

## Colleges Nursery and Family Centre

### MINUTES OF GOVERNORS' MEETING HELD AT 7.00 p.m. ON 6<sup>th</sup> JULY 2009 AT THE CENTRE

**PRESENT:** Tim Anderson (TA – Chair), Helen Snow (HS – Headteacher), Jo Bouttell (JB – Clerk), Daphne Babouris (DBS), David Barr (DBR), Sara Varty (SV), Caroline Potter (CP), Dawn Gordon (DG), Naomi Griffiths (NG), Veronica Heath (VH), Leela Kouznetsov (LK), Kristian Teleki (KT)

#### Action

#### **1 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Kirsten Branigan (KB), who had childcare problems.

#### **2 MINUTES OF THE LAST MEETING (11/05/09) AND MATTERS ARISING**

a) **Ofsted News** - HS had contacted the Cambridge Evening News regarding printing a report of the school's recent Ofsted inspection. They had been sent a copy of the press release. No indication of publication date was given. Articles also to be published in Countywide and the Chesterton Challenge.

b) **Nursery Governor Networking Meeting** – Governors had been dismayed that the meeting scheduled for 12<sup>th</sup> May had been cancelled at the last moment, especially given the important and urgent items which needed to be discussed regarding the implementation of the extended early years education entitlement. Details of the next (autumn) meeting were contained in Governor Training News flier, which had been sent out with the agenda for this meeting.

c) **FAMIS** – The Governor Training News flier contained details of FAMIS training. TA and NG to attend. TA suggested arranging a briefing session for Colleges governors. To be considered and discussed further.

Other matters arising to be covered further on agenda.

The minutes were agreed and signed.

#### **3 NORTH CAMBRIDGE CHILDREN'S CENTRE**

- Governors were advised that the Local Authority was changing its policy regarding Operational Agreements for Children's Centre. They were to change to Service Agreements, based on a generic document which was being drafted. Governors noted that this new document would need careful consideration and it may be advisable to seek advice from an appropriate Local Authority officer. Jo Maxwell (Manager NCCC) would be happy to attend Governing Body meetings to update governors. This could possibly be a termly arrangement.
- Governors were advised that improving communication had been discussed at the most recent Partnership Board meeting – this had been an area of concern for governors.
- Changes were being considered to the caretaking arrangements for Colleges and NCCC. Funding had been included within the NCCC budget from September 2009 to allow KW to work for one hour each morning – unlocking, checking the site and undertaking site supervision duties. KW had indicated her willingness to take on the extra hour.

## Action

- Following the recent decision to remove the Centre Receptionist from Colleges office and reposition her within NCCC office, HS, JB and VH would meet to discuss the difficulties this was causing within the Colleges office.

HS/JB/  
VH

## 4 HEADTEACHER'S REPORT

HS added the following comments to her report:

- a) **Annual Child Protection Report** - This had been presented/reported to governors in January 2009. The Chair of Governors is required to sign the report before it is submitted to the Local Authority. HS reported that currently one child had a Child Protection Plan. A second child who had a plan had now left the nursery. Governors were advised that this report did not include children attending the Daisy Room. Social Services were currently funding places for children in need to attend the Daisy Room. Colleges had applied to be included in the first cohort of nurseries offering the free nursery entitlement to two year old children. If successful this funding would be targeted at those two years most in need.

- b) **School Development Plan** - The latest version was almost complete. Copies were available for governors. More input was needed regarding working with NCCC. Governors were asked to read the draft document and feedback to HS any comments.

Govs

### c) **September 2009 Admissions**

- All places had been offered. There were currently six children on the reserve list for places.
- Five parents had requested that their child's place be changed from an afternoon to a morning place.
- The stay and play session for new children and their parents/carers had been well attended.
- A final meeting for parents of new children would be held on 7<sup>th</sup> July.
- LK had attended the recent new parents evenings on behalf of the governing body.

### d) **Other News**

- As well as attending the new parents evenings, LK had also attended the recent SIP meeting and had met with HS to shortlist candidates for interview for the nursery nurse and teaching assistant posts. LK and HS reported that the SIP meeting had been very positive.
- HS would attend a nursery headteacher's meeting on 9<sup>th</sup> July. This group were developing assessment profiles for the new EYFS. A half day training session for all staff would take place on Wednesday 2<sup>nd</sup> September 2009.
- There had been difficulties with the transfer of SEN children to school. This had been caused by statements not being issued by the Local Authority for these children in time for them to meet deadlines to apply for places at their chosen schools.
- The Learning Bus had again visited Colleges, with this year's theme being stories. There was no charge for the visit.
- Recent fire drill evacuations had gone well with the buildings being evacuated within the acceptable time limit.
- Interviews for the posts of Nursery Nurse and Teaching Assistant would be held shortly. There had been a strong field of applications for both posts and shortlisting for interview had not been easy. One nursery nurse candidate would be interviewed later as she was away from the country on the chosen interview dates.

**5** **COMMITTEE REPORTS**

**a) Curriculum Committee**

Minutes of meetings held on 21/04/09 and 28/06/09 were handed out. Work was almost complete to update the PSE policy. The Community Cohesion Policy was also being finalised. The committee had considered future policy reviews and visits. KB and DG had attended the final PICL meetings, their reports would be added to the Forest Explorers evaluations and parental surveys and be reported to the next full GB meeting. Issues noted from the PICL meetings included improving communication and it was agreed that a calendar be reintroduced for new parents detailing events and important dates. DG offered to produce this. As a way of helping to improve attendance at PICL meetings it was suggested that those parents who don't attend PICL meetings be asked why they don't attend. Curriculum committee to discuss further.

DG

**b) Personnel & Community Committee**

Minutes of meeting held on 22/06/09 were handed out. The committee had produced new policies and guidance, based on EPM models. These were a Grievance Policy, Disciplinary Rules and Procedures and a Safer Code of Conduct. These documents aimed to clarify procedures for governors, the headteacher and staff. Governors agreed to adopt all three documents. The committee were also developing an Intimate Care Policy which needed consultation with the Daisy Room, a Personal Information Policy and a Confidentiality Policy. It was hoped that these policies may be ready for presentation at the next full governing body meeting. Governors thanked SV for her work in developing these policies.

**c) Finance & Premises Committee** - no report as no meetings held since last full Governing Body meeting.

**6** **AUDIT OF GOVERNING BODY EFFECTIVENESS**

CP had drafted a response which was circulated to governors. The following points were noted:

- 8a - SV had used the CD toolkit 'Managing the Work of the Governing Body'
- 28 - As a nursery, Colleges doesn't have to have an online profile.
- 33 – SV had further information re. succession planning if governors wanted to read more.
- 37 – Although the Governing Body had considered applying for Governor Mark, it was felt that this was something to be deferred until a later date.
- 41a – Those who had undertaken the Safer Recruitment Training had found it useful and interesting.
- More governors were required to undertake training to be involved in the performance review of the headteacher. The next review would be in October and three governors would be required to attend.
- It was agreed that a comment be added regarding the late cancellation of the nursery governor networking meeting at a time when discussion of the '15 hours' implementation was crucial.

CP

**7** **GOVERNOR VISITS**

Report from CP looking at Community Cohesion had been circulated and was discussed. Governors thanked CP and noted that a further Forest Explorers celebration had been held on 4<sup>th</sup> July.

## 8 GOVERNING BODY MEMBERSHIP

Action

- Following discussion at the last Governing Body meeting it was agreed that the Governing Body of Colleges Nursery and Family Centre increase in size to comprise 15 members: five parent governors, three staff governors, three LEA governors and four community governors. JB to contact Cambridgeshire Governor Services to have the Instrument of Government changed accordingly.
- TA and JB had received a letter from KB stating her decision to resign from her post as community governor for personal reasons. Governors were sorry to say goodbye to Kirsten but wished to record their thanks to her for her contribution to the work of Colleges.
- LK's and CP's terms of office as parent governors would end in October 2009. CP was keen to continue as a governor and it was agreed that CP be appointed as community governor, replacing KB.
- There was no news yet from the LEA regarding the vacant LEA governor position.

JB

## 9 ANY OTHER BUSINESS

- a) **Headteacher's Performance Management** – This will take place in October 2009. Three governors to take part from TA, CP, DBR and KT.
- b) **Extended Early Years Education Offer** – TA had received a letter from Adrian Loades acknowledging the Governing Body's decision not to offer the extended entitlement from September 2009, but to wait until September 2010. A working group was set up to focus on planning and implementing the extended entitlement comprising CP, NG, DBS and KT. It was hoped that there would be an agreed directed time (teaching) plan by the end of the year. It was noted that the National Association of Headteachers was becoming involved in planning for implementation of the offer.

DBR left the meeting at this point.

- c) **Forest Explorers** – Governors were advised that those responsible for the management of Milton Country Park, the Sports Lake Trust, were considering charging school parties £100 per visit to the park. Governors and staff were keen to see the continuation of this initiative, however acknowledged that meeting a £100 charge each visit would not be feasible. Initial plans had been to continue to pay for the minibus, with an additional member of staff taking the minibus driver test. Governors agreed it might be helpful to meet with representatives of the Sports Lake Trust to see if there was scope for negotiation regarding the cost. DG expressed an interest in taking the minibus driver test.

## 10 DATE OF NEXT MEETING

The next meeting will be held on 12<sup>th</sup> October 2009 at The Centre. Following discussion it was agreed to start the meeting at 7.15 p.m.

Following conclusion of the formal meeting, governors offered a huge vote of thanks to SV, who was stepping down from her post as LEA Governor. Sara had dedicated eight years to serving as a governor, including three as Chair. Her commitment was much valued and had undoubtedly contributed to the success of Colleges.