**Homerton Early Years Centre**

**Minutes of the meeting of the Governing Body held on Thursday 20th September 2018 at 7.00pm at Homerton Early Years Centre**

**Present**

Marisol Basilio Seyler, Kay Blayney, Kate Daenke (from 7.30pm), Tandy Harrison, Roger Lilley, Ken Ong,

Mick Patel (from 7.30pm), Alex Pearson (Head), Mitali Peckham (from 8.15pm), Ross Sargent and Sue Smith

Clerk: Gwyneth Barton

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|  |  | **Action** |
| **1.** | **Election of the Chair of the Governing Body for the Academic Year 2018-2019** |  |
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|  | It was agreed unanimously to elect Ken Ong as the Chair of the Governing Body for the academic year 2018-2019. |  |
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| **2.** | **Election of Vice-Chairs of the Governing Body for the Academic Year 2018-2019** |  |
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|  | It was agreed unanimously to elect Kay Blayney and Roger Lilley as joint Vice-Chairs of the Governing Body for the academic year 2018-2019. |  |
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| **3.** | **Welcome and Apologies for Absence** |  |
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|  | Ken welcomed everyone to the meeting. Apologies for absence were received from Rinchen Ato and Sophie Bryce. |  |
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| **4.** | **Declarations of Interest** |  |
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|  | There were no declarations of interest. |  |
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| **5.** | **Minutes of 10th July 2018** |  |
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|  | The open and confidential minutes of the meeting of the Governing Body held on 10th July 2018 were approved as correct records. The notes of the Governing Body self-evaluation attached as an appendix to the minutes were considered under item 16 below. |  |
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| **6.** | **Matters Arising from the Minutes of 10th July 2018** |  |
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| **a)** | **Children’s Centre carry forward** – Governors had noted at the previous meeting that there was a carry forward, possibly in the order of £50,000, from the now disbanded South Cambridge Children’s Centre. Lisa Riddle, Head of Early Help for South Cambridgeshire, had stated that this sum would not be clawed back by the local authority but should be used to support 0-5s in the local area covered by the former Centre. A working group was being set up to oversee the use of the money. It was agreed that Ken and Alex would both e-mail Lisa Riddle requesting confirmation of the exact amount available and an update on progress in setting up the working group. Governors agreed that the working group should include representation from Homerton and that it would be useful for Homerton to have ideas of how some of the money might be spent, for example on improving the functionality of the Homerton garden. | **Ken and Alex** |
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| **b)** | **GDPR (General Data Protection Regulation)** – Governors noted that the nursery schools were jointly paying the ICT Service to assist them with updates relating to GDPR. Brunswick was co-ordinating this. A member of the ICT Service would be visiting Brunswick the following week and would be visiting Homerton on 1st November 2018 to carry out an audit. |  |
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| **c)** | **Cleaning contract** – Homerton’s cleaning contract had been taken over by C4Clean, with existing cleaning staff TUPE-transferred to the new employer. Roy Stamp, the caretaker, was now employed directly by Homerton. All seemed happy with the new arrangements. |  |
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| **d)** | **Catering contract** – Homerton’s catering contract would be taken over by Dolce on 29th October 2018, again with existing staff transferred. A new lunch menu would be introduced at this point. Homerton would be responsible for the maintenance and repair of kitchen equipment and would retain part of the school meal charge to cover this. |  |
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| **e)** | **Policy on safeguarding and child protection** – Ken would sign this once the new date had been added. | **Alex/Ken** |
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| **f)** | **Critical incident policy** – This would be updated to reflect Ken’s appointment as Chair. | **Alex** |
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| **g)** | **Keeping Children Safe in Education** – This document had been updated for September 2018. Gwyneth would circulate it to all Governors, highlighting the most relevant sections. | **Gwyneth/All** |
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| **h)** | **Local update** – Alex reported that nursery school Heads had met recently. None of the other nursery schools had been keen to meet Huntingdon’s request to form a joint standing pool of Governors for appeals, although all were happy to provide advice and support as needed. A joint meeting of nursery school Governors had been postponed until more was known nationally about Government proposals for the future funding of maintained nursery schools. Governors noted that there had been a recent article in The Guardian on this, which it was agreed to circulate by e-mail. | **Gwyneth** |
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| **7.** | **Governor Appointments** |  |
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|  | It was agreed unanimously |  |
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|  | * To appoint Marisol Basilio Seyler as a co-opted governor |  |
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|  | * To appoint Tandy Harrison as the local authority governor. |  |
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|  | Ken led Governors in welcoming Marisol and Tandy to the Governing Body. |  |
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| **8.** | **Remaining Governor Vacancies** |  |
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|  | Governors noted that there remained one vacancy on the Governing Body for a co-opted governor. Co-opted governors could be parents, members of staff or people from the wider community: they are appointed for their specific knowledge or expertise. It was agreed to keep this vacancy in mind as the new term progressed. | **All** |
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|  | [Kate Daenke and Mick Patel arrived at 7.30pm.] |  |
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| **9.** | **Standing Orders** |  |
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|  | Governors received the Governing Body’s Standing Orders. No amendments were proposed. It was agreed unanimously to adopt the Standing Orders. |  |
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| **10.** | **Declaration of Pecuniary Interests** |  |
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|  | Gwyneth reminded all Governors of the need to complete a fresh declaration of pecuniary interests form for the start of the new school year. She circulated paper copies of the form at the meeting and all Governors present completed them. Gwyneth would chase up forms from those Governors not present. | **Gwyneth** |
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| **11.** | **Committee Memberships** |  |
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|  | Committee memberships were reviewed and the following appointments were agreed: |  |
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| **a)** | **Curriculum Committee** – Marisol, Kay (Chair), Sophie, Kate, Tandy (Deputy Chair), Alex, Mitali and Ross |  |
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| **b)** | **Resources Committee** – Rinchen, Roger (Chair), Ken, Mick, Alex and Sue |  |
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| **c)** | **Pay Committee** – Roger, Ken and Mick |  |
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| **d)** | **Appeals Committee** – Tandy, plus others as appropriate |  |
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| **12.** | **Appointment of Lead Governors** |  |
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|  | Lead governors were appointed as set out below: |  |
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| **a)** | **Child Protection and Safeguarding** – Ken |  |
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| **b)** | **Special Educational Needs and Disability/Use of the Pupil Premium** – Tandy |  |
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| **c)** | **Equal Opportunities/Monitoring Racial Incidents** – Sophie, subject to Alex confirming Sophie’s willingness to continue | **Alex** |
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| **d)** | **Health and Safety** – Mick |  |
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| **e)** | **Headteacher’s Performance Management** (to include Chair) – Ken, Kay and Roger. Governors noted that Julia Margretts would be assisting with Alex’s next appraisal to aid continuity. Roger would be attending a training course on Head’s Performance Management in October. |  |
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| **f)** | **Teaching School Link Governor** (member of Curriculum Committee) – Kay |  |
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| **g)** | **The Nest and Owlets** – Kate |  |
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| **13.** | **Governor Code of Practice** |  |
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|  | Governors received the Governor Code of Practice. No amendments were proposed. It was agreed unanimously to adopt the Governor Code of Practice for 2018-2019. |  |
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| **14.** | **Terms of Reference for Curriculum and Resources Committees** |  |
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|  | It was agreed unanimously to adopt the terms of reference for the Curriculum and Resources Committees. |  |
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|  | Committee members agreed to liaise to set the first Committee meeting dates of the school year, ideally before half-term; and to set dates for the rest of the year at their first meetings. Committee Chairs were asked to send these to Gwyneth, who would update the full meetings schedule and circulate it to all Governors. | **All**  **Gwyneth** |
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| **15.** | **Proposed Dates for Meetings of the Governing Body for 2018-2019** |  |
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|  | Governing Body meeting dates for 2018-2019 were agreed as set out below: |  |
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|  | * Thursday 6th December 2018 |  |
|  | * Tuesday 12th February 2019 |  |
|  | * Tuesday 26th March 2019 |  |
|  | * Thursday 2nd May 2019 |  |
|  | * Tuesday 9th July 2019. |  |
| **16.** | **Governor Development and Training** |  |
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|  | At the last Governing Body meeting, Governors had recorded on Post It notes their ideas of what the Governing Body did well and what might make it even better. A summary of these ideas had been circulated as an appendix to the minutes. |  |
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|  | Ken reminded Governors that 2017-18 had been an exceptionally busy year, which had included the closure of the Children’s Centre, a review of senior leadership options and appointment of Alex as Head. He suggested that although uncertainty over the future of maintained nursery schools continued, the beginning of 2018-19 offered some scope for consideration of what made Homerton excellent. Governors agreed that the past year had been very reactive and that there might be more scope this year for the Governing Body to discuss strategic direction. |  |
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|  | Governors discussed the following points relating to the self-evaluation: |  |
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| **a)** | **Parent involvement** – Governors echoed the positive comments about the engagement of parent governors with other parents, particularly to keep Messy Play running after the Children’s Centre had closed. Governors noted that Messy Play was advertised primarily by word of mouth and was currently running close to capacity. Governors also noted that the Friday music group previously run by Veronica Speirs was not continuing this term. It was suggested that a note be put in the parents’ bulletin to see if anyone else would be interested in running this. Governors would also consider if they knew anyone they might approach. | **Alex/All** |
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|  | It was noted that Rinchen was working on the use of social media and branding; she and Kate were also considering a summer fund-raising event and would discuss this with Alex. | **Rinchen/**  **Kate/Alex** |
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| **b)** | **Financial system** – Governors noted that frustration with Orovia, the new financial system, was continuing. Ray Byford from the local authority would be visiting shortly. It was suggested that Governors might find a briefing on the budget useful once more robust arrangements were in place. | **Alex/Sue** |
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| **c)** | **Governors’ presence within Homerton** – Alex encouraged Governors to visit Homerton on an informal basis, for example coming in to read stories or play a musical instrument, as well as by supporting organised events such as Really Wheelie and weekend fairs. She emphasised that this suggestion had come from other teachers as well. Alex also noted that Governors could help contribute to adult to child ratios for activities such as visiting the Old Orchard or allotment or for external visits such as the Wandlebury trip. She agreed to send the timetable for Old Orchard visits to all Governors. | **Alex** |
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|  | Kay noted that the Curriculum Committee would be focussing this year on Governor visits, also helping to raise Governors’ profile within the Centre. |  |
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| **d)** | **Governor induction** – Julia Margretts had been working on a more structured induction process for new Governors; Ken agreed to contact her about this. New Governors agreed that induction meetings were useful. Marisol had previously met with Julia and Tandy would arrange to come in and meet with Ken and Alex. | **Ken**  **Tandy/Ken/** |
|  |  | **Alex** |
| **17.** | **Headteacher’s Report** |  |
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|  | Alex briefed Governors on a number of issues: |  |
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| **a)** | **Centre Development Plan** – This had been circulated with the agenda, setting out aims for the coming year. Governors particularly noted that: |  |
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|  | * Under Curriculum, the training focus would be on the new Steps County behaviour programme and on Planning in the Moment |  |
|  | * It was proposed that the Curriculum Committee focus on three policies during the coming year: Communications and Language; Literacy; and Understanding the World |  |
|  | * Alex and Mitali were reviewing data and would bring this firstly to Curriculum Committee, then to the Governing Body | **Alex/Mitali** |
|  | * Governors would be supported to take on their new roles for 2018-19 |  |
|  | * Class representatives were not yet in place, but new families were still coming in to the Centre. Links would be made with the parent governors on this. |  |
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| **b)** | **Feedback from parents** – Alex reported that at the end of the summer term, parents had been asked to comment on what Homerton had done for their child and their family. The response had been overwhelmingly positive. Comments were circulated at the meeting for Governors to read. It was noted that these had also been sent to the local authority as part of Homerton’s input to the survey by Frontier Management of maintained nursery schools. |  |
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| **c)** | **Exercise on resilience** – Staff had been invited at a recent meeting to consider what children needed to grow into resilient adults, and how Homerton could contribute to this. The responses from staff had been circulated with the agenda. |  |
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| **d)** | **Staffing and nursery cohort** – Details had been circulated with the agenda. Children in the nursery school were settling well. One of the Nest classes was settling well but the other was taking more time. Bernie Cafferkey was the new West Room teacher and SENCo, receiving half a day a week of support in the latter role from Louise Yarrow. Julie Beattie had joined the Nest from the holiday club. Good progress was being made to recruit more lunchtime supervisors. |  |
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|  | Nursery classes were generally full, with only 5-6 spaces left overall, and the Nest was full as well. Breakfast club was already quite busy and Owlets was expected to pick up as children became more settled. There were 16 children on roll who had identified SEN; 5 children in the nursery were receiving 1:1 support. EAL figures were not yet available for the whole Centre but the trend of a high percentage of EAL children appeared to be continuing, for example with 12 out of 22 children in one class having English as an additional language. |  |
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|  | [Mitali arrived at 8.15pm.] |  |
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| **e)** | **Blue Smile training** – Alex drew Governors’ attention to the training on children’s mental health being offered by Blue Smile on 9th October 2018 at Bottisham Village College. This was free for all Governors to attend. | **All** |
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| **18.** | **Key Issues from the Teaching School** |  |
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|  | Kay updated Governors on Teaching School developments, covering: |  |
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| **a)** | **Initial Teacher Training (ITT)** – Five of last year’s seven trainees had got jobs, with the remaining two not currently seeking work. The Teaching School had no ITT recruits this year, meaning that its activities would centre on continuing professional development and school to school support. It would be essential to provide robust evidence of activities in these areas to ensure that the Teaching School continued to receive funding. |  |
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| **b)** | **Continuing professional development** – The Teaching School had training ready to deliver but needed some help to promote this. Competition between Teaching Schools was increasing but the Cambridge Early Years Teaching School was unique in the extent of its early years expertise. |  |
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| **c)** | **School to school support** – The Teaching School had previously won bids for work on literacy and on SEND support in Fenland schools. A bid to Cambridgeshire County Council’s ‘Innovate and Cultivate’ fund was currently being prepared. |  |
| **19.** | **Safeguarding** – No issues to report. |  |
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| **20.** | **Finance Update** |  |
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|  | Sue reported that Ray Byford, local authority financial adviser, would be visiting Homerton on 24th September 2018. It was hoped following his visit that it would be possible to use the new system to produce up to date information, including the six-month outturn report at the end of September. This would be reported to Resources Committee and then to the next Governing Body meeting. | **Sue** |
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|  | Governors noted that when Ray Byford had last visited in July, expenditure had been on track and there had been no major expenses incurred since his visit. |  |
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| **21.** | **Any Other Urgent Matters** – None. |  |
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| **22.** | **Date of Next Meeting** |  |
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|  | The next Governing Body meeting would be held on Thursday 6th December 2018 at 7.00pm. |  |
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|  | The meeting ended at 8.30pm. |  |