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**Nursery Focus Group Meeting Minutes**

**Friday 7th February 2014**

There was a fantastic turnout for the first Focus Group meeting of 2014! Thank you to everyone that came along.

* Nursery Update

Mr Smith provided an update of what has been happening in the nursery so far this year. There have been changes in staffing due to the departure of Mrs Divers. We have 2 postgraduate teaching students in the nursery throughout February. We have a range of visits planned and visitors into the nursery in the coming weeks. We will begin reviewing policies through consultation with parents. Transition process will increase for our pre-school children.

* Blog

All parents seemed to be pleased with the introduction of the blog. We discussed the idea of making it more of a 2 way process by encouraging parents and family members to comment on the posts and pictures on the blog. More details on this to follow later in the month.

* New Bikes, Helmets & Sheds

The nursery are pleased with the arrival of their new shed, new bike and helmets to supplement our existing collection of outdoor play equipment.

* Doors at Leaving Time

There are concerns over children leaving the nursery building without a parent or carer due to how busy it can be at these times. During February we will have a staff member on the door as we have student teachers. This is not manageable longer term and the idea of a rota of parents to take a turn monitoring the door was discussed and accepted. We will organise this next month. It was also suggested that the furniture could be re-arranged to provide a one way system for collection of children and this will be looked at on the in-service day.

* Fundraising for Summer Trip

We discussed the need to raise funds to fund a trip for all the nursery children. The focus group decided on a Bingo night (more details nearer the time) and an event in the nursery that children can be involved in. We had lots of super suggestions including crazy hair days, super hero days, princess and pirate days etc. The list could go on and on, we will consult with all nursery staff and the children too before we make a final decision. We spoke about where the trip would be but felt it best to wait and see how much we managed to raise first.

* AOB

Children running onto the road outside the nursery was raised and one parent suggested an initiative in place at another local nursery. She will feed back to the nursery at a later date.

It was suggested that Bike racks could be installed to allow parents to bring children’s bikes and scooters to nursery and leave them during the session. Mr Smith to speak to Head Teacher and janitors.

Entry to the building in wet weather was raise and it was agreed that door will be opened 5 minutes before every session and 10 minutes before if weather is not good.

It was reported that there was an instance with the door jamming open. This was already reported to the janitor and Balfour Beatty (operate the building) have been in to fix the issue.

* Next Meeting

The next meeting will be on Friday 7th March at 11:40am. I hope everyone can make it and if you haven’t been before feel free to come along and join us.