

NOTE OF BOARD MEETING OF MCE HELD ON 15 JANUARY 2018 AT 6.30PM AT 53 BALLINDALOCH DRIVE

PRESENT

Mr N Halls (Chair)
Mrs J Donachy (Board Member)
Mrs R Tinney (Board Member)
Ms C Tartaglia (Board Member)
Mrs L Williams (Board Member)
Mrs J Donachy (Board Member)

IN ATTENDANCE

Mr A Benson (Director)
Mrs L Sichi (Depute Director)
Ms M Doherty (CFN Manager)
Mr T Langford (Maint Assistant)
Mr A Scott (Observer)

1. CFN UPDATE

The CFN Manager provided an update on the previously distributed report highlighting the following:

- a) **Occupancy Rates** - The CFN Manger advised that the occupancy rates are expected to increase in January and should reach capacity by the end of February/March 2018.
- b) **Staffing Update** - The Board Members noted the response rates to the recent job vacancies and that most applicants had heard about the vacancy through posters within their close advertising the job.
- c) **Out of School Accreditation** - CFN will receive a visit from the After School Accreditation on 12 February 2018. The outcome of this visit will be passed onto the Board.
- d) **Roof Works** - Roof works at the Nursery are scheduled for an inspection on 19 January 2018 with the works being started shortly after this date.
- e) **Care Inspection** - The Care Inspection Report shows that the CFN was assessed a Grade 4 and a Grade 3. Following the inspection, an external audit was carried out and findings show that the CFN practices have improved since the Care Inspectors visit. Spot audits have also been carried out with overall reports showing that the CFN staff are making improvements. The CFN Manager advised that the Care Inspector requested to use some of CFN policies and procedures as examples of good practice guidelines for Nurseries across Glasgow and will be published on their website.

The CFN Manager advised that she will submit the action plan, as provided in papers, detailing the steps that are planned to rectify the issues raised in the report. The Depute Director noted that the nursery is now laid better laid out and it looks tidier and provides a better play space for the children. Also, the recent deep clean and paintworks have made a huge difference.

2. FINANCIAL UPDATE

The Depute Director referred to previously circulated financial update. This was noted by the Board. Following discussion, it was agreed to translate volunteer's time into hours in the next MCE Plan.

3. COMMUNITY HALL BOOKINGS

The Board Members noted the details of the 27 bookings to date for the current financial year.

4. MCE ANNUAL PLAN

The Board Members noted update on the previously distributed report on the MCE Annual Plan 2017/18.

5. AOCB

There was no other business discussed.

6. DATE OF NEXT MEETING

The next meeting will be held on 19 February 2018 at 6.30pm.