

Muriel Green Nursery and Pre school 439

MEETING OF GOVERNING BOARD

23rd January 2017

7.00 PM

Minutes

No.	Item	Who
	<p>Present Karen Ashton (KA) HT Rebecca Blackstaffe (RB)(CoG) Bethan Jones (BJ) (VCoG) Rachel Martin (RM) Mark Knowlson (MK) Rachael Botley (RBt) Prakash Mistry (PM) Michael Bartlet (MB) Wilma Rix (WR) Jenny Loader (JL)</p> <p>Absent Tim Wells (TW) Stephanie Pitts (SP)</p> <p>In Attendance Carole Connelly (Clerk)</p>	
1.	<p>Welcome and introductions Jenny Loader is joining the governing body as a staff governor.</p>	
2.	<p>To receive apologies and approve absences TW sent apologies these were accepted and BJ will be delayed. SP absent and no apologies.</p>	
3.	<p>To declare any conflict of interest that may arise during the meeting HT has a daughter working at the Nursery and Pre School Jenny Loader has a husband employed at the Nursery and Pre School. <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 12) Update on section two business.</p>	
5.	<p>To approve minutes of 7th November 2016 Several minor amendments changed by hand and signed as a true record of the meeting.</p>	
6.	<p>To consider matters arising from previous minutes HIP has seen the School Improvement Plan (SIP) and this has been minuted in committee.</p>	
7.	<p>To receive the Head teachers report (circulated in hardcopy at the meeting) The number of children on roll – there are 50 children accessing flexi one and two. This is a popular offer and working well for the school. (Ignore item regarding picnic within the report) There is one EYPP child in the school and is in line with ARE. <i>Q. The report refers to the APPG and future of Nursery schools, what is this?</i> <i>A. The purpose of the APPG was explained and that nursery education funding is protected for the next couple of years.</i> Action CoG to forward an information report on the future funding for maintained nurseries. <i>Q. Boys have made better progress however girls have higher attainment?</i> <i>A. Yes there was a big gap and this is closing. The difference is</i></p>	CoG

	<p><i>being diminished.</i></p> <p>Discussion on the use of the outdoor area and literacy rich environment to support and enhance boys learning.</p> <p>Discussion on the numbers on roll and the tally on each room. There may have been double counting as the children move round rooms.</p> <p><i>Q. Is there a summary table that explains how many days each child is enjoying, this could help governors understand the most popular packages?</i></p> <p><i>A. The school is looking at nursery management systems at the moment and once costed it might be good to budget for a more sophisticated data system. At the moment all of the data is managed through one computer in the office. There is a mixed economy of paper and computer at the moment.</i></p> <p><i>Q. Can we get clarity on the occupancy figure?</i></p> <p><i>A. Yes and this will clarify whether numbers are stable and not going down. The Ocean room figure is key and helps the number coming into nursery.</i></p> <p><i>Q. Can governors have % occupancy and also number on roll? The business needs these figures to inform future strategy.</i></p> <p><i>A. Governors need to understand the revenue streams for each room and then the associated costs can be considered. However Rainbow and Ocean are more complex as there are 2 year olds and doubling up to reduce costs.</i></p> <p>Mobility of staff.</p> <p>The school has undertaken informal interviews with practitioners. This has been addressed in committee. There are 6 new employees.</p> <p><i>Q. Have we asked them why they have left, and exit interview?</i></p> <p><i>A. There are several promotions and one member of staff has left to be an adviser. The school has undertaken any exit interviews</i></p> <p>Perhaps this could be sent out to home addresses to gather information.</p> <p>Action TW to lead on exit interview work</p> <p>Is EYPP the same as 2-3 years funding?</p> <p>EYPP is to fund vulnerable children and this supports a post adoptive child.</p> <p>The 2-3 year funding also supports vulnerable children but comes from a different source. The funding is to support adults to return to work.</p> <p><i>Q. There is a large difference in the funding and pupils on roll over the last few years.</i></p> <p><i>A. The numbers were explained and the large number is due to a large number being catered for in daycare when the nursery is full. The nursery is committed to encouraging access to vulnerable families.</i></p> <p><i>Q. Is there any usage statistics on the use of the website?</i></p> <p><i>A. The website is registered with Google.</i></p> <p>Action office to set up Google analytics.</p>	<p>TW</p> <p>Office</p>
<p>8.</p>	<p>Receive reports from: (previously circulated)</p> <p>School improvement</p> <p>Standards visit report was discussed. Boy's attainment and EAL pupils were discussed, there is still a gender gap in the nursery and it is being addressed. The babies enter with a gender gap and this may be in part to the measures used to assess them.</p> <p>Governors are assigned to priorities.</p> <p>Safeguarding visit Action WR and HT to meet and discuss the safeguarding audit.</p> <p>All employees must have two references and this is a priority. When a</p>	<p>WR/HT</p>

	<p>recent member of bank staff was unable to get a second reference this bank member of staff was not used further. Safeguarding training – the governors need to identify their needs. The governors should all have attended Induction and safeguarding as a bare minimum Action Clerk to get training record update. Action Clerk to create Excel spread sheet with training information. Staffing discussed earlier and premises update. The initial rumours were retracted and there appears to be two years of stability. There are no official communications regarding the future of the building. What does the leaseholder need for notice This is unclear and governors are pursuing a copy and clarity. The APPG was explained. The MP is being updated.</p> <p>Resources committees Marketing needs to be addressed. The nursery school budget is very good, with a good carryforward. The day care setting is in a better situation but the budget is very close to the line and matching the staff to the provision is difficult. There may need to be a rebalancing of costs across both settings. SFVS update and this is good shape. The premises issue has been covered. The 30 hours funding will be address and evaluated at a future meeting.</p> <p>H&S report Visit from 14th December, thanks to Maureen for chasing so many items on the checklist. The centre holds a lot of the dates regarding checks and sometimes the information is slow. There were a couple of minor issues, removal of the cooler and the fire strips need to be replaced, this is an on going issue. There is no significant risk, however in the Rainbow room, the Sun pipes in the room, one has the filter missing and the whole pipe has to be replaced. It has not had a cover for years and there is no risk to the children in the setting. <i>Q. What would the risk be?</i> <i>A. It is unclear, as would a children stand under the pipe for a length of time and the pipe has a bend in it.</i> There would be a significant cost and no governors have any concerns. Regarding the outside space, is there a focus for another visit. There is an outside checker who also maintains the sand pit lid for example. He also points out any items that need addressing. Discussion on the need to address the varnishing for example. PM to add this to the general H&S list and check. There are daily risk assessments. Risk assessments are a priority with Ofsted at the moment.</p>	
9.	<p>To receive update on Governor Training Discussed earlier. Induction, safeguarding and then one course a year.</p>	
10.	<p>Governor Visits H&S addressed previously ICT reported to committee. BJ has seen HT to discuss equalities. They will discuss policies and HT will prepopulate the policy.</p>	
11.	<p>Policies Admissions - needs updating to add the information at 30 hours. Action HT to update. Action MK to research a common storage area. Encouragement to record all governors visits to the school.</p>	<p>HT MK</p>
12.	<p>To receive any other business as agreed in item 4</p>	

	Meeting ended at 8.30pm	
	Next FGB dates Monday 15 th May 2017 Monday 10 th July 2017 All meetings at 7.00pm	

Actions from previous FGB

Item	Previous Actions	By Whom
7	Distribute report on the future funding of nurseries to all gobs	CoG
7	Lead on staff exit interviews	TW
7	Set up Google analytics	School Office
8	Meet to discuss safeguarding audit	WR/HT