

Haven Nursery School
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Executive Headteacher: Emma Steele

Minutes of a Full Governing Body Meeting held on Monday 26th March 2018 at 6.30pm, at the school.

Present

Jamie Fagan (JF)	LA Governor/Vice
Nerman Haba (NH)	Parent Governor
Michelle Holmes (MH)	Staff Governor
Karen Hooper	Co-opted Governor/SENCO
Kerrie Mills (KM)	Co-opted Governor/Chair
Emma Steele (ES)	Executive Head Teacher
Angela Tyreman (AT)	Co-opted Governor
Lucy Ward (LW)	Parent Governor

In attendance:

Kirsty Gunnell (KG)	Senior Admin Officer
N Kafoor	Clerk

Apologies:

Shellie Morris (SM)	Co-opted Governor
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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 SM. The clerk declared that the meeting was quorate. KM ensured that all members had received and read all the documents related to the agenda. All members agreed that they did.</p>	

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<p>2.</p>	<p>Introductions and Declarations of Pecuniary Interest:</p> <p>All Governors present signed an attendance sheet, and no further declarations were made.</p>	
<p>3a</p> <p> </p> <p>3b</p>	<p>Agree Minutes from Last Meeting and any Matters Arising:</p> <p>The minutes were agreed by the governing body as a true reflection of the meeting held on 29th January 2018 and signed by the Chair.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Minute 4 – Training. JF to provide KM with copy of his Safeguarding training certificate. ACTION COMPLETE • Minute 4 – Safer Recruitment Audit report. JF to provide KM with a copy. ACTION COMPLETE • Minute 7 – Confirm governor who will review staff sickness and absence – NH agrees to assist. Minute 7 – Confirm governor who will review Emergency Response Plan – JF agrees to assist. ACTION COMPLETE <p>There were no further questions or matters arising.</p>	
<p>4.</p>	<p>Committee Minutes:</p> <ul style="list-style-type: none"> • Standards held on 6th March 2018 • Finance and Premises held on 14th March 2018 <p>Minutes were sent out prior to the FGB Meeting and all Governors confirmed they had read and understood them. No questions were raised.</p>	

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<p>5.</p>	<p>Budget Update:</p> <p>KG presented the governors with the latest budget, following on from the positive report at the Finance and Premises meeting the governing body were advised to expect a carry forward of £250,000. (two hundred and fifty thousand pounds)</p> <p>Governors were advised that the large carry forward was due to more income than expenditures, in particular this relates to the SEN funding. Based on £13,000 worth of additional funding this year. This equates to 32 additional children with funding.</p> <p>Governors were directed to budget line 1000PAYCOSTS3 and advised that this related to the cost for the EHT. Advising that the staff cost is underspent.</p> <p>KG also directed the governors to budget lines 7228 and 7236, advising that due to a staff error miscoding there is a discrepancy of £20,000. This will show as additional income when corrected.</p> <p>Governors were pleased by the report and agreed that it was a better picture than previous years.</p> <p>GQ: Has the 30 hours funding made a difference? A: Yes. This and the difference in day care fees.</p> <p>Governors were advised that the Centre had thought the day care fees would cause a reduction in income, and this has not been the case. 79 out of 155 children regularly access 30 hours funding. With a further 19 children eligible for Early Year Pupil Premium (EYPP) compared to 8 eligible children last year.</p> <p>GQ: Are those who are eligible for two-year funding automatically eligible for EYPP? A: NO, parents must apply.</p> <p>GQ: Is there a process? Looks like numbers are reducing? A: Could be due to the SEN data...</p>	

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	<p>GQ: Which staff member oversees data? A: KG advised that all data is on Capita the school program. Governors were advised that parent data (National Insurance number) is used, but there have been some issues with Capita retaining the information. Therefore, the process can be frustrating and time consuming. Which may account for the numbers looking lower.</p> <p>GQ: Can the data be reviewed? A: Yes.</p> <p>GQ: Have there been issues with parents not remembering eligibility codes for the 30-hour funding? A: Yes, the Centre does allow a grace period.</p> <p>Governors agreed that as it is in the terms and conditions it would be best practice to also send a further letter/notice to remind parents of providing the code in time for funding.</p> <p>Governors were then referred to budget line 7694 - £3,519 committed spend in Pupil Premium, with a further £1,700 expected for Spring 18. KG confirmed that this payment is historically late.</p> <p>GQ: How much pupil premium funding does the Centre receive per pupil? A: Currently 52p per hour, 53p per hour from April. This equates to £302 per academic year.</p> <p>MH requests that the governing body convene a strategic subcommittee to further discuss the ongoing funding.</p> <p>GQ: Does the PP termly figures carry forward when on the system? A: Yes. Problem is the data being lost.</p> <p>The governing body have no further questions regarding the budget and thank KG for her report.</p>	<p>KG to check guidance.</p> <p>MH to update next FGB.</p>
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	ACTION -NK to add strategic subcommittee update to May agenda.	
6.	<p>SFVS Update:</p> <p>Governors were happy with the previously received SFVS document. KM signed the document in the presence of the governing body and agreed to email the document the next day.</p>	
7.	<p>Ratify ToR for Finance and Premises Committee:</p> <p>The governing body are presented with the updated ToR for the merged committee. All governors are happy with the document and unanimously agree to it.</p>	
8.	<p>Teaching School Update:</p> <p>ES advised the governing body that when she took on the role of EHT she had to reapply for the Centre to be teaching school, and the Centre has now been accepted again. The EHT further advised that she has met with those staff who will take on roles and is currently working on an action plan and will update governors at the May FGB. Outlining the aim to offer good CPD across the Gosport area and really improve the outcomes of children locally.</p> <p>The plan will include building on the already successful forest school, Acorn and 5 to Thrive, and are hopeful to have visits from interested parties from other parts of the country.</p> <p>MH confirmed to governors that the desire at the Centre is to ensure the Teaching School is Haven specific. The plan should be centred on the good practice the experienced staff at Haven can offer. Reminding governors of the ideas and concepts that the staff have of tackling different approaches of CPD.</p> <p>Governors agreed that this is an exciting development for the</p>	

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	<p>Centre and staff.</p> <p>ES further advised that she has submitted a funding request for assistance with Literacy, speech and language from the educational endowment fund.</p> <p>GQ: Funding across the whole Centre? A: Yes, not just Acorn.</p> <p>ES explained that the idea is to pass on skills to all the children so that they can thrive in the environment and curriculum, at Haven and beyond. Then by this knowledge sharing all children in Gosport will benefit.</p> <p>GQ: Who is writing the bid? A: Governors were advised that Storycise the evidence-based program will be used and will be customized to the Haven.</p> <p><i>Governors were visibly pleased with the direction and momentum in which the Teaching School was progressing.</i></p>	
<p>9.</p>	<p>GDPR Update:</p> <p>ES advised the governing body that she was due to attend training on 6th May 2018, to ensure that the Centre is on track for the national date of 25/5/2018. HCC have advised schools not to send out any information until the training date.</p>	<p>ES to update at May FGB.</p>
<p>10.</p>	<p>Executive Headteachers Report:</p> <p>KM confirmed that all Governors have received the corresponding paperwork relating to the EHT report. Governors confirmed that they had read and understood the paperwork.</p> <p>Numbers on role:</p> <p>HIVE – 155 NEST – 101</p>	

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	<p>No of children claiming 30hours – 79</p> <p>Governors were made aware that allocations are now being reviewed now that additional staff have been recruited. Parents are aware of the allocation situation. Governors were advised that ES suggested to the Centre that the recruitment agency Reed was used, and this in turn, brought out a good caliber of candidates.</p> <p><i>Governors were pleased by this information, and the positive and exciting period for the Haven especially in the local climate of nursery's and preschools closing.</i></p> <p>The following questions were raised:</p> <p>There was a query regarding improving the staff room for the wellbeing of all staff at the Haven. ES advised that as governors this was something that should perhaps be considered. To give the staff the impression that they are worthwhile.</p> <p>GQ: Can we use some of the £12,000 underspend? A: Yes, possibly.</p> <p>Governors were advised of concern of about how staff treat the room generally. Often the room, is left messy. Governors advised that money has previously been spent on the area, including the purchase of new chairs, which are now in a poor condition. Governors felt that the staff room space is a luxury, and that there need to be ground rules if improvement works are to go ahead. Governors suggested that a staff questionnaire should be put to those staff member accessing the room, of potential improvements that they wish to see before any changes are made.</p> <p>In addition to the report ES advised the governing body of the number od SEND children accessing the Haven. Governors were advised that approximately 20 children access the Centre part time, and there are 6-9 accessing the Acorn daily, with the number for the Nest at 5. In addition to a further 20 at the Hive.</p>	<p>MH/KH to question staff and feedback to FGB.</p>
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	<p>13 EHCP have been completed and accepted, revealing there were 24 children with mainstream speech and language. ES commended the strength of the EHCP and the excellent practice of ensuring that the transition period is a smooth one.</p>	
<p>11.</p>	<p>School Development Plan:</p> <p>ES explained that she had changed the format of the previously shared and read development plan to governors, the change to the format fits in with the direction of the Centre now ES is EHT. Governors were pleased by the changed format of the document. ES further explained that the second page may come across as repetitive, but it is working document and that is the page that will keep sharing with governors so that progress can be monitored. ES further explained that document was designed to highlight the areas of Ofsted, so that governors can refer to and links to the committees. Governors were pleased with the strong themes of CPD and SEN and had no further questions. It was noted by the governors that there are many things that being done and agreed that the development plan is robust and clear.</p> <p>ES confirmed that she has a simplified version to share with the governors.</p>	<p>ES to share updated GDP.</p>
<p>12.</p>	<p>Pupil Premium:</p> <p>ES explained to the governing body that as discussed at the last FGB, there is the need for spending of all pupil premium funds needs to be measurable. ES referred governors to the Governors Good Practice guide for further guidance of how to scrutinize data.</p> <p>Governors agree that £4,000 in pupil premium is a significant amount and governors agree that the can be used for important training and or projects that will directly improve the outcomes for children. Governors further discussed the merits of ensuring staff</p>	

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	<p>are adequately trained and the benefit of using PP funding for staff training.</p> <p>ES confirmed she will set a new plan for spending out at next FGB and requested that PP be added to all future agendas.</p>	
<p>13.</p>	<p>EHT Recruitment:</p> <p>ES informed the governing body that although her contract is due to finish by Christmas 2018, she will be unable to renew this as she is moving out of the country with her family. As EHT she wanted the governing body to aware of this and make the best decision for the Centre's future.</p> <p>Governors discussed at length the news, and governors raised questions and discussed who would be the best person to move the Centre forward. A decision was made to form a Working Party to consider all options available.</p> <p>GQ: Does the Centre still need a teacher to lead to be a teaching school? A: Would require a teacher to be on site full time, bit not necessarily as a HT/EHT. Would certainly save money if consider a Centre manager role.</p> <p>Governors continued to discuss possible options and the fact that the Centre will have to generate an income to ensure the Teaching School Alliance stays. Governors feel strongly that this opportunity as so far not been maximized. Governors agree that the Centre now has the security of the Excellent Ofsted rating and have a firm business model in place that the program will be a success. Governors all agree that it is important not to lose the Haven's ethos in any change to the way the school is ran.</p> <p>ES was thanked for the substantial notice given.</p>	<p>KM to discuss with Naomi Carter, form working party and update FGB.</p>

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14.	<p>Correspondence:</p> <p>ES raised the matter of school communications. Governors are not currently receiving the HCC school communications. NK advised that she could send to governors weekly as this is something that currently works with other schools. Governors agreed to this.</p>	NK to email school comms.
15.	<p>AOB:</p> <ul style="list-style-type: none"> • Governors were advised that a pay committee had been held directly before the FGB. • Governors again discussed rewarding staff for the Ofsted rating. Originally this was going to be a Christmas lunch. Governors were made aware of a fundraising night in aid of the Centre being held on the 5th May at a local establishment. JF suggested that governors put on a lunch for staff on Friday 20th April. 	
16.	<p>Agree items for next agenda – Monday 21st May @6.30pm</p> <ul style="list-style-type: none"> • Actions • Minutes from all related previous meetings • GDPR Update • Update on Strategic meeting to discuss 30-hour funding • Action Plan for Teaching School 	

There being no further business, the chair thanked all governors for their time and closed the meeting at 19.46.

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