



BUSHY LEAZE CHILDREN AND FAMILIES CENTRE

MINUTES OF A MEETING OF THE PERSONNEL & CURRICULUM COMMITTEE HELD ON
MONDAY 26th June 2017

Present:

Ann Foulkes - Chair
Patti Snook
Anne Davies
Linda Turner
Karen Cunningham

Apologies: None

Non Attendance: Jill Worth

In Attendance:

Louisa Lawrence – Clerk

The meeting opened at 6.00 p.m.

1.	<p>Welcome, Introduction and Apologies for Absence The Chair welcomed everyone to the meeting. The Clerk stated she has not received any apologies.</p>	
2.	<p>Declaration of Pecuniary & Conflict of Interest No interest relating to any specific agenda item was declared.</p>	
3.	<p>Minutes of the meeting held on the 27th February 2017, action points and matters arising It was noted the only action from the previous set of minutes concerned the GB writing to Claire Campling complaining about the additional funding not being forthcoming as promised. The Chair stated a letter had been sent and both The Chair and KC stated they were not happy with the response. Copies of the email dated the 6th June were circulated and after a brief discussion it was agreed an invitation should be sent to Liz Flaherty to meet with the governors and HT to discuss the matter in greater detail. The Clerk said she will draw up a draft letter on their behalf and email it to the Chair and KC (Chair of GB) the following morning. The Chair said she will come and sign it once it has been approved by herself and KC. Q: KC wished to know whether some parents may consider challenging some of the decisions being made via their MP A: PS stated she is aware that one parent, whose child currently receives 1:1 at BL is challenging Hollywater, as at</p>	<p>The Clerk, The Chair & KC (actioned 28/6/17)</p>

	<p>the moment they are unable to guarantee 1:1 for the start of the academic year. It is possible this may result in the parent taking further action.</p> <p>The minutes of the meeting held on 27th February were agreed as an accurate record and duly signed by the Chair</p>	
4	<p>Report on Curriculum & School Improvement</p> <p>PS advised those present to read the first two pages of her report, which were distributed and state if they had any questions to raise.</p> <p>The Chair stated it was very clear and it was good to see that they were looking ahead.</p> <p>PS stated the 'Effective Outdoor Learning' had been booked at the beginning of the year and the session had now taken place. Both PS and LT advised the morning session had been very inspiring. LT stated she had enjoyed the session and was glad to see 'safe risks' was covered as sometimes it is not always clear whether a practitioner should be allowing a child to take risks, such as climbing a tree, but this was advocated.</p> <p>PS stated it was noted that like BL Haven are inclusive setting, but this does not necessarily mean every child does the same activity, as certain groups of children at Haven do different things depending on their capabilities.</p> <p>PS and LT stated following the session some of what was covered has already been implemented at BL and new ideas such as 'story stones' and 'grab bags' are in development. PS advised 'story stones' are when you stick/paint pictures or words on stones and a child is then able to develop their own stories by using them.</p> <p>PS stated everyone attended the session, apart from Wendy Taylor who was unwell.</p> <p>LT stated she intends holding a resources morning in September and has already discussed it with some 2YO parents who are keen to be involved. The Chair stated it may be worthwhile contacting Theresa Stone, as she is very creative and may help make the bags. PS stated they have already had discussions and may be asking 'MUM' group to produce bags.</p> <p>The Chair stated Tapestry appears to be going well. PS stated 'Friends of Bushy Leaze' (FOBLE) have agreed to purchase some memory sticks with the BL logo on them so parents can take them home and pass it on to the next school, if required. Parents will be asked to pay £2.00 - £2.50 towards the cost of the memory sticks</p> <p>KC stated overall the report is a good self-assessment. PS advised Simon Francis has just put together a model for Early Years Self Evaluation Form (SEF) to give an idea of what Ofsted are looking for, although PS advised that any one particular format should not be required by Ofsted.</p>	

	<p>PS advised that governors are recommended to look at ginadavies.co.uk in relation to 'Attention Autism'</p> <p>Q: AF wished to know whether a separate room is required for this to take place</p> <p>A: PS stated so long as a space is provided without visual distractions it can take place anywhere. LT stated it is important to have 10/15 minutes set aside each day for children with autism to have time to watch the activity and to take part.</p>	
<p>5.</p>	<p>Proposals for Centre Development Plan , Improvement & Development 2017-18</p> <p>PS gave everyone a few moments to read the remainder of the report and ask questions.</p> <p>Some wished to know what HLE stood for. PS stated this stands for Home Learning Environment, as changes also need to be happening within the home, this is why LT runs various courses, e.g. PEEP.</p> <p>PS stated when putting the CDP plan together they are looking ahead for the next 3/4 years.</p> <p>PS stated the governors will be asked to complete a self-evaluation form shortly and a schedule of visits will be put in place.</p> <p>PS stated with regards to SLT there needs to be clear protocols and monitoring in place. With regards to SEF, PS advised all staff need to become more involved. PS stated staff need to be looking at their targets and keeping a folder of work. PS stated one or two members of staff have also kept photographic evidence with notes.</p> <p>Q: KC asked whether all staff have appraisals</p> <p>A: PS stated they do</p> <p>Q: The Chair wished to know whether the governors can have an overall view of some of the targets being set. The Chair stated she is aware that looking at individual appraisals would be inappropriate. KC stated this would be beneficial when governors are agreeing on individual training, such as Makaton. The Chair stated it may also be possible to provide information/data on the impact from such training</p> <p>A: PS stated an overall summary can be given in future.</p> <p>PS stated there are a number of expert staff, as well as new staff with new ideas in nursery, so moving forward the buddying system may continue, as this has proven helpful with the introduction of Tapestry.</p> <p>PS stated Tammy Parrot attended a session at Haven concerning the use of Tapestry, along with some senior staff and has picked up some good ideas, especially regarding the use of stored data.</p> <p>PS stated staff will be helping parents to complete a 'Single Page Profile' for all SEN children, which will act as a starting point for their nursery journey. WT is putting this in place.</p>	<p>PS</p>

	<p>PS stated resilience training will be taking place, as this will help interaction amongst the staff, teams, parents, etc.. when being faced with a set back and help to move forward. Maureen Bowes will be leading the session on the 4th September.</p>	
6.	<p>Attendance PS advised she does not have the data to hand and will provide full details at the next meeting.</p>	
7.	<p>Staffing Update PS advised she has spoken to each member of staff in nursery individually and they have been informed of their position from the start of the new academic year. PS stated both Amanda Burt and Rosie Edwards have now been appointed as Senior Early Years Practitioners (SEYP). Katie Turner will be commencing her teacher training and will be away each Friday with an additional 3 blocks of two weeks. Louise Godfrey will be covering Katie whilst she is away and will also work with Katie when she is in. Rodney Cook will continue to use 2 of his days per week focusing on outdoor learning and construction activities, such as woodworking. It was noted that BL is extremely lucky to have a good male role model in such a setting Q: KC wished to know whether RC can do cooking A: PS said he can cook and that he is also able to do various activities using the mud kitchen, sand pit and role play areas. RC has both girls and boys working with him all the time and activities are not stereotyped. PS stated from September Ginny Plomer will be in the 2YO room (Ladybirds) as due to being an ELSA this will prove very beneficial. PS stated due to the apprenticeship levy Jo Richards will be able to do her Level 3 as an apprentice. PS advised if, through training, there would be a significant change to a member of staff's skills the apprenticeship levy fund can be used.</p> <p><u>Toddler groups</u> LT stated the toddler groups are important, as they allow families to come along to BL and they encourage more vulnerable families to take part in social interaction. Where needed some parents will then have access to evidence based programmes run at the centre with another parent in attendance acting as a role model. Attending toddler groups also prepares children for when they move on to nursery, as they learn so much. Even something like sitting for snack time and listening to a story has an impact on them when moving forward. PS stated it is important for personal and social interaction, as well as communication. PS stated it is also important for staff to model how to do a variety of things.</p>	

	<p><u>Attendance</u> LT stated overall the attendance of 2YO's in nursery is good, although there are a couple showing cause for concern. LT advised the admin team are good at raising concerns regarding attendance and keeps an eye out for patterns forming.</p> <p><u>Admissions for 2017-18</u> PS stated they had one person withdraw today, as they were unable to give a 30 hour place. PS stated at the moment they are above their published admission level.</p> <p><u>EYNFF & 30hours</u> PS stated there has been no change in EYNFF and two families have been approved for 30 hour funding (8.45 a.m. – 2.45 p.m.), although one family may take up 4 days and 1 morning to cover the hours.</p> <p><u>30 hours for SEND children</u> PS stated a recommendation has been made by HCC that 4 places be blocked out to allow for 30 hour placements for children with complex needs. PS stated she has been made aware that if parents have had to give up their jobs to become a carer not only can 30 hours be provided for the child with SEN, but also siblings must be allowed this option. PS stated SEN would notify her in these circumstances, but she wished to bring it to everyone's attention.</p>	
8.	<p>A.O.B Agreed meal should be held at The Swan following FGB on the 10th July. The Clerk agreed to arrange this.</p>	<p>Clerk (Actioned 30/6/17)</p>

The meeting closed at 7.10p.m.

Signature..... *A Faulker*

Date..... *16-10-17*

Bushy Leaze Schedule of meetings 2016/17	All at 6.00 p.m.
10 th July	FGB – followed by meal at The Swan 7.45p.m.

