

The Oaks & Hollies Advisory Board

Meeting held on Wednesday 28th January 2015
12.30 – 2.15pm at the Oaks Children's Centre



The Oaks and Hollies Children's Centre – Making a difference Every Day

Present:

Anne Shillcock – Chair
Sandra Woodward – The Oaks Children's Centre Manager
Sam Castle – The Oaks Children's Centre Administrator and Clerk
Kim Perchard – Parent & Children's Centre Volunteer Representative
Tracy Lewis – Oaks Pre-school and Local Pre-school Representative
Val Callan – Homestart Representative
Cheryl Seager – Health Visitors Representative
Ali Dick – Health Visitor Representative
Caroline March – Great Hollands Primary School
Mary Temperton – Local Councillor Representative
Joanna Flaxman – Bracknell Forest Homes Representative

Apologies:

Tracy Mogridge – EYFS Inclusion Officer
Mark Wigston – Pastor at Great Hollands Free Church

Part 1 – AGM

Welcome and Introductions

Anne welcomed everyone and in particular Kim who is joining us for the first time.

Elections – Chair and Vice Chair

Anne Shillcock was re-nominated for Chair. Anne accepted and Mary Temperton and Val Callan seconded this with full support of all present board members.

Val Callan was re-nominated as Vice Chair. Val accepted and Mary Temperton and Anne Shillcock seconded this with full support of board members.

Action for next AGM: Need to give at least 3 weeks' notice of re-election before the next AGM.

Review of the Terms of reference

Current terms of reference were read and accepted by the board. Discussion was held regarding the re-election of all board members. All members were verbally agreed to be re-elected by all other members. New members who express an interest are welcome to attend.

Action: Anne Shillcock to write to Karen Frost to discuss future terms of reference, including Children's Centres policies.

AS

Minutes of the last meeting held on 17th September 2014 & Matters Arising

The minutes of the last meeting were agreed.

Update: Ali Dick has joined the board as the new representative of the Health Visitors that cover the Binfield area. It was noted that there is still a low attendance of families at the Oaks and Hollies Children’s Centre. Ali feels these families are accessing alternative centres that are closer to the Binfield area. Sandra asked if health visitors know of families that can benefit from the service or have identified an unmet need that they let her know.

SW & AD

Action: Sandra Woodward and Ali Dick to discuss future sessions in the Binfield area further

SC

Action: Sam Caste to send 6 week rolling programme dates to Ali Dick to advertise to the Binfield families.

SC

Action: Sam Castle to send map of the Children’s Centre area to Ali Dick.

Action carried forward: Sandra Woodward & Joanna Flaxman to make sure report of Beach Trip has been completed and returned back to Bracknell Forest Homes.

SW & JF

Action carried forward: Sam Castle to meet with Kim Perchard to discuss ways of obtaining and collating parent feedback for future meetings.

SC

Action carried forward: Sam Castle to send relevant session information to local nurseries advertising appropriate sessions to be displayed.

SC

Update: Sandra Woodward and Caroline March set up an afternoon session that was held in the Great Hollands Nursery to help families with the transition process for their children joining the Nursery in January 2015.

Action carried forward: Sam Castle to send Tracy Lewis a new list of all local Pre-schools so Tracy can ask for any other settings that would like to represent the Pre-schools.

SC

Declaration of Interest

Anne asked if there were any other members who have any other interests in the meeting to make this known.

Manager’s Report

Sandra Woodward’s report was circulated to all members of the board before the meeting.

Action: Can all board members let Sandra Woodward know if there are any area’s they would like to have reported on. These can be included for the next report.

ALL

Areas of further discussion included:

Training courses: Question raised about the Health and Safety training being offered at the Children’s Centre in March. Criteria for applying was very restrictive but has now been agreed with the Open Learning Centre that families can pay £10 towards the cost of the training to be able to attend.

Action: Sam Castle to create and send a flier advertising the course.

SC

It has also been asked if the Children’s Centre will be providing an accredited Paediatric First Aid Course? Sandra replied the centre have been trying to organise this but nothing

currently confirmed. It has been confirmed however that volunteers can be booked onto the Bracknell Forest Councils Corporate training course, which is charged at the same price as staff.

Action: Sam Castle to send further information to Val Callan as they would like to offer this to all Homestart volunteers.

SC

Sandra also spoke about staff 'Solution Focus' training. Various members questioned the purpose and asked what it was and how it worked. Sandra explained the benefits of this training and would recommend it to all professionals.

Anne Shillcock informed the board that Sandra is now also managing the board of the Willows & Maples Children's Centre and expressed her concerns to the board about work overload. Anne Shillcock has been in contact with Karen Frost, Head of Prevention and Early Intervention to raise her concerns.

Feedback from Parents

Kim Perchard spoke about volunteering at the Children's Centre.

Informal discussions were held at the groups Kim attended and verbal feedback was given. Most are satisfied with the service but Kim has picked up that some families feel there is not enough sessions going on over the school holidays. A discussion was held about services that are known to be provided during this time. Bracknell Forest Homes offer school activities to their residents and the Children's Centre provide Family Play Together sessions.

Kim reported on the growth of many sessions including the Birch Hill Family Play Together session. This has on now an average of 20 families attending. Kim reported parents feel staff are welcoming and friendly but would like more craft activities in sessions. Kim confirmed more volunteers are always welcome and needed.

Reports / feedback from Partners

MT

Mary Temperton commented on how well PEEP sessions are being received. Mary feels there is a noticeable improvement in how quickly children are settling into settings and having good/positive relationships with their parents.

Mary also spoke about the Parent and Toddler group. A children's Centre Project Worker is attending on Mondays to co-ordinate the singing which is well received by the families. Those attending are now signing in which can be used to boost Children's Centre activity attendance rates.

Bracknell Forest Homes

Joanna Flaxman spoke about the Credit Union. The service is still available but there will be no further drop-in sessions held with the Children's Centres due to long term staff sickness. Joanna has also been in conversation with the Bracknell Forest Housing team and Karen Frost on how they can move forward with this service. Options to look at offering families early advise on savings etc. It was asked if those who sign up for the early support will this affect their position on the housing waiting list. Joanna confirmed at this stage it will not be affected. Those who wish to join the credit union can contact BFHomes direct.

Home Start

Val Callan spoke about having lots of new volunteers who are now all fully trained and ready to go. Homestart are ready to take on new referrals.

Health Visitors

Cheryl Seager commented on the difference she has noticed with those who have attended PEEP sessions. Cheryl also spoke about the 6 week programme being well received. Cheryl spoke about a new Health Visitor Team structure that is being created and once this is up and running there will be more opportunities to link in with the Children's Centre. A new Nursery Nurse team is to be introduced into Bracknell Forest. Nursery Nurses can help with sleep, behaviour, parent support etc however the link Health Visitor will always be responsible for that families care. Any referrals need to be made via the Health Visitors and not to the Nursery Nurses direct. It was raised that further discussion needs to be held to make sure services the Children's Centre and the Health Team run are not duplicated.

Great Hollands Primary School

Caroline March spoke in more detail about the Nursery transition sessions held at Great Holland's Nursery in conjunction with the Children's Centre. A follow up review will be held to see the impact of those session on the children who attended.

Oaks Pre-school

Tracy Lewis confirmed PEEP is going really well and all those who have attended have made improvements.

Safeguarding

Anne Shillcock asked if all members were DSB checked. It was asked whether board members need to be DSB checked separately or if they can use existing DSB certificates from current roles? Safeguarding training is also provided free of charge through Bracknell Forest Council.

Action: Anne Shillcock to speak with Karen Frost for clarification.

Action: Can all board members confirm they have attended a recent Safeguarding course / workshop.

AS
ALL

Training

A discussion was held about the benefits of attending the Advisory Board Forums. These are currently not being offered but felt would be appropriate for all new members to have the opportunity to attend one to be able to reflect on their role as an advisory board member. This will support members in being aware of what's required when Ofsted visit as well and challenging the Children's Centre.

Action: Anne Shillcock to raise with Karen Frost.

AS

Sandra Woodward spoke about a LARC (Local Authority Research Consortium) meeting she attend recently. The children's centres had completed some research that has contributed to a national piece of research into neglect and community response. The returns have been analysed and the report is due to be published soon. A discussion by the board meeting was held.

AOB

Sam castle is going on maternity leave at the end of March 2015.

Action: Anne Shillcock and Sandra Woodward to recruit a new clerk of this advisory board meeting.

san

Date of Next meeting

Wednesday 20th May 2015 12.30pm (12.45 – 2.15pm) at the Oaks. If you are unable to attend please send a short report or better still a representative who is prepared to feedback to the group.

Lunch will be provided.

AS