

Haven Nursery School
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Executive Headteacher: Emma Steele

**Minutes of a Full Governing Body Meeting held on
 Monday 21st May 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 (KM) 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, based on the total amount of governors attending.</p>	

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	<p>KM ensured that all members had received and read all the documents related to the agenda. All members agreed that they did.</p>	
2.	<p>Introductions and Declarations of Pecuniary Interest:</p> <p>All Governors present signed an attendance sheet. ES declared an additional declaration under agenda item 15: EHT recruitment update.</p> <p>No further declarations were recorded.</p>	
3a	<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 26th March 2018 and signed by the Chair. The Chair took the minutes to file.</p>	
3b	<p>Matters Arising</p> <p>Minute 5 – KG to check guidance on 30-hour funding wording:</p> <p>KG advised that it is not in the Centre’s terms and conditions. But can be reviewed. ES confirmed that the Centre’s Admission Policy is currently under review.</p> <p>ACTION – add to July agenda. ITEM CLOSED - COMPLETE</p> <p>Minute 10 – Staff Room Update:</p> <p>ES confirmed that the staff room has been painted, new furniture has been agreed upon, lockers will be removed, and there will be a dedicated area for staff to store items. However, MH advised governors that the staff room was recently closed for a day in May, due to the unacceptable levels of mess left in the room. Governors were advised that staff were unhappy, but it was a necessary due to the hygienic and health and safety concerns of the room.</p> <p><i>Governors agree, the room must be accessible to all, and supported the reasons for the closure.</i> ITEM CLOSED - COMPLETE</p>	<p>NK - JULY</p>

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	<p>There were no further questions or matters arising.</p>	
<p>4.</p>	<p>Committee Minutes:</p> <ul style="list-style-type: none"> • Standards meeting held on 9th MAY 2018 <p>Minutes were sent out prior to the FGB meeting and all present confirmed they had read and understood them. No questions were raised.</p> <ul style="list-style-type: none"> • Finance and Premises held on 10th MAY 2018 <p>Minutes were sent out prior to the FGB meeting and all present confirmed they had read and understood them.</p> <p>KG wished it noted she had sent apologies. NK advised she would amend the minutes to reflect this. Further amendments were added to the F&P minutes and NK advised she would amend further and send out.</p>	
<p>5.</p>	<p>Budget Update:</p> <p>KG presented the governors with the latest budget, following on from the positive report at the May Finance and Premises meeting the governing body were advised to expect a carry forward of £35,229 (thirty-five thousand, two hundred and twenty-nine pounds.)</p> <p>KG advised the governing body that the format of the report was different and although she has been advised that the report doesn't need to be as detailed. However, KG advised that this is preferable as notes can be edited, and therefore the report offers complete transparency.</p> <p><i>Governors are pleased with the style and detail of the report.</i></p> <p>Governors were further advised that the budget was a safe budget, ES confirmed that she believed the income has once again been under estimated, as it was in the last budget. Confirming that 50% of pupils are eligible for 30-hour funding, however as the Centre is</p>	

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	<p>not sure what the new cohort will look like, this figure could change.</p> <p>Governors were advised that staffing at the Centre is based on this income stream, if this was to change dramatically then staffing would need to be reviewed. Governors were further advised that there are 81 of 153 children receiving 30-hour funding.</p> <p>The governing body were further advised that the budget is based on admissions of 115, which is up 10 from 2017/2018. Governors were reminded that this means the Centre initially will pay more for service level agreements, and then the funding amount is raised.</p> <p>Governors were advised that there is currently a waiting list for the Nest.</p> <p>A governor asked: GQ: How are you managing the waiting list? A: Governors were advised that some rejection letters have gone out, and some more are due to go out, there will be some movement, but not enough to cover the list.</p> <p>GQ: When was the admissions last reviewed? Is it fair? A: It is under review, demand is currently high. ES advised she will be bringing the Admissions Policy FGB July.</p> <p>GQ: Do we have enough staff and space for the children, as set out in the guidelines? A: Yes, they meet the requirements on space per square foot. Many are under the requirements for the rooms that are used. It is not financially viable to expand the rooms.</p> <p>Governors further discussed the following budget lines: 5920 – Recharged EXP -Teaching Staff - £30,923.</p> <p>GQ: Is there anything additional put aside if need ES stays at the Centre after December? A: 2400 – Teachers - £43,899 – KG confirms that the Centre has over budgeted for teaching costs.</p>	
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	<p>ES confirms to the FGB that it will not be this amount, this is directive amount from HCC.</p> <p>7228/7236 – Nursery Charges/Out of School care - £260,000/£140,00</p> <p>KG refers to a question relating to the F&P minutes. Advising that this is an income code only. Not a funding code. KG further confirms that autumn/spring approximately £90,000 was received under code 7697 – HCC Additional Allocations for 30 hours funding.</p> <p>Governors were pleased with the finances of the Centre and unanimously agree to accept the budget as follows:</p> <p>In year deficit £218,269. (Two hundred and eighteen thousand two hundred and sixty nine pounds)</p> <p>Surplus £253,489.(Two hundred and fifty three thousand, four hundred ad eighty nine pounds)</p> <p>Cumulative Carry Forward £35,229.(Thirty five thousand and two hundred and twenty nine pounds).</p>	
<p>6.</p>	<p>Teaching School Update:</p> <p>ES updated the governing body on the standing agenda item, confirming that the Centre would soon be interviewing for a teaching School Director. The role is for 3 days per week at the Centre and would work with the two teams across the teaching schools. (Bushy Leaze, Alton) ES confirmed that the role is a strategic one, and the candidate will have finance and business background. Ideally with knowledge of marketing and branding. Governors are pleased and agree that the role is exciting and have the following questions:</p> <p>A governor asked: GQ: Will it be a teacher? A: ES confirmed that the candidate will need to have teaching</p>	

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	<p>qualifications.</p> <p>GQ: Who is responsible for the salary? A: Will be split between the two schools, and is funded from the DFE allowance.</p> <p>GQ: How quickly to do you hope to have position filled? A: ES confirmed that ideally before the summer holidays.</p>	
<p>7.</p>	<p>GDPR Update:</p> <p>ES tables a GDPR ACTION PLAN, explaining to the governing body that when this has been approved by HCC it will then be distributed to all. The governing body were advised that the Centre would follow the HCC retention schedule, and that as the guidance is broad. The action plan is to be updated as and when needs arise.</p> <p>Governors reviewed the action plan and additions such as; adding tapestry, assessment data and pupil census were suggested.</p> <p>ES confirmed that it is the responsibility of all staff and governors needed to be personally aware when sharing data. A conversation ensured regarding personal data and the onus of responsibility for printing off documents. The governing body collectively agreed for emails to be shared and sent as a group.</p> <p>Governors then asked the following questions:</p> <p>Q: How is the action plan maintained? A: Admin staff. ES acknowledges the 'right to disappear' section of GDPR which is problematic.</p> <p>Q: Who will be the Center's DPO? (Data Protection Officer) A: KG – Senior Administrative Officer</p> <p>Q: Has the change to data and GDPR been rolled out across all staff yet? A: No, ES confirms that training on the subject so far has been poor, but she is in the process of creating a an information sheet and</p>	<p>Standing Item</p>

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	<p>plans to share further information on inset day.</p> <p>ES confirmed that there is a need for a new sign in sheet as the current one will be considered a data breach due to the names and car registration details being in public place.</p> <p><i>Governors agree and are pleased at the steps taken so far.</i></p> <p>Governors unanimously agree that due to the change in law, this item is to be kept as a standing agenda item.</p>	
<p>8.</p>	<p>Strategic Sub Committee:</p> <p>MH updated the governing body following subcommittee meeting to discuss the 30-hour funding that was raised at the March FGB meeting. MH advised that there is a large impact on staff at lunch time, especially in the Hive. It was felt that a separate lunch time team would be beneficial to children and staff.</p> <p>MS further advised the PSHE impact on the children who access the 30 hours is also something that is being reviewed.</p> <p>A governor asked: GQ: Is the 30 hours a positive change to the Centre? A: MH revealed that yes sometimes. However sometimes there is an emotional impact. Such as how the children cope with a long day, and the impact of home life also. MH advised she is currently reviewing the data.</p> <p>A governor asked: GQ: If they are at the Centre 15-30 hours a day are they in line with the data? A: MH advised that there are two categories. 20+ hours and over 25 hours. Governors were advised that this then reflects on listening, behaviour, progression...</p> <p>Q: Can you cap lunch time? A: It is difficult to cap, especially at the Hive. There is the need to</p>	

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	<p>manage the numbers and keep the quality of the care at the Centre.</p> <p>Governors were advised that the aim is to have a dedicated lunch time team that will be part of the curriculum, this would then ensure that the children have the time, space and assistance they require at lunch time and will allow for the growth of the children with modeling behaviour for the children at lunch.</p>	
<p>9.</p>	<p>Executive Headteachers Report:</p> <p>Numbers on role: (Previous report in brackets)</p> <p>HIVE – 153 (155)</p> <p>NEST – (101)</p> <p>No of children claiming 30hours – 81 (79)</p> <p>Nest – 5 SEND Acorn – 6-9 SEND and a further 20 children from the Nest and Hive access on a part time basis. 13 ECHPs have been requested and accepted, 8 have been completed and 1 Annual Review has taken place. 24 children are seen by the mainstream Speech and Language, including group work.</p> <p>- Staffing</p> <p>Governors were advised of an appointment of Cook/Chef’s assistant. The role is dedicated to cover lunch times and is so far working well. It is hoped this will be built on further. ES advised that there will be two staff members going on maternity leave, this is currently being staggered. ES confirmed that these roles will not be covered immediately but the plan is to see the capacity of current staff and fill as and when required.</p> <p>- CPD</p> <p>ES confirmed that the inset day will focus on safeguarding, GDPR, five to thrive and curriculum. With the curriculum being split between the Nest and Hive. ES further advised that the Centre now has a Twitter account set up to share CPD, examples of training, examples of good practice.</p>	

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	<p>- Sickness and Absence ES revealed there has been an improvement in short term absence, and this with long term sickness have been referred to occupational health. November to February – 79. February to May – 45.</p> <p><i>Governors are pleased with the significant reduction in absence days.</i></p> <p>- Fire Safety Management ES confirmed that this has been written and reviewed by the Chair. Reflecting updates and actions. A governor asked: GQ: Has the Centre undertook a full fire evacuation? A: Yes, and this is highlighted in the action plan.</p> <p>ES advised of the following issues with the action plan:</p> <ul style="list-style-type: none"> • There was a problem with not being able to move to a secondary site. Keys have now been added to two rooms, so this can be completed. • A strategic plan was needed in the event of an emergency. Now have the use of Bridgemary church to work from if such an event occurs. • Evacuation in Hive has been practiced with children in a low-key way. • Now have a Centre grab bag, which is an emergency bag to be taken off site in the event of an emergency, with relevant emergency items in (hard drives, files, logins) that allows the Centre to be functioning from another location. <p>ES advised that the next step is to run another drill at different time of the day. A governor asked: GQ: How many practices do you need to run? A: 3 – once a term.</p>	
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	<p>ES confirmed that overall she was impressed by how everyone has approached the plan, recognizing the difficulty especially in the Nest and Acorn, who work with several agencies. <i>Governors are pleased with the report.</i></p> <p>- Transition</p> <p>Governors were advised that the Centre attended a borough wide speed dating style event with for the children who will transition to YR.R. Governors were advised that the reception classes teachers attend the events it was noted there are many SEN transitions. Elaine??? Is now taking children who are attending the same school, out together to the library to work together and interact. Governors were advised that this approach was so far successful. <i>Governors are pleased with the progress of transition.</i></p> <p>The governing body were further advised of a pilot outreach program with a school in Lee on Solent sharing CPD plans. ES revealed that a further two schools are interested further in this. <i>Governors are again pleased.</i></p> <p>- Improvement</p> <p>MH updates the governing body on quotes for the play structure. Advising that she has met with potential contractors and would like to move ahead with a quote from SCANDOR LANDSCAPE £6,730.45. MH tables the quote for the FGB to review.</p> <p>ES confirms that there are plans to look at using the capital budget for the project, as it is not fair for those with mobility issues that are unable to access outside areas. ES reminded the governing body that this is part of the Centre that generates income, and it is important improve the area for the children if want the Centre to be the very best. Governors unanimously agree and approve the spending of capital funds to improve the area.</p> <p>MH explains that she has met with the contractors and he has</p>	
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	<p>agreed to meet the job requirements for the full cost. MH further reminds the governing body that this is an improvement for across the Centre. <i>Governors are pleased with the plans for the area.</i></p> <p>A governor asks: GQ: Is the budget there? A: KG advises Yes. Q: Will this fix the issue of flooding? A: Yes. Q: Can the Chair approve a further spend if necessary? A: Yes <i>Governors pleased with the proposals.</i></p> <p>The governing body express the wish for the capital budget to be spent over the summer. Thanks, were extended to SM or MH? for suggesting the contractor, as previous quotes had been considerably higher.</p> <p>The governing body were further advised by MH that the next improvement would be for sails to the garden areas to give shade and cover.</p> <p>ES expressed thanks to the governors for the staff lunch that was provided by the FGB as recognition for the Ofsted.</p>	
10.	<p>School Development Plan:</p> <p>The governing body agreed that this item was discussed in agenda item 9 – The EHT report.</p> <p>Governors were further advised that there have been videoing training in the Nest, this is powerful and reflective model of training and allows for intensive interaction of training. <i>Governors pleased with this update.</i></p>	
11.	<p>Pupil Premium:</p>	

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	<p>The governing body agreed that this item was covered in agenda item 9 – The EHT report.</p> <p>ES further added that the sports funding has been successful children are in week four and so far, enjoying it. Advising that the Data is promising.</p> <p>Governors were further advised that the staff would review the impact of lunch time team.</p>	<p>Standing item.</p>
<p>12.</p>	<p>Governor Self Evaluation:</p> <p>It was unanimously agreed to add this item to the July agenda.</p> <p>ACTION – NK to add to July agenda</p>	<p>NK JULY.</p>
<p>13.</p>	<p>Approve Twitter Policy:</p> <p>KM asks all governors if they had received, read and understood the policy. Governors unanimously agreed that they had.</p> <p>A governor asked: Q: Who approves followers? A: ES confirmed that she will be monitoring, and if in doubt will not approve and block requests. Further clarifying to the governing body that the account was set for staff to follow and share best practice. It is not a platform to engage with parents, but a professional forum. Reminding the governing body that all relevant parent information is on the website.</p> <p>Governors agree and unanimously accept the policy.</p>	
<p>14.</p>	<p>Correspondence:</p> <p>None tabled.</p>	

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<p>15.</p>	<p>EHT Recruitment:</p> <p>ES leaves the room at 19.40</p> <p>KM updated the governing body following her meeting with Naomi Carter and Simon Francis. KM revealed that they believe the best option for the Centre is to federate and are currently seeking opportunities to do this within the local area.</p> <p>KM welcomed the opinion of the governing body. Advising that NC felt the Centre would be stronger if it federated. KM and other governors confirmed that the best thing for the Centre was to seek another EHT.</p> <p>This led to an in-depth discussion among the governing body. Some governors were strongly against federating. It was also noted that the role of EHT at the Centre is not an entirely attractive position due to the inconsistency in funding, and the position of Nursery schools generally.</p> <p>Governors continued to debate the issues facing the Centre - this is recorded in separate confidential minutes.</p> <p>It was unanimously agreed that the assistance of ES was necessary, and governors unanimously agree that they will seek assistance from ES in the strategic planning for the future of The Haven.</p> <p>ACTION – To hold an EXO to further discuss future of Haven. All governors agree to collective researching other options and bring findings to the meeting.</p> <p>Meeting set for Monday 11th June at 6.30pm</p>	<p>EXO – ALL.</p>
<p>16.</p>	<p>AOB:</p> <p>None declared</p>	

There being no further business, the chair thanked all governors for their time and closed the meeting at 20.15.

Signed by Chair of Governors.....

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