

**Haven Nursery School and Children's Centre
Minutes of Full Governing Body Extra Ordinary Meeting**

6.00pm on Tuesday 19th May 2015

Present:	June Smith (Head of Centre – HoC) Karen Hooper (KH) Kerrie Mills (KM) (Chair) Glenn Ward (GAW) (Vice Chair) Gemma Wright (GW) Anna Clodfelter (AC) Julie Caldwell (JC) (Children's Centre Leader – CCL) Jamie Fagan (JF)	Staff Governor Staff Governor Parent Governor Parent Governor LA Governor Co-opted Governor Co-opted Governor Co-opted Governor
In Attendance:	Kirsty Gunnell	Finance & Admin Coordinator (minutes)
Apologies:	Shellie Morris (SM) Rachel Lewis (RL)	Co-opted Governor Co-opted Governor

1. Welcome and Apologies for Absence

The meeting commenced at 6.04pm.

Apologies were received from Shellie Morris (Co-opted Governor) and Rachel Lewis (Co-opted Governor).

It was agreed that the meeting was quorate with at least 3 Governors in attendance.

2. Declarations of Pecuniary Interest

No changes or conflicts of interest were declared.

3. Agree Minutes from last Finance Meeting on 5th May 2015

It was agreed that the minutes of the last meeting were a true record, with no matters arising.

4. Re-structure

The Head of Centre provided each Governor with a document summarising the Proposed Restructure (see appendix A) which had been compiled giving consideration to the national picture of Early Years Funding and the state of the Centre's Nursery School budget. The Head of Centre reconfirmed that the issues driving the proposed restructure are both financial and structural.

The financial challenge the Centre faces this year is impacted by the national problem that Early Years settings are not adequately funded to cover the costs associated with providing care for children. According to the 2015 NDNA survey, there is a shortfall in funding of £800 per annum for 3 and 4 year olds and £700 per annum for 2 year olds. The rising cost of utilities, overheads and salaries (i.e. annual increments, grades) are wrongly being subsidised by parental fees, which need to increase by some 13-14% to cover the shortfall.

A Governor asked has the shortfall stayed static. The Head of Centre confirmed that the shortfall has increased year by year and the gap is getting wider.

The Head of Centre went on to explain that there is further uncertainty on funding due to the drop in pupil numbers in the Hive in the Autumn term. As the Centre does not have a one-form entry, there is a huge migration of children in July. However, it is not practical to reduce Nursery staffing numbers as consideration has to be given to those children due to start in January and April.

The Head of Centre confirmed that measures have been taken to reduce non-staffing expenditure by £26,277, including a huge reduction on food costs, to be attained through careful waste management and changes to suppliers. Current nursery staffing levels will be protected in order to maintain the quality of nursery provision; however, one fixed term contract will be terminated at the end of July 2015. Nursery Practitioners on term-time only contracts will reduce their number of working weeks from 40 to 39, which in addition to a small saving, will allow for fairer and easier management of any additional hours needed/worked. The Site support team's workload has been reviewed and with individuals working smarter, it is believed that there is no longer a requirement for a Site Manager. As the demand for meals drops in the holiday period, two Catering Assistants will change to term-time only contracts.

The Head of Centre explained that the main structural changes to staffing, involve the Senior Leadership Team and aim to make it more effective, sustainable and prepare for eventual succession. The time and stress of managing the childcare provision has been considered and can no longer be sustained by the Head of Centre and Deputy Head, alone. The scale of the Centre's childcare provision has increased massively, with numbers increasing from 26 to 150 plus over the last ten years, which has distracted from the Centre's core business to provide children with a quality, 15 hours of funded Nursery School care. As such, it is felt that a Childcare Operations Manager is needed, who would be responsible for the management of all aspects of the daycare provision.

A Governor asked is the Childcare Operations Manager just for the daycare. The Head of Centre explained that the Childcare Operations Manager will be responsible for, amongst other things, the allocation of Nest places and extended hours at the beginning and end of the day, working closely with the Finance & Admin Coordinator to keep up to date on pupil numbers and places available. However, senior management are keen not to label/separate children as daycare or funded.

A Governor asked who will allocate Hive places. The Head of Centre confirmed that the Deputy Head will continue to allocate funded places.

A Governor stated that they thought the Childcare Operations Manager post would be a broader occupational role. The Head of Centre posed the analogy of a third party daycare provider having their own manager.

The Head of Centre went on to explain that due to current pressures on herself and the Deputy Head, unfortunately, the SEF for the Nursery School was out of date. Their focus has been on ensuring that the daycare SEF is up to date in the event of a no notice Ofsted inspection. This is something that the Childcare Operations Manager would be responsible for, allowing them to refocus on the Nursery School SEF and planning the curriculum.

The Head of Centre stated that the quality of daycare drops in the holiday periods, but it should be sustained, especially for those children accessing their free funded hours as part of the 'Stretched Offer'.

A Governor stated that it is now clearer why the restructure is required and although initially it was for financial reasons, providing the right people end up in the new roles, the proposal looks sound. The Head of Centre assured that although there will be grey areas to start, the new structure will work in principal and theory.

A Governor asked how the new Childcare Operations Manager role would impact the staffing budget. The Head of Centre confirmed that the existing four Lead Practitioner posts would be ring-fenced and ideally one of the individuals would be successfully appointed. However, the Centre may have to consider recruiting externally if no one internally meets the criteria. If this occurs, there may be another potential redundancy of one of the four Lead Practitioner posts.

A Governor asked how likely it is that we will recruit internally. The Head of Centre advised that two of the four Lead Practitioners are actively considering applying and could be successful.

A Governor stated that the Governors needed to commit to seeing through the whole process if the result could be a Lead Practitioner being made redundant.

A Governor asked how the best person for the role would be decided. The Head of Centre stated that the recruitment selection panel would need to have strong governor representation and whilst the Head of Centre and the Deputy Head would be happy to assist with the final decision making, they would prefer to have minimal involvement. The process will need to be fair, open and transparent with a clear person specification for the role. EPS have suggested that applicants could be asked to produce a 1,000 word statement confirming their suitability for the role, to be reviewed by the selection panel. Applicants would then be interviewed.

A Governor asked if an EPS representative could sit on the selection panel. The Head of Centre stated that this may be possible and EPS would certainly be able to advise how to audit and shortlist applicants.

The Head of Centre went on to explain that it has become apparent that there is a need for the presence of an ICT Technician in the Centre.

A Governor asked if the proposed 15 hour IT Technician post would be attractive. The Head of Centre confirmed that before going out to advert, she would email other Heads in the area to see if they could recommend any individuals, who may be looking to top up their hours. The Head of Centre advised that the cost of the new ICT Technician would be offset against the savings that would be made in not having to purchase so many Agile banked hours.

A Governor asked if the Business Manager had been spoken to about the proposed redundancy. The Head of Centre confirmed that she had and that all individuals directly affected by the restructure had been spoken to individually. The Head of Centre explained that she is strictly following the procedures and timelines contained within the 'Restructure Pack' provided by EPS. EPS have suggested that the Centre has a sound case and the only thing that Unions may try to use to oppose the restructure, is that procedures have not been followed correctly.

A Governor asked for confirmation on the Site Team restructure. The Finance & Admin Coordinator confirmed that the 20 hour Grade C Site Manager post, discussed at previous meetings, was not included in the restructure. Governors highlighted a typing error in the Head of Centre's report regarding the Site Manager FTE hours and also that the savings made by the Head of Centre reducing her hours, should be £30,000 not £30,00.

A Governor stated that reassurance was needed, that by removing the Business Manager role, the workload for the remaining Senior Leadership Team would not increase. The Head of Centre stated that reflecting on the last 15 months it was felt that the Centre would manage.

A Governor asked what governor involvement would be required if the Business Manager post holder appeals the restructure. The Head of Centre explained that a list containing the names of those directly affected by the restructure will be sent to all Hampshire recognised unions, inviting them to attend a meeting with their client on 11th June 2015, if applicable.

The Head of Centre stated that no one had yet appealed against the restructure and that there had been a very positive response to the proposed reduction of working weeks for term-time only staff to 39 weeks.

A Governor asked if a Lead Practitioner is successfully recruited to the Childcare Operations Manager post, will they be replaced. The Head of Centre confirmed that the budget will not allow for this and there would be a potential redundancy situation.

A Governor asked what grade is the new Childcare Operations Manager post. The Head of Centre confirmed that it is a F grade post and once the top step of the grade is reached after five years, only annual HCC inflationary pay rises will apply.

At 7.22pm the Head of Centre left the meeting. **The Chair of Governors asked** all remaining governors if they voted in favour of the proposed restructure. The seven governors in attendance voted in agreement of the restructure. The Chair of Governors confirmed that email votes had been received from Shellie Morris and Rachel Lewis, voting in agreement with the restructure.

The Head of Centre then re-joined the meeting.

5. Agree Budget Setting

The Chair of Governors asked if there were any questions about the Nursery School or Children's Centre budgets, issued by email prior to the meeting and which had been approved in principal by the Finance and Personnel Sub-Committee on 5th May 2015. No questions were asked.

Governors approved unanimously the Nursery School budget showing a total expenditure of one million, two hundred and forty-eight thousand and ninety-four pounds (£1,248,094) with a total income of one million, one hundred and seventy-nine thousand, three hundred and seventy-five pounds (£1,179,375) giving rise to a net surplus of seven thousand, seven hundred and twenty-six pounds (£7,726) after taking account of a carry-forward of seventy-six thousand, four hundred and forty-five pounds (£76,445).

Governors approved unanimously the Children's Centre budget showing a total expenditure of two hundred and fifty-two thousand, three hundred and fifty-three pounds (£252,353) with a total income of two hundred and forty-eight thousand, two hundred and ninety-one pounds (£248,291) giving rise to a surplus of four thousand, eight hundred and forty-eight pounds (£4,848) after taking account of a carry-forward of eight thousand, nine hundred and ten pounds (£8,910).

Both budget reports were passed to the Chair of Governors and Head of Centre for signature in confirmation of Governing Body approval.

6. AOB

The Head of Centre shared the news that the Centre's Teaching School Status application had been approved in principal and that this should be the year that Haven markets itself as a training entity. There will also be the opportunity to 'skill up' on IT, with a view to delivering training to other settings who are looking to spend their Early Years Pupil Premium.

7. Dates for Next Meeting

FGB Meeting – 9.30am Tuesday 2nd June 2015 in the Meeting Room