



**HYPHE BAY**  
Church of England  
Primary School and  
Children's Centre

**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 10<sup>th</sup> October 2023 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),  
Vicki Dumont (Nursery Manager), Radka Davidova (Deputy Manager),  
Lisa Sharp (OSC Manager).

**Clerk:** Sam Brown

**Quorum:** 2 Trustees

Item		Action by
1.	<p><b>Welcome</b></p> <p>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.</p> <p>The Nursery Manager then led a guided tour of the new Safari Room following the completion of the acquisition of Stepping Stones. During the tour the trustees had the opportunity to ask questions. <b>A trustee asked if all the Stepping Stones staff had been retained.</b> The Nursery Manager confirmed that all staff that wanted to stay had been re-employed.</p> <p><b>A trustee asked if the new room had the same children all the time or if they had the opportunity to mix between the Safari Room and the Main Nursery.</b> The Nursery Manager explained that during the early days they remained mostly in their groups tending to mix mainly in the outdoor space, however the plan to integrate more is underway starting with things like music sessions, outings and walks. Trustees commented that the environment felt very calm. The Nursery Manager said that there were some areas that still needed decoration works and the kitchen and bathroom would benefit from refurbishment.</p> <p><b>A trustee asked what differentiates children in the Safari Room from those in the main nursery.</b> The Nursery Manager established that many of those children in Safari were accessing the free funding hours, term time only whilst those in the Nursery were working parents that needed longer childcare hours all year around. The Nursery Manager confirmed that many of the Safari children were also more vulnerable and starting at a lower level, with some on an ASD pathway.</p> <p><b>A trustee asked if any money had been spent on refurbishing the room.</b> The Nursery Manager explained that this had not happened yet as their main focus had been on settling children into the new</p>	

Signed Carolyn Chivers ..... Chair of Meeting ..... 16.10.24 ..... Dated

	<p>setting and training staff. Plans to paint and flooring changes would be looked at depending on the budget.</p> <p><b>A trustee asked what parents feelings were about the new setting.</b> The Nursery Manager said that there had been some minor comments around things like juice in bottles having to change to water, but most issues had been around the parents' anxieties rather than anything else.</p> <p><b>A trustee asked if the management team in the Nursery were able to cope with the additional workload.</b> The Nursery Manager explained that staff put in extra time over the summer to get the room ready and to carry out home visit but on a general day to day basis there was not a significant increase. <b>A trustee asked if the new staff needed additional training.</b> The Nursery Manager stated that there had been a period of training that was almost complete and most of the policies and procedures were standard for all nurseries. There was just adjustments to a new way of working.</p> <p><b>A trustee asked what the implications had been for the Out of School Club now they were no longer sharing the room.</b> The Out of School Club Manager explained that the impact was positive as she could set up the room in advance giving her extra time. The Nursery Manager also said that the staff in the Safari room were positive too, having their own notice boards, being able to set up for activities in advance and having access to the outside area.</p> <p><b>A trustee asked if there had been anything negative about the change.</b> The Nursery Manager explained that the only negative was some parents not liking the change, impacting on staff morale however mentoring from the Nursery Manager and Deputy Nursery Manager had overcome this. <b>A trustee asked if a letter had been sent to staff on behalf of trustees.</b> The meeting asked the <b>Clerk to draft a letter</b> to recognise the huge effort made by staff to making the new setting a success.</p>	Clerk
2.	<p><b>Apologies for absence</b> There were no apologies.</p>	
3.	<p><b>Declaration of business interests</b> There were no new declarations.</p>	
4.	<p><b>Membership</b></p> <p><b>4.1 Membership</b> Prof. Hill confirmed that his term was due to end in November. Following discussion it was agreed that Prof. Hill would remain a Trustee and the <b>FGB would be asked to re-appoint</b> him as an associate member to serve only on the CIO Committee.</p> <p><b>4.2 Election of Officers</b> The Nominated Chair who is also the Headteacher reiterated that it was more appropriate for the Vice Chair of the CIO Trustees Committee to chair the meetings and feedback to the FGB. Miss</p>	Clerk

Signed M. G. G. G. G. Chair of Meeting .....16:1:24..... Dated

	<p>Anne Whatford was unanimously 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.</p>	
<p><b>5.</b></p>	<p><b>Minutes of previous meeting – 2<sup>nd</sup> May 2023 – and matters arising</b></p> <p>The minutes of the previous meeting were unanimously agreed as being a true record.</p> <p>Trustees again congratulated the Nursery Manager and her team on the seamless takeover of Stepping Stones. <b>A trustee asked if there had been any kind of bad press on the merger.</b> The Nursery Manager confirmed that so far everything had been positive.</p> <p>All action points had been dealt with. There were no matters arising not covered by the agenda.</p>	
<p><b>6.</b></p>	<p><b>Nursery Report</b></p> <p><u>6.1 Nursery Managers Report</u>  The Nursery Manager presented her report, highlighting that since writing all staff appraisals had been carried out. Trustees noted the increase in numbers.</p> <p>The trustees thanked the Nursery Manager for her report.</p> <p><u>6.2 Budget Report</u>  The Deputy Headteacher and trustee responsible for reporting finances presented the budget report, highlighting that this did not yet include any of the Stepping Stones purchase payments or additional income and operating costs involved. <b>Trustees asked that the cost of the purchase be shown using a separate code. A trustee asked if there was any planned spend on ICT.</b> The Nursery Manager explained that due to the additional workload over the summer they had been too busy to spend in other areas. The Deputy Headteacher explained that a meeting was planned with the Nursery Manager and Administrator at the six month period to look at the budget and any planned spending to give a truer picture on the monitoring report. This would be presented to trustees at the next meeting. <b>A trustee commented on the large service charge paid to the school.</b> The Deputy Headteacher explained that this had increased in recent years due mainly to the cost of utilities. <b>A trustee asked if the new facilities would improve the recruitment of children.</b> The Nursery Manager explained that she thought this would help along with the Ofsted recommendations being carried out.</p> <p>The Deputy Headteacher continued to explain that the CIO as a whole was predicting a £10,482 (ten thousand four hundred and eighty two pounds) in year surplus with the rollover carried forward increasing to £149,078 (one hundred and forty nine thousand and seventy eight pounds). All trustees agreed that this was a favourable position and thanked the staff for their hard work. They were all keen to see the 6 month budget position at the next meeting.</p>	

Signed M. G. Adams Chair of Meeting 16.1.24 Dated

	<p>With a focus on the OSC budget breakdown the Deputy Headteacher pointed out the over spend on the salary costs. The OSC Manager confirmed that numbers for Playscheme were lower than expected on some days. Consideration would need be given to the viability of October Playscheme if numbers were too low.</p>	
7.	<p><b>Out of School Club Report</b></p> <p>The OSC Manager presented her report highlighting the increased numbers in both Breakfast and After School Club. <b>A trustee asked if an external advisor would be invited to visit.</b> The OSC Manager confirmed that this would happening especially now that the area was no longer shared. <b>A trustee asked if there were any areas that needed to be upgraded now the room was solely for OSC use.</b> The OSC Manager said that she would like the room to be painted, this could be discussed as part of the 6 month monitoring. Following discussions it was felt by trustees that it would be in line with the CIO Constitution to serve the community for the OSC to operate at a small loss and be supported by the Nursery surplus. <b>A trustee asked if only families of Hythe Bay were able to access the OSC.</b> The OSC Manager established that families from other schools are always welcomed and often siblings of Nursery children that go to other primary schools attend the Playscheme.</p> <p>Trustees thanked the OSC Manager for her report.</p>	
8.	<p><b>Constitution / Trustees</b></p> <p>Standing item, nothing new to report.</p>	
9.	<p><b>Safeguarding</b></p> <p>Both Managers reported that there had been no safeguarding issues.</p>	
10.	<p><b>Ofsted</b></p> <p>The Nursery Manager confirmed that they were not yet in the Ofsted window. Work continued on the Nursery Ofsted action points and the Nursery Manager explained that following conversations around registration of the new room she had been told that they no longer needed to limit their numbers to 69 per day as long as updated ratios were adhered to. The Nursery Manager continued to say that they currently were working at lower ratios which enabled more flexibility especially around short notice staff sickness.</p>	
11.	<p><b>Pupil Premium</b></p> <p>The Nursery Manager reported that the Nursery continued to spend the Pupil Premium received on Musika. The Deputy Manager had also been planning ICan work with the disadvantaged children and boosting cultural capital work.</p>	
12.	<p><b>GDPR (General Data Protection Regulation)</b></p> <p>The Nursery Manager confirmed there were no data breaches to report. Staff had completed annual training.</p>	
13.	<p><b>Trustee Visits</b></p> <p>The Nursery Action Points were divided up as follows; CIO Legal Responsibilities - BH Display, Environments, Quality of Teaching - RP</p>	<p><b>All to Note</b></p>

Signed M. G. G. G. G. Chair of Meeting 16.1.24 Dated

	<p>Marketing / Communications / Social Media – VC  Performance Management, Staff Wellbeing – CC  Infectious disease and Review of OSC – AW</p> <p><b>Trustees were invited to attend the staff meeting</b> on 2<sup>nd</sup> November at 6.00pm to meet the staff.  <b>AW would visit OSC</b> on Thursday 9<sup>th</sup> November prior to FGB. The <b>Nursery Manager would provide dates</b> and information on all <b>Christmas activities for trustees to attend.</b></p>	<b>AW  VD  All</b>
<b>14.</b>	<p><b>Policies</b></p> <p>The following policies and procedures were reviewed;</p> <p>Policy Contents  Introduction  Policy and Procedure Implementation and review Policy</p> <ul style="list-style-type: none"> <li>• Implementation and review procedure</li> </ul> <p>Fire Safety Policy.</p> <ul style="list-style-type: none"> <li>• Fire Safety</li> <li>• Fire Safety Risk Assessment</li> <li>• Food Safety and Nutrition Policy</li> <li>• Food Preparation</li> <li>• Food for Play</li> <li>• Milk and Baby Food</li> <li>• Menu Planning</li> <li>• Meeting Dietary Requirements</li> <li>• Breast Feeding</li> <li>• Sun Safety</li> <li>• Mental Health and Wellbeing</li> <li>• Babysitting</li> </ul> <p>Record Keeping Policy</p> <ul style="list-style-type: none"> <li>• Privacy Notice</li> <li>• Confidentiality</li> <li>• Client access to records</li> <li>• Transfer of records</li> </ul> <p>Staff, Volunteers and Students Policy</p> <ul style="list-style-type: none"> <li>• Staff deployment</li> <li>• Deployment</li> <li>• Student Placement</li> <li>• Staff Grievance</li> <li>• Staff Discipline</li> <li>• Child Protection Policy</li> <li>• Acceptable use of Technology</li> <li>• Social Media Policy</li> <li>• Mobile Technology Policy</li> <li>• Global Goals</li> </ul> <p>All policies and procedures were unanimously approved and adopted.</p>	
<b>15.</b>	<p><b>Training &amp; Publications</b></p> <p>The Clerk reminded Trustees that they needed to have completed their <b>online Safeguarding and Prevent</b> training prior to the FGB</p>	<b>All</b>


Signed ..... *[Signature]* ..... Chair of Meeting ..... *[Signature]* ..... Dated

	on 9 <sup>th</sup> November. The <b>Clerk would circulate any links and Clerk reminders</b> by email.	<b>Clerk</b>
<b>16.</b>	<b>Any Other Urgent Business</b> There was none.	
<b>17.</b>	<b>Confidentiality</b> No items were deemed confidential.	
<b>18.</b>	<b>Date of Next Meeting</b> Tuesday 16 <sup>th</sup> January 2024 at 4.00pm.	

The meeting closed at 5.00pm.

**SUMMARY OF ACTIONS**

<b>MIN NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>BY WHEN</b>
1.0	Letter to Staff	Clerk	ASAP
4.1	Associate Member	BH / Clerk	FGB 09.11.23
13.0	Trustee Visits	All	CIO 16.01.24
13.0	Trustees in staff meeting	All	02.11.23 @6pm
13.0	OSC Visit	AW	09.11.23
13.0	Christmas activity dates	All / VD	ASAP
15.0	Online Safeguarding and Prevent	All / Clerk	FGB 09.11.23

Signed  Chair of Meeting 16.1.24 Dated