

**Minutes of Brunswick & Colleges Nursery Schools  
Full Governing Body Meeting  
held at Colleges Nursery School on  
Tuesday 13 June 2017, 7.00pm**

Agenda item		Action by
1.	<p><b>Governors present:</b> Amanda Bannister, Louise Bedford, Joye Rosenstiel, Kimberley Rayson, Alli Davenport, Lisa Faulkner, Kerry Walpole, Ysanne Austin, Chris Willis Pickup, Janey Morrison, Liz Torres, Keara Harris, Gill Learmond</p> <p><b>Others present:</b>, Ian Cooper (Associate member) Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by
2.	<p><b>Apologies:</b> Received and accepted from Lucy Brady, Vicky Bliss, Debbie Morley</p>	
3.	<p><b>Declaration of Eligibility/register of pecuniary interests:</b> Ysanne stated that she was working in a consultant role for the Teaching Schools Alliance and was also a City Councillor.</p>	
4.	<p><b>Next meeting dates –</b> FGB Tuesday 17 October 2017, at Brunswick Nursery School Curr &amp; Stnds (re SDP all governors welcome) Tuesday 19 September, 7pm at Brunswick Curriculum &amp; Standards – Thursday 5 October, 1pm at Brunswick Care &amp; Marketing - Thursday 2 November, 1pm at Brunswick M&amp;R - Tuesday 14 November, 1pm at Brunswick</p>	
	<p><b>Minutes from the last meeting &amp; Matters arising:</b> Minutes from the last FGB meeting &amp; budget ratification had been circulated with the Agenda.</p> <p><b>Matters arising - Chair/governor vacancy –</b> Lisa had asked her friend who was unable to commit the time for a governor post. Ian had spoken to Philip Summerton – he was undecided at present and was now on holiday. Ian to contact him on his return. Sonia to ask governor services for advice on this matter.</p> <p><b>Policies –</b> The Policy review dates list had now been completed.</p> <p><b>Succession planning –</b> meeting to be arranged.</p> <p><b>Child Protection Governor–</b> Janey to arrange visits to both nurseries before the end of term.</p> <p><b>Property Management –</b> Louise &amp; Sonia had met with Kati from Cath Conlon to discuss the new contract. Jo at Colleges had also had a meeting with Kati. The condition survey for Brunswick should be available in the next few days.</p> <p><b>Office audit –</b> see 11 below</p> <p><b>Nursery Schools funding –</b> Joye to write a letter to Cambridge MP Daniel Zeichner about the review of state nursery schools to try and establish the government intentions. Amanda and Ysanne to attend an APPG meeting in London on 27 June. Joye to invite Daniel to attend this also. It was felt important to keep the profile of this funding issue despite the government having other concerns at the present time.</p>	<p><b>Ian/Sonia</b></p> <p><b>Joye/Ian</b></p> <p><b>Janey</b></p> <p><b>Joye</b></p>

4.cont'd	<p>SDP – Review meeting on 19 September, 7pm at Brunswick</p> <p>EAL – Liz has a visit arranged for 6 July to Colleges and will arrange to visit Brunswick before the end of term.</p> <p>Training – It was agreed that training on Ofsted not required unless they change framework.</p> <p>The minutes were then agreed and were signed as a true record of the meeting.</p>	<b>Liz/Amanda</b>
5.	<p><b>Report from the Chair:</b> The written report had been circulated prior to the meeting. Joye congratulated the Headteacher and staff of Brunswick on their 'outstanding' Ofsted inspection. Amanda explained that there had been an 8 week wait before the official report was issued. She had made a formal complaint.</p> <p>Brunswick Staff and Governors to celebrate on Wednesday 28 June from 6pm at the Burleigh Arms, Newmarket Road.</p> <p>Joye would put together the Annual Report to parents with assistance from the clerk.</p> <p><i>Confidential minute</i> – see separate sheet</p>	<b>Joye/Sonia</b>
6.	<p><b>Head teacher's report:</b> The written report had been circulated prior to meeting.</p> <p><i>Recording &amp; Reporting Racist Incidents:</i> There were no reports of racist incidents.</p> <p><i>Review pupil exclusions:</i> There were no exclusions.</p> <p>Amanda pointed out that numbers were down for September 17 compared to last year. Brunswick currently had 2-3 spaces to fill and Colleges 7-8 spaces. However she was hopeful that come the October census date both nurseries would have filled these vacancies.</p> <p><i>30 hours</i> – the LA are now able to check the eligibility codes of parents applying for this. We should be able to do this directly before the end of July.</p> <p><i>Teaching Schools</i> – 7 of the 13 trainees this year have now secured teaching posts for next year and the remaining ones are actively engaged in interviews.</p> <p>The CREC course had recently had a successful Ofsted inspection which involved talking to all of the current trainees and visiting the Histon and Huntingdon settings.</p>	
7.	<p><b>SFVS:</b> This had been signed and sent to the County Council.</p>	
8.	<p><b>Minutes from M&amp;R, Salary, Care &amp; Marketing &amp; Curriculum &amp; Standards Committees:</b> Copies of all these had been circulated prior to the meeting.</p> <p>There were no matters arising that were not covered by this agenda therefore the minutes from the M&amp;R, Salary, Care &amp; Marketing &amp; Curriculum &amp; Standards Committees circulated with the agenda were approved.</p>	
9.	<p><b>Policies – Complaints procedure.</b> This policy had been circulated with the agenda and was approved by the full governing body.</p>	
10.	<p><b>Child Protection – Annual review of Safeguarding &amp; CP Policy</b></p> <p>Amanda would complete this questionnaire electronically, this year the focus was on e-safety. Amanda stated that she was now the representative of the six nursery schools on the Safeguarding Board following the retirement of Kay Dimelow. She had recently attended a very interesting meeting and was pleased to report that in Cambridgeshire 98% of these questionnaires were completed and returned.</p>	<b>Amanda</b>

10.a	<p><b>SEN:</b> Reports from both SENCo's had been circulated with the agenda. Governors were interested to note the different numbers of children with additional needs at each setting. Amanda explained that it obviously fluctuated year on year. Funding was still a big issue as due to the short time we have the children it was difficult to get an EHCP in place although both Gill and Vicky had worked very hard to get these when appropriate. It was often the case that the nursery schools would have to support these children with no additional funding from LA.</p> <p>Gill explained that the six nursery school SENCo's met regularly to share ideas and support each other. The possibility of TA's with specialist skills working across the federation was discussed.</p> <p>Joye thanked Gill and Vicky for their comprehensive reports.</p>	
11.	<p><b>Office Review:</b> The office review document had been circulated prior to the meeting. Kerry asked Chris to present this item. Chris explained that he hoped the FGB would agree to the recommendations set out in the report which had been discussed at the M&amp;R committee. He emphasised this was the first phase of the review and welcomed comments. The long term aim of the review, as stated in the document, 'was to determine the most effective and efficient structure or the office roles across the federation'. There were five recommendations:</p> <p><i>A. Procurement of goods &amp; services</i></p> <p>Chris gave an example of where these were not in alignment. Colleges had recently purchased a new software system for billing which was different from the one running successfully at Brunswick. However, the recent change of property management company from PCM to Cath Conlon was a good example of working together and in the longer term may provide financial benefits if the other nursery schools join them too.</p> <p><i>B. Shared Finance Function</i></p> <p>Proposing one finance manager across the federation with one finance assistant in each school. Governors discussed their concerns regarding how this might work, if it was intended to utilise current staff etc. Amanda stated that she had already started to look at the job descriptions for all the office staff and of course would use a skills matrix for setting the grade level of the job.</p> <p>It was proposed that this would be piloted for one year.</p> <p><i>C. Re-balancing of administrative support between the schools</i></p> <p>This would need to be looked at in conjunction with the sharing of the finance function. It could mean that one school's staff would provide more support to the Headteacher or possibly one person could split their role to provide administrative support at both schools during the course of a week.</p> <p><i>D. Sequential time-tabling of major office tasks</i></p> <p>Examples of this include budget setting and admissions but this needed to be considered in more detail following the initial pilot year as described above.</p> <p><i>E. Reducing impact of other occupants on Colleges' office staff</i></p> <p>There was a short discussion regarding this point and it was agreed that the options outlined in this section of the report would be investigated in conjunction with the other recommendations.</p> <p>Joye then asked if all those present were happy to agree to the recommendations outlined in the report and that Chris, Kerry &amp; Amanda could now work together to carry out the next part of the process. The vote was taken with a show of hands to agree this and was carried with one abstention.</p>	Chris/Kerry/ Amanda
12.	<b>Pupil Premium:</b> To be reported on at the next meeting.	Lisa/Amanda
13.	<b>Governing Body self audit on line questionnaire:</b> Joye asked for assistance with this self audit. Lisa volunteered to help.	Joye/Lisa

signed:



Joye Rosenstiel, Co-Chair of Governors

14.	<b>30 hours update:</b> See Headteacher's report (6) above	
15.	<b>School Development Plan:</b> See Matters arising (4) above	
16.	<p><b>Any Other Business:</b> <i>Teaching Schools</i> - Ysanne stated that there was a meeting at Histon Early Years Centre on Monday 19 June at 7pm where she and Amanda would be outlining the progress of the Cambridge Early Years Teaching Schools and looking at the challenges for the future. She was aware it was late notice but hoped some governors would be able to attend as they were keen to get some questions and feedback.</p> <p><i>Governor vacancies</i> - See Matters arising (4) above.</p> <p><i>The Key</i> – The problems logging in appear to have been resolved so governors were encouraged to try accessing it again.</p> <p><b>Date of Next FGB Meetings:</b>  Tuesday 17 October 2017, at Brunswick Nursery School  Tuesday 6 March or Wednesday 7 March 2018, at Colleges Nursery School*</p> <p><b>Dates for other meetings:</b>  C &amp; S (re SDP, all welcome)- Tuesday 19 September, 7pm at Brunswick  Curriculum &amp; Standards – Thursday 5 October, 1pm at Brunswick  Care &amp; Marketing - Thursday 2 November, 1pm at Brunswick  M&amp;R - Tuesday 14 November, 1pm at Brunswick</p> <p><b>Meeting closed:</b> 9.10pm</p> <p>*to be confirmed</p>	<b>Sonia</b>

signed:



Joye Rosenstiel, Co-Chair of Governors