves safe in a developmentally appropriate manner. They trust their grown-ups to look after them and to help them resolve any concerns they might have.

The children have an age appropriate awareness of keeping themselves healthy. Through their interest in fruit a number of special days were arranged during the spring term that focused on different fruit i.e. apples/ oranges/ pears/ etc. In the summer term we are hoping to use a local company to further develop the physical fitness aspect of our curriculum.

The 'Five to thrive' training for the Nest staff has been so well received that the Hive staff are having an hour twilight training next week to raise their awareness in this area. This will be developed further during their next Inset day on 28th April.

Outcomes for Pupils

On entry into the Hive in September 2016 73.1% of the cohort were in-line in the prime areas. This was 23.8% higher than the previous September, as a result higher level groups were implemented in October 2016 with the aim being that more children will be in-line by the end of the academic year and the higher achieving children will be secure in the 40-60 age band. Tapestry has recently changed some of the reports that we can produce and we are really pleased to see that there has been a significant improvement in the range of observations that are being carried out since 2014-15.

	PSED	Communication and Lang	Physical	Literacy	Mathematics	Understand the world	Expressive arts and design
2014-15	33%	26%	17%	2%	5%	8%	9%
2015-16	28%	22%	15%	7%	7%	11%	10%
2016-17	19%	20%	10%	12%	8%	15%	13%

We will be using this tool to look at individual staff observations to inform their future CPD needs and to set targets for their IPP to ensure they are capturing all the key development moments for

the children within the setting.

The children are really enjoying the focus on a specific author and are sharing this learning with home – bringing in their own books by the same author. This early love of reading is essential if children are going to read ‘widely and often’ in the future. Cherry room have recently installed their own library but we are currently looking at the best location for this to ensure it can be used on a daily basis.

The children within the resourced provision and the other children with the centre with additional needs are well supported by all members of the staff team. The recent increase in hours is enabling all the children to make better progress and has freed staff time to enable them to focus on 1-to-1 support and the needs of children within the their family group.

Effectiveness of Early Years

Safeguarding is effective and there have been no breaches of statutory welfare requirements. Children’s health, safety and well-being are greatly enhanced by the vigilant and consistent implementation of robust policies and procedures. This has recently been validated through a Hampshire County Council health and safety audit.

The staff members all work tirelessly to engage parents and carers in their children’s learning in school and at home. Tapestry shows us that in 2014-15 44 observations were submitted by a relative and 88 observations were replied to by a relative. In 2015-16 this had increase to 197 observations submitted by a relative and 198 observations replied to by a relative. In 2016-17 we have already had 107 observations submitted by a relative and 173 observations replied to by a relative.

Incisive evaluation of the impact of staff’s practice leads to support through performance management and supervision. This highly focused development improves the quality of care and provision afforded to the children in our care.

Teaching School

The National College for Teaching and leadership have recently carried out a review of designation linked to our teaching school status. This was always up for review in the spring term due to the changes in leadership. The panel member’s reviewed all the information held by NCTL about the alliance but specifically focused on the supporting statement provided. They felt that the evidence provided demonstrates that there is a solid leadership track record within the centre and by myself at Rowner. They have decided that this will continue in the leadership of Haven and the teaching school alliance. They are happy that June is still employed by the teaching school and that we will be able to draw on the strength of the other partners within the alliance. To this end the teaching school designation has been retained.

Current Developments

Juniper Lodge is well underway with its construction and the team have been amazing on site. The children have really enjoyed watching this project take shape and have asked some really insightful questions. Sue and Dawn are busy planning the opening ceremony for Saturday 6th May. They will be inviting Tesco – who kindly gave us a grant towards the project – as well as the families and local dignitaries. It would be great to have as many members of the governing body as possible at this special occasion.

Caroline Dineage is coming to visit the centre on Friday 31st March 2017. This will be an ideal opportunity for her to see the amazing provision that is available for children from birth to five right in the heart of her constituency. We are hoping that her visit here will inspire her to continue the fight for fair funding for pre-school children.

Last week we had a very successful meeting with Infinite Playgrounds who supplied and fitted the climbing structure in the Hive garden. The company are recommending that we replace the structure with a Robinia structure. Robinia is a class 1 wood rather than the Oak which is a class 2. It requires less maintenance as it already has the bark removed. This would be installed into the same wood bark surface. The company have agreed to replace the structure at their cost with us meeting the cost of haulage and installation. If we are able to clear the old structure this will

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cost approximately £3000. They have agreed that the design for the new structure will be in consultation with the centre and that once the design is agreed we are looking at a 4-6 week wait until installation. The new structure will come with a clear maintenance schedule to ensure the longevity of the new structure. The existing warranty will run through to December 2018, however they do now offer an annual maintenance package – we have requested a price for this service. The external play area has continued to cause issue with flooding and Hampshire County Council have looked at the situation with the drains. Hampshire will pay for the repairs to the existing drains and will tie this in with our desire to do further works to install drains to clear the area and allow us to change the surface to enable safe use of the area throughout the year. Hampshire have allocated a lead for the project and we are hoping to move this forward over the summer months.

There have been a couple of changes to practitioners and we are looking to interview this week to find replacements. We have advertised on HCC website as well as through social media to try to gain the widest field possible. If we are not happy with the calibre of practitioners we will re-run the advert to ensure that any staff joining us are fully committed to the 'Haven way.'

10. Update on Outdoor Play Area & Classroom

The outdoor classroom was due for completion on the 24th March 2017 which unfortunately was not met. Works on the classroom are still in process. Reasons for this included; half of the roof has been fitted with the wrong materials, window glazing was not delivered in time, also it was scheduled to be fitted on the wrong date, but now due to be fitted tomorrow so hopefully we are not far off completion.

DR – We must pay the money we have received from Tesco towards the outdoor classroom before the 31st of March 2017 as that is factored into our budget.

Action – KG to liaise with Tesco regarding funding.

KG

11. Agree Haven's new official name

'Haven Nursery School' was unanimously agreed by all governors to be the decided new official name for Haven.

Action – Calvin (ICT Assistant) to update the website and logo

CF

Action – KM to phone governor services for support on the next steps regarding the name change.

KM

12. Agree SFVS Return

Signed:
Chair of Governors

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The SFVS Return was agreed as a true record and signed by the Chair of Governors.

13. Correspondence

The new Competency Handbook was sent out to all governors by the clerk.

14. Committee Meeting Dates

A copy of the FGB and committee meeting dates were all handed out by the chair to all governors.

Next Premises meeting will be held at 10.00am on the 6th April 2017.

15. AOB

NH – During my governor training I learned that the governor representing Safeguarding must have training every 2 years and must also check the safeguarding documents annually. We may need to check with Gemma that she is in line with this and ensure regular checks are being made.

JF offered to run a spot check on the SCR to bring the centre up to speed.

Action – JF to visit Haven on 28th April 2017 @ 10.00am to carry out a spot check on SCR.

JF proposed the idea of a staff BBQ at the start of summer to give back to the team members for all their hard efforts. A date of; July 14th 2017 was agreed. More planning TBC at next FGB meeting.

Juniper Lodge grand opening will be on the 6th May 2017 at 10.00-12.00.

16. Date of next meeting

22nd May 2017 at 6.30pm at Haven Nursery School.

Meeting closed at 8.25 pm

Signed:
Chair of Governors

Dated:
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