

Muriel Green Nursery and Pre school 439

MEETING OF GOVERNING BOARD

7th November 2016

7.00 PM

MINUTES

No.	Item	Action
	<p>Present Karen Ashton (KA) HT Bethan Jones (BJ) (VCoG) Mark Knowlson (MK) Tim Wells (TW)</p> <p>Absent Prakash Mistry (PM) Wilma Rix (WR) Stephanie Pitts (SP) Michael Bartlet (MB)</p> <p>In Attendance Carole Connelly (Clerk)</p>	<p>Rebecca Blackstaffe (RB)(CoG) Rachel Martin (RM) Rachael Botley (RBt)</p>
1.	<p>Welcome and introductions Staff governor vacancy – will try and recruit again <i>Q. What is the resistance?</i> <i>A. The time commitment and there are few teachers and mostly day-care staff.</i> One Co opted governor required.</p>	
2.	<p>To receive apologies and approve absences PM and WR sent apologies which were accepted SP and MB were absent no apologies sent</p>	
3.	<p>To declare any conflict of interest that may arise during the meeting CoG governor at Laurence Haines and teaching at Beechfield school HT – daughter is member of staff RBt – Governor at St John Fisher. PM – also declared a second governing body role <i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item.</i></p>	
4.	<p>To receive notification of any other business (item 11)</p>	
5.	<p>To approve minutes of 19/09/2016 Prevent training – 23rd November 2016 6.30pm Pecuniary interest forms rolled forward Code of Conduct – adopted by the GB Accepted and signed as a true record of the meeting.</p>	
6.	<p>To consider matters arising from previous minutes There were none</p>	
7.	<p>To receive the Head teachers report (previously circulated) Key points Numbers are similar to last year but occupancy is down so consequently income is down, there is some supply cover required to cover maternity and parental leave. Training for staff on behaviour, led by the local inclusion officer for PVI's – Steps training, this is on the SIP Local MP visit was successful and she was well briefed by the</p>	

	<p>school, helpful in that she now appreciates the difference in private and maintained Nursery provision.</p> <p>Action check in 3 months whether she has followed up with the agreed actions</p> <p>Staff absence is high due to the parental and maternity leave.</p> <p>The various staff training sessions have been well received and strategies used.</p> <p>Invitation to all governors to see the improvement of the premises, kitchen and changing rooms and sunshine and baby room.</p> <p>There is an open day on Saturday 4th March 10.30- 12.30 Governors are welcome, including children.</p> <p>Approx. 25-30 new children are starting in Sunshine after their 3rd birthday.</p> <p>Performance management. Resources committee to have the delegated authority to agree any increase in HT salary.</p> <p>Encouragement for all governors to visit accordingly to their link areas. WR has already visited re. Safeguarding.</p> <p>An external visitor noted that it was the best that the nursery had ever looked. Agreement that the setting looks well cared for and very organised.</p> <p>Thanks to HT for a good overview of the school.</p>	CoG/HT
8.	<p>Receive reports from:</p> <p>School improvement 3rd October.</p> <p>All committee members allocated an area of the school</p> <p>Action check that MB knows about the inclusion visit 10th Nov 2016.</p> <p>Safeguarding HT and WR have meet and report later.</p> <p>Draft SIP and pupil attainment data were reviewed. There is no data this term as there is a technical hitch with allocating Summer born pupils (those held back on the request of parents) to the correct cohort. The latest base line is not as high as normal, this has been moderated and probably due to taking funded children. There is a more diverse cohort. The funded places are probably from more vulnerable families economically and perhaps this leads to less demand for the wrap around care.</p> <p>Need to look at the funded and non-funded places and associated need for wrap around care.</p> <p>Nursery is in a good place to offer the 30-hour offer.</p> <p>The funded 2s position will help with the school's diversity and future sustainability.</p> <p>Discussion about the variety of offers that will exist within the nursery and the subsequent complexity of the income and financial implications. There needs to be sophistication in planning and admissions to make the best of the various offers.</p> <p>The funded 3s are more economical than the funded 2s because of the staffing ratio.</p> <p>Some of the funded places have very complex charging systems in order to take advantage of the different funding streams.</p> <p>The governing board are satisfied that fees are transparent and the governors ensure sound financial probity.</p> <p>Resources committees 3rd November 2016</p> <p>MK Chair.</p> <p>No formal minutes at this time. Biggest challenge P6 onwards, daycare more on roll but taking fewer hours - this needs additional marketing. HT has requested that governors work with her on a</p>	CoG/BJ

	<p>marketing strategy. The possibility of a working party was discussed. Social media is being explored.</p> <p>Bench marking, this terms benchmarking has been completed and discussed. Bench marking is complex for our setting as there is no other setting that is similar; the bench marking is not an exact science. ie. Rent rather than ownership of the building.</p> <p>It is considered that the nursery would not be sustainable without the daycare, since daycare pays 60% of the rent.</p> <p><i>Q. Is it worth revisiting the corporate funding idea?</i> <i>A. The school is not poor in resources and perhaps there needs to be a better use of the resources. The pressure is around staffing rather than resources. Unlike other settings however, we are unable to sub let our premises.</i></p> <p>Discussion on the use of staff to cover the day most effectively. All though the day there are practitioners with the children.</p> <p>Discussion on the use of buy as you use where existing parents can buy a block of vouchers and they are time-limited vouchers.</p> <p>The setting has remarkable flexibility and there was an appreciation of the service offered to parents.</p> <p>Discussion on whether withdrawing some packages would mean that some parents may leave if there isn't a flexible offer. As HCC is the employer the staff on costs are higher than private settings.</p> <p>Strong routines are best for children and sometimes this is at odds with the parents approach.</p> <p>Strong message to tell parent is the use of qualified staff.</p> <p>Action BJ to talk to admin about strong marketing messages.</p> <p>Safeguarding report Almost complete but without the staff and governor training. Staff have all had recent safeguarding training.</p> <p>SIP Adoption after HIP has seen it.</p>	BJ
9.	To agree terms of reference (previously circulated) Agreed and adopted.	
10.	To receive update on Governor Training Prevent 23 rd November 6.30pm governors welcome CoG and TW – SFVS training 22 nd November CoG to attend briefing for HTs and CoGs on 9 th November. HT to attend virtual schools update	
11.	Policies Agree code of conduct for School Governing Boards – adopted. Child Protection Policy – agreed and adopted, updated with all appropriate named persons. For Information - Keeping children safe in education – part 1 Safer Recruitment and Leave of Absence has been renewed (date) as no changes to previous model policy.	
12.	To receive any other business as agreed in item 4 Discussion on the possible dates for future Ofsted inspections. The setting will have two inspectors one to cover the daycare setting.	
	Next FGB dates Monday 23 rd January 2017 Monday 15 th May 2017 Monday 10 th July 2017 All meetings at 7.00pm <i>Meeting ended 8.25pm</i>	

Item	Previous Actions	By Whom
7	Follow up MP visit in 3 months time (Feb 2017)	HT/CoG
8	Check that MB is aware of the inclusion visit	BJ
8	Work with admin staff on strong marketing messages	BJ