

Haven Nursery School
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Executive Headteacher: Emma Steele

**Minutes of the meeting of the Full Governing Body held
 Monday 26 November 2018 at 6:30pm**

PRESENT:

Jamie Fagan (JF)	Co-opted Governor/Vice
Karen Hooper (KH)	Co-opted Governor
Kerrie Mills (KM)	Co-opted Governor/Chair
Shellie Morris (SM)	Co-opted Governor (arrived 6.59pm)
Emma Steele (ES)	Executive Head Teacher
Angela Tyreman (AT)	Co-opted Governor
Lucy Ward (LW)	Parent Governor
Rebecca Keen (RK)	New Co-opted Governor

In attendance:

Kirsty Gunnell (KG)	Senior Admin Officer
Louisa Trafford	Clerk

Apologies:

None

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

Item	Action
1. Welcome and Apologies The chair opened the meeting at 6.40pm. There were no apologies but SM had advised she may be late.	
2. Declaration of Pecuniary Interests: There were no declarations of pecuniary interests in addition to those already on the register.	
3 Minutes of Previous Meeting – Including actions The minutes of the previous meeting held on 17 September 2018 were agreed as a true and accurate record and signed by the chair. Actions: Item 10 – KG to update on the PP number: KG advised that the definite number will not be available until Friday but it is hoped to be approximately 20. Item 14 – KM to book WGB training: KM advised that HGS had provided dates for November/December but as this is a busy time for the centre she requested dates for the new year which included 7 January, 28 January, 4 February, 11 February or 18 February. The 11 February was agreed and the chair will book and confirm the time but it will be an evening session. <i>Post meeting addendum: chair has booked the training for 11 February 2019 at 6.30pm.</i> All others actions were agreed as completed or on this agenda for discussion.	

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4.	<p>Budget Revision and approval</p> <p>KG had circulated the revised budget to all governors prior to the meeting. Governors were invited to ask questions:</p> <p>Q: When viewing the income line, how accurate is this figure?</p> <p>A: There have been some significant changes in income including:</p> <ul style="list-style-type: none"> - An addition of £4,999 from Short Breaks to run the Saturday group, the nursery also has another bid in progress. - An increase on cost code 6561 due to higher numbers of 2YOF pupils in summer and autumn term. The 2YO number on roll will decrease to 21 in January, there is no specific reason for this, it is just a different cohort. - Under cost code 7203 an addition that includes transfer of surplus balance on teaching school budget of £1,131 as it was incorrectly included in the surplus brought forward, this has not changed the bottom line as it is a reallocation of the funds. - Out of school care includes a reduction to reflect lower take up of additional paid for hours in The Hive from September 2018. - Cost code 7697 has changed to £482,165 due to predicted income based on three terms of 30 hours funding. <p>Q: Have the changes in funding formula effected the overall budget?</p> <p>A: No, there has been no significant change in the last year, the formula is calculated by the LA and they have been match funding our rate.</p> <p>KG highlighted:</p> <ul style="list-style-type: none"> - Cost code 7696 for the budget share and SEN funding may change, EFS have confirmed that it will be paid in 2019/2020 but are unable to confirm after that. <p>HT advised governors that she attended the parliamentary group and they were not able to give answers regarding this and will not know until after February.</p> <p>Q: With regards to the £10,000 budget for HT recruitment, only £3,150 was spent, what will happen to the remaining £6,500?</p> <p>A: This will be redistributed. Some cost codes have increased such as ancillary staff to include a Business Manager and the purchase of IT equipment to replace the CCTV system at an increase of £2,000 (this includes three cameras at £100 each plus new video recording equipment, hard-drive, offsite tech time and onsite labour).</p> <p>Governors briefly discussed the importance of on-site security particularly with regards to safeguarding and the movement of children along with security and vandalism. KG advised that she had negotiated the best quote possible with Agile, who the nursery is in a contract with until the end of march.</p> <ul style="list-style-type: none"> - There is an increase in education supplies for unexpected purchases including an evacuation cot, guillotine and laminator, the children have had a lot of new resources <p>Q: Has the new washing machine been purchased yet?</p> <p>A: Not yet, the area needs to be cleaned before putting anything new into it. The old machine will be used for mops etc and new one for the laundry with strict instruction to what can go in which.</p> <ul style="list-style-type: none"> - Hire and contracted services has increased due to the installation of the fire bell. - The nursery has also been contacted by Rowner Health Centre and offered 	
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	<p>publicity in their booking cards. This is £1,000 for the next two years and can be changed on a monthly basis. It is important to advertise and keep our name in the arena particularly with new competition in the area.</p> <p>Staffing KG presented staffing scenarios at the last meeting. Now it is known what the new HT will be paid, the nursery is able to adjust other staffing needs to reflect the budget including taking out the need for one teacher and the addition of a school business manager. There has been a saving due to the resignation of a Childcare Operations Manager. The nursery is now fully staffed and the places for children are also on the increase. HT advised that each fixed term contract is reviewed as it comes up for renewal.</p> <p>KG advised that the cumulative surplus for 2018/2019 is £103,144. After meetings with EFS, it is clear that today's money is being spent on today's children. Despite a large carry forward, in 2019/2020 the nursery will be in a deficit of approximately £90,335. They will need to either carry forward a larger sum or more likely address the staffing model. EFS advised that this be brought to the governors' attention and will need to be addressed with the new HT in January.</p> <p>Governors were in unanimous agreement to approve the revised budget.</p>	
<p>5.</p>	<p>Head of Centre's Written Report This was circulated prior to the meeting. Governors were invited to ask questions to which there were none, they commented that it was a clear and thorough report. HT advised that since writing:</p> <ul style="list-style-type: none"> - A cleaner has been appointed, - The nursery is preparing letters for staff absence in line with the Sickness Policy. - The Pay Committee had met and approved the performance management of staff. <p>HT also asked if governors were willing to approve the pay policy as discussed at the EFGB on 2 November 2018 to which they were in full agreement to ratify. Governors gave thanks to HT for hard work and gave their best wishes for the future.</p>	
<p>6.</p>	<p>Safeguarding Update Included in HT report</p>	
<p>7.</p>	<p>Teaching School Update Included in HT report</p>	
<p>8.</p>	<p>Governor Management: Vacancies There is currently a vacancy for 1 x parent and 1 x staff governor which the nursery will address. Parent governor, Nerman Haba, has resigned.</p> <p>Governor membership The clerk advised that SM's membership expires in January 2019. SM advised that she</p>	

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	<p>would like to extend by another term to which the GB were in full agreement ACTION: Clerk to update governor membership on the HGS database.</p> <p>Training - Nothing further to discuss.</p> <p>Correspondence - Nothing to discuss.</p>	Clerk
9.	<p>Policy Review HT gave thanks to the H&S working party for their hard work in preparing the policy.</p> <p>The governors ratified the following:</p> <ul style="list-style-type: none"> - Acceptable Use of ICT - Accessibility Policy (in line with SES) - Adopt the Manual of Personnel Practice - Staff Code of Conduct - Behaviour Policy - Centre Terms and Conditions - Charging and Remissions Policy - Complaints Policy and Procedures - Debt recovery policy - GDPR Policy and Privacy Notice - Freedom of Information Policy - Governors Allowances Policy - Health and Safety Policy - Special Educational Needs - Site Security - Centre Fees <p>ACTION: clerk to update policy renewal spread sheet to reflect these ratifications in readiness for next term.</p>	Clerk
10.	<p>Items for next agenda Single Equality Statement to be ratified in Spring 1</p>	
11.	<p>Dates of Next Meetings Health and Safety – Friday 14 December 2018 at 10am Finance and Premises - Friday 14 December 2018 at 11am Curriculum and Standards – Friday 14 December 2018 at 12.30pm FGB - Monday 21 January 2019 at 6:30pm Governors asked to diarise as appropriate.</p> <p>Governors were invited to attend the Christmas events in the nursery.</p> <p>There being no further business to discuss, the chair closed the meeting at 7.30pm.</p>	

Action summary:

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Item	Action	Responsible
8	Update governor membership on the HGS database	Clerk
9	Update policy renewal spread sheet to reflect ratifications in readiness for next term.	Clerk

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