

HAVEN NURSERY SCHOOL
Harris Road, Gosport

MINUTES OF THE GOVERNING BODY MEETING
Tuesday 29th September 2015 at 9.30am

Present:	June Smith (Head of Centre – HoC)	Staff Governor
	Karen Hooper (KH)	Staff Governor
	Kerrie Mills (KM) (Chair)	Parent Governor
	Glenn Ward (GAW) (Vice Chair)	Parent Governor
	Gemma Wright	LA Governor
	Rachel Lewis (RL)	Co-opted Governor
	Julie Caldwell (JC) (Children’s Centre Leader)	Co-opted Governor
	Jamie Fagan (JF)	Co-opted Governor

In Attendance:	Emily Payne	Clerk
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Apologies:	Anna Clodfelter	Co-opted Governor
	Shellie Morris	Co-opted Governor

		Action
1.	<p>Welcome and Apologies for Absence The meeting opened at 9.36am. The Chair welcomed everybody to the meeting and apologies for absence were accepted.</p>	
2.	<p>Election of Officers The Clerk took the Chair until the election was completed. Kerrie Mills has offered to stay on as Chair, this application was welcomed by the governors.</p> <p>Glenn Ward received a nomination to continue as vice chair and was happy to do so.</p> <p>All Governors in agreement to re-elect Kerrie Mills and Glenn Ward</p>	
3.	<p>Declarations of Pecuniary Interest No changes to declarations of Pecuniary Interest were declared.</p>	
4.	<p>Minutes of Previous Meeting – 14th July 2015 The Minutes were agreed as a true record and signed by the Chair of Governors.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • 5.2 - HoC has circulated report • 8 – Dates sent for review panel, 9/11/15 is confirmed • 11.3- Copy sent and all governors have received • 13 - Governor training completed 24/9/15 –all governors agreed 	

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 Chair of Governors

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it was very useful training.

- 14 - Governor Visits on this agenda
- 15 – Nominations completed
- 16 - Clerk in service

5. **HoC Report (Verbal Report)**

The staffing restructure was brought to a conclusion during the summer holiday and all the new and adjusted posts are operational. Staff are getting used to new roles and the different ways of working, Overall it has been fairly smooth and HoC thanked everyone involved for their co-operation and support, including the governors.

It was a long and time consuming process, but it achieved the desired effect in terms of reducing the budget deficit and now we need to make sure that the changes also enable us to work smarter and more effectively.

5.1 **Confidential Item**

5.2 **OFSTED**

We were delighted to maintain the outstanding grade from OFSTED for the Early Years Inspection in August. This is an endorsement for the distributed leadership we have been moving towards in developing leadership in middle managers. All staff did excellently on the day especially as a lot of the senior managers were on holiday, the inspectors commented that they didn't ask any questions that the staff did not know the answer to.

There was one recommendation from the Inspector (they have to make a recommendation):

- **increase opportunities to extend children's already excellent early reading skills and interest in books in the under three's nursery to further support their literacy development.**

This is already in the three year Development Plan, but we have revisited the literacy objectives and added to the objectives and tasks.

Governors praise the staff on the excellent OFSTED result and their hard work in achieving it.

The DfE also confirmed ministerial approval of our Teaching School designation in August, including a letter from the Secretary of State for Education. We are currently working through the initial stages of designation – national induction 12th and 13th October in Nottingham (June and Karen to attend) We have been assigned a Regional Adviser and have had an initial meeting with her. Our acceptance of the Terms and Conditions has been returned to trigger the first year's funding, the next stage is to submit the Action plan by 30th October. After the Induction, it is recommended that we issue a press release and organise a launch event to publicise and celebrate our designation.

5.3 **Numbers on role**

These are better than predicted in the Hive, we could hit maximum capacity after Christmas. Generally children are settling in well and there are already signs of good levels of learning.

5.4

Progress last year

We are still finding our way around the data function of Tapestry. We have now worked out how to extract meaningful data in order to undertake useful analysis.

HoC shows the governors the data reports that can be created by Tapestry, what the data shows and how it can be interpreted. Hoc explains that the data will be looked at to see if the children have different results if they have been in the Nest prior to the Hive. The reports give an overview of progress of ELG.

A Governor asks – are the children that are in pink those with specialist needs?

Yes, we can see that these children have specialist needs and would therefore need to be realistic about expectations.

A Governor asks – Would you share these results with internal staff?

Yes, so that they have an idea of where there are any weaknesses.

The thoroughness graph shows how good we are at observing and recording. This may mean that we need new resources, ICT equipment etc. Tapestry will allow us to dig deeper

A Governor asks – Do you measure progress from beginning to end?

Yes it's not what is achieved, it is the progress that is made by that child.

A summary of the data will be incorporated into the SEF so that it can be accessed by the Inspector prior to the school inspection. By the next meeting the data will have been analysed and will be shared with the governors so that they are not only be aware of the progress data, but also see how it is driving the objectives in the Development Plan.

The recent training has highlighted some areas Governors would like to revisit before the next Ofsted inspection and will be covered in future FGB meetings.

Education Personnel Services have issued several updates to the Manual of Personnel Practice. These were only distributed via Schools Communications yesterday, so will need to be localised and go to staff for consultation before formal re-adoption by the governors at the next meeting.

The changes include a Social Media Policy for schools, an updated Model Pay Policy on Staff, Acceptable Use of ICT and a new framework document 'Guidance on performance management ratings: descriptors of ratings and expectations of Head Teachers'. These come out as general policies are amended by the committees and are on the

staff notice board for staff to see.

There is a new statement of financial expectations which explains why you sign the pecuniary interest form, this is very useful for governors to read.

Action

HoC to send an electronic copy of the statement of financial expectations out to governors

JS

5.5 Progress Against Development Plan

Although the governors are presented with regular updates on progress against objectives of the plan, after last week's training the HoC feels those updates need to be more detailed, particularly in respect of outcomes for children (e.g. we have improved the library facilities - 'so what' how will this impact on children and their learning) this information needs to be added to future updates possibly by adding a column to detail this.

The Vice Chair thanked the HoC for her thorough report.

6. Children Centre's Consultation

JC attended a briefing for the future of children's centre's as £8.4 million needs to be saved across Early hubs and children's centres, the current budget for Hampshire's children's centres is £11.4 million. This was outlined in the members report dated 9th September 2015.

It is hoped that there will be a combined more cohesive service for families across 0-19yrs which will encompass supporting troubled families, early hubs, children's centres and youth service.

A service-specific consultation will take place in November and the options include:

- A 0-19 family support model which will be HCC managed, outsourced or a mixture of both dependent on the level of families.
- A reduction in buildings from 54 to between 8 and 11.
- The new family support offer will only be for families at level 3. Level 1 and 2 services, possibly provided by the voluntary sector partners.

There has been some waste so things need to get rationalised. The consultation is due to start in November and will be for 12 weeks.

Hampshire's suggestions are based on the Oxford model and are recommending children and family resource centres with a good geographical spread. Universal services would then be run by voluntary and services.

Governors discuss the implications for Haven and would need to decide what facilities Haven could offer/provide as it would look very different to how it is now as 0-19 is a huge range. Many services would need to be delivered through outreach.

A Governor asked – are you speaking to other centres in Gosport and seeing what can be offered?

Other centres aren't directly managed so would need to speak to Head Office, there is also no guarantee that they would go for the tender model It is good to keep talking and sharing ideas but it is likely we will need to just think about Haven.

A Governor asked - Is the consultation open to the public?

Yes, but we would need to avoid the confusion which surrounded the last consultation, with some parents fearing that the nursery school was under threat of closure.

Next Steps (dates subject to change)

- The detailed work stream consultation for 12 weeks starts in November 2015
- The decision will be announced in March 2016
- Implementation is expected March 2017

Governors decide to continue to keep an eye on updates and wait until after the consultation before any ideas are shared. The governors are aware that this needs to be handled sensitively at present to avoid any misunderstanding or confusion in respect of the nursery school's future.

Action

The consultation should be a standing agenda item going forwards

Clerk

7. Finance Update

Staffing

7.1 Payroll costs are about where we would expect them to be against the planned expenditure. There are some adjustments to be suggested at budget revision to allow for returns from maternity leave, clerk to governors, IT Technician on D2 etc.

Other expenditure

Although this is tight, it is within budget and there are no concerns.

7.2 Income

The income lines are being watched very carefully this year. There have been some predictions made for the final 6 months of the financial year, this gives an approximate idea of how the year end will look. In particular we are watching the income from the Nest, based on September's invoices there is a predicted shortfall of £14,000. This could be subject to change based on October's invoices (children moving to Hive during summer holiday and a transition group moving through earlier). However this is not a concern as the Hive income is predicted to be £15,000 above the planned figure in the budget.

We are above planned income on meals/refreshments and support staff sickness reimbursements.

The estimated surplus is currently looking at something in the region of £30,000 (planned £7,000) which is healthy but we need to exercise

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caution in light of uncertainty over the Nest income, lettings, fundraising, pupil premium, debt write offs, etc.

A Governor asks – Does this amount carry over for next years shortfall?

Yes it will

A Governor asks – Did the kitchen costs get under control?

Yes, we should have 50% of planned budget remaining, but we actually have 63.79% left.

Detailed revision proposals will be prepared for the next Finance Committee and the revised budget will need to be approved by the FGB before the deadline of 30 November on the system.

Karen Hooper Leaves meeting early 11.02

8. Committees

Committee members are confirmed and are as below:

Finance

Glenn Ward
Kerrie Mills
Shellie Morris
Rachel Lewis
Karen Hooper

Standards

June Smith
Karen Hooper
Kerrie Mills
Shellie Morris

SEN

Shellie Morris

Premises

Glenn Ward
Julie Caldwell

Pay Committee

Gemma
Shellie Morris
Jamie Fagan

Performance Management

Anna Clodfelter
Shellie Morris

9. Governor Visits

Governors need to book governor training as the subscription is not

being utilised enough.

Governor visits to the nursery discussed and the following agreed:

- Early Years Interventions – Jamie Fagan
- Literacy/Library – Gemma Wright
- Tapestry, observe staff and see it in action – Kerrie Mills
- Forest School – Anna Clodfelter
- Health & Safety Walk round – Glenn Ward
- Finance Procedures – Gemma Wright

Governors to e-mail date to Karen and organise visit. A copy of the Protocol for Governor Visits was circulated.

10. **Correspondence**

Certificates and badges were given to Gemma Wright for her 8 years of service as a governor, Shellie Morris has one for 4 years which will be given to her.

11. **Meeting Dates**

FGB Meeting dates 2015/16 starting at 9.30am:

24/11/2015 FGB
26/01/2016 FGB
22/03/2016 FGB
24/05/2016 FGB
12/07/2016 FGB

05/11/2015 finance meeting for 4pm
10/11/2015 Standards 4pm

12. **AOB**

11.31am Rachel Lewis leaves meeting the meeting

An e-mail has been received from Shellie regarding the payment of invoices. She didn't receive a letter to chase her fees and couldn't pay on the internet, her bill for July and August was not paid and then she had a large bill all at once. The governors discuss the possibility of charging a deposit for August fees. The office are making sure that the debt procedures are being followed as per the guidance from County

Action

HoC to ask finance to provide a report to look at August leavers and identify how many didn't pay. Future procedures can then be put in place to get better payment of bills. Shellie's case to be followed up.

HoC

Action

Gemma to e-mail HoC dates to do a governor visit for Finance

GW

Haven Nursery School GB Meeting – 29th September 2015

procedures as a focus.

Next meeting 24/11/14 at 9.30am

Meeting closed 11.43am

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Chair of Governors

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