

Haven Nursery School
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Headteacher: Jodie Hope

Minutes of the meeting of the Full Governing Body
Monday 21 January 2019 at 6:30pm

PRESENT:

| | |
|---------------------|------------------------------------|
| Karen Hooper (KH) | Co-opted Governor |
| Kerrie Mills (KM) | Co-opted Governor/Chair |
| Shellie Morris (SM) | Co-opted Governor (arrived 6.45pm) |
| Jodie Hope (HT) | Head Teacher |
| Angela Tyreman (AT) | Co-opted Governor |
| Lucy Ward (LW) | Parent Governor |
| Hannah Martin (HM) | Staff Governor |

In attendance:

| | |
|---------------------|----------------------|
| Kirsty Gunnell (KG) | Senior Admin Officer |
| Louisa Trafford | Clerk |

Apologies:

| | |
|-------------------|------------------------|
| Jamie Fagan (JF) | Co-opted Governor/Vice |
| Rebecca Keen (RK) | New Co-opted Governor |

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

| Item | | Action | | | | | | | | | |
|------|--|-------------|--------|-------------|---|--|-------|---|---|-------|--|
| 1. | <p>Welcome and Apologies The chair opened the meeting at 6.40pm and welcomed attendees. New staff governor Hannah Martin was introduced. Apologies were received and accepted from RK and JF. SM was expected shortly.</p> | | | | | | | | | | |
| 2. | <p>Declaration of Pecuniary Interests: There was no declaration of pecuniary interests in addition to those already on the register. HM was given the PI form to complete.</p> | | | | | | | | | | |
| 3 | <p>Minutes of Previous Meeting – Including actions The minutes of the previous meeting held on 26 November 2019 were agreed as a true and accurate record and signed by the chair. Actions:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Responsible</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>Update governor membership on the HGS database Completed</td> <td>Clerk</td> </tr> <tr> <td>9</td> <td>Update policy renewal spread sheet to reflect ratifications in readiness for next term. Completed</td> <td>Clerk</td> </tr> </tbody> </table> <p>No discussion was necessary for the committee meetings.</p> | Item | Action | Responsible | 8 | Update governor membership on the HGS database Completed | Clerk | 9 | Update policy renewal spread sheet to reflect ratifications in readiness for next term. Completed | Clerk | |
| Item | Action | Responsible | | | | | | | | | |
| 8 | Update governor membership on the HGS database Completed | Clerk | | | | | | | | | |
| 9 | Update policy renewal spread sheet to reflect ratifications in readiness for next term. Completed | Clerk | | | | | | | | | |
| 4. | <p>Headteacher Verbal Report HT updated governors as follows:</p> <ul style="list-style-type: none"> 141 children in the Hive | | | | | | | | | | |

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- 93 in the Nest
- 25 two year old funded children
- 58 places for the 30 hour funding
- 1 LAC
- 25 Early Years Pupil Premium with 26 further being checked for eligibility
- 19 children on the waiting list for a place as soon as possible
- 25 applications received for September

SEND Children:

- 20 on allocated places
- 35 on SEN register in total in Hive
- 7 on register in Nest
- 11 with speech and language difficulties/therapy referrals who aren't included on the SEND register
- 2 with EHCPs
- 21 further EHCP being processed
- 8 more EHCP are needed for next year

The centre continues to have regular meetings with parents and are reviewing the next steps for the SEN children for school.

Staffing:

- New headteacher in position
- New practitioner in the Hive
- New staff member in Cherry room starting in January
- Advertising for Assistant Chef
- All new staff are inducted as appropriate

Staff absence:

Staff absence is still closely monitored and staff have return to work meetings. There are currently two occupational health referrals.

Health & Safety:

The updated policy as been circulated to staff. The H&S committee met earlier in the term.

Quality of teaching and learning:

HT is spending time in the rooms observing the teaching and learning which looks to remain at a high standard. She will be conducting learning walks with the senior practitioners to plan for next year.

SLT will be meeting to review data and the standards of observations on Tapestry is good.

Safeguarding, Behaviour and Welfare:

The DLS have weekly meetings and the HT is currently updating SG statements.

SM arrived at 6.45.

Teaching school:

HT met with the Teaching School Director and will meet others in the alliance next week.

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| | <p>It is also apparent that the pricing structure needs to be reviewed. Designation might need to be reapplied for, this is dependent on the HT having two years experience in post which is obviously no longer the case but the centre are hoping to find a way around this.</p> <p>The centre hosted a visit from various schools in Worcester, including the SLT meeting with their staff for a learning walk to view exemplary practice. The feedback received was excellent, their said that the centre had a strong shared vision and staff are respected by leaders, there is good interaction between staff and parents. Another visit is scheduled for 5 February to include members of Worcester LA.</p> <p>HT commented that the staff worked very hard before and during the visit.</p> <p>Governors were in agreement that this has been a positive start for HT.</p> | |
| <p>5.</p> | <p>Finance Update</p> <p>KG circulated the update prior to the meeting and handed out hard copies for those who needed them.</p> <p>She advised that the pale green is the year to date committed spend and the darker green is the variance. She advised that as we are three quarters though the financial year, the centre should have about 25% of their funds left to spend.</p> <p>KG advised that staffing is slightly under budget probably due to new HT position, this should balance out in February/March.</p> <p>Q: What does 100% mean?</p> <p>A: That we haven't spent anything from that cost code, we may have budgeted for a circumstance that ultimately didn't occur.</p> <p>Q: Will money from cost codes at 100% be spent before the end of the year?</p> <p>A: We will either carry the balance forward or it will go into the surplus and be redistributed.</p> <p>Q: What are day activities?</p> <p>A: This is for the ducks and chicks, costs don't come in until February.</p> <p>Q: Why has not much been spent in 'postage'?</p> <p>A: We are using email as much as possible now.</p> <p>Q: Have we been billed for HT recruitment?</p> <p>A: Yes, in cost code 3150. We budgeted for £10,000 but have only spent £3,331.</p> <p>Q: Will we use this to pay for the extra support?</p> <p>A: Yes, support/training for HT may come out of this code.</p> <p>KG advised that income is being monitored closely. This is due to currently waiting for a two year old funding claim, 3-4 year old census claim and the 30 hour claim to come in, the centre is not sure what this figure will amount to yet.</p> <p>There followed a discussion regarding the number of children who automatically transfer from two year old funding to the 30 hours which KG is currently looking into.</p> <p>Q: Do many apply for Cherry room who are not two year funded?</p> <p>A: It's a fairly even split.</p> <p>Governors discussed that children without needs should not be denied a place over children with needs and that it might be a good time to review the policy to address this along with reviewing fees so government funded places and privately paid places are in-line.</p> <p>Q: When are fees due to be reviewed?</p> <p>A: Later on this year but the centre can review at any time.</p> | |

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| | <p>Governors agreed that a review of the fees was necessary, clerk to agenda for March FGB.</p> <p>Q: How many day care children are in the Cherry room compared to funded places? A: There are 25 funded places in Cherry approximately, it's about 50/50 across cherry and catkin.</p> <p>Q: How much does the centre receive for various places? A: Two year old place is £5.20, 3 & 4 Year Old/30 hour funding is £4.47 and we charge £4.20 an hour in Willow or Catkin and £4.00 in Cherry or Hive. This has been competitive compared to other areas in the past.</p> <p>KG reminded governors that despite the centre predicting to carry forward approximately £100,000 at year end, the budget for 2019/20 is currently in a large deficit position, which continues to be addressed. EFS has advised the centre that the staffing model is not sustainable, HT will be looking at this as a priority. Clerk to agenda staffing structure for the next FGB.</p> <p>KG informed governors that the capital budget currently stands at £5,634 and this money must be used for the improvement of the building. Last year the centre spent £6,700 on Catkin gardens and the forest path.</p> <p>Q: When is the next amount due? A: April, last year we were given £4,900, there is also an additional amount hopefully coming from the government for approximately £5,000.</p> <p>Q: Do we know what we want to spend it on? A: SLT looking at physical environment.</p> <p>Q: Will they take it back if we don't spend it? A: Not that we are aware of, we are allowed to save it up if we can demonstrate what we are saving for. They would also give a warning if they were going to take it back.</p> | |
| 6. | <p>Agree decision regarding subscription to Governor Services and LA clerking service including contracted hours.</p> <p>Governors were in full agreement to continue with the subscription to Hampshire Governor Services including the training package.</p> <p>Governors also agreed to continue with Hampshire Clerking Service as follows: 6 FGB meetings at 9 hours = 54 6 Finance and Premises committees at 5 hours = 30 6 Administration hours Total hours: 90 hours</p> | |
| 7. | <p>Schools Financial Value Statement (SFVS) return due by 31 March.</p> <p>This is an annual document that governors are responsible for completing. The chair proposed a working party to address with as many governors as possible as it is quite a lot of work.</p> <p>KG circulated last years' submission for governors to read at their leisure and bring suggestions to the working party.</p> <p>Chair, HM, Heateacher, SM and KH volunteered to be part of the working party with KG for assistance. Agree date under item 13.</p> | |

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| 8. | Safeguarding Update Included in HT report | |
| 9. | Teaching School Update Included in HT report | |
| 10. | Governor Management: Vacancies: The staff vacancy has now been filled. There have been two applications for the parent so this needs to go out to parent election tomorrow (22 January) which will close in three weeks. Q: Do you get many of the parents voting? A: Yes, in the past we had approximately 60 parents vote. Governor membership: Nothing to update Training: HM will receive an invitation from HGS to attend induction training shortly, she was informed about the governor training package. All governors were reminded of the package, under the subscription governors can attend as many courses as they want. SEN conferences are always very beneficial. Correspondence: Nothing to discuss. | |
| 11. | Policy Review Single Equality Statement – due Summer 1 Fire Safety Management Plan – due May 19 Staff Sickness and Absence Policy – due May 2020 ACTION: clerk to update policy renewal spread sheet to reflect corrected due dates. | Clerk |
| 10. | Any other business Q: Has the Site Manager shared his calendar with the office? A: Yes, with KG One governor complained about the quality of the recent photos from nursery photographer and requested that a different provider be used. This was acknowledged as an important issue, however, the sale of photos on this occasion was quite high. Plain backgrounds will be requested in future. | |
| 11. | Dates of Next Meetings | |

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Dates were agreed as follows:

FGB dates:

Monday 25 March 2019 at 6.30pm
 Monday 20 May 2019 at 6.30pm
 Monday 15 July 2019 at 6.30pm.

Finance and Premises:

Friday 15 March 2019 at 9.30am
 Friday 10 May 2019 at 9.30am
 Friday 5 July 2019 at 9.30am

Standards:

Tuesday 29 January 2019 1.30pm
 Monday 11 March 2019 1.30pm
 Tuesday 7 May 2019 9.30am
 Tuesday 2 July 2019 9.30am

SFVS Working Party:

Tuesday 12 February 2019 9.30am

There being no further business to discuss, the chair closed the meeting at 7.50pm.

Action summary:

| Item | Action | Responsible |
|------|--|-------------|
| 11 | Update policy renewal spread sheet to reflect corrected due dates. | Clerk |

Items for next agenda:

- Review of centre fees.
- HT to present proposed staffing structure

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