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| **Sederunt**: I Clark (Chair), J Lowe, L Smeall, A O’Halloran, A Murphy, C Wilson, D Penn, C Devine, D Croly, R Reid, L King, S Khalidali, M Jarvie, A McLoughlan. **In attendance:**  – | Minute Secretary’s Initials: **MT** |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
| 1 | Apologies | Apologies were received from E Imlah and L Reid. |  |  |
| 2 | Minutes of Meeting 30 January 2024 | The Minutes of meeting dated 30 January 2024 were approved as a correct record subject to amendment. | **MT** | **Completed** |
| 3 | Matters Arising* Leaflet drops
* Operational Discussion
* Nursery Fees
 | D Penn advised that discussions are ongoing with L Reid relating to the promotional leaflets with Survey link with an aim for distribution around the local community – leaflet drop through doors - at Mother and Toddler groups, baby clinics etc.D Penn continued that she has produced a survey aimed at the current parents in the Nursery and more promotional banners are due to be erected around the Campus.M Jarvie advised that discussions had taken place previously with College Unions and the EB during the Nursery Review on a new operating model and suggested that discussions and formal consultation with the Nursery Team and HR must now be undertaken to ensure all is in place to promote the possible extension of daily opening hours/weeks of opening for the next AY.I Clark advised that D Croly had reviewed the private NCL Nursery fees against those Nurseries being used by students and suggested if an increase based upon average private rates is applied it may impact on the current Nursery numbers and a discussion ensued. C Devine highlighted the contributing factors behind private providers high fees such as being open all year-round and flexible opening times unlike NCL and suggested that these are considered before increasing fees at this current time. | **LR/DP** | **Ongoing** |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
|  | Matters Arising contd.* Nursery Visit
 |  C Wilson advised that N Nicole is still to visit the Nursery. C Wilson indicated that a review of the Level 4/5 January cohort from the Cumbernauld area has been undertaken relating to work placement, however the Cumbernauld Campus does not deliver in this curriculum area at the moment and Level 4 students do not have work placements attached to their programme. C Wilson advised that he would further discuss work placement opportunities for the August intake with D Penn out with the meeting and D Penn welcomed this. | **CW** | **ASAP**  |
| 4 | Operational Update | D Penn updated colleagues on the current Nursery numbers, highlighting that the baby room currently is at 90% capacity, the 2-3year room is at 71% capacity and the 3-5year room is at 60% capacity (based on current available space). D Penn highlighted that some lower-age numbers had decreased slightly due to children moving rooms and added that 28 council placement applications have already been received for the 3-5-year room. D Penn outlined the outstanding positive feedback received from Ruth Eglinton, NLC Early Years Quality Officer after an annual improvement plan visit to the Nursery and highlighted that no actions or recommendations had been reported. D Penn added that Ruth Eglington had indicated that she and her colleagues at NLC are very pleased that the Nursery at the Cumbernauld Campus is staying open.D Penn advised that she had sent a survey out to current parents and had received 21 replies back out of a possible 49. D Penn continued by outlining the questions asked relating to opening times, term time/52 week opening preferences and would they recommend the Nursery to others, all of which had received very positive responses. I Clark thanked D Penn for her feedback and acknowledged the encouraging report from NLC which had been previously circulated to colleagues. |  |  |
| 5 | Marketing Update | D Penn advised that L Reid had experienced difficulty in an attempt to collate pricing and opening hours information from other Nursery providers. I Clark suggested that the promotional leaflet distribution should be implemented as soon as possible. |  |  |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
| 6 | Finance | L Smeall shared the Management Accounts Nursery figures position to February 2024 with the meeting. L Smeall continued by outlining the forecast figures until the year end based on the 6 months information collated and estimates to year-end, highlighting the accuracy of figures presented. D Penn advised that there are a number of children starting with an approximate income of £1200. L Smeall indicated that factors such as the increase in rates from Student Support funds, staffing showing a positive variance and the decrease in pension contributions, support the positive figures against budget reported and although still in deficit, figures show an estimated decrease from £177K to £106k.I Clark advised that he and L Smeall had undertaken an occupancy exercise which had shown the Nursery is currently running at approximately 56% capacity (based on registered places) and highlighted the importance for an increase in occupancy figures to ensure deficit figures continue to decrease given that the nursery must comply with pricing restrictions and National Bargaining. L Smeall commented that figures are “going in the right direction” and I Clark highlighted the work ongoing with AMCOL on the five-year model for the Nursery provision. |  |  |
| 7 | Student Funding | D Croly asked that, if the daily rates are being changed, to inform her in April. I Clark advised that although the SFC final funding allocation will not be received until May 2024 (draft in March ’24), discussion on fees will take place in due course. | **IC** | **ASAP** |
| 8 | Curriculum Update | This item has been covered under matters arising. |  |  |
| 9 | AOCB* Community Solution Bid
 | I Clark asked if a response has been received for the Community Solution bid submission. D Penn advised that the closing date is 31 March 2024 and she had not received any communication as yet, however will email them the following day for an update.  | **DP** | **ASAP** |
| 5 | Date of Next Meeting | TBC |  |  |