

Minutes for Haven Nursery School
FGB – Monday 22nd May 2017 6.30pm



All governors are reminded of the confidential nature of the meeting and that no issues are to be shared outside the meeting.

Red indicates CHALLENGE and AGREEMENT by Governors

Present:

Debra Redpath (DR)	Executive Head Teacher
Kerrie Mills (KM)	Co-opted Governor/Chair
Jamie Fagan (JF)	Co-opted Governor/Vice Chair
Shellie Morris (SM)	Co-opted Governor
Michelle Holmes (MH)	Staff Governor
Karen Hooper, (KH)	Co-opted Governor
Mark Allen (MA)	Co-opted Governor
Lucy Ward (LW)	Parent Governor
Nicki Coles	Clerk

Invited: Kirsty Gunnell (Senior Admin Officer)
Roxanne Tourino (Nest Lead Practitioner)

Apologies: Nermen Haba (NH) Parent Governor (to arrive late)

*Apologies were not received from Angela Tyreman however subsequent conversations have highlighted we had an incorrect email address for her, which has now been changed on our records.

The meeting started at 6.32pm

Item	Minutes	Actions
1.	Welcome and Apologies	
	The Chair of Governors welcomed everybody and advised that Glenn Ward and Gemma Wright have resigned as Governors. There is an opening to appoint two new Governors (one co-opted and one LA). KM (Chair) advised that the sub-committees will sometimes be non-quorate if staff and/or non-staff members are absent. Governors were asked to consider volunteering to join a Sub-Committee. There were apologies from Nermen Haba who would arrive @7pm.	Clerk to contact HCC ref an LA Governor KM to send details of sub-committees to FGB via email
2.	Declarations of Pecuniary interests	
	There were no Declarations of Pecuniary interests	
3.	Minutes from previous meeting 13.03.2017 and matters arising	
	All Governors confirmed they had read the minutes of the previous meeting and there were no concerns. The minutes were agreed and signed as a true record by the Chair of Governor.	
4.	Matters Arising	
	The Forest School Update , carried forward from previous FGB: Sue and Dawn from The Forest School have been invited to attend FGB at a later date (TBC).	KH to arrange a suitable date with Sue and Dawn

Signed by Chair of Governors _____ Date _____

	<p>Five to Thrive: Roxanne (Staff) presented to Governors on the recent and ongoing training of 'Five to Thrive'</p> <ul style="list-style-type: none"> • Five to Thrive: explores the Early Years brain development and teaches adults to understand some of the core responses and actions of young children. Their underdeveloped brains are not yet able to fully correspond action, emotion and consequence. • The Five to Thrive model explores the five fundamental emotional needs of an infant (both in humans and in animals): Respond, Cuddle, Relax, Play and Talk/Communicate. The training has enabled staff to adapt their responses to a child's negative actions with kindness and physical reassurance. • Respond, Cuddle, Relax, Play and Talk is currently being embedded into the core values and as part of the long term development plan. • Staff and parents are reportedly already noticing differences in the way some children are interacting with each other and with adults, There are also some changes in the way children are responding to the way staff are now dealing with their negative behaviours (such as biting). • MH confirmed that parents are keen to learn more. We are offering a workshop (details TBC) and further training for staff. • KH informed Governors that the program is being rolled out across the nursery and has already been implemented in The Hive. Consistency is important • JF (Vice Chair) added that the Five to Thrive title would also be linked to the Five F's: Fight, Flight, Friend, Freeze and Flop. These refer to the unconscious, instinctive responses of human and animal behaviour when faced with danger or threat- survival instincts. • Governors thanked Roxanne for her comprehensive report on Five to Thrive and invited her to return to update them on its impact/progress in the future. 	
<p>5.</p>	<p>Head Teacher's report (verbal)</p>	
	<p>Name Change DR (Headteacher) has contacted Richard Vaughn regarding the centre's name change as proposed by Governors (to 'Haven Nursery School'). We are now in a consultation period with our Stakeholders and HCC. Following this process and barring any opposition or alternative suggestions Governors will then apply for the formal name change with Hampshire County Council.</p> <p>NOR</p> <ul style="list-style-type: none"> • We are looking at allocations for September 2017. KG confirmed 110 children will be leaving us to take up their school places, 57 children will be staying with us, and one still to let us know. • Some children are already undertaking their transition from the Cherry Room. • Letters are going out to parents. • KG projects we should have 141 children on roll during Summer Term next year. • DR advised Governors that we need to see what impact the 30 hours Government allocation will have. We are cautiously optimistic that we will be better off in the long run. KG and KM concurred that most other local nurseries charges are higher than ours- per hour/session and meals. 	

- Parents can now check their eligibility on line, but as they have to reapply every 3 months we would prefer them to wait until July 2017 so that their funding will be in place for the start of term September 2017.
- SM queried why parents have to reapply for funding every 3 months. MH explained that family situations may change which would affect their eligibility (such as changes to employment and/or income).
- i-Funding for 20 children has been approved

***Nermen Haba arrived 7.04pm**

Staffing

This is a very busy time for us. Transitions are underway and our older children preparing to leave.

Staff sickness is high and remains a concern.

JF asked whether the appointments of new staff had eased the pressure. KH advised that the two flexi staff are not able to relieve key workers for their admn and prep time (as the original plan) because they were having to be used to cover staff absence and sickness instead. This has had a knock-on effect of staff falling behind with admin work, including the Tapestry Observations and uploading for parents.

JF stated that this was a grave concern: parents expect regular updates on their children's progress and Ofsted would be highly critical.

If Ofsted were to lower our Grading then our funding would decrease and our training opportunities would also be affected. (not strictly true – needs to be taken out)

NH asked why the updating of Tapestry has become so difficult. MH explained that staff cannot type up their observations and upload them whilst working in the nursery- they must use dedicated admin time so that the children always receive 100% attention. MH stated that 6 members of staff had uploaded 6 hours of Tapestry observations on Saturday, during their own time, to try and catch up. They will be given back that time in lieu, but it still is not enough so they have also been offered twilight and overtime to get Tapestry up to date.

KH advised Governors that on a previous occasion staff had used the morning of the Training Day to complete admin work. There is a further Training Day scheduled in June 2017 and that, perhaps, the same arrangements could be made. **Governors agreed that this was not a favourable solution as the Training Day is for staff training and might affect staff moral**

Governors asked for a frank and honest overview of the staffing situation:

MH and KH explained that the new staffing structure and reallocation of key roles for example: SEN, Literacy coordinator, Forest School as well as the loss of Business Manager , Children's Centre Manager and Site Manager. All of these changes have had an impact on staff workload. There are also a number of SEN children requiring one to one support.

MH stated that staff morale is low and staff sickness is increasing. KG concurred that we regularly have two members of staff off sick each week in addition to the two, long-term sick colleagues. **SM concurred that there are**

	<p>lots of overlaps for staff across different rooms and lunchtime, and in what they are expected to achieve in their various roles. Staff work load has become too heavy a burden.</p> <p>KH assured Governors that all staff were working extremely hard, not only to fulfil their own duties and roles, but also to support and cover each other where necessary. She identified examples where Michelle (MH), Kerry and Hannah were working across two settings to help keep staff/child ratios quorate; whilst they are fantastic at what they do it is mentally and physically tiring. Staff like Jane and Sue are also supporting elsewhere and both have other responsibilities which they need to fulfil. An accumulation of situations regarding staffing, new facilities/resources and job roles has created a real impact. KH agreed that the work load for key members of staff is currently too high and needs to be looked at carefully.</p> <p>NH stated that Governors wish to help and there is an urgent need to devise a plan of Action. She suggested we need to recruit more staff, ease the pressure and boost staff morale. NH asked what staff are needed to improve the situation?</p> <p>SM suggested we look at current staff roles/job profiles and work out where the gaps are- for example: we currently have no site manager and other people are having to fulfil various aspects of this role. JF and KH advised that it could lower morale further to implement some form of restructuring, but agreed that some roles were very specific and should be fulfilled by dedicated personnel.</p> <p>KM (Chair) agreed that a Site Manager is key and would relieve some of the time-consuming tasks. DR suggested that Senco is also a full time role. KH agreed that she, Jane and Hannah are all doing elements of the role but this was being impacted on by the need to cover staff hours in The Hive and The Nest.</p> <p>Governors also unanimously agreed that a full- time Head Teacher is crucial.</p> <p>DR reminded Governors that we are anticipating a drop in numbers for September 2017 and that the pressure naturally eases over the Summer holidays. KM (Chair) also stated that advertising, interviewing and HR processes take weeks, so this is not going to be a 'quick fix" solution. MH said she did not want a 'sticking plaster' solution: it was important to plan this properly and create a long- term resolution.</p> <p>JF (Vice Chair) stated that we must act. When members of our fantastic team, who are never off sick, suddenly begin taking time off alarm bells start to ring. We are seeing a pattern now of over-worked, over-stretched staff who are feeling stressed and going off sick, which increases the workload and stress levels of other staff, and then they are going to be going off sick.</p> <p>KH said that The Acorn room is so specialist that staff who are employed to work there simply must have the time and support to fulfil their roles effectively.</p> <p>KG suggested that we also look at the annual leave situation because we appear to have too many people on holiday at the same time, which is not helping the matter.</p>	<p>MH and DR to check holiday entitlements</p>
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	<p>DR suggested we clarify the holiday entitlement of our 52 week contracted employees and look at making sure staff leave is spread out so that it does not affect the hours needed each week to cover our children. How many staff could/should we afford to have off on holiday at the same time?</p> <p>MA asked whether the use of Bank Staff might be a solution. MH advised that children need to have regular staff to feel secure and form attachments. It is not a viable option for a Nursery setting. SM asked if there were any former creche or bank staff (and even staff at Bedenham School or parents) who might be suitable to approach for some early morning support and lunchtime help as these are our busiest times.</p> <p>Governors agreed that this would be worth looking into.</p> <p>MH stated that we are paying 2x37 hours per week staff on long term sick, so funding additional staff will be challenging.</p> <p>JF (Vice Chair) suggested we employ 2 members of staff to work in The Hive and in The Nest which would release Hannah to fulfil her duties in The Acorn room and her other roles, and enable Kerry to focus on her role too. This would relieve the pressure on staff in The Hive and The Nest.</p> <p>NH stated that Governors can offer a Strategic solution regarding staffing, and then the Operational aspects can be organised by staff. NH asked if we receive extra funding for our SEN children. KG replied that the funding is for their specific provision and cannot be used to fund other operational matters. JF enquired about the £75,000 budget surplus and whether this could be used. DR stated that we are also awaiting clarification of our entitlement of County Funding. This has been put on hold until after the General Election.</p> <p>Governors unanimously agreed that we feel confident that we are financially able to support the recruitment of 2 x Permanent (37 hours per week) staff to work initially in The Hive and in The Nest. This would enable MH to have the flexibility of staff allocation and roles as, and when, our two long-term sick colleagues return to work. MH stated that she was keen to provide some stability for two current members of staff who are on Fixed Term contracts. We would invite them to apply for the two permanent posts we are going to offer. MH feels that this would boost morale among staff as a whole, and create provision to appoint two further Fixed Term contracts and ensure we maintain our standards of good quality team workers who are reliable and committed to the ethos of Haven.</p>	<p>MH said she would enquire at Bedenham</p> <p>DR to explore options for breakfast and lunch support</p> <p>MH and DR to organise recruitment and advertising process</p> <p>Clerk to add to next FGB agenda-MH to deliver an update at next FGB</p>
<p>6.</p>	<p>Committee Meetings</p>	
	<p>Finance Committee No committee members raised any points. Governors raised no questions</p> <p>Standards No committee members raised any points. Governors raised no questions</p> <p>Premises No committee members raised any points. Governors raised no questions</p>	

7.	Finance Report	
	Governors agreed they had received and read the report in advance of the FGB meeting. No questions were raised.	
8.	Approval of 2017/2018 Budget Plan	
	Governors agreed they had received and read the 2017/2018 Budget Plan. No questions were raised. Governors unanimously approved the 2017/2018 Budget plan which was then signed by Kerrie Mills (Chair)	
9.	Sub-Committee Members	
	KM (Chair) asked Governors to consider their skills and time commitments with regard to volunteering to sit on the Sub-Committees as well as FGB. LW volunteered to join a Sub-Committee and asked for details. KM will provide Governors with details of each Sub-Committee and when they meet. To be carried forward	KM to provide details of sub-committees Clerk to add to FGB agenda
10	Head Teacher’s Recruitment	
	<p>DR presented a table of options for Governors to consider *Attached as Appendix 2.</p> <ul style="list-style-type: none"> • Continue under HCC under leadership from our own Head Teacher (to be appointed by January 2018). We continue to run our own budget. • Federate with a local school. Haven would then be able to appoint a Head of School (which is likely to be cheaper than a Head Teacher) and would part fund the cost of an Executive Head Teacher who oversees the Federation. The Governing Body would also be federated. Funding continues to be allocated to individual settings from HCC, but can be used across different settings in the federation. • Join an Academy. Haven would still have its own Head Teacher, but funding comes from Central Government and we would be able to ‘buy into’ services from HCC. <p>Governors debated the various options for some time:</p> <p>SM asked whether Academies are designed to support failing schools. DR explained that failing schools can be forced to become Academies, but established Academies can pick and choose who they want to join them.</p> <p>KH suggested that continuing as a stand-alone provider isn’t a viable option for long term development. The models she has seen suggests there is strength (and support) when federated. DR concurred and suggested one of the options might be to consider federating with the other two nursery schools. Both of them are Outstanding and the structure and day to day business is almost identical to ours. SM and KH suggested that geographically we are not close enough to feel supported.</p> <p>DR suggested we look at federating with a local school, or more than one (such as Bedenham or Holbrook). DR and KH advised that we would need to approach them in the first instance and see how the land lies. DR said she would be happy to approach the Heads of School at Bedenham and Holbrook on an informal/off the record basis and feed back to Governors. DR and KH are meeting on Wednesday with Michael Moore from Hampshire LLP and will speak with him about the matter.</p>	<p>DR to speak with Heads of School ‘off record’ and feedback</p> <p>DR and KH to meet with</p>

	<p>SM asked who makes the decisions regarding us federating with Bedenham or Holbrook schools. DR said it would be raised with their FGB and if approved move on from there.</p> <p>Governors agreed that a Federated setting seems the preferred option at this stage and await the feedback from DR and Michael Moore regarding these first enquiries.</p>	Michael Moore
11	Governor Training and Visits	
	<p>SM, MH, LW, MA and JF (Vice Chair) have completed their PREVENT training JF (Vice Chair) and NH have completed their 'Holding Leaders to Account' training JF (Vice Chair) has completed his Safeguarding training and will provide a written report</p> <p>LW has completed her Governor induction AT has visited The Acorn room</p> <p>LW volunteered to look at the 'Five to Thrive' programme in action and will liaise with KH to arrange this.</p>	<p>JF to provide Safeguarding report</p> <p>LW - Five to Thrive</p>
12.	AOB	
	<p>MH would like to purchase a defibrillator at a cost of @£700 Governors were favourable of the proposal and asked MH to provide further details and exact costs</p> <p>JF (Vice Chair) extended the Governors' thanks to all staff regarding the opening ceremony and parade for the opening of The Juniper Lodge. Governors agreed it was a fantastic celebration.</p> <p>JF (Vice Chair) proposed 14th July @5pm for the staff party. There will be 2 BBQ's, a vegetarian chilli, music and a gazebo. Staff are invited to bring partners *partners will be required to bring their own BBQ meats. It will be a 'bring your own alcohol' event and it is suggested that one of the rooms downstairs be made available in the event of bad weather (and for dancing!) All Governors are invited to attend this end of year celebration.</p> <p>There has been no correspondence</p>	MH to explore costs of defibrillator
13.	Date of next meeting	
	The next FGB will be 10.07.2017 @6.30pm	

The meeting concluded at 8.52pm

ITEM	ACTIONS	WHOM? WHEN?	CoC to date and sign as completed
<p>1.</p> <p>1 and 9</p>	<p>Contact HCC ref an LA clerk to replace Gemma</p> <p>Send out via email a list of sub-committees (dates/times/skills) to all Governors</p> <p>Governors to assess their availability and skills they could offer as volunteers on Sub-committees *sub-committees need to quorate</p> <p>Check the contact details for Angela Tyreman</p>	<p>Clerk- by next FGB</p> <p>Kerrie- asap</p> <p>All Governors: *Governors can attend committee meetings by invitation in advance of formal acceptance</p> <p>Kerrie- by next FGB</p>	
<p>5.</p>	<p>Clarify staff annual leave/holiday entitlements ref Term-time/fixed term and Flexi contracts</p> <p>MH and DR to explore options for additional support/helpers at breakfast and/or lunch times ref Bedenham school, former creche staff and parents</p> <p>Recruitment process of two new staff, as specified and approved by FGB</p> <p>New staff recruitment update added to next FGB agenda</p>	<p>Debra and Michelle- by next FGB</p> <p>Debra and Michelle- asap</p> <p>Michelle and Debra- asap</p> <p>Clerk (and Michelle to report)</p>	
<p>10.</p>	<p>Meet with Michael Moore and raise questions regarding our option to Federate with local school</p> <p>Speak 'off the record' with local Heads to gauge responses ref Haven joining a local Federation</p>	<p>Karen and Debra- this week</p> <p>Debra- report back at next FGB</p>	
<p>11.</p>	<p>Provide Safeguarding report</p> <p>Provide copy of Premises report</p> <p>Arrange to visit for curriculum audit</p> <p>Arrange to visit and look at the implementation and effects of 'Five to Thrive'</p>	<p>Jamie- next FGB</p> <p>Mark- next FGB</p> <p>Kerrie- Summer term 2</p> <p>Lucy to arrange with Karen- Summer term 2</p>	
<p>12.</p>	<p>Explore the exact costs and training needed if we purchase a defibrillator</p>	<p>Michelle- next FGB</p>	