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| **Sederunt**: I Clark (Chair), J Lowe, L Smeall, A O’Halloran, A Murphy, C Wilson, D Penn, D Croly, R Reid, L King, S Khalidali J O’Hara (part)    **In attendance:**  – | | | Minute Secretary’s Initials: **MT** | |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
| 1 | Welcome | I Clark thanked all for attending the first Cumbernauld Campus Nursery Development Board (CCNDB) meeting and asked colleagues to introduce themselves.  I Clark suggested that going forward a “collective approach” is adopted by all and relationships are strengthened and developed to ensure the best chance of success. |  |  |
| 2 | Apologies | Apologies were received from M Jarvie, , E Imlah and C Devine. |  |  |
| 3 | Cumbernauld Campus Nursery Development Board Presentation | The Cumbernauld Campus Nursery Development Board Purpose Statement and Terms of Reference document was tabled by I Clark.  I Clark highlighted the severe financial cuts imposed on the College Sector and the requirement for NCL to establish a Nursery Development Board to support and develop a financially viable operating model with the students and the community in mind.  I Clark outlined the Terms of Reference and the reporting structure to the meeting, highlighting that a verbal update would be delivered to the EB and Deans on an ongoing basis and a five-year plan is required to be produced as soon as possible for approval by the EB and Deans and thereafter the Finance Committee. I Clark proposed that the CCNDB meet on a quarterly basis, however anticipated that the majority of work would be undertaken out with meetings.  I Clark advised that he would act as Chair of the Board and J Lowe as Vice Chair.  I Clark indicated that consideration has been given to the membership of the Board to ensure different opinions are collated and asked colleagues to contact him if there are any areas not represented in the membership.  I Clark advised that the new Student President would be joining the Board and others co-opted if and when required. |  |  |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
|  | Nursery Development Board Presentation contd. | Discussion took place on the need to promote the Nursery to become competitive in the market, address the misconception that the provision is for Students only and the prospect of adopting a flexible delivery model.  C Wilson suggested that there should also be a greater relationship between the Nursery provision and the Departments.  D Penn highlighted the partnership status with North Lanarkshire Early Years.  I Clark advised that the CCNDB will be responsible for the five-year business plan and anticipated that there would be no significant turnaround in Year one and two until the change in the operating model is established and student funding claims are maximised.  I Clark highlighted the requirement for a robust recruitment campaign to ensure a year-round capacity is maintained.  D Penn advised that the Nursery has the capacity for 64 children and after the Christmas break there will be 42 children attending, however not all full-time, and suggested that these gaps could be filled if timetables are completed well in advance by academic staff. There then followed a discussion regarding opening hours.  S Khalidali suggested that if a more flexible model is introduced, existing students would be able to retain their children at the Nursery when they progress into employment.  J Lowe highlighted the importance to ensure that robust market research is undertaken in the first instance to inform the business plan.  Discussion took place on the possibility of work placement opportunities within the Nursery from the Early Years Curriculum area and C Wilson advised that although that curriculum area has been relocated to the Coatbridge Campus, the Department would commit to exploring this possibility. | **LR** | **Feb24** |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
|  | Nursery Development Board Presentation contd. | D Croly highlighted the poor engagement with study days. It was suggested that study days are placed into timetables at the beginning of the Semester and lecturers promote this to their students.  S Khalidali added that in her experience, there is a huge demand for before/after school provision and suggested that this could be considered as an addition to the main Nursery service.  I Clark suggested that the Board start to collate ideas and advised that he, C Devine and L Smeall would start to look at financial data and viable operating models in January 2024.  J Lowe highlighted the large recruitment for January 2024 and suggested promotion of the Nursery to this cohort is started asap and D Penn advised that applications for NLC Nursery funded places for August 2024 has been released and suggested that the promotion of Cumbernauld Campus Nursery accepting local authority funded places should be promoted.  S Khalidali suggested that Cumbernauld Nursery parents could receive support in applying for NLC Funding from Private providers and a discussion ensued.  L Reid indicated that promotional banners and up to date information booklets could be produced and highlighted that these materials can be available in around one week if required.  In the meantime, it was suggested that L Reid update and promote the Nursery provision on social media and the NCL Website and S Khalidali further suggested that Nursery Information packs for students are available at the interview stage and highlighted on application forms.  L Reid asked that all information relating to promoting the Nursery is forwarded to herself to take forward. | **JL**  **IC/LS/CD**  **DP**  **LR/DP**  **LR** | **Aug24**  **Jan24**  **Completed**  **Ongoing**  **ASAP** |
| **No.** | **Agenda Item** | **Action** | **By whom** | **When** |
|  | Nursery Development Board Presentation contd. | I Clark suggested that moving forward the current operational model is continued in January 2024.  C Wilson indicated that he would look at the January 2024 student cohort to determine if there are students who are based in the Cumbernauld locale who can undertake work placements at the Cumbernauld Nursery.  A Murphy advised that she worked in the Charity Care area and would ask for advice from her line manager and feedback to the Board. | **IC**  **CW**  **AM** | **ASAP**  **ASAP** |
| 4 | AOCB   * Application Form * Survey * Timetables | I Clark advised that he would discuss the promotion of the Nursery on the student application form with S McLoughlan and L Henderson.  A survey to be distributed to staff, parents, students and the Community to ascertain requirements and  I Clark highlighted the importance to build on the previous momentum achieved over the summer months.  J Lowe advised that she would highlight the requirement for study days to be incorporated into timetables.  S Khalidali highlighted that parents with children at the Nursery are fully committed to supporting this process moving forward. | **IC**  **DP**  **JL** | **ASAP**  **ASAP**  **ASAP** |
| 5 | Date on Next Meeting | TBC |  |  |