

Chorleywood & Loudwater

ADVISORY BOARD MEETING

Date: 11th October 2011

Venue: Chorleywood & Loudwater Children's Centre, Chorleywood.

Time: 1.30 pm to 3 pm

Attendees:

Name

Sandra Mooney
Martin Trevett
Nina Parker Hughes
Vivienne Davies
Mandy Summers
Simone Tyson
Jan Andrews
Emma Kay
Emily Jacques
Helen Jones
Katy Fisher
Duncan Gauld
Christine Brannan

Organisation

Children's Centre
Three Rivers District Council
Children's Centre
Home-Start
Parent
Parent
Chorleywood Library
Health Visitor
Hertfordshire Library Service
PSLA
Chorleywood Primary School
Christ Church School
Christ Church Toddlers

Apologies:

Name.

Katharine Maxwell
Jenny Franklin
Christine Freeman
Georgina Janes

Organisation

Carpenters Community Church
Childminder
St Andrew's Toddlers
Old MacDonald's Day Nursery

MEETING OPENED

1. WELCOME

The Chair, MT, opened the meeting and welcomed those in attendance.

2. INTRODUCTIONS AND APOLOGIES

All attendees were introduced, and apologies were noted. This was the first meeting attended by the new representative from Christ Church Toddlers.

3. MINUTES OF THE LAST MEETING & MATTERS ARISING

The minutes were confirmed as correct.

The matters arising had been circulated in advance on a report:

- Services that have moved to Library premises are running smoothly. Parent's feedback about this location is positive.
- First Aid courses. Links have been made with The St John's Ambulance service. Information on their courses has been distributed to families.
- In house training on safeguarding has been run by EK, Health Visitor.
- Partnership working with Library service arranged for launch of Bookstart Bear Club and "Tasty Tales" half term activities.

4. PERFORMANCE MANAGEMENT

SM distributed a service update report and copies of the current timetable

Service fee costs are now advertised as an in and out of area price. Priority is given to in area families. Vulnerable out of area families accepted through contact with neighbouring Children's Centres Managers.

Additional services to normal timetable:

- October 8 Saturday 2. The Children's Centre is linking with the library service to launch Bookstart Bear Club. Andrew Bignell (Head of Libraries, Culture and Learning) and Chris Hayward (Executive member for LCC) attended..
- Half term activity Monday 24th October promoting Healthy eating, linking with Young People's Library service.

Post Natal

Post natal services continue with a rolling programme of Baby Massage, Baby Yoga, First Aid as well as Breastfeeding support, Baby Clinic and Social Group. Weaning and sleep talks in association with Health have been booked for the year ahead.

Over 1 and up

Take up for Hartbeep Happy House has seen families attending regularly.

Stroll and Roll continues but will not run in the month of December due to anticipated inclement weather.

Ready 2 Learn and Messy Play are well attended. Messy play is supported by out of area families. Talks with neighbouring centres has been started to see if an agreement can be reached to offer a joint centre activity within this Rickmansworth area.

Childminder/ Home carer drop-in

Childminder Network held 19th September. Childminder market place dates have been set through to August 2012. This gives parents the opportunity to meet a number of Childminders at one time, rather than having to arrange a series of home visits.

Early Years Network

Meeting held October 4th at Chorleywood Primary School with topic of phonics. KF commented that this had been very interesting and she would be going along to the next one. The next meeting will be held at Russell School on the topic of maths.

Workshops

Explore and Discover held on 28th September.
Talk and listening scheduled for October 19th.
Other workshops scheduled on a monthly basis.

Connexions

Connexions monthly service started on 20th September and this first session was well attended.

Additional Support.

Work with families on a one to one basis continues.
Partnership working with Homestart continues.
12 new birth home visits have been undertaken this quarter.

Reach

Of a total local population of 677 children aged 0-5, we currently have 415 registered.

HR

No staff changes.
Volunteer application in process.

Training update

Manager and one Family Outreach Worker -Personal Safety Training.
Advance level safeguarding training to be attended by Manager and FOWs between October and December 2011.

Premises (including Health and Safety)

Inspection of building works one year on took place on 14th July 2011. Minor items resolved.
Water leak from roof into premises. Matter under Library premises.
CTV monitor malfunctioning. Matter under Library premises.

No other accidents or incidents have been reported.

Policies and procedures

No changes.

Inspections

No inspections have taken place since last meeting. No dates have been arranged for Autumn term inspection.

Focussed Action Plan

Childcare Situation – the HCC Childcare Sufficiency Survey indicates that there is an adequate availability of childcare in the area, although there are a low number of childminders (5 in the area). There is no tally of nannies as only those registered with Ofstead are shown. HJ cautioned against relying on the accuracy of the childcare sufficiency survey.

The Childminders market place in Mill End Community Hall has been well received and future dates have been set. Advertising will start in November. Recruitment campaign could be run in the Spring term.

The Family Information Service have all the up to date records of childcare providers in the area, but the CC now has a list of all childcare providers within a 5 mile radius within Hertfordshire. There is no Buckinghamshire data yet.

Services For Families – A Parenting Programme and series of monthly workshops is currently being offered.

MS enquired about how details of these services are advertised to those at independent schools. Details of Children's Centre services are sent out to local toddler groups, nurseries, pre-schools and both state and independent primary schools. The Health team give details of CC services to all families when they have a new baby. Additionally information is available in the library where it can be accessed by the whole community, on Three Rivers notice boards throughout the area and at community events such as Village Day and Christmas Shopping Evening. The Children's Centre also advertises in Chorleywood News.

Antenatal Services – Consultation about a proposal to gather all midwives into a central location and use venues such as Children's Centres to meet with parents has not begun and roll out has been delayed until April 2012 as it has been found that few Children's Centre venues have the required facilities.

Locally, we have not yet been successful in engaging the local midwives to establish their views on how the Children's Centre could best support local parents while they are expecting a baby.

New parents that we have spoken to generally have found the antenatal classes offered in Watford Hospital to be informative, but attendees come from a wide area so it is difficult to make local friends there. Membership of the local NCT is very high, and this is predominantly driven by the desire to develop a local network of other new parents, rather than by the content of the antenatal classes. A few local parents have also employed private midwives to offer one-to-one antenatal classes. Other services available locally for expectant Mum's are antenatal pilates classes.

Partnership Working – EJ talked about the recent launch of the Bookstart Bearclub which was launched locally by the Children's Centre and library working together. The launch was attended by County Councillor Chris Hayward. Comparing this launch with the recent launch in Rickmansworth Library, EJ thought that the CC had been able to reach families that had yet to engage with the library, and vice versa.

Half term will see another partnership with the library in delivering 'Tasty Tales', with a focus on health eating and British food.

Data Analysis – This quarter we have increased from 51% to 61% of local families being registered with the CC. However, there had been no increase in Loudwater.

The schools represented agreed to send out information about the CC in nursery book bags.

It was agreed that the Advisory Board would find it useful to have a breakdown of the Children's Centre area by Super Output Areas, and SM agreed to provide this.

There has been an increase in the number of fathers registered this quarter from 122 to 171.

Case Study Evaluation of Services & Long Term Impact – We are assembling Learning Journals for a couple of children and compiling them about services delivered rather than individual children. We are documenting case studies as they arise.

Attendance at Children's Centre events and services is recorded on Estart, a nationwide database. This attendance will be related to Foundation Stage results in order to establish the long term impact of services delivered by the CC. The schools represented agreed that they would be happy to meet with SM individually to discuss the areas for the CC to focus on.

Home start reported that they have supported 3 families in the area over the last three years. Very few referrals are made from the area and it was offered that a Home start awareness event would be run. This maybe at the centre or at local groups.

Parental Involvement – tomorrow and again in November the CC will be holding coffee mornings for parents where we make sure everyone's views are taken account of.

Reducing Our Carbon Footprint – The CC has assembled a travel plan. We will be adding a link to our website to enable people to plan their route to the centre on foot or by public transport, and encouraging car sharing. We are considering offering some cycling proficiency training to encourage families to cycle to the centre.

Budget – copies of the budget were distributed, and the spending was observed to be currently on track. ST offered assistance in improving the format of the budget, but was advised it was determined by a county-wide PSLA format.

5. Review of the Advisory Board Terms of Reference

The terms of reference were read and it was noted that the District Partnership Team no longer exists so the terms should be amended accordingly. Also, the 'Development Plan' is now known as the 'Focused Action Plan'.

Members of the Advisory Board were requested to email SM within one week if they wanted any other changes to be made.

6. Parent Feedback

ST updated the Board about developments concerning the proposed Outdoor Play Area. The advisory group is going to look at sites on the Common and on Chorleywood House grounds, and make proposals to the Open Spaces Sub-committee early in 2012.

At the Chorleywood Forum held the previous day, no specific proposals were discussed but it was said they would look to install around Jan/Feb 2013. Depending upon the eventual location of the play area it need not necessarily be fenced in. ST urged people to attend the Chenies Residents Association meeting on 29th October where the Outdoor Play Area would be discussed

7. Self Evaluation Form/Inspections

It was agreed to consider one section of the SEF concerning Health at the next meeting.

An HCC inspection is due in late November.

8. Safeguarding

MS volunteered to work with SM on the issue of safeguarding and ensure that appropriate procedures are in place and being followed. She will report back exceptions to the Board.

9. AOB

None advised.

10. DATES OF NEXT MEETINGS

The next meetings will be held on:

- Tuesday 17th January 2012, 1.30 pm to 3 pm
- Tuesday 24th April 2012, 1.30 pm to 3 pm
- Tuesday 10th July 2012, 1.30 pm to 3 pm

Actions from meeting:

- Children's centre to set up a childminder recruitment campaign to run out in spring 2012.
- Home start to liaise with the centre regarding an awareness event.
- Centre manager to provide advisory board members with a registration figures by LSOA.
- Centre to liaise with local schools regarding EYFS profile results.
- Centre to discuss with Health Team possibility of offering a postnatal advice event prior to birth.
- MS to meet with centre manager regarding safeguarding.
- Centre to forward families consultation information on playarea as and when received.
- Actions from travel plan to be implemented.

Signed:

Date:

*"Pre-school Learning Alliance Sure Start Children's Centres Hertfordshire.
Working together with families to give children the best start in life."*

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