

Haven Nursery School  
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Executive Headteacher: Emma Steele

**Minutes of a Full Governing Body Meeting held on  
 Monday 16<sup>th</sup> July 2018 at 6.30pm, at the school.**

**Present**

Jamie Fagan (JF)	LA Governor/Vice Chair
Nerman Haba (NH)	Parent Governor
Karen Hooper (KH)	Co-opted Governor/SENCO
Emma Steele (ES)	EHT of the Centre
Lucy Ward (LW)	Parent Governor
Shellie Morris (SM)	Co-opted Governor

**In attendance:**

Kirsty Gunnell (KG)	Senior Admin Officer
N Kafoor (NK)	Clerk

**Apologies:**

Michelle Holmes (MH)	Staff Governor
Kerrie Mills (KM)	Co-opted Governor/Chair
Angela Tyreman (AT)	Co-opted Governor

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

Quorum = (half of membership) 5

Agenda Item		Action
1.	<p><b>Welcome and Apologies for Absence.</b></p> <p>Vice Chair JF opened the meeting at 18.35 and advised the governing body that apologies had been received and accepted from AT, KM, and MH.</p>	
2.	<p><b>Declarations of Pecuniary Interest.</b></p> <p>The sign in sheet was signed by all present. No additional</p>	

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	declarations relating to the agenda were declared.	
3.	<p><b>Agree Minutes from last meeting and EXO meeting.</b></p> <p>Governors were referred to the previously distributed minutes. The minutes were universally agreed. JF signed the minutes as a true record.</p> <p>NK advised that the confidential minutes from May, and the minutes from the EXO on 18<sup>th</sup> June 2018 would be available for signing at the next FGB.</p>	
4.	<p><b>Committee Minutes.</b></p> <p><u>Standards 02/07/2018</u></p> <p><u>Finance and Premises 04/07/2018</u></p> <p>Governors were referred to the previously distributed minutes. There were no further questions regarding the committee minutes and they were unanimously accepted.</p>	
5.	<p><b>EHT Recruitment update.</b></p> <p>JF explained that the EHT recruitment panel met with NC – School Improvement Manager on Wednesday 11<sup>th</sup> July 2018 and discussed the next steps that the Centre needs to take. The panel will meet again on Wednesday 18<sup>th</sup> July to move forward with the advertisement for Centre Head, and to discuss the recruitment pack.</p>	
6.	<p><b>Teaching School Update.</b></p> <p>ES confirmed that as the previously distributed HT report advised, a Teaching School Director has been appointed by the Foundations Teaching School Alliance. The director will be tasked with coordinating training across the 3 centers'. ES is in the process of writing the action plan for the teaching school and confirmed she will share this at the next FGB.</p> <p>ES reiterated that the Centre is continuing as usual, but this time it</p>	

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	<p>is being formalised. Governors were advised that other centers are offering additional training options that will be beneficial to the Centre.</p>	
<p>7.</p>	<p><b>GDPR Update.</b></p> <p>KG confirmed that as DPO she has undertaken DPO training through HCC legal team, informing the governing body that this was an informative and valuable exercise. The governing body were advised that the training was a common-sense approach to how data is held.</p> <p><b>EHT asked: Has the privacy notice for staff been sent out?</b></p> <p>KG confirmed that she wanted to ensure she had completed the training first as she wanted to ensure she understood the jargon related to GDPR. KG confirmed that it would come to the FGB in September for the governing body to approve. KG confirmed that staff have more awareness of data and how it is managed.</p> <p><b>ACTION – Centre to send out Data notice in September.</b></p> <p><b>A governor asked: Do you have the capacity to carry out this work?</b></p> <p><b>A: KG confirmed that in the current climate there is little time for additional work but will ensure she attends to it.</b></p> <p>NK asked KG on behalf of the Governing body that that the Centre were aware of what to do if a breach occurred. KG confirmed that yes, she has shared all legal advice on breaches and how to record a breach to all staff.</p> <p><b>GDPR to stay as a reoccurring agenda item.</b></p>	<p>NK to add to FGB AGENDA.</p>
<p>8.</p>	<p><b>Agree inset days for 2018/19.</b></p> <p>Inset days were unanimously agreed by the governing body as follows:</p>	

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	<p>Monday 3<sup>rd</sup> September 2018 – HIVE only</p> <p>Monday 7<sup>th</sup> January 2019 - Whole Centre.</p> <p>Friday 15<sup>th</sup> February 2019 – Whole Centre.</p> <p>Friday 3<sup>rd</sup> May 2019 - Whole Centre.</p> <p>Monday 17<sup>th</sup> June – Hive only.</p>	
<p>9.</p>	<p><b>HT Annual Report. (attached after the minutes)</b></p> <p>ES acknowledged that the term had been busy with unexpected challenges and again the governing body were referred to the previously distributed report. Additional Items of note included:</p> <p>Current hive numbers - 145 (160 April 2017)          Current nest numbers - 105 (101 Aug 2017)          Current 2 year funded - 30          Current 30 hours - 81          No on waiting list hive - 0 (as far as I can tell)          No on waiting list nest - 74          Start numbers for September Hive - 121 (126 Sept 17 start)</p> <p>ES Confirmed that allocation numbers are still being finalised for September 2018.</p> <p>ES confirmed that MH has resigned and will leave at the end of term. Admitting that this is a huge loss to the Centre, and the fill impact of the loss will not be known until September. ES confirmed that the SLT will be stretched further and currently looking at capacity of the team.</p> <p>The governing body voiced concern for the SLT, and the Centre has a whole. KH confirmed that the SLT is already overstretched and with MH leaving, it is impossible to know how things will improve until September. Recognising that there are some staff members who can assist.</p> <p>A further discussion took place regarding the roles of a part time</p>	<p>SLT to bring budget info to FGB</p>

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	<p>teacher and Business Manager to be expedited. ES reminded the governing body that there was a certain timeline that teaching staff needed to adhere to, and it was acknowledged that the Centre wanted the best possible staff members working for it. The SLT confirmed that the budgets have not been fully explored since the EXO meeting in June and since MH announced she would be leaving. KG advised that the budget had changed with MH leaving.</p> <p><b>ACTION – SLT to meet, discuss budget and present to FGB in September.</b></p> <p>JF voiced concern that the SLT lacked operational resilience. And was concerned for the wellbeing of the SLT and staff of the Haven and asked if there was anything that the governors could help with.</p> <p>KH reiterated to the governing body that the Day Care is a difficult role within the Centre, with many variables. A Wish/Want/Need analysis process was suggested to the SLT by a governor and governors acknowledged the need for the process to be right.</p> <p>There were no further questions regarding the report. NK advised that she would attach the report to the minutes.</p>	
<p><b>10.</b></p>	<p><b>School Development plan.</b></p> <p>The governing body unanimously agreed that this item was covered within the body of the Standards Minutes.</p>	
<p><b>11.</b></p>	<p><b>Policy Timetable Review.</b></p> <p>ES referred the governing body to the documents that were previously shared and acknowledged the importance of statutory policies. Explaining to the Governing Body that the Centre is subject to the DfE statutory school Policy. Confirming that there were many policy's either out of date or not reflective of the management structure.</p> <p>ES asked a governor to assist her in locating the policies and ensuring they are updated for September. NK confirmed that she hasn't seen a policy schedule since taking over clerking but will</p>	

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	<p>create one from the list ES provided of statutory policies.</p> <p>ES reiterated the need for governors to be aware of the process, reminding governors that this part of the duty of a governor and that policies are the rule books for staff, so it's vital that the Centre has up to date and rigid policies.</p> <p><b>ACTION - JF, ES and KG to meet Friday 14th September and bring policies that need approving to FGB.</b></p>	
12.	<p><b>Health &amp; Safety Policy.</b></p> <p>The governing body discussed the Health and Safety Policy and set a working party consisting of LW, SM and KH. A further matter relating to the policy was discussed as a confidential item.</p>	<p>H&amp;S to be a standing item</p>
13.	<p><b>Correspondence.</b></p> <p>ES asked NK to provide a weekly update of School Comms.</p> <p>NK confirmed she did send out the HCC Governors Services updates each fortnight but would continue to send out School Comms to all governors weekly. JF confirmed that he currently receives the Governor Services updates from NK.</p>	<p>NK to send out school coms</p>
14.	<p><b>AOB.</b></p> <ol style="list-style-type: none"> <li>JF asked if all governors safeguarding training was up to date. NK advised she would provide an update via email. A discussion regarding roles and responsibilities within the governing body continued and NK reminded governors that the position of Chair and Vice Chair would need to be reflected in September, and that it was important to ensure all roles are shared equally across the governing body.</li> <li>JF advised that he would like to host a leaving celebration for MH and other staff members to say thank you for all their hard work this year and requested that governors assist in the celebrations. JF also confirmed that he would like the</li> </ol>	

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	<p>celebrations to be standing annual arrangement to reward and recognize the staff for their hard work over the year. KH confirmed that the staff welcome the celebration and that some staff have gone above and beyond over the past academic year. Celebrations to be held on Friday 27<sup>th</sup> July from 6pm onwards. All welcome.</p> <p>3. FGB dates for the next year were suggested as follows, governors agreed to keep the meeting at 6.30pm:</p> <p>Monday 17<sup>th</sup> September 2018</p> <p>Monday 26<sup>th</sup> November 2018</p> <p>Monday 21<sup>st</sup> January 2019</p> <p>Monday 1<sup>st</sup> April 2019</p> <p>Monday 20<sup>th</sup> May 2019</p> <p>Monday 15<sup>th</sup> July 2019</p> <p>A discussion took place regarding the committee meetings and it was decided that the first Finance meeting would take place on Wednesday 5<sup>th</sup> September at 11am.</p> <p>Standards would not have a committee meeting in September, and governors would be updated of future meeting dates at the next FGB.</p> <p><b>ACTION – Set Standards Committee dates.</b></p> <p>4. JF extended sincere thanks to MH and wished it noted that her presence and support at the Centre and the Governing Body would eb sincerely missed.</p> <p>5. NK advised the governing body that she would no longer able to clerk for the governing body due to ongoing family commitments. Governor services are looking for a permanent clerk and NK will stay on until handover is complete.</p>	
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<b>15.</b>	<b>Items for next meeting – Monday 17<sup>th</sup> September 2018.</b> <ul style="list-style-type: none"><li>• <b>GDPR – Update and Privacy Notice for parents and Staff</b></li><li>• <b>Governing Body Skills Audit.</b></li><li>• <b>H&amp;S Working Party Update.</b></li><li>• <b>EHT recruitment Update.</b></li><li>• <b>Election of Chair and Vice Chair.</b></li><li>• <b>SFVS – GOVERNOR(S).</b></li><li>• <b>DEBT Recovery plan/figure.</b></li><li>• <b>Review Training School Action plan.</b></li><li>• <b>REVIEW, sign and accept ALL POLICYS on policy schedule.</b></li><li>• <b>SLT to discuss budget for new staff members/structure of centre.</b></li></ul>	
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There being no further business the meeting was closed by JF at 8pm.

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