

Hythe Bay Church of England Primary School and Children's Centre Minutes of Hythe Bay Children's Centre CIO Trustees Committee and Annual General Meeting (AGM) on Tuesday 15th October 2024 at 4.00pm

Present:

Rebecca Prout (Headteacher / Nominated Chair / Trustee),

Berkeley Hill (Trustee), Anne Whatford (Trustee / Vice Chair),

Vic Casambros (Trustee), Radka Davidova (Acting Nursery Manager),

Lisa Sharp (OSC Manager).

Clerk:

Sam Brown

Quorum: 2 Trustees

Item		Action by	
1.	Welcome The Clerk welcomed everyone to the meeting and confirmed that this meeting would be adopted as the Annual General Meeting, which was required by the CIO Constitution.		
2.	Apologies for absence There were no apologies.		
3.	Declaration of business interests There were no new declarations.		
4.	4.1 Membership Following the retirement of Mrs Carolyn Chivers; Trustees agreed at the previous meeting to invite requests to join the CIO from existing Governors. The Clerk confirmed that Mr Luke Haisell had expressed an interest as well as the wife of a serving governor, Rev Cat Darkins. Following discussion, it was agreed to approach both to join the committee. It would be recommended to the FGB that Rev Darkins be appointed as an Associate Member of the Governing Body to serve on the CIO Committee only. A Trustee asked if in line with the Full Governing Body the CIO Committee should be mindful of the number of Nursery parents as Trustees. The Committee felt this was a reasonable suggestion, which would be monitored and considered.	Clerk	
	4.2 Election of Officers The Nominated Chair who is also the Headteacher reiterated that it was more appropriate for the Vice Chair of the CIO Trustees Committee to continue to chair the meetings and feedback to the FGB. Miss Anne Whatford was unanimously re-elected as Vice Chair for the forthcoming year. Mr Vic Casambros was re-elected as treasurer for the year. The Nominated Chair confirmed that she would take part in the Annual Conversation with the Local Authority on behalf of the trustees during this week.		

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5. Minutes of previous meeting – 7th May 2024 – and matters arising

The minutes of the previous meeting were unanimously agreed as being a true record.

The Vice Chair confirmed that she had investigated the Life Vac as requested and suggested that all staff undertook the free training annually. The Nursery Manager confirmed that staff had already had the training but she was unsure if a separate policy on the use of the equipment was needed. The Vice Chair suggested that a section be added to the First Aid Policy. Following discussion, all trustees agreed that a section should also be added to the registration documentation to obtain parents' permission to use the device. The OSC Manager would discuss the use of the Life Vac with her first aid trainer at her forthcoming training and report back to the meeting.

RD

RD

LS

All action points had been dealt with. There were no matters arising not covered by the agenda.

6. Nursery Report

6.1 Nursery Managers Report

The Nursery Manager presented her report, highlighting that registrations were still coming in and in 2026 the Toddler room would be full along with the Pre-School room the year after. A trustee asked for clarification on the data presented in the table of places available. The Nursery Manager explained that the 2023 figures were from September 2023 compared to the figures for September 2024.

The Nursery Manager explained to the meeting that the flooring in the playground area was coming to the end of its life. Trustees discussed the replacement of this surface and the Nominated Chair offered to help apply for some **grant funding** towards the costs. Baby room flooring was also an issue and Trustees agreed for the Nursery Manager to obtain costings. Trustees unanimously agreed the purchase of a new trolley / pushchair as well as additional bark chippings to add to the area under the tree.

RP

The trustees thanked the Nursery Manager for her report and congratulated the staff on a glowing report from the Local Authority visit.

6.2 Budget Report

The Nominated Chair presented the budget report. A trustee asked if the cost for the playground works would be split with the school. It was agreed to discuss this further once the full cost was known and if any funding was available. A trustee asked how the facilities charge for the Nursery was calculated and billed. The Nominated Chair confirmed that it was based on a calculation which incorporated different factors including a percentage of the utilities, use of the communal facilities, use of shared staff such as the caretaker, as well as floor space. The charges were invoiced on a quarterly basis. A

Signed Manager Chair of Meeting 2002 Dated

trustee asked how our prices compared to other local services. The Nursery Manager confirmed that we were the cheapest locally, which Trustees agreed fitted in to the Charitable status of the organisation. The Nursery Manager explained that the funding received from KCC for funded childcare hours was more than the charged hours.

The Nominated Chair continued to explain that the CIO as a whole was predicting a £37,367 (thirty seven thousand three hundred and sixty seven pounds) in year surplus with the rollover to be carried

forward increasing to £175,963 (one hundred and seventy five thousand and nine hundred and sixty three pounds). All trustees agreed that this was a favourable position and thanked the staff for

their hard work.7. Out of School Club Report

The OSC Manager presented her report highlighting the successful summer which included HAF Children, a scheme run by KCC to provide holiday activities for eligible Free School Meal children. She stated that numbers for the forthcoming half term Play Scheme, which did not benefit from HAF support were much lower. With this in mind she had decided to only open on Tuesday, Wednesday and Thursday. The OSC Manager explained that parents seemed difficult to pin down and finalise bookings until the last minute. A Trustee suggested the use of a **QR code and google form** to encourage parents to book more easily. Trustees agreed this would be investigated to see if an improvement in numbers could be seen. The OSC Manager said that she understood that the service needed to breakeven but felt that it was too late to close this holiday. A Trustee asked which holidays HAF was available. The Nominated Chair confirmed that HAF only happened at Christmas, Easter and Summer Holidays and with the change in government had only be agreed until the end of this financial year so far, March 2025. A Trustee asked if the OSC felt HAF parents would continue to use the service if they were no longer getting the vouchers. The OSC Manager said she did not think that they would. A Trustee asked how the facilities charge was calculated for the OSC. The Nominated Chair explained that this was not a separate charge but a percentage of the whole charge made to the CIO based on the area and use of the building.

LS / Admin

A Trustee asked if the government initiative to provide free breakfast for all children would help the setting. The Nominated Chair explained that the cost of the food and staffing would prove complex if the government decided to go ahead with the scheme.

Trustees thanked the OSC Manager for her report.

8. Constitution / Trustees

As reported in Item No 4.1 Membership.

9. Safeguarding

Both Managers reported that there had been no safeguarding issues.

10. Ofsted

The Nursery Manager confirmed that they were not yet in the Ofsted window.

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11.	Pupil Premium The Nursery Manager reported that the Nursery continued to spend the Pupil Premium received on Musika, which the children really enjoyed.			
12.	GDPR (General Data Protection Regulation) The Nursery Manager confirmed there were no data breaches to report. Staff had completed annual training.			
13.	Trustee Visits			
	Trustees unanimously agreed to add the Legal Responsibilities to the next agenda for formal discussion. Trustees would prepare questions and comments in advance of the meeting.	All to Note		
	13.1 <u>SEN Policy</u> The Vice Chair shared her report commenting how impressed she was during her visit. There were string links between SEN and Safeguarding and staff knowledge was good.			
	13.2 <u>Separation Anxiety and Meal Times Visit</u> The Trustee that undertook the visit explained that staff knew the policies well and were able to follow the procedures. Discussion during the visit was also had around the use of the Life Vac and eat safe training.			
	The following visit reports would be added to the next agenda Role of the Key Person Admissions	BH RP		
14.	Policies			
	The following policies and procedures were reviewed;			
	Policy Contents			
	Introduction			
	Policy and Procedure Implementation and review Policy Implementation and review procedure			
	Fire Safety Policy.			
	Fire SafetyFire Safety Risk Assessment			
	Food Safety and Nutrition PolicyFood Preparation			
	Food for Play			
	Milk and Baby FoodMenu Planning			
	Meeting Dietary Requirements			
	Breast FeedingSun Safety			
	Mental Health and WellbeingBabysitting			
	Record Keeping Policy Privacy Notice			

	 Confidentiality Client access to records Transfer of records Staff, Volunteers and Students Policy Staff deployment Deployment of Volunteers Student Placement Staff Grievance Staff Discipline Allegations against staff Child Protection Policy Acceptable use of Technology Social Media Policy Mobile Technology Policy Global Goals 		
	The Clerk was asked to check all references to Mrs Carolyn Chivers had been removed from all policy documents. All policies and procedures were unanimously approved and adopted. The Nominated Chair reported to the meeting that a parent had expressed concern that plug socket covers were not in use in the waiting corridor outside the Nursery, however, upon checking with the HSE these are no longer recommended.	Clerk	
15.	Training & Publications The Clerk reminded Trustees that they needed to have completed their online Safeguarding and Prevent training prior to the FGB on 7th November. The Clerk would circulate any links and reminders by email.		
16.	Any Other Urgent Business 16.1 Ratios The Nursery Manager explained to the meeting that on a recent DSL course she was told that anyone with a Level 2 or 3 qualification obtained prior to 2016 and with no first aid qualification could not be counted in ratios. She had one member of staff affected by this. Trustees agreed that the Nursery Manager and Nominated Chair should raise this issue with the Local Authority during the annual conversation and report back to the committee. The Nursery Manager and OSC Manager left the meeting at this point.		
47	The remainder of this item was deemed confidential.		
17.	Confidentiality Item No 16.2 was deemed confidential.		
18.	Date of Next Meeting Tuesday 21st January 2025 at 4.00pm.		

The meeting closed at 5.15pm.

Signed AMCAM	Chair of Meeting	0(\$.05 Dated
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SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
4.1	Approach New Trustees begin process	Clerk	ASAP
4.1	Associate Member	Clerk	FGB 07.11.24
5.0	Life Vac added to First Aid Policy	RD	ASAP
5.0	Consent added to registration forms	RD / Admin	ASAP
5.0	Report back from 1st Aid Course	LS	CIO 21.01.25
6.1	Grant Funding application	RD / RP	ASAP
7.0	QR Code / Online Forms	LS / Admin	ASAP
13.0	Legal Responsibilities Agenda Item	Clerk	CIO 21.01.25
13.0	Trustee Visits	RP / BH	CIO 21.01.25
14.0	Clerk to check all policies	Clerk	Before Signing
15.0	Online Safeguarding and Prevent	All / Clerk	FGB 07.11.24
16.1	Ratio issue reported back	RD	CIO 21.01.25