

Nutfield Nursery Parent Room and Safeguarding Rep Meeting



Tuesday 10 October 2017 – 8.00pm

Those present:
Ally, Helen, Catherine, Carly, Katie F and Lynn

Apologises:
Katie C

Primrose (Baby Room)		
Helen Curr	07799 848470	helencurr@nhs.net
Sunflower and Buttercup		
Catherine Martin	07834 593011	cvmartin27@yahoo.co.uk
Cornflower		
Carly Parrett	07950 673235	carlyandcraig2010@gmail.com
Katie Costello	07810 447189	katiecostello1982@yahoo.co.uk
Hazel Room (pre school)		
Katie Franklin	07903 189355	kmcullan@hotmail.com
Lynn Hargreaves-McCallum	07810 307628	lhargreaves11@sky.com

Actions	Discussion points
<p>ACTION: Parents</p> <p>ACTION: Ally</p> <p>ACTION: Parents</p>	<p>Actions and notes from last meeting:</p> <ul style="list-style-type: none"> <p>Update on new uniform (was waiting for new shorts) Still waiting for them to arrive – hopefully here for Spring 2018! UPDATE SINCE MEETING FROM ALLY: Our original shorts have been discontinued. A variety of new shorts have been seen and are not acceptable to Ally. We hold stock of the replacement shorts which are the UK general (run of the mill gym shorts that children wear at school). These are offered at half the price and at cost to the nursery if parents are stuck. A new style of shorts has been found but currently in a container overseas, this is an ongoing issue. We hope to see the first batch soon and that they are acceptable to parents. Otherwise Ally will investigate alternative styles.</p> <p>Frames on the round house and the tree Done and parents have been seen reading and looking at them. This has been a great addition for nursery to parent communication.</p> <p>Payments Payments from parents for fees have got worse! Payment MUST be by the 1st of the month. There is no excuse and it is very time consuming chasing fees. PLEASE, PLEASE ensure fees are paid. Late payment charges will now be included on the invoices.</p> <p>Sports Day Positive feedback and the staff were thanked for their hard work.</p> <p>Comments box (“compliments, comments and suggestions”) A new sign to be attached to the box – still PENDING – Ally to put it up by the end of week. Parents are reminded that comments are fed back to staff. UPDATE SINCE MEETING FROM ALLY: This has now been done.</p>
ACTION: Helen	<p>Helen to check her contact number on the website. UPDATE SINCE MEETING FROM ALLY: Done on the evening, it is correct.</p>

Feedback from each room: (please read all room information as it is relevant for all rooms)

Primrose (baby room)

Points of discussion:

Generally very positive with babies settling well.

- 1) Bepanthen is being signed as a medicine and everytime it is applied?
Ally said – that there can be no blanket signs off for creams and medication. Guidance for nurseries states the following:

UPDATE SINCE MEETING FROM ALLY: This was taken to Ofsted head office two inspections ago. Everything other than sudo crem was told to be recorded. We have asked Surrey Early Years now Surrey Families Information Service for clarification on numerous occasions. There has been no definitive answer so we continue recording each and every application/dose of anything given to a child.

- Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor). Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

-You must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

-Staff must not usually give a non-prescribed medicine to a child unless there is specific prior written permission from the parent. Providers must only give this medication when requested to do so by a parent and where there is an accepted health risk to do so. This medication should not be given routinely, and blanket consent should not be given by a parent to cover all non-prescription medication.

- 2) Could there be more flexibility of the younger children (under 1's) with regard to parents providing their own food?

Ally said – This is worked out at the initial meetings with parents. Please could parents speak to Ally if they wish for their child to have food provided by nursery. It is hard to meet the needs of all parents and Mary cannot be cooking more than one type of meal at each sitting.

UPDATE SINCE MEETING FROM ALLY: Mary cooks many alternatives, the problem comes if babies are not eating what we supply and worry if allergic to anything as haven't tried before. Should parents feel their children are accepting of the nursery menu with staff assisting with the mashing of food, that would be great. We ideally wish to achieve that children have tried a vast variety of food at home so that no reactions occur at nursery. A back up supply from parents with is always needed to prevent distress to hungry youngsters. Plus we do not sterilise at nursery which is a consideration for parents.

It maybe that there needs to be a backup at nursery of snacks provided by parents in case the babies do not eat the food provided by nursery.

Helen to feed this back to the room.

There are still places within the nursery including the baby room.

Sunflower and Buttercup:

Points of discussion:

Lots of feedback about Zoe and David around transitioning into the room. Both were thanked and were really happy to hear.

- 1) Family was frustrated that the home visit was only 30 minutes as they were expecting 2 hours.

Ally said - The initial meeting in the nursery when talking about policies etc should be 2 hours and the home visit should be about 20 to 30 minutes. The home visit is about the

ACTION: Helen

ACTION: Ally

child meeting the key person in their own home and to hand over key items e.g. nappies, wipes etc. Maybe there was a bit of confusion?
UPDATE SINCE MEETING FROM ALLY: Discussed at viewing, communication and initial meeting and acceptance letter. We have added to the acceptance letter the length of the meeting to clarify. The home visit takes on three main roles, to collect items needed at nursery for the child, so the parents do not have to think about this on the first day and so that nursery can be organised to receive the child. Secondly to pick up on any outstanding areas that were flagged up at the initial meeting, such as confirming sleep times. Thirdly the home visit was designed solely around the child/baby seeing the parent/s in a hugely comfortable state with one of the main carers. This is the main influence for the child. As the vibes from the parent on the firsts drop off are recognised by the child. The short visit might include interaction with your baby/child if that is enabled or works at the time. Sometimes this is not achieved and should not be pushed.

2) Observations on the ap not being done? One family hasn't had any updates since August.
Ally said - There is a bit of overlap with the ap and the wheel but observations are carried out as and when they done.
EYFS doesn't state how many observations there should be one a child but should be carried out when things are observed or change etc.
UPDATE SINCE MEETING FROM ALLY: Having had a chance to look at this, taking into account holidays and sickness, the room move for settling so that children are content to be observed in their own rooms and with sports day and new children starting. There were 51 observations done on the child mentioned since app' starting.

Cornflower:

Points of discussion:

- 1) All positive. Sophie and Afsheen are in the room and very positive feedback was given about them. Parents are really happy with the staffing and how they are working together.
- 2) Can staff profiles be updated as some are old?
UPDATE SINCE MEETING FROM ALLY: I can update photos. The majority of the information will be the same. As there is no change with such things as length of service.

ACTION: Catherine and Ally

ACTION: Ally

Ally said new photos of new staff are on News feed on the website now – he is waiting to update her laptop to enable her to update the photos. The nursery has a dedicated computer for certain areas of the parents' website. Which has been out of action but now replaced, so they can get on with updating some areas now.

3) Where is Abby?
Ally said that it is on the News feed on the website. She covered over the summer after handing in her notice but left in a few days into September.

ACTION: Ally

- 4) Why have new staff been employed when we thought staff were in place?
Ally said that these staff were in the pipe line.
- 5) Feedback was that the frame was working really well. Comments were very positive about this. All rooms agreed. **Please remember to keep looking at them as they will get updated as and when!**
- 6) Door code – parents feedback that there appears to be two codes that open the door. Ally to look at this ASAP. Please can parents remember not to give codes to their children or lift them up to push the numbers. The code was changed as parents thought it too easy also.
- 7) Room activities – much more positive around the activities on offer. There has also been more observations on forest schools activities from Facebook but not on feedback or the ap.

ACTION: Ally

UPDATE SINCE MEETING FROM ALLY: Yes sometimes different devices are used depending on where photographic materials end up.

- 8) Parents feedback that they love that Juan is being used to teach Spanish – a really positive. Please can there be more words and more use of Juan!
UPDATE SINCE MEETING FROM ALLY: Juan is aware and acknowledges, animals and numbers will be discussed with him for inclusion. Now done.

- 9) Food – could porridge be on the menu more?

Ally said it's eaten once a week already but will feed it back to the kitchen. Please remember that all children's dietary needs need to be met.

UPDATE SINCE MEETING FROM ALLY: We do lots of alternative kind of milks so not to exclude children who do not have milk permission to use. Having spoken with Mary, we generally supply a two hot breakfast week, with porridge more evident during the colder months. I think she has a nice balance. She is aware that parents like it and has taken that on board. She also uses oats at other meal times, in apple crumble and flapjacks etc

- 10) Tea time pudding – could this come out after main has been eaten so children eat the savoury please??

Ally to feed this back – should be easy to implement.

UPDATE SINCE MEETING FROM ALLY: Yes that has been done.

Hazel Room (pre-school):

Points of discussion:

- 1) "I'd like to comment that we are really pleased with Charlie, he's great with (child) and with us and feedback etc really on the ball. Negative thought the rotating second person not thrilled about. Was told it would be Afsheen or Juan and I can't recall seeing them as the second once on our days. I've not known the names of the second person once".
- 2) UPDATE SINCE MEETING FROM ALLY: Yes a great shame that Marie and Afsheen were on holiday at the same time. Charlie and Marie both work five days each week which is a change. Juan cannot work with Charlie alone as neither of them hold a level 3 currently. The overall operations of the nursery are of the essence, I would hope to think that a broad experience for the children would be embraced in pre-school. As documented on our website – Robert, Leila and Elise bring a wealth of experience. I am sorry I can't cater for individual needs within the nursery, the best fit for all will always prevail at times when we needed. I believe we have a great mix, that is good for children as they grow and go into school.
"I would like to share a compliment for Charlie. We have only been back a week but he has always made it a point to give me a rundown of her day, which I really appreciate. Also I think he brings some nice and fresh ideas for the outside which I think the children will benefit from – bravo and please implement those ideas!".
"Really happy with Charlie and how things are going".
UPDATE SINCE MEETING FROM ALLY: That is lovely!

- 3) Positive on the transition into the room so thank you to Marie and Charlie for that.
UPDATE SINCE MEETING FROM ALLY: Charlie and Marie happy to hear that, the children have done great.

- 4) Is Emily coming back?

There are still processes to go through. Ally will let parents know as soon as it is known.

- 5) Query about Parents Evening.
UPDATE SINCE MEETING FROM ALLY: Dates on website.

- 6) Query about Christmas event

ACTION: Helen

	<p>Ally said she is waiting for each room to let her know their plans as each room will do their own things and then give dates when they are organised. UPDATE SINCE MEETING FROM ALLY: Some done, staff in each room are working on these.</p> <p>There was discussion on the baby room Christmas event and how positive it was for parents (maybe more than babies!!). Helen to send out email for ideas from BABY ROOM.</p> <p>7) There was a question about phonics. Ally said that each school does phonics differently. They can be taught but extreme carefulness needs to be taken as school choice is key and it is about children's interests and confidence. There may be a possible formal meeting from April when school places have been given. Please talk to Marie or Ally if you feel strongly about phonics as the older children in the room maybe ready for it now. Maybe a discussion for parents evening.</p> <p>8) Positive feedback given on the children's boxes under their pegs.</p>
<p>ACTION: Ally and Emily</p>	<p>Car park</p> <p>Please remember we can block staff cars in if the car park gets full. Please also think about where you park and the speed you drive in at. Children are often in the car park walking to cars and can be frightened at the speed some parents drive into the space. Please remember to drive into the space by the baby room garden and not reverse. It should be used as the last place to park – children can become frightened as the cars park in this space. Thank you.</p> <p>Ally to look at POLICY with Emily and where to park. UPDATE SINCE MEETING FROM ALLY: Emily and I have spoken about this and a new car park policy will be shared on the parent's website and added to the initial meeting information about the car park specifically about where to fill first. That is that the line of trees to your right when you come in should be filled last as being able to drive in or near that area gives a better line of sight when exiting.</p>
<p>ACTION: all parents</p> <p>ACTION: Carly</p>	<p>30 hours</p> <p>Carly has a list of who is leading from each room to support as parents apply for the 30 hours. The idea is that parents sign up at the same time to reduce the amount of emails and work for the nursery. (ALLY) Each code has to be checked which is very time consuming. When codes are re validated the same has to happen.</p> <p>Validating of codes When you validate your code (every 3 months) please ensure you send a screen shot of the confirmation to Ally. This is VERY important as Ally needs this as evidence.</p> <p>Carly is looking for someone else to support with the process. UPDATE SINCE MEETING FROM ALLY: Also a little confusion may have occurred with Tax Free Childcare reconfirms. I am not aware that these need to be passed to me.</p>
	<p>First Steps App:</p> <p>Messaging still not in use but comments can be made on photos if you wish. The app' curators do this. We do ask frequently when we speak with them but wait for it to be announced, sorry for delay.</p>
	<p>Role Plays:</p>

	<p>There have been a few role plays within the nursery – some involving parents. All covered safeguarding issues and all rooms were included. Management is now taking back any actions or lessons learnt.</p> <p>UPDATE SINCE MEETING FROM ALLY: We had an entire staff meeting to follow up on these and ongoing.</p>
	<p>Sunflower room:</p> <p>There is some decorating happening in Sunflower room – this is expected to be finished at the end of next week.</p> <p>UPDATE SINCE MEETING FROM ALLY: Main work done, smaller areas in room to be done in stages, sorry, we are trying not to impact on room and very temporary.</p>
	<p>Forest School happening in October half term.</p>
ACTION: Ally	<p>Dressing up:</p> <p>Halloween – Tuesday 31st October – children can wear fancy dress.</p> <p>Christmas Jumper Day is Friday 15th December – children can wear their Christmas jumpers in the week leading up to it.</p> <p>Dates of future fancy dress events will be put on the website for our records.</p> <p>UPDATE SINCE MEETING FROM ALLY: Done on parents' website.</p>
	<p>Date of next meeting</p> <p>Week commencing - January 15th</p>