

LONDON BOROUGH OF NEWHAM

Minutes of The

Beckton & Royal Docks Children's Centre Advisory Board

Meeting held on Tuesday 24th April 2018 at BaRD CC

Present

Mr Peter Hilton (Assistant Head teacher)
Mrs Joanne Higgins (Staff Stakeholder)
Mr Sam Coster (School Governor)
Ms Leena Choi (BaRD CC Manager)
Mr Jason Eustice (Commissioner, LBN)
Ms Emily Whalan (Early Education Practitioner)

In Attendance

Ms Clare Debenham (Clerk NPW)

Board members' questions are highlighted in italics

The meeting started at 2:04pm with introductions. Mr Peter Hilton chaired the meeting.

1. Apologies for Absence

Apologies were received from Ms Lorraine MacPherson, Ms Sue Ferguson and Ms Pippa Alabaster.

2. Minutes of the Last Meeting

The Board members **agreed** the minutes of the meeting held on Tuesday 30th January 2018 as a true and accurate record of the meeting.

The following matters arising were discussed:

Min 1 – Board members: Mr Eustice informed Board members that Mr Sutton will no longer be taking over the role of Children's Centre Commissioner. Instead, Mr Sutton will be supporting Mr Eustice in the role.

Min 2 – Richard House: Board members discussed the low attendance of children accessing services at Richard House. Ms Choi informed Board members that five resident children of Richard House attend the sessions. Ms Choi assured Board members that staff had leafleted the surrounding areas to try to raise awareness of the sessions and improve attendance. Board members noted that new sites, such as Richard House, could take up to two quarters for attendance figures to improve.

Mr Eustice agreed to liaise with Mr Sutton to continue to discuss data capture at Richard House.

ACTION: Mr Eustice to liaise with Mr Sutton regarding data capture at Richard House

Min 4 – Action point: Ms Choi agreed to check whether Mr Sutton had emailed training requirements and training slides.

Min 6 – Action point: Ms Choi confirmed that the Children’s Centre was now receiving a regular delivery of books for the BookStart resource.

3. Best Start in Life Update

Mr Eustice informed Board members that he was working with Mr Sutton, splitting the BSiL role. BaRD CC would be under Mr Eustice’s remit. Mr Eustice explained that the 2017/18 performance reports would be finalised shortly and he will confirm the date of the Annual Conversation. Mr Eustice confirmed that he was re-looking at the State Strategies this year and the running costs of the Pier Parade site.

Early Start – Mr Eustice informed Board Members that Early Start had a new Head of Services and SLAs would be looked at this year.

What happened to the previous Head of Services? The previous Head of Services, Mr Tony Parker, was the interim Head of Services.

When is the next Heads Meeting? The next Heads Meeting will be held before May half-term.

The Chair informed Board members that he had met with Ms Choi, Mr Sutton and Mr Eustice to discuss the budget at Pier Parade and SLAs. Mr Eustice highlighted the need for the budget to be brought in-line and was waiting for the new Mayor to be elected to see if any changes were going to be made to Early Start funding.

Would there be sufficient money in the budget for the Deputy Head Teacher and Ms Choi to employ another member of staff? Mr Eustice informed Mr Hilton and Ms Choi that they should ask if they needed an additional member of staff and he would take it back to his team for consideration.

Easter Fun Day – Ms Choi informed Board members that they had a very well attended Fun Day with over 100 families attending the event. Parental feedback from the Fun Day had been extremely positive. Ms Choi explained that she would like a two year achievement celebration to be held later on in the year.

Richard House – Ms Choi explained that although numbers were low at Richard House, BaRD CC was working with them more and looking to develop this relationship over the coming years.

Pier Parade – Ms Choi informed Board members that there were some issues regarding rent and maintenance costs associated with the Pier Parade venue. Ms Choi explained that some parents have negotiated holding sessions at Britannia Village Community Centre, free of charge. Ms Choi has been unable to meet with the manager of Britannia Village Community Centre to confirm this arrangement.

Mr Eustice reminded Mr Hilton and Ms Choi that they would need to conduct a risk assessment of the site.

4. Data (Qtr 4)

Board Members noted the ‘Quarter 4 Data BaRD CC January – March 2018 Breakdown of Contacts by BSiL Classification’ report.

Mr Eustice informed Board members that he would like to liaise with all BSiL managers to compare data sets. He commented on the positive performance data, stating that trends have remained steady, with no concerns to highlight.

5. **Play & Learning Impact Report (Qtr 4)**

Board members noted the ‘Becton & Royal Docks Children’s Centre Play & Communications Sessions Outcomes 2017-2018 (Q4)’ report.

Mr Eustice informed Board members that he would like to introduce a more standardised way of making data comparisons and this would be a focus this year.

Ms Choi commented that she was reviewing the evaluation tools used but would like to continue with the Leuven Scale tracking.

Board members discussed the importance of tracking children and making comparisons between children who enter EWPS from a Children’s Centre compared to children going on to attend a school but who did not attend a Children’s Centre.

6. **Development Plan**

Board members noted the ‘Beckton & Royal Docks Children’s Centre Development Plan 2017-2018’ report.

With Ofsted still being suspended, is it worth keeping the Ofsted Inspection framework in our SDP for this year, Mr Eustice? Yes we should still keep the Ofsted Inspection Framework in our SDP this year.

Will we use the Ofsted Inspection Framework as a template going forward? The issue is that the Ofsted Framework is written in a way which is unaffordable for our service and is based on having much of the community coming through our doors. This is not practical for us. I think we need to agree a BSiL inspection process. It is advisable to wait and see what the new Mayor proposes.

7. **AOB**

- **Engagement with Health**

Ms Choi informed Board members that BaRD CC has fortnightly advisory drop-in sessions and weekly LSQ sessions. Additional rooms had been requested, however, the Children’s Centre could not accommodate this request. Ms Choi explained that it was difficult to get in touch with the Clinical Team lead.

The attendance of the health professionals has dropped off at our meetings. Do we know why? No. We did not receive any apologies for non attendance to this meeting.

- **North Woolwich Health Visitor Hub**

Mr Eustice informed Board members that the hub was still closed and he was working on a back-up in case BaRD CC lost the site. He reminded Board members that there were no other community projects in that area.

- **New Development Plan 2018**

The ‘Beckton & Royal Docks Children’s Centre Development Plan 2018’ was tabled at the meeting.

Ms Choi referred Board members to the five priorities in the new Development Plan.

Board members were happy with the priorities.

- Emily Whalan
Ms Whalan, the Early Education Practitioner, explained her role at BaRD CC to Board members.
She informed Board members that she works in conjunction with the LA Learning Advisory Team. Her remit includes childminders and, at the moment, she has 47. In conjunction with the LA, training projects are devised for local childminders. She promotes 30 hour and 15 hour childcare.
Mr Eustice and Board members recognised the importance of Ms Whalan's role within BaRD CC.

8. Future Meetings

Members noted the next meeting would be held on Tuesday 17th July 2018 at 2:00pm.

There being no other business, the meeting closed at 2:50pm.