

House of Eden Nursery
Monthly Management Meeting
1pm, 25th February 2015 Held at Head Office, Cobblers Hall

Present: **Claire Browning** Stephenson Way Nursery, **Vicky Corner** Cobblers Hall Nursery, **Tina Elmar** Aycliffe Village Nursery, **Sharon Eldon** Bishop Middleham Nursery, **Lauren Franklin** Fishburn Nursery, **Pam Hutchinson** Evenwood Nursery.

Chaired by **Jan Hooper**, Senior Nursery Manager.

Minutes by **Sue Heron**, Business Manager.

Nursery Managers Reports

Pam brought a sample of a new journal being introduced at Evenwood, which all rooms are adopting. It showed daily activities, pictures and notes and is on display for all parents to view

Claire told us about a Babbling Babies activity which involves three activities over five weeks. The skills children learn are listening, learning and concentration which is monitored on ECAT (Every Child a Talker) sheets to identify development

Tina has introduced a Maths Station which is a designated area with calculator, rulers and number objects, games, scales. This is not always activity led so allows children to use their own initiative to visit the table and is proving popular, particularly with boys

Lauren told us about the new Communication Packs - an activity pack for use at home - which involves the parents and helps to listen and understand the child relating to songs and activities at nursery. It has had some good parent feedback. We were informed of the 'Daily Helpers' where children are chosen to help set up snack/lunch etc. They also are involved in using the 'self-registration' which allows each child to use a marker on a chart to show their attendance in nursery and is even proving popular with younger children

Sharon brought an example of Rolfe's model of reflection. It was explained how 'Reflective Practice' shows how to identify a problem (What?), the impact the problem is having (So What?) and how it can be resolved (Now What?). There were two examples of the process in the pack, which was handed out to everyone

Uniform – it was agreed that to have a more presentable appearance, we would look to find a different top for Managers to wear. This will also help to identify who the Manager is in the teams

www.daynurseries.co.uk - feedback was very positive due to some excellent parent comments on the website. It was suggested that they are printed and displayed on nursery notice boards

Lieu Time – New forms will be emailed to all Managers to identify hours worked over and taken. It is hoped all clocking machines will be up and running soon

Fees Early Warning List – most Managers were using some type of system but they were not identifying the missed payments. Jan gave a reminder how to use correctly

Starters/Leavers – Starting March, information on all new children starting and leaving need to be emailed to Jan to help identify payments into the bank and updating client lists.

DCC – Adjustment Forms – information on funded new starters and leavers need to be emailed to Sue for accounts

AOB

Lauren suggested a monthly member of staff be nominated (anonymously by other staff) within each nursery and to run in addition to the ABCD. It may be used by those who have helped each other at work which may go unnoticed by Managers and would be presented at staff meetings. Throughout the year, the most nominated could be presented with an ABCD badge at the end of the year. This would be good for staff and not be mainly reliant on parents' nominations

Next Meeting Wednesday 1st April 2015, 1pm