

**Minutes of Brunswick & Colleges Nursery Schools  
Full Governing Body Meeting  
held at Brunswick Nursery School on  
Tuesday 5 March 2019, 7.00pm**

<p>Agenda item</p>	<p><b>Governors present:</b> Amanda Bannister, Louise Bedford, Gill Learmond, Chris Willis Pickup, Lisa Faulkner, Carolyn Purser, Phil Summerton, Rachel Cuthbert, Ysanne Austin, Joye Rosenstiel (7.25pm)</p> <p><b>Others present:</b>, Ian Cooper(Associate member), Sonia Swindells (clerk)</p> <p><i>The meeting was quorate</i></p>	<p>Action by</p>
<p>1.</p>	<p><b>Apologies:</b> Received and accepted from, Keara Harris, Liz Torres, Davide Fiorentino, Kerry Walpole</p>	
<p>1.a.</p>	<p>Chris explained that Rachel would be resigning from the governors after this meeting as she and her family were moving to Germany in April. He thanked her on behalf of the Federation and wished them well for the future.</p>	
<p>2.</p>	<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.</p>	
<p>3.</p>	<p><b>Next meeting dates:</b>            Budget Ratification - Tuesday 30 April 12.45pm at Brunswick (30 mins)            FGB Tuesday 18 June 7.00pm at Colleges            FGB Wednesday 16 October 7.00pm at Brunswick            FGB Wednesday 4 March 2020 7.00pm at Colleges            FGB Wednesday 17 June 2020 7.00pm at Brunswick</p>	
<p>4.</p>	<p><b>Minutes from the last meeting &amp; Matters arising:</b> Minutes from the last FGB meeting had been circulated with the Agenda.</p> <p><b>Matters arising –</b>  <i>Item 6 – Appointment of Governors –</i> Liz has attended safeguarding training and would be in contact with Amanda to arrange visits to both settings.  <i>Terms of Reference –</i> This had not been actioned yet as other items taken priority. As Rachel is leaving Chris asked for volunteers to make up a new working group to look at this. In particular, relating to overlapping responsibilities. Lisa and Carolyn agreed to join the group. Ysanne pointed out two spelling mistakes in this section of the minutes.</p>	<p><b>Liz/Amanda</b></p> <p><b>Chris/Lisa/ Carolyn Sonia</b></p>

4. cont'd	<p><i>Health &amp; Safety Governor</i> - As Ian would be leaving the governor body in the Autumn it was necessary to appoint a second H&amp;S governor to assist Louise. Ian explained the role. It was agreed that Louise and Faye would do a termly visit at each setting. Phil agreed to take this responsibility. He would visit both settings bi-annually in September and March.</p> <p><i>Item 9 – Report from Chairs – SDP</i> – The latest version to be circulated by email to all governors.</p> <p><i>Item 10 – Headteacher’s report – Teaching Schools</i> – Themes for the TS Conference in May had now changed. Ysanne to let governors know if a governors session would be appropriate at this conference.</p> <p><i>Item 14 – Policies – Critical Incident Plan</i> – Sonia to circulate via email the final version to all governors asap.</p> <p><i>Item 15 – Governor Monitoring Visits</i> – Ysanne to speak to Gill regarding her visits last term and write up report.</p> <p><i>Item 18 AOB – Governor’s Annual Report</i> – Sonia to check this has been removed from website (note: 7/3/19 - this report has been taken down).</p> <p><i>Security of data</i> - This had been discussed at the recent M&amp;R meeting and Chris confirmed that Davide was in direct contact with the ICT service about his concerns.</p> <p><b>Ofsted at Colleges</b> Since the last meeting Colleges had been inspected by Ofsted and their rating was now Outstanding. Chris, on behalf of the whole governing body, formally congratulated Amanda, her senior leadership team and all the staff on this particularly hard earned outcome. A celebration was planned later this term.</p> <p>The minutes were then agreed and were signed as a true record of the meeting.</p>	<p><b>Louise/Faye/ Phil Sonia</b></p> <p><b>Ysanne</b></p> <p><b>Sonia</b></p> <p><b>Ysanne</b></p>
5.	<p><b>Draft Minutes from M&amp;R*, Salary, Care &amp; Marketing* &amp; Curriculum &amp; Standards* Committees –</b> *Minutes had been circulated prior to meeting.</p> <p><b>M&amp;R</b> – Chris ran through the minutes highlighting items including the Daisy Room, Staffing, GDPR and governor email accounts. See relevant item numbers on this agenda.</p> <p><b>Salary</b> – The minutes had not been circulated as confidential. However, Joye confirmed that the committee had approved all the recommendations for the Headteacher &amp; teaching staff salaries and EPM had been notified.</p> <p><b>Care &amp; Marketing</b> – Lisa gave a verbal report from the most recent meeting. This included the financial viability concern over the Daisy room and also that BIC &amp; Daisy room prices would be standardised and increased for Sept 19.</p> <p><b>Curriculum &amp; Standards</b> – No specific items to discuss. Next meeting of this committee in two weeks.</p>	
6.	<p><b>Report from Chairs</b> – No written report due to other commitments. Chris to pick up on points highlighted in the Headteachers report below.</p>	

7.	<p><b>Head teacher's report:</b> The written report had been circulated prior to meeting.</p> <p><b>Recording &amp; Reporting Racist Incidents:</b> There were no reports of racist incidents.</p> <p><b>Review pupil exclusions:</b> There were no exclusions.</p> <p>Amanda explained that the figures in blue on her table showed the pupil numbers at the same time as last year and that they were similar. Major difference was the higher number of SEN children this year. Gill was no longer in a keyworker role so this had given her more time to concentrate on SENCO and Deputy head duties. All 7 deferrals applied for had been agreed. Obtaining funding for SEN children still very slow process and for one child at Brunswick in particular with high physical needs only there is none. However, despite this, all the children are making great progress.</p> <p><b>Staffing</b> - Still proving a challenge to recruit high quality level 3 teaching assistants. Two applicants for role advertised at Colleges but only one interviewed. The applicant had been offered a temporary contract until August 2019, subject to pre-employment checks. Chris felt M&amp;R committee should look at recruitment in more detail.</p> <p><b>Teaching Schools</b> – Amanda explained that Teaching Schools were looking into re-starting their training programme – one possible route might be through apprenticeships. If the Chinese connection was agreed it would mean teaching school staff going to China three times a year for 3-4 days to deliver the training. Concern was expressed about the commitments being taken on by the Teaching Schools and the implications this may have on the Federation – both positive and negative.</p> <p><b>Nursery Schools Future</b> – The government has now promised funding for the nursery schools until the end of the academic year 2020. This does not solve the long term problem, merely delays the decision.</p> <p>Early Education and NAHT have organised a rally and march on Monday 11 March to Downing Street. It is hoped there will be representatives from all the nursery schools in the country.</p> <p>The petitions had been presented at Parliament and Daniel Zeichner had taken part in a back bench debate.</p> <p>Amanda stated that the nursery heads were meeting Jon Lewis on Tuesday 12 March when he planned to give them his view on how he sees maintained nursery schools in the future. She felt he had a good understanding of the Early Years and the value of them but there remains the affordability question. Amanda agreed to report back on this to governors. The nursery heads felt that Jon Lewis should meet with all the Chairs of Governors to talk through his ideas.</p> <p><b>Chair's comments – Confidential see separate document</b></p>	<p><b>Sonia M&amp;R Agenda</b></p> <p><b>Amanda Chris/Carolyn</b></p>
8.	<p><b>Daisy Room structure review</b> - Amanda and Joann had looked at possible scenarios for restructuring the Daisy room. These were presented and discussed at the M&amp;R meeting. The figures were explained again and it was agreed that the models showed that the Daisy Room did not need to close but adjustments in staffing/children numbers needed to be made in order to reduce the financial loss going forward.</p> <p>Chris and Amanda to meet with the Manager to explain and discuss the possibilities for the future.</p>	<p><b>Amanda/Chris</b></p>
9.	<p><b>Finance</b> – A summary report for both nurseries &amp; BIC had been circulated prior to the meeting. Budgets going forward were discussed at length and it was agreed that Chris/Amanda to talk with Joann prior to her meetings with Ray Byford next week.</p>	<p><b>Chris/Amanda/Ray</b></p>
10.	<p><b>SFVS</b> – Chris to re-arrange his audit visit to Colleges. Rachel booked to visit Brunswick in March.</p>	<p><b>Chris/Joann</b></p>

11.	<b>GDPR</b> – Amanda reported that all staff had now had GDPR training.	
12.	<b>Policies – SCR (Single Central Record)</b> – Sonia to ask Liz, as part of her Safeguarding role, if she could visit both nurseries to check the SCR's.	<b>Sonia/Liz</b>
13.	<b>Governor Monitoring Visits</b> - Lisa had carried out Pupil Premium visits. She would now look at the data in more detail on the EExaAT System. Ysanne agreed to complete SEND visit report and this would then be circulated to all governors.	<b>Lisa</b> <b>Ysanne/Gill</b>
14.	<b>Safeguarding</b> – Amanda stated that CNF were fully compliant. Janey Morrison is now Designated Person trained. There are 3 staff DP trained in each setting. <i>Governing Safeguarding training</i> - Amanda had been looking into this and felt the best option was an online training programme. The Key offered this to their members for an additional cost. It was agreed this would be useful for both governors and any staff members who join in-year. Sonia to check governor log-in's and circulate to them.	<b>Sonia</b>
15.	<b>Any Other Business:</b> a. <b>Ofsted Consultation</b> - Amanda urged all governors to follow the link and respond to this consultation. <a href="https://www.gov.uk/government/consultations/education-inspection-framework-2019-inspecting-the-substance-of-education">https://www.gov.uk/government/consultations/education-inspection-framework-2019-inspecting-the-substance-of-education</a> b. <b>Governor vacancies</b> – currently 1 x parent governor and 1 x co-opted governor. Lisa/Sonia to find skills matrixes and Lisa to collate information and report back. c. <b>IT Platform for Governors</b> – Ysanne had been looking at a Secure Shared Platform (initially for the Teaching Schools). The platform she had been looking at in conjunction with a Brunswick parent was hosted by Google Education. A similar system was being used by the Milton Road Governors and had proved successful. It would enable governors/clerk to upload all document into folders in a secure area. Amanda & Ysanne had had a demonstration. Mr Moss was offering to set this up for us at a competitive price of £1000 conditional on everyone being trained. Chris asked Ysanne to enquire if it would be possible for governors to be set up on their phone/ipad/laptops and if there would be 'how to' training afterwards. Ysanne agreed to meet with Mr Moss and report back.	<b>Sonia/Lisa</b>       <b>Ysanne</b>

**Date of Next FGB Meetings:**

**Budget Ratification Meeting** – Tuesday 30 April 12.45pm @ Brunswick (30 mins)

**FGB** - Tuesday 18 June 2019, at Colleges Nursery School

**Dates for other meetings:**

Curriculum & Standards Committee - Tuesday 19 March 1.00pm @ Colleges

Management & Resources Committee – Tuesday 30 April 1.15pm @ Brunswick

Care & Marketing Committee - Tuesday 14 May 1.00pm at Colleges

Curriculum & Standards Committee - Tuesday 4 June 1.00pm at Brunswick

**Meeting Closed: 9.35pm**