

Nutfield Nursery

Parent Room and Safeguarding Rep Meeting



Tuesday 25 July 2017 – 8.00pm

Those present:

Ally, Zoe, Catherine, Katie, Carly, Lynn

Apologises:

Katy and Helen

<u>Parent reps – please note this will change from Monday 4 September 2017</u>		
Primrose (Baby Room)		
Catherine Martin	07834 593011	cvmartin27@yahoo.co.uk
Sunflower and Buttercup		
Zoe Lamb	07780 680301	zoeabellamb@gmail.com
Carly Parrett	07950 673235	carlyandcraig2010@gmail.com
Cornflower		
Katie Franklin	07903 189355	kmcmullan@hotmail.com
Helen Curr	07799 847470	helencurr@nhs.net
Hazel Room (pre school)		
Katy Potter-Smith	07798 812548	katypott@gmail.com
<u>Parent Safeguarding Group</u>		
Lynn Hargreaves-McCallum (minute taker)	07810 307628	lhargreaves11@sky.com

Actions	Discussion points
	<p>Parent room and Safeguarding parent reps: Due to the other reps' children leaving Lynn is the only rep left for safeguarding. Helen will be asked to cover Primrose Room from 4th September which means that each room will have one rep and one from safeguarding.</p>
	<p>Uniform: Positive feedback from parents and staff so far. New shorts will hopefully be arriving soon. New uniform can be purchased from nursery when needed. Items with the old logo can still be worn until they no longer fit. New ruck sacs have also arrived too.</p>
Action: Ally	<p>First Steps App: Feedback has been generally positive. The app is only updated when the children leave the nursery (i.e. are signed out). Parents have said they like the 'What I did today...' comments as it starts conversation at the end of the day. There was feedback from some parents that sometimes nothing has been entered. This may be due to technical problems. Staff are always there to talk about what has happened during the day. The daily reflection can also be read in each room. Security of the ap was raised again. Ally has a lot of information on this which will be added to the website. Ally is also around to talk this through if parents would like. And has included below.</p> <p>Security Information for Parent Link General information from Microsoft regarding security: https://www.microsoft.com/en-us/TrustCenter/Privacy/You-are-in-control-of-your-data#_You_know_where</p>

	<p>List of all Microsoft data centres can be found here: https://azure.microsoft.com/en-gb/regions/</p> <p>We have specified our FirstSteps data to reside in North Europe and West Europe.</p> <p>The media is stored in Azure Storage.</p> <p>Only authenticated users can access a nursery’s information, and the files are segregated for each nursery so there is no way to access another nursery’s information. These are limited–life access tokens and can be revoked by us at any time. All data is transferred using HTTPS and encrypted using SSL.</p> <p>The rest of the data is stored securely in SQL servers and can only be accessed by authorised users. Users can only access data that they have permissions to, and only the minimum data is provided. All data is transferred using HTTPS and encrypted using SSL.</p> <p>UPDATE SINCE MEETING: Ally is waiting for Parent Link to pass on information to share with parents. Parent Link also confirmed that they are waiting for their developers to give a time frame on messaging and booking sections for the app.</p>
<p>Action: all parents / carers</p>	<p>Payments: Please can parents remember that payments are due by the 1st of each month. As invoices are on the app a reminder will go on the new notice board to remind parents to pay. (See below for new noticeboard). PLEASE ensure that payment is made by the 1st of each month.</p>
<p>Action: all parents / carers</p>	<p>Social media: Seems to be going well with good feedback. Parents are encouraged to “like” the page and share the pages. Feedback that frequency is good (every other day) and that the ‘good tips’ seem to be going down well.</p>
	<p>Food standard agency: Agency is closing. NDND were due to complete their quality assurance schemes so this is now on hold. The food at nursery will be still be healthy and meet the needs of the children.</p>
<p>DATE FOR DIARIES</p> <p>Action: nursery to write policy</p>	<p>Sports Day: Friday 18th August at 2pm to 6pm.</p> <p>Nursery are looking at a policy for sports day which will include the procedure for the team captains – currently the oldest child in each coloured team.</p> <p>There will be no photos taken and parents are requested to not take any photos:</p> <p>A statement to be written to go onto website, on new noticeboard and within these minutes.</p> <p><i>“Due to changes within safeguarding rules and regulations the decision has been taken to ask that no photos are taken at Sports Day. We understand that this may not be a popular decision however we ask that you consider the risks of unintentionally disclosing the whereabouts of a child / children - the safety and security of all children and staff are always paramount at NDN.</i></p>

<p>Action: photo booth area to be made by NDN</p> <p>Info: for parents / carers</p> <p>Info:</p>	<p><i>We will be creating a photo booth area for families' to make their own memories of Sports Day 2017. We ask that everyone helps us ensure that mobiles, cameras and tablets etc are only used within the "booth area".</i></p> <p><i>If you would like to discuss this then please contact the safeguarding parent rep or Ally".</i></p> <p>As mentioned above there will be an area for families to take their own photos. This is the only area that photos can be taken. Medal photos will be taken by the nursery following their 'taking of photo' procedure.</p> <p>Planning for sports day is still on going. Feedback was given that the more structured events seemed to work better than last year's free for all. Two years ago it was each room at a time which parents felt worked well. Feedback was also given that the shorter course was better than the longer one.</p> <p>Please remember that sun cream, water and supervision of the children is down to parents. Food will be provided after the events. Gazebos can be brought by parents if you wish – for rain or sun!</p> <p>The Nursery ask that all parents ensure no photos are taken and mobiles, tablets and cameras are only used in the booth area. If you need to use your mobile we ask you take this off site.</p>
	<p>Staff updates:</p> <p>Staff leaving - Abby - level 3 - leaves 4th August</p> <p>Becca - level 3 and deputy in Sunflower/Buttercup room – 8 or 9th August</p> <p>Spaces on all days Monday to Friday from September.</p> <p>Location of staff being looked at for September. Flyers distribution going well.</p> <p>Afsheen and Sophie are Forest School training this week.</p> <p>Sam has completed Forest School training.</p>
<p>Action: Zoe</p>	<p>Fees: New fees are on the website. There was a discussion about fees and Free Entitlement (FE).</p> <p>Zoe offered to run a single formula which may be useful for some parents so Ally to pass over the details she needs.</p>
	<p>Room feedback: Primrose Room Points of discussion:</p> <ul style="list-style-type: none"> • <i>When are the tree checked?</i> Concern was raised about the trees. These are checked annually or when needed. • <i>Food</i> Feedback was the food is great and adventurous but there was concern on liver being served. Ally said that children really enjoy it and ask for seconds. Please remember that parents can speak to Ally or their key person if they have concerns about a food (as outlined in the Food Policy). • <i>Consistency of staff in the room</i> There was concern about the team moving up with the children from September. As mentioned there is still no final decision about where staff will be from September. However it was noted that parents were unaware that Bawani had spent a good amount of her time in Sunflower when the children moved up last year, for around six months. Ally wanted that highlighted so there was no illusion that Bawani would be left in Primrose

<p>Action: Ally to talk about the activities in the room</p> <p>Action: Ally – notes on website</p> <p>Action: parent / carers</p> <p>Action: Ally</p>	<p><u>Sunflower/Buttercup Room</u> Points of discussion:</p> <ul style="list-style-type: none"> • <i>Discussion on the variety of activities</i> This will be discussed with staff in the room. Parents must remember that there are many different ways of learning through an activity and many different skills to be learnt from one activity e.g. chalking. Also activities are based around children’s interests. However staff could expand on the explanation of the detail of the activity rather than just the ‘title’ to help parents understand. • <i>Staff</i> After hearing that Becca is leaving the room reps raised concern about the staff that children know in the room. Ally will be happy to reassure parents if they would like a conversation. <p><u>Cornflower Room</u> Points of discussion:</p> <ul style="list-style-type: none"> • Transition to the pre-school room has been amazing so far. Parent feedback that children have been talking about their time in preschool with positivity so they are hoping this will help with the transition. Also the children’s relationship with David has blossomed. • Sports day feedback – covered • Self-registration – parents are asked only to remind children to “sign out” at the end of the day and the children will “register” after breakfast when they are together. • Communications – there was discussion about communication from all three rooms. The website and app will continue to be used along with a new noticeboard and frame (see below for more information). Parent reps will also continue to be used to pass on information but this only works for those parents that have signed up for this. These minutes will also be shared to help with communications and transparency. Staff have a day book that they use to communicate between each other. All staff sign this to say where they have read up too. • Comments box – please could parents remember that the wooden box by the door is for “comments, concerns and compliments”. There has only been 2 in the last 3 months (from the same parent). All notes are shared at staff meetings and can really boost the team. Concerns are addressed by Ally and feedback where needed. A new sign to be attached to the box.
<p>Action: Ally by Monday 31 July</p>	<p>Points from last meeting:</p> <ul style="list-style-type: none"> • The negative Net mums comment has been removed as it was old and not true. • App - covered above. • Website – new website now up and running after a few teething problems. • Noticeboard – noticeboard to be put on the large tree on the way out for parents to please look at each day. There is also a new frame on the “office” that will be another way to communicate – again for parents to look at each day please. <p>UPDATE SINCE MEETING: The frame will go up as soon as the toughened glass has arrived (normally takes a week) and put together.</p>
	<p>Date of next meeting Week of Monday 2 October – Zoe to send out reminder a few weeks before.</p>