

Thursday 12<sup>th</sup> February 2009 @ 6pm

## Jack & Jill Nursery Parents' Forum

### Minutes

Present: Staff – Kim, Elizabeth  
Parents – Fiona (3-5 + 2-3), Kristina (3-5), Louise (3-5)

Apologies received from several parents, hoping to attend next meeting.

Kim thanked everyone for coming.

One item had been added to the agenda by a parent so we began the meeting with that:

### Photographer

Kim asked the parent to explain what the issue was and she asked whether it would be possible for the nursery to use an alternative photographer for the children's pictures this year. After discussion, the main problems with the current photographer were identified as

- only using a white background
- use of props in poses

Kim explained that the nursery has a long history with Ronnie and have continued to use him because he is good with the children and is prepared to be flexible on orders (eg. when parents prefer selections that are not available in his usual pack sizes).

Elizabeth added that on a previous occasion, a parent asked for her son's pictures to be taken without props and Ronnie was happy to do this.

Kim said that we could investigate other photographers working in the local area and see how they compared. It was agreed that Kim would ask Ronnie whether he could bring an alternative background for the photos and if he cannot, we will look into alternative photographers.

### Previous Minutes

The previous meeting had taken place on Thursday 2<sup>nd</sup> October 2008. Kim recapped the main points that had been covered in the October meeting.

These were:

- **Behaviour** – there had been a discussion about play-fighting, particularly in the 3-5s room. Kim had explained that staff would soon be receiving in-house training to help them deal with these situations. This training was carried out on 9<sup>th</sup> October 2008. Kim asked whether those parents present had seen any improvements in their children's behaviour in the last few months. The parents present at the meeting agreed that their children's behaviour had been fairly constant. There was a discussion about the effects of bringing home toys into nursery – that children could be introduced to characters and stories that they did not get at home, however, there was general agreement that positive effects, including learning about sharing and looking after property,

outweighed any problems. Parents were not in favour of banning home toys from nursery but rather felt that parents needed to be mindful about what toys children were bringing in and how many.

- **Transitions** – there had been a recap of information about the role of the nursery in supporting children during the transition to school.
- **Dance classes** – Kim and Elizabeth are still trying to put together an information leaflet for activity classes. Contact numbers have been difficult to find. This might need to be a resource that we build up gradually. Fiona said that she has a number for a dance class that her children attend.
- **Uniforms** – At the last meeting there was a discussion about whether we should provide a nursery uniform for the children. Parents were generally in favour of a uniform being provided on an optional basis, a hard-wearing, good quality T-shirt and possibly sweatshirt, with an embroidered logo or no logo. Parents were happy for uniform to be used as a source of nursery fundraising. Kim has contacted the company who supply our staff uniforms and they are sending us a brochure for their children's sizes.
- **Fundraising** – a bring and buy sale had been organised by Elizabeth and Kathryn Fergie in response to Kathryn's suggestion at the previous meeting. This was a mixed success – we made around £70, however there was a very low turnout, our publicity did not attract anyone from the local community and we had a lot of donations left over. We have been able to use some of the donated toys in nursery. Kim and Elizabeth had investigated the possibility of taking the surplus to the car boot sale at Blochairn but felt that this was not practical.

A nursery calendar had been produced in response to a parent suggestion at the previous meeting which had been very well received by parents and staff. A few lessons had been learned for the future particularly that the majority of parents only wanted to buy one calendar. Suggestions for next year included a different style of calendar or perhaps Christmas cards.

- **Questionnaire feedback** - Kim outlined some of the early results from the questionnaire that had been given out to all the parents to help with the nursery self-evaluation for the Care Commission. There was a discussion about the nursery menu, as a couple of parents had stated that they were unhappy with the menu and felt that it was not meeting the needs of their children. Parents at the meeting had said that they were happy with the menu provided.

The second point arising from the questionnaire was a concern about sharing information (discussing children's progress, sharing information about children and getting information about the nursery). Discussion at the meeting had focussed on feedback at the end of the day, children's individual profile folders, Parents' Days and report cards.

### Action Points

Several action points had been listed at the end of the previous minutes and all of these had either been completed or started. Kim reported back on progress:

- **Positive behaviour training for staff** – held in house on 9<sup>th</sup> October 2008
- **Behaviour information leaflet for parents**, including advice on play-fighting – produced and distributed with October newsletter
- **Local activity class information leaflet** - ongoing
- **Source uniform options** - ongoing

- **Organise car boot/bring and buy sale** for November – held on 5<sup>th</sup> December 2008 at PossilPoint
- Organise **calendar** for Christmas fundraising - completed
- **Provide contact details for printer** (for calendar) - Fiona supplied this information when we were producing the calendar
- **Copy of questionnaire for Kathryn** - completed
- **Grapefruit to be removed from breakfast menu** – grapefruit has been removed for the winter months
- **Menu questionnaire** for parents – postponed as positive feedback suggested that this was not a priority
- **Restart third staff member on early shift** – an extra staff member was added to this shift from the week beginning 6/10/08 but has been taken off again while the nursery is quiet.
- Organise **report card** – possibilities for a report card are being drawn up for further consultation with parents
- **October newsletter to include request for spare clothes** - completed

### **Fundraising and summer trip 2009**

Kim explained that she and Elizabeth had been discussing possibilities for the Summer Trip and were considering options that might be more financially economical than our usual full day outing to a family attraction. The idea of a **Family Day Out** at a park or similar closer to the city would allow more parents to attend and would save money on entrance fees and coach hire, while still allowing children to benefit from the aspects of the day that they seem to enjoy the most – being able to run about and investigate a new space. They had looked at Mugdoch Country Park as possible venue and it seemed to be possible to hire a barbeque site for about £30 for the day.

The parents present thought this was a good idea and Fiona added that it was possible to hire the 'Resource Room' at Mugdoch if an indoor space was required. Tollcross Park and Colzium House in Kirkintilloch were also suggested as possible venues.

Elizabeth reported that she had received a call from Angela Ben Gamra who was unable to attend the meeting but wished to suggest the possibility of using the **North Glasgow Fun Run** as a fundraising opportunity for the nursery. She and her son have signed up to take part, and the event is open to walkers as well as runners. Elizabeth also mentioned that Margaret the nursery cleaner had taken part in the Fun Run in 2008 to raise money for the nursery. Elizabeth had been thinking that more staff might be interested in taking part this year. There was a discussion about maybe taking a group of parents, children and staff from the nursery to the Fun Run. Elizabeth will investigate this.

### **Monitoring questionnaires**

Kim explained to the parents that she has developed a new set of questionnaires designed to involve parents in the ongoing monitoring of the nursery based around the Revised Child at the Centre and National Care Standards documents. There will be one questionnaire per term – the Term 3 questionnaire has already been distributed to a random selection of parents.

The children will also be consulted by the staff in their rooms and all these results will be combined with the monitoring that the staff complete to decide development priorities for the nursery.

### **Eco-Nursery**

Elizabeth explained that we have registered with the Eco-Schools programme which will help the nursery become more eco-friendly, allow us to gain awards for our work and open up access to improvement grants. She gave a brief presentation outlining the benefits to the children and nursery and the steps involved in the programme.

The next step is to establish an eco-committee including parents, children, staff and members of the local community.

(Please see Elizabeth if you would like more details about the Eco-Nursery project.)

### **Date of next Forum meeting**

As the meeting had already run late, no date was set for the next meeting.

### **Action Points**

- Contact Ronnie to ask about different backgrounds – KR
- (Investigate alternative local photographers – KR/EB)
- Activity class information leaflet / contacts database – KR/EB
- Follow up with company for children's uniforms – KR
- Sample report card – KR/EB
- Organise summer family day – EB/KR
- Investigate North Glasgow Fun Run - EB
- Set up Eco-Committee – EB + parent  
volunteers

Progress towards these points will be discussed at the next Forum meeting.