

Haven Nursery School
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Executive Headteacher: Emma Steele

Minutes of FGB Meeting
 Monday 29th January 2018 at 6.30pm

Present

Kerrie Mills (KM)	Co-opted Governor/Chair
Shellie Morris (SM) (ARR18:58)	Co-opted Governor
Angela Tyreman (AT)	Co-opted Governor
Nerman Haba (NH)	Parent Governor
Lucy Ward (LW)	Parent Governor
Michelle Holmes (MH)	Staff Governor
Karen Hooper	Co-opted Governor
Emma Steele (ES)	Executive Head Teacher

In attendance:

N Kafoor	Clerk
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Apologies:

Jamie Fagan (JF)	Co-opted Governor/Vice
Kirsty Gunnell (KG)	Senior Admin Officer

Items in red - Action points
Governors questions/challenge in blue

Quorum = (half of membership) 5

Agenda Item		Action
1.	<p>Welcome and Apologies for Absence</p> <p>The Chair opened the meeting at 6.30pm and confirmed that apologies had been received and accepted from KG and JF. The clerk declared that the meeting was quorate.</p>	
2.	<p>Introductions and Declarations of Pecuniary Interest</p> <p>KM welcomed all members, and introductions were made to ES. All Governors signed an attendance sheet, and no further</p>	

Signed:
 Chair of Governors

Dated:

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	declarations were made. ES also completed a Pecuniary Interest form declaring her position as Executive Headteacher and Headteacher of Hasleworth School.	
3a	Agree Minutes from Last Meeting and any Matters Arising The minutes were agreed as a true reflection of the meeting held on 13th November 2017 and signed by the Chair.	
3b	Matters Arising <ul style="list-style-type: none">• KM to discuss LA vacancy with Governor Services: JF has been approved as an LA governor, and this has been updated by HCC Governor Services.• Minute 4 – Training. JF to provide KM with copy of his Safeguarding training certificate. JF agreed to bring this to the next meeting.• Minute 4 – Safer Recruitment Audit report. JF to provide KM with a copy. JF agreed to bring this to the next meeting.• Minutes of Finance Committee – Minutes still to be signed and filed.• Minutes of Premises & Standards – Lighting issue The Governing body were advised that although 3 quotes were sought, these are not the same comparable quotes that are needed. KG to discuss with site manager.• Minute 6 – Celebration of Ofsted/Staff This was postponed from Christmas date. Plan is for this to happen at Easter, with personalised individual invitations.	<p>ONGOING ACTION</p> <p>ONGOING ACTION</p> <p>KG to sign and file</p> <p>KM to chase and update Governing body.</p>



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	<ul style="list-style-type: none"> IOG – KM confirmed that the variation is complete and shared the new IOG. Governors advised that one previously emailed was the old one. KM to resend the new updated version by email. 	<p>KM to send new IOG to Governors.</p>
<p>4.</p>	<p>Agree dates for future meetings</p> <p>A discussion took place regarding the need to change some dates so that they fit in with the changing schedules of ES and KH. It was agreed that because it is often difficult to reach quorum, Finance and Premises can sit together as one meeting, clerked by NK.</p> <p>The last standalone Premise’s meeting will be held on 6th February 2018.</p> <p><u>FGB</u> – No changes to these dates: 26/3, 21/5, 16/7</p> <p><u>Finance & Premises:</u> Wednesday 14th March @ 4pm Thursday 10th May @9.30am Wednesday 4th July @9.30am</p> <p><u>Standards:</u> Tuesday 6th March @ 4pm Wednesday 9th May @9.30am Monday 2nd July @9.30am</p> <p>KM to send out new meeting dates to all Governors.</p>	<p>KM to send new dates to Governors.</p>
<p>5.</p>	<p>Update on Car Park Lighting & Staff Recruitment Update</p> <p>Governors were reminded that the car park lighting quote is underway, as previously covered in matters arising.</p> <p>The Executive HT explained that the two roles of Early Year</p>	



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	<p>Practitioners, are currently being advertised. Governors were advised that two staff are leaving. The roles consist of one fixed term, and one permanent role. The Governing body were further advised that there had been some interest, but if as before, if the candidates are not of the desired standard then there is the idea of holding an open day event, showing the Setting at work, and also additional strategic advertising.</p> <p>Q: How many actual vacancies exist? 4? A: 5 staff missing. Currently at full capacity. Not taking on any more children. To ensure the Setting remains at the correct children/staff ratio.</p>	
<p>6.</p>	<p>Governing Body Reconstitution update</p> <p>As previously discussed under item 4 matters arising.</p> <p>ACTION - KM to resend the correct IOG</p>	<p>KM to resend the correct IOG</p>
<p>7.</p>	<p>Executive Headteacher Verbal Report</p> <ul style="list-style-type: none"> Numbers on roll: <p>The Executive Headteacher gave the Governing body a brief breakdown of the important figures at the School, since taking on the role at the beginning of term.</p> <p>Currently have 147 numbers on role</p> <p>71 children in receipt of 30 hours entitlement, (double previous figure)</p> <p>39 2year funding children</p> <p>8 are Pupil premium.</p> <p>As previously discussed, Governors were again advised that allocations are currently on hold until further staff are in place, as</p>	



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	<p>the safety of children is paramount.</p> <p>Currently there are 10 children on the 2-year funding waiting list. Governors were reminded that it is very important the recruitment drive is a success, as it is the 2-year funding that is important potential future earnings for the Setting.</p> <ul style="list-style-type: none"> • IPP: <p>Governors were advised of the IPP format the School has been using on staff in line with HCC guidelines. Working alongside the role profile it highlights any need for improvement and allows targets to be created from this. In turn allowing a clear and positive approach to targets and expectations. Governors were further advised that it also helps with future pay recommendations. The EH advised that there is additional training offered if necessary.</p> <p>MH advised that she's received a flexible working request, and 1 day a week has been approved, as protected time.</p> <p>ES also advised that there is the need to look at the SLT and the alignment of payroll. This item was discussed further as a confidential matter.</p> <ul style="list-style-type: none"> • Sickness & Absence <p>ES explained that she would like to discuss this matter further with the Governing body. Explaining that there is currently an issue with sickness and it is advisable to have a 6-day trigger point. For 6 days absence (overall, not reoccurring) the Governing body therefore, agreed to vote to implement this and agreed that this creates a good starting point to address any operational difficulties.</p> <p>It was further advised that involving Occupational health can also be a solution if the sickness/illness is long-term. A discussion also took place regarding the additional rules around staff members</p>	
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	<p>that have been in employment for less than 2 years.</p> <p>The Executive Head advised that this process would need to be formalized cross the whole School, and that it's imperative to have a process for reviewing sickness days as it effects the whole running and moral of the Setting.</p> <p>Governors were further advised that this topic will be part of the planned inset day discussion. Reassurance was given that all procedures would be supportive, and the wellbeing of staff was paramount. Governors were further reminded that it is important to ensure procedures are clear so that all staff can be supported.</p> <p>Governors were asked to further support this by auditing the IPP document for School Development</p> <p>ACTION – Confirm Governor who will review this process</p> <p>**18.57 KM left room to let in SM**</p> <p>**18.58 SM arrives/KM returns**</p> <ul style="list-style-type: none"> • Emergency Response Plan <p>Governors were advised that a Governor will need to be part of the ER Plan and discuss and review the process each term.</p> <p>ACTION – Confirm Governor who will review this process</p> <ul style="list-style-type: none"> • Teaching School <p>It was requested that this be added to all future agendas, as regular item.</p> <p>ACTION – NK to add to all future agendas</p> <p>Governors were further advised that there have been many visitors from Hasleworth school. This has been a very positive experience for all involved, with the same offer being open for Haven to visit Hasleworth school.</p>	<p>ONGOING ACTION</p>
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	<p>In addition, the Executive Headteacher advised that there have been visits from Newton School SLT, Elson Juniors Headteacher, as well as other Heads across Gosport.</p> <ul style="list-style-type: none"> • GDPR <p>Governors were reminded that there are important new changes to Data Protection. The School hasn't yet put these processes in place, usually the school business manager leads with this. Governors were reminded of their duty to ensure that this process is carried out effectively.</p> <p>ACTION – NK to add to all future agendas.</p> <p>ACTION – NK to send training information relating to GDPR.</p> <p><u>Pupil Premium</u></p> <p>EH also reminded the Governors of the need to ensure Pupil Premium funding is spent appropriately. Governors were reminded to that it is part of their role to ensure they are aware of spending and to question figures presented.</p> <p>The Governing body had no further questions for the Executive Headteacher and thanked her for her report.</p>	<p>ONGOING ACTION</p> <p>NK to forward all information on GDPR to Chair.</p>
<p>8.</p>	<p>Finance Update:</p> <p>There was no update due to KG being absent.</p>	
<p>9.</p>	<p>Data Update:</p> <p>KM confirmed that all Governors have received data. Governors confirmed that they had read and understood the data.</p>	
<p>10.</p>	<p>Minutes of Standards Committee Meeting:</p> <p>Minutes were sent out prior to the FGB Meeting and all Governors confirmed they had read and agreed them.</p>	



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<p>11.</p>	<p>AOB</p> <p style="text-align: center;">I. PURCHASE OF ALARM.</p> <p>Governors were advised that there was the need to purchase an additional alarm for the Cherry Room. The Site Manager is purchasing and fitting this.</p> <p style="text-align: center;">II. STAFF CORRESPONDENCE.</p> <p>A staff member wrote to Governors requesting that her hours be reduced. A discussion took place on the implications of this request. It was agreed that as the staff member was studying (at their own expense) that the hours could be reduced to four days per week, at no cost to the Centre. This will however be on a fixed term, to be reviewed in August 2018.</p>	
<p>12.</p>	<p>Agree items for next agenda – Monday 26th March @6.30pm</p> <ul style="list-style-type: none"> • Actions • Minutes from all related previous meetings • Supporting Children with Medical Conditions Policy • GDPR 	