|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sederunt**: I Clark (Chair), J Lowe, L Smeall, A O’Halloran, C Wilson, M Jarvie, E Imlah, C Devine, D Penn, D Croly, L Reid, L King,  S Khalidali, J O’Hara, A McLoughlan.    **In attendance:**  – | | | Minute Secretary’s Initials: **MT** | |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
| 1 | Apologies | Apologies were received from A Murphy. |  |  |
| 2 | Minutes of meeting 21 November 2024 | The Minutes of meeting dated 21 November 20243 were approved as a correct record.  I Clark advised that the full version of the Nursery Development Board Minutes is confidential to the Board and a redacted version of the Minutes will be uploaded to the Clan. |  |  |
| 3 | Matters Arising   * Study Days * Nursery Promotion * Work Placements | J Lowe said that it is intended that study day timetables would be made available to Nursery staff in June for the next AY.  L Reid advised that marketing of the Nursery is ongoing and asked colleagues if they had any further ideas on promoting the service.  I Clark suggested a leaflet drop around the surrounding area given the large population in the immediate area and L Reid highlighted that although very effective could prove costly and a discussion ensued. D Penn suggested that Nursery staff and parents would be happy to undertake the distribution and L Reid advised that with the new printing facility, this can be produced in house.  It was further suggested that promotional materials could be distributed to baby clinics, mother and toddler groups, Health Centres etc and also made available at Campus receptions.  C Wilson advised that the January 2024 cohort of students are mostly level 4/5 and have no workplace element attached to their programmes. However, consideration could be given to placing existing students on an ad hoc basis at the Nursery and would revisit again in the new AY. | LR/DP | **ASAP** |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
|  | Matters Arising contd.   * Application Form * Survey | M Jarvie highlighted that the link to the Nursery information had not appeared on the January start programme application, although in place in November/December and asked that this is looked into.  I Clark advised that he would discuss this with S McLoughlan and L Henderson.  D Penn advised that work on the production of the survey is ongoing, and highlighted the informal chats with parents and students on a daily basis as a great source of feedback. | **IC** | **ASAP** |
| 4 | Operational Update | D Penn advised that there are now 48 children in the Nursery and would rise to 52 in the next two weeks and to 54 by March. D Penn added that the baby room currently has 96% capacity, the 2-3year room is almost at 87% capacity and the 3-5year room is at 60% capacity.  D Penn advised that the North Lanarkshire Council places had opened in December 2023 and highlighted that the 3-5-year room is near capacity even before the student’s commence in August.  D Penn advised that two new staff members are due to start shortly to cover maternity leave and highlighted that any students working on placement at the Nursery are not considered part of the staff to child ratio figures.  D Penn added that a hot meal provision for all children is ongoing either funded by parents, local authority or student funding and discussion took place on the costs associated with this service.  I Clark advised that the nursery timetable is being reviewed and recognised the commitment from the Nursery staff to offer a more flexible service. |  |  |
| 5 | Marketing | L Reid outlined the work undertaken in marketing the Nursery since the last meeting including the erection of the advertising banners, the new website, digital screen at the Antonine Centre, Social media campaign and the discussion taking place with Admissions staff for a dedicated Child care provision app. D Penn suggested that the app should be available to all students.  Discussion took place on the top messages to be included in advertising materials and it was agreed that awareness that the Nursery is open to all and not just students is a priority. D Penn suggested that positive quotes from staff and students which could be included as well as a survey. |  |  |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
|  | Marketing contd. | S Khalidali highlighted that she could produce a google form and upload to social media for feedback and asked that D Penn could set the questions. S Khalidali further suggested that banners are placed at the Tesco end of the Campus and D Penn advised that the best placement for banners has been looked at including Tesco and these are due to be erected shortly. I Clark mentioned that the writing on the banners are very effective for those walking past but would have to be increased in size to enable drivers to see.  L Reid advised that Nursery packs will be collated and consideration given to what other competitor Nurseries are providing.  A O’Halloran asked for timescales on the implementation of any changes to the nursery timetable and it was noted that consultation with the EB and Unions would be required to take place. J Lowe said she would discuss the process with I Clark outwith the meeting.  D Penn highlighted that not all Nursery staff are able to alter their working hours.  L Smeall highlighted that under the new structure staffing costs are required to break even.  E Imlah suggested that a move to a break-even position for accounts will be the realistic target initially and highlighted the importance of a longer-range plan to be in place. I Clark advised that a 5-year plan has to be put in place to firstly reduce losses then move to a surplus position in the later years. | **SK/LR**  **JL/IC** | **ASAP**  **ASAP** |
| 6 | Finance Update | L Smeall shared the Nursery Management Accounts December 2023 and outlined the figures. L Smeall highlighted that the first four months are favourable against budget, with a more positive bottom line projected than the previous year, however still remained in deficit. I Clark suggested that the deficit figure reported could possibly be further reduced through increasing income streams and commented on the encouraging progress made in the first 4 months of the AY. |  |  |
| 7 | Student Funding Update | D Croly indicated that NCL Nursery fees are lower than external providers and suggested that consideration is given to increasing these in line with North Lanarkshire Council and I Clark agreed that this should be considered within guidelines and could also be backdated. I Clark advised that he, D Croly and D Penn would meet to discuss this further. | **IC/DC/DP** |  |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
| 8 | Curriculum Update | C Wilson advised that he would ask N Nicol to visit the Nursery at the Cumbernauld Campus and meet with D Penn to discuss both staff development opportunities and student work placements. | **CW** | **ASAP** |
| 9 | AOCB   * Board membership | J O’Hara advised that he would no longer attend the Nursery Development Board meetings now that  A McLoughlan is in place as the Student President and would represent the Student body. |  |  |
| 10 | Date of Next Meeting | TBC. |  |  |