

**MINUTES for Haven Nursery School FGB Meeting
Monday 25th September 2017 at 6:30pm**

PRESENT:

Kerrie Mills (KM)	Co-opted Governor/Chair
Shellie Morris (SM) (18:50)	Co-opted Governor
Angela Tyreman (AT)	Co-opted Governor
Jamie Fagan (JF)	Co-opted Governor/Vice
Nerman Haba (NH) (19:00)	Parent Governor
Lucy Ward (LW)	Parent Governor
Michelle Holmes (MH)	Staff Governor
Debra Redpath (DR)	Executive Head Teacher

In attendance:

Kirsty Gunnell (KG)	Senior Admin Officer
Jacqui Jackson	Interim Clerk
Sue Evans (SE)	Forest School Leader

Apologies:

Karen Hooper	Co-opted Governor
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1. Welcome and apologies

Karen Hooper had sent her apologies and these were accepted.

2. Election of officers

2.1 Election of Chair of Governors. There had been no nominations for the role. KM volunteered to continue in post and was unanimously voted in.

2.2 Election of Vice-Chair of Governors. No nominations had been received. KM invited JF to continue in post and he accepted.

It was agreed that both posts would run for a 2 year period as previously discussed.

3. Declaration of Pecuniary Interests

The papers were passed around the table for completion and were returned to the COG.

Signed:
Chair of Governors

Dated:

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4. Forest School Presentation.

Governors received an informative 10 minute presentation on the work and ethos of the school from a Forest School Leader. The pupil:staff ratio was very good and offered an excellent depth of engagement with time and space to share ideas.

She also shared with the GB an information pack for new staff which included the core values. A similar pack had been prepared for parents which would be shared at a forthcoming Curriculum meeting.

The Forest Leader explained that children were encouraged to become independent particularly with getting dressed. A copy of the latest Woodland Whisperer newsletter was also handed out to Governors.

Questions invited.

A Governor asked Is the new classroom getting used? SE confirmed it is being used, but Forest School is fundamentally outside dependent upon the season. Children's health concerns would of course be taken into account.

Sue was thanked and left at 1840

5. Minutes of the meeting held on 10th July 2017 – enc.

The minutes were AGREED and signed as a true copy by the Chair of Governors.

6. Matters arising from the minutes.

Minute 4 – Governor vacancies. KM to discuss LA vacancy with Governor Services. KM confirmed she has spoken with Helen Hardy from Governor Services and Helen will try and get the position filled asap.

KM

Minute 4 – Training. JF to provide KM with copy of his Safeguarding training certificate. JF agreed to bring this to the next meeting.

JF

Minute 4 – Safer Recruitment Audit report. JF to provide KM with a copy. JF agreed to bring this to the next meeting.

JF

Minute 4 – Five to Thrive programme. c/f. KM to send out governor visit template to LW

KM

Minute 4 – Defibrillator. Quote had been received for purchase of a machine including child and adult pads.

A Governor asked have alternative quotes been received? MH advised there were two other quotes but had not been brought to the meeting and they did not include the training.

A Governor asked had the possibility of British Heart Foundation donating a machine been explored? MH confirmed this had been looked in to but the centre is not a charity nor could the equipment be available to members of the public 24/7, so the centre does not qualify.

A Governor asked If you purchase one what about maintenance? MH said the battery lasts for up to 4 years on standby. However it would be discussed in more detail with H&S Officer on purchase.

A Governor asked Which company will be supplying this? MH said it would be supplied by Primary Care.

Shellie Morris arrived at 1850

Purchase was AGREED by the GB as it also included training.

Minute 5 – Climbing frame maintenance

A Governor asked is the climbing frame being maintained? MH answered yes it is, our new Site Manager will take this on.

Minute 5 – Name change.

A Governor asked has the new signage been arranged ? DR confirmed that we had a quote which has been accepted to remove the old signs and to have new ones put up within the next few weeks.

Minute 12 – WGB OFSTED training.

KM has been in touch with Helen Hardy from Governing Services to arrange the WGB Ofsted training, all Governors AGREED it for 11th October 2017 starting at 1800 or 1830 if possible. The training will take place at the centre. KM to contact Helen Hardy to confirm the training for 11th October.

A Governor asked how long will it last? KM confirmed it usually lasts about 2 hours.

7. Head of Centre’s verbal report.

DR informed the Governing Body that the new intake of children have settled well and we have recently recruited 3 nursery

KM

practitioners and a new Site Manager.

DR presented Governors with the LLP report for them to look through.

Meetings are still ongoing between Hampshire County Council, myself and Chair of Governors of the other 2 nurseries to discuss funding. The plan is to create a working party comprising the three nurseries to look at the way forward. Academy status had been previously discussed and dismissed. Federation had been raised and a meeting arranged for January 2018 to discuss further.

Governors felt that the meeting was a long way off and KM agreed to contact the local School Improvement Manager to see if she could meet with Governors as soon as possible to discuss future plans for Haven.

KM

Nerman Haba arrived at 1900

OFSTED visit imminent.

The attainment set of data clearly shows that the vast majority of children within the school leavers cohort were achieving in-line with their age for all areas of EYFS, this was true for the cohort as a whole as well as girls and boys. These results show a significant improvement from previous data sets. Attainment in literacy and number is not as strong as other areas but this is a common concern across a wide range of settings and has been addressed through specific IPP targets for key members of staff.

The progress data clearly show that in the period from September '16 through to July 2017 our school leavers made more than 12 months progress in all areas. This accelerated progress is evident for all groups of children across all aspects of EYFS. Progress in literacy and mathematics is at least 13 months for all groups and goes as high as 16.2 for pupil premium children in mathematics.

8. Committee memberships/Election of officers

8.1 Standards Committee. Kerrie Mills (Chair), Shellie Morris (Vice-Chair), Karen Hooper, Michelle Holmes

8.2 Finance Committee. Kerrie Mills, Shellie Morris (Chair), Nerman Haba (Vice-Chair), Debra Redpath

8.3 Site & Premises Committee. Nerman Haba, Lucy Ward (Vice-Chair), Debra Redpath, Kirsty Gunnell (in attendance), Michelle Holmes (Chair)

Signed:
Chair of Governors

Dated:

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8.4 Pay Panel. Angela Tyreman, Jamie Fagan (Chair), Lucy Ward (Vice-Chair)

8.5 HT PM Panel. Angela Tyreman (Vice-Chair), Jamie Fagan (Chair), Lucy Ward

8.6 SEN working party. Shellie Morris, Karen Hooper

9. Link governors

SEN = Shellie Morris

Safeguarding = Kerrie Mills and Jamie Fagan

H&S = Michelle Holmes

DTG = Kerrie Mills in the short term – tba

Safer Recruitment = Kerrie Mills

Forum Representative = tba

10. Meeting dates 2017/18

Premises meeting dates to be changed to Tuesday. 20th November
FGB to be changed to 13th November. KM to amend and re-circulate

KM

11. Adopt HCC Personnel and Finance Manual, with in year amendments. All Governors AGREED.

12. To review:

12.1 Safeguarding audit.

A Governor asked were any concerns raised? DR replied that she would be updating the Behaviour Policy, and ensuring that any changes to leadership still have Safeguarding qualifications. All Governors AGREED.

DR to advise Hampshire County Council.

JF to continue monitoring the Single Central Register.

A Governor asked do all Governors know what and where the single central register is? DR replied It is kept online and managed by the office staff. The register lists all staff in the school and their personal information.

A Governor asked does that include their references? DR replied yes, two references per member of staff

12.2 Governors Code of Conduct.

A Governor asked is it standard document? DR replied, yes it's

based on a Hampshire County Council Model. All Governors AGREED.

13. The future of Haven

DR advised that she had not corresponded recently with the SIP. Federation had been discussed previously but not with the two other nursery schools.

Headship and leadership structures looking uncertain across the nurseries. SIP would be looking at different options and would get back to DR and KM. DR pointed out that with possible staffing issues at Rowner she may have trouble extending her arrangement with Haven after Christmas. DR wanted to ensure that the three nursery schools in the teaching alliance were working to the same standard. DR reminded Governors that there were only 3 nursery schools within Hampshire County Council which are very different from other schools. Nursery classes are less vulnerable.

A Governor asked do you see any benefits for Haven from federating? DR replied, it's just another option being looked at. The future of the nurseries is quite vulnerable. Staff recruitment is also an issue.

A Governor asked what do we hope to achieve from the meeting with SIP? DR replied we need to know who is going to be the Head of the nursery in January. DR felt that the school needed an overall Head and a good teacher.

A Governor asked how expensive is a teacher? DR replied, it depends on experience. Governors were informed that a Head had been budgeted for.

A Governor asked what will the teaching school bring to Haven? DR replied funding and support.

DR pointed out that the future need for EY training is going to be huge.

It was proposed that the Head of Bushy Leaze and SIP could be invited to the next FGB meeting. DR advised that EPS involvement would be necessary if it came to re-structuring.

14. Training

Nerman Haba advised that she had two training sessions booked for 2018, Strategic Finance and Understanding Data in Schools. Understanding SEN, Tackling Bullying, Safer Recruitment and Understanding the Primary Curriculum were booked for this Autumn.

<p>Copy certificates would be forward to KM following the sessions.</p> <p>JF had attended <i> Holding Leaders to Account </i> session Spring 2017 and would provide KM with copy certificate.</p>	<p>JF</p>
<p>15. Governor visits.</p> <p>The following visits have been arranged:</p> <p>LW to contact Sue Evans to visit the Forest School. JF to contact Karen Hooper to visit the nursery. AT to contact Hannah Martin to visit the Acorn Room.</p>	<p>LW JF AT</p>
<p>16. AOB</p> <p>16.1 Angela Tyreman to send KM new email details</p> <p>16.2 KM to meet with DR to discuss the website</p>	<p>AT</p> <p>KM/DR</p>
<p>17. Date of the next meeting is 13th November 2017 starting at 1830.</p> <p>The meeting finished at 2025.</p> <p>JJ 270917</p>	