



Hythe Bay Church of England Primary School and Children's Centre
Minutes of Hythe Bay Children's Centre CIO Trustees Committee
held in the Training Room on Tuesday 16th January 2024 at 4.00pm

Present: Carolyn Chivers (Headteacher / Nominated Chair / Trustee), Berkeley Hill (Trustee), Anne Whatford (Trustee / Vice Chair), Rebecca Prout (Deputy Headteacher / Trustee), Vic Casambros (Trustee), Radka Davidova (Acting Nursery Manager) and Lisa Sharp (OSC Manager).

Clerk: Sam Brown (Secretary / Clerk).

Quorum: 2 Trustees

Item		<i>Action by</i>
1.	<p>Welcome The Vice Chair welcomed everyone to the meeting and would chair this meeting.</p>	
2.	<p>Apologies for absence There were none.</p>	
3.	<p>Declaration of business interests Prof Berkeley Hill declared that his granddaughter was now employed by the Out of School Club.</p>	
4.	<p>Minutes of previous meeting - 10th October 2023 - and matters arising The minutes of the previous meeting were unanimously agreed as being a true record and would be signed by the Vice Chair. There were no matters arising not covered by the agenda.</p>	
5.	<p>Nursery Report</p> <p>5.1 <u>Nursery Managers Report</u> The Nursery Manager presented her report, confirming that the Nursery remained busy with all 15 baby room places filled and a waiting list until January 2025. She highlighted that staffing was difficult due to staff sickness and family issues. The Nursery Manager also explained that she had been having to cover in the kitchen as the Cook had been absent and will soon be going on maternity leave. No other staff are confident in cooking for large numbers so this also meant that office time had been limited. Trustees agreed that the Nursery Manager should ask existing staff to cover her on the Nursery floor to allow her enough admin time.</p> <p>The OSC Manager offered to help with the cooking during the school holidays if the Play Scheme was not too busy. The Headteacher also reminded the Nursery Manager that the school kitchen could be an option to cover the lunches during maternity leave. A trustee asked if high incidents of staff sickness meant many children were also sick. The Nursery Manager said there had been a few poorly children but</p>	

Signed *M. Adams* Chair of Meeting *7.5.24* Dated

the policy ensured that children did not attend when they were unwell to prevent the spreading of illnesses.

Both the Nursery Manager and OSC Manager agreed that a weekly meeting to share issues and staffing would be beneficial for both settings.

The Nursery Manager presented the findings from both the parental and staff questionnaires. From 115 parents 31 had been returned, with no negative issues and many positive comments on Nursery activities and routines. Main issues highlighted from staff questionnaires were around staff looking after themselves and their health as well as pay.

The Vice Chair thanked the Nursery Manager for her report and her hard work.

5.2 CIO Budget Report

The Deputy Headteacher and Trustee with responsibility for reporting finances presented the budget monitoring. She confirmed that operating income had increased from the original budget to £673,117 (six hundred and seventy three thousand one hundred and seventeen pounds) which was a positive from the purchase of Stepping Stones. Expenditure had also increased due to the additional staffing needed for the extra children. The Deputy Headteacher confirmed maintenance jobs had been factored in and ICT had been replaced.

The financial situation remained positive, the predicted £30,969 (thirty thousand nine hundred and sixty nine pounds) deficit had been reduced to £3,334 (three thousand three hundred and thirty four pounds). Combined with the rollover from the previous year this would equate to a balance to carry forward of £166,761 (one hundred and sixty six thousand seven hundred and sixty one pounds). A trustee asked that when the budget was presented in March it could incorporate a three year plan. The Deputy Headteacher confirmed this would be discussed as well as any projects for the future.

A trustee asked if the CIO remained consistently in surplus should they look to offering places for those in financial difficulty as they were a charity. The OSC Manager said that this would greatly benefit children who were late for school if they could be offered free Breakfast Club places. All trustees felt this was in the spirit of the organisation.

The Clerk suggested that the Trustees consider an increase to their savings and reserve accounts to ensure costs were able to be covered for additional staff taken on from Stepping Stones. Trustees unanimously agreed and would also like to review the accounts with the **accountant to ensure they were getting the best rate of interest on the balances.**

Clerk

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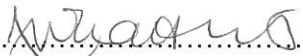
<p>6.</p>	<p>Out of School Club Report (OSC)</p> <p><u>6.1 OSC Managers Report</u></p> <p>The Out of School Club Manager presented her report, highlighting that occupancy was good except on Fridays. Playscheme was less popular however the funded HAF places helped. The setting was open for 4 days at Christmas with 10 HAF children between 10am-2pm.</p> <p>The OSC Manager said Rachel Cotter from the LA had visited and made some suggestions which had all been actioned. Extra staff had been recruited to ensure cover was always available.</p> <p>Trustees asked what could be done to increase Play Scheme numbers. The Headteacher confirmed that it was always advertised in the newsletter and on posters around school as well as sibling discounts being offered to Nursery children. A trustee asked if Safari moving to the new room had made difference. The OSC Manager said it was much easier for her as she could set up in the morning for the Out of School Club in the evening. The Nursery Manager said that she felt the staff and children now felt more included in the Nursery team which was very positive.</p> <p><u>6.2 Budget Report</u></p> <p>As previously reported in Item No 5.2.</p>	
<p>7.</p>	<p>Safeguarding</p> <p>The Nursery Manager said there were no issues to report.</p>	
<p>8.</p>	<p>Ofsted</p> <p>The Nursery Manager confirmed the next inspection was expected to be 2028.</p>	
<p>9.</p>	<p>Pupil Premium</p> <p>The Nursery Manager reported that pupil premium continues to be spent on the Musika professional.</p>	
<p>10.</p>	<p>GDPR (General Data Protection Regulation)</p> <p>The Nursery Manager explained that no breaches had occurred.</p>	
<p>11.</p>	<p>Trustee Visits</p> <p><u>11.1 OSC Visit</u></p> <p>Trustees scrutinised the report. The Vice Chair reiterated how positive and happy the setting was and how the OSC Manager ensured it was not like school. The Nursery Manager confirmed that the blinds had been fitted, however the carpet and decorating still needed to be address. Nursery to obtain a quote for the carpet. Decoration to be worked into caretaker schedule. A trustee asked which part of the works the school would pay for and which parts the CIO were responsible for. The Headteacher confirmed that all internal decoration, furniture and fittings were the responsibility of the CIO.</p>	<p>RD / Clerk</p>

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12.

- All policies and procedures were unanimously approved with one minor change from **back up DSL to Deputy DSL corrected;**
- Health and Safety Policy
- Risk assessment
 - a. Generic risk assessment form
 - b. Access audit form
 - c. Prioritised place risk assessment form
 - Group rooms, stair ways and corridors
 - Kitchen
 - Children's bathrooms/changing areas
 - Milk kitchen
 - Short trips, outings and excursions
 - Outdoors
 - Staff cloakrooms
 - Maintenance and repairs
 - Laundry area
 - Staff personal safety
 - Threats and abuse towards staff and volunteers
 - Entrances and approach to the building
 - Control of Substances Hazardous to Health (COSHH)
 - Manual handling
 - Festival (and other) decorations
 - Jewellery and hair accessories
 - Animals and pets
 - Face painting and mehndi
 - Notifiable incident, non-child protection
 - Terrorist threat/attack and lock-down
 - Milk and Baby Food Prep
- Health Policy
- Accidents and emergency treatment
 - Administration of medicine
 - a. Health care plan form
 - Life-saving medication and invasive treatments
 - Allergies and food intolerance
 - Poorly children
 - Oral health
 - Baby and child massage
- Promoting inclusion, equality policy
- Promoting inclusion, equality procedure
- Safeguarding children, young people and vulnerable adults policy
- Responding to safeguarding or child protection concerns
 - a. Child welfare and protection summary
 - b. Safeguarding incident reporting form
 - c. Confidential safeguarding incident report form
 - Allegations against staff, volunteers or agency staff
 - Visitor or intruder on the premises
 - Uncollected child
 - Missing child
 - Incapacitated parent
 - Death of a child on-site
 - Looked after children
 - a. Care plan for looked after children form

Clerk

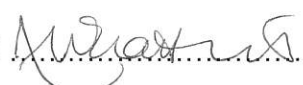
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	<ul style="list-style-type: none"> E-safety Key person supervision <p>A trustee asked if the Nursery management were confident that all of the procedures were followed. The Nursery Manager confirmed that all procedures were duly followed by staff.</p>	
13.	<p>Training & Publications</p> <p>A trustee asked if the Prevent training for governors was relevant in this setting due to the age of the children. The Vice Chair who is also the Safeguarding Governor explained that the principles remained the same no matter what age however for the Nursery setting they may also be looking at the radicalisation of parents.</p>	
14.	<p>Any Other Urgent Business</p> <p><u>14.1 Congratulations</u></p> <p>The Vice Chair asked the Clerk to send a congratulations card on behalf of the Trustees to the Nursery Manager on the birth of her baby girl.</p>	Clerk
15.	<p>Confidentiality</p> <p>No items were deemed confidential.</p>	
16.	<p>Date of Next Meeting</p> <p>Tuesday 7th May 2024 at 4.00pm.</p>	

The meeting closed at 4.40pm.

SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
5.2	Interest rate check	Accountant / Clerk	By 07.05.24
11.1	Carpet quote / Decoration OSC	LS/RD/Clerk	ASAP
12.0	Policy Amendment made prior to publishing	Clerk	ASAP
14.1	Congratulations card to be sent	Clerk	ASAP

Signed  Chair of Meeting  7.5.24 Dated