

**Minutes from the Full Governing Body Meeting
Held on 30th June 2021
At 19:00 virtually via Zoom**

Present	Kate Barlow (KB) – Parent Governor, Mike Cahill (MC) – Co-opted Governor, Peter Cosgrove (PG) – Co-opted Governor, Cat Hemmings (CH) – Co-opted Governor, Helen Ruff (HR) – Headteacher, Alexia (Lexie) Tuckwell (LT) – Staff Governor
Absent	Peter Cosgrove
Apologies	Eve Coles – Associate Member Maria Ortin – Associate Member
In attendance	

The meeting started at 19:00 and was quorate

Apologies: none received

Governor business: Maria Ortin has become an associate

AOB: Head Teacher Annual review

Declarations: None

Minutes of the last meeting: no matters arising

Finance Ctte update: Budgeting has been moved so no meetings since the last FGB

Headteacher update: HR currently updating School Development Plan. Against each action, HR is recording how each action went and RAG rating each one. Details progress against success criteria. This will flow into the next SDP which we will review at the 1st FGM next year. Team has been keen to work with the ambitious plan and they've been motivated by it. Everyone is pleased with progress to date against the plan in view of the disruptions. Nature Now has been put on hold due to Covid. Some smaller actions haven't been completed e.g. no funding available for extra hours for vulnerable but we did manage to give them extra hours during the Autumn term.

KB mentioned that the FGB had agreed to have a strategy day and get the draft SDP ready for the summer but this hasn't been possible due to Covid but also the work of the strategy group.

HR will streamline the plan for 21/22 to make it smarter. There will be a focus on implementing a new structure in terms of leadership, staffing, finance and embedding new Early Years Framework. We will also be looking at behaviour strategies and ways to support those disadvantaged children who've been impacted adversely by Covid.

Governing Body Strategy: KB shared the outline strategy which reflects the discussions with Hemsalls. The idea is to break the project into a 2 year process with the integration and expansion in the first year (especially the younger age groups and holiday playscheme) and then review the way we offer services and our charging during the second year. HR talked about the risks of rushing through the change in a single year. KB explained that there is information we need to understand when we communicate changes in costs. LE said that there's a waiting list of largely 1-year olds for childcare. KB talked about more flexible use of the premises to accommodate different age groups. The aim is to create more places in response to the growing town. CH talked about the Covid effect in terms of changes in demand for childcare and wrap around as people's work styles become more agile; and

monitor the impact on us. HR talked about really getting to understand the needs of parents in the first year so we are able to consult and respond to genuine requirements for further changes in subsequent years. CH talked about running the consultation in parallel with the initial expansion. We agreed to propose this to OCC.

HR said the numbers are looking good for the coming term which tells us that there is demand for the current model.

CH asked about Hemsalls or OCC providing practical help with project planning and GANTT charts. HR will ask OCC.

Fees will be reviewed during the integration process.

Discussion about weekday, day time rentals of the Rainbow Room.

HR will work with LR-S on budgets.

HR explained that the discussions with Hemsalls are highlighting areas that we still need to discuss with OCC. We do a specialist job with children with special needs and there are many costs associated with looking after these children. They have an impact on us when we are looking at our finances in a business-like way.

Policies for Ratification: HR listed:

Administering Medication

Equalities

Emergency Closure and Bad Weather Procedure

All updated to reflect latest best practice.

Ratified by the FGB

Safeguarding:

Generalist safeguarding training has either been refreshed or booked.

KB reported that she has been in contact with HR on safeguarding as required.

HR said she's working with Childcare in response to OCC's new safeguarding audit.

H&S

No meeting so no updates.

New contract in place for the garden maintenance.

Governor Business

Governor visit – SEND visit by MC. Full details to be shared in the report but MC found the visit extremely interesting and valuable and was impressed by the work he saw.

Dates for coming meetings:

All meetings to be held at 7pm -

29th September 2021 - virtual

24th November 2021 – in person so governors can review the usage of the space

19th January 2022 – virtual

23rd March 2022 – in person

11th May 2022 – virtual

29th June 2022

Monitoring plan & schedule of visits

Plan for 2020/21 has been thrown by Covid. KB to circulate an updated plan for discussion at the next meeting. Visits should align with SDP.

P&S to meet as soon as possible

Training:

KB notified governors about the training schedule on GovernorHub.

AOB:

We will use our School Improvement Partner to provide an external view on HR's review and objectives. This will avoid us buying into OCC's package which costs £600. KB to invite Catherine Haywood (SIP) and Cat Hemmings as a second governor.

Meeting closed at 20.15