

Nottingham City Council, Early Years Schools Forum Sub-Group Minutes

Meeting Date: 21.11.2025	Time: 10.00 am
Venue/Platform: Loxley House	
Chair: Kathryn Bouchlaghem (KB) – Early Years	
Minutes: Katherine Crossley (KC) – Early Years	
In Attendance: Kathryn Bouchlaghem (KB) – Early Years, Katherine Crossley (KC) – Early Years, Cheryl McLean (CM) – Early Years, Catherine Smith (CS) – Early Years, Alice Houldsworth (AH) – Once Upon A Time Nursery, Kelly Sumner (KS), St George’s Day Nursery, Steven Hallgarth McGhee (SH) – St Augustine’s School, Clare Thomas (CT) – Greenfields Community School, Ellie Fox (EF), Think for the Future Tots Nursery, Shona Caulton (SC), Bestwood Park Day Nursery and Out of School Club, Lindsey Bamford (LB) – Djanogly Strelley Academy, Becky Ward (BW) – Haydn Primary School, Laura Dyer (LD) – Djanogly Northgate Academy, Joanna Hill (JoH) EY SEND Team Lead, Jane Harding (JaH) – Early Years and Judith Kemplay – Melbury Primary	
Apologies: None	
Non-attendance/apologies: Rebecca McGrory (RM) - Little People Pre-School and Nursery	

		Action
1.	Welcome and Apologies	
	<ul style="list-style-type: none"> KB welcomed everyone to the 2nd meeting of the sub-group and all members introduced themselves Ratification of previous minutes from 16 September 2025 	KC to upload to the website
2.	Matters Arising	
	<p>Attendance of a PVI Rep at main Schools Forum</p> <ul style="list-style-type: none"> Ideally 1 PVI Rep from this group is needed to attend the main Schools Forum Meetings, this would need to be a regular representative who can feedback on behalf of this group and the sector. AH has offered to be this Rep. <p>Feedback from members on how information from the last meeting has been shared with represented sectors</p> <ul style="list-style-type: none"> As shared at the last meeting, there is an expectation for all members to share feedback with their sectors at all given opportunities. This could be as simple as sharing the website for the Sub-Group below with your contacts. <p>Feedback on EY Website Page</p> <ul style="list-style-type: none"> As an action from the previous minutes, KC did create a page for the Sub-Group on the Early Years website, which is where ratified minutes will be shared and contact details for group representatives, the link is - https://www.nottinghamcity.gov.uk/earlyyears/section-pages/welcome-to-nottingham-city-early-years/early-years-schools-forum-sub-group/ 	<p>KC to make Mark Leavesley aware of AH’s representation</p> <p>All members to action</p>

	<p>Sector Rep intro and feedback article for Jan Newsletter</p> <ul style="list-style-type: none"> KC shared that we have an All-Sector Newsletter being issued at the beginning of January. If anyone would like to do a short article to introduce themselves as a Schools Forum Sub Group representative, why they've joined the group and what they hope to get out of, how they could represent the sector, please email Katherine.crossley@nottinghamcity.gov.uk before 19 December 2025. 	<p>If we could have a short statement from 1 PVI and 1 School Rep before 19 Dec this would be great</p>
<p>3.</p>	<p>Giving Every Child the Best Start in Life</p> <ul style="list-style-type: none"> JaH joined the meeting to share a presentation on Giving Every Child the Best Start in Life strategy. This is about the early years system, 0-5 years and everything in between, there is a local and national strategy around this agenda. JH shared a presentation on Best Start and our local GLD and a copy of the presentation is attached. At present, we don't know which phonics and maths schemes each school operates, this needs to be established at a strategic level. Information on GLD for Head Teachers is shared at our regular slots at Head Teacher Briefings and also at dedicated sessions led by the EY Team. 	<p>KC to send copy of presentation with the minutes</p> <p>KB to raise with Jo Moxon</p>
<p>4.</p>	<p>Special Educational Needs Inclusion Fund (SENIF) Process</p> <ul style="list-style-type: none"> As part of the Early Years National Funding Formula there is a requirement for all LA's to have a SENIF for all children needing additional support whilst accessing their early years entitlements. CS shared a presentation on the SENIF and a copy of the presentation is attached. EF shared a good example of how they had a supported transitions into school. JoH also shared about the Section 23 data that is collected on children under 5 with emerging needs to support transitions. Further work to be done with School Admissions also to support the transition of children with SEND into schools. There is a scoping meeting planned with Danny Hall for how this information is shared after national offer day. Please note that this is not to be circulated wider at this time as funding rates are to be confirmed following base rate allocation announcements. Further information will be shared as part of our 'soft launch' in Spring 2026. 	<p>KC to send copy of presentation with the minutes</p>

5.	AOB	
<p>Schools Forum Report 2026/27</p> <ul style="list-style-type: none"> This report for retention of our central expenditure for 2026/27 is due to go to Schools Forum on 9th December 2025. This won't be able to be confirmed until the DfE release the proposed budget allocations, which is not expected to be until later in December. The proposed base rate allocations will be worked on following this allocation announcement and consultation shared with the group. <p>Mock Inspection Feedback from Once Upon A Time Nursery</p> <ul style="list-style-type: none"> AH fed back their experience of a mock new Ofsted inspection. 2 inspectors on Teams call beforehand, gave the setting a way in to talk about their provision and this helped set the scene for when they came for the visit. They asked about staff well-being and who had a responsibility for this and were very mindful of this during the visit. AH felt it was very collaborative and well dealt with. To support providers to prepare for inspection, we spoke about how it would be useful to have a quick links sheet to identify where geographical data could be accessed (such as for oral health and safeguarding information). <p>New 2-Year-Old Unit opens at Djanogly Strelley</p> <ul style="list-style-type: none"> LB shared that Djanogly Strelley opened their new 2-year-old unit, places are full and going well. This has been supported through the School Based Nurseries Capital Programme. <p>Final roll out of the expansion of the early years entitlements</p> <ul style="list-style-type: none"> Final roll out of phased early years entitlement in September 2025 – this has doubled the claims and there were some national data challenges that has required CM to manage these differently. CM is now working on Spring Term estimate payments At the Spring 2026 meeting, we hope to be able to share Autumn Term participation levels. <p>Closing Points</p> <ul style="list-style-type: none"> KC will raise payments for member's attendance at this meeting, and these will be with your settings in due course Next Meeting – Monday 9th March 2026 at 6pm - 8pm, via MS Teams, the agenda will be shared beforehand and can be contributed to. Future agenda items: <ul style="list-style-type: none"> JoH to provide information on the Section 23 data that is being collected. Update on Best Start Nottingham City Strategy Base rates and consultation feedback Autumn Term participation data Workforce Development KB thanked everyone for coming. 		<p>KB/KC to ensure that the base rate consultation is shared with the group</p> <p>CS to develop and share across sectors</p> <p>KC to action</p> <p>KC to action and send Teams invite</p>

Meeting closed at 12pm.