

**Minutes of Brunswick & Colleges Nursery Schools  
Full Governing Body Meeting  
held at Colleges Nursery School on  
Tuesday 18 October 2016, 7.00pm**

Agenda item		Action by
1.	<p><b>Governors present:</b> Amanda Bannister, Louise Bedford, Gill Learmond, Jo Raskin, Joye Rosenstiel, Kimberley Rayson, Alli Davenport, Lisa Faulkner, Kerry Walpole, Lucy Brady, Liz Torres, Keara Harris, Ysanne Austin (from 7.10pm)</p> <p><b>Others present:</b>, Ian Cooper (Associate member), Chris Willis Pickup (from 7.30pm) Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by
1.	<p><b>Apologies:</b> Received and accepted from Janey Morrison, Vicky Bliss, Debbie Morley</p>	
2.	<p><b>Declaration of Eligibility/register of pecuniary interests:</b> Everyone present completed new forms. Ysanne stated that she was working in a consultant role for the Teaching Schools Alliance and was also a City Councillor.</p>	
3.	<p><b>Next meeting dates</b> – Tuesday 7 March 2017, at Brunswick Nursery School Tuesday 13 June 2017, at Colleges Nursery School</p>	
3.a	<p><b>New co-opted Governor</b> - An application for the vacancy of co-opted governor had been received and the information circulated to all governors from Chris Willis Pickup. This was discussed and then Joye proposed that Mr Willis Pickup be appointed as a co-opted governor of the Cambridge Nursery Federation. The vote was by a show of hands and was unanimous.</p>	
4.	<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 - Policies</b> – A meeting had been arranged in early November for Sonia, Amanda &amp; Jo B to discuss preparation of policies, in particular HR. Data Protection &amp; Attendance policies to be completed asap. <i>Instrument of Government</i> – This had been received. Sonia to circulate a copy for information to all governors. <i>Marketing</i> – Care and Marketing committee to discuss further advertising strategies at the next meeting in November including electronic banners. <i>Pupil attainment data 2015</i> – to be circulated to all governors. New Pupil premium information to be added to website. <i>Succession planning</i> – Meeting to be arranged for November. <i>SDP</i> – Amanda requested input from governors. This to be circulated via email. <i>Clerk's salary</i> – Contract now in place</p> <p>The minutes were then agreed and were signed as a true record of the meeting.</p>	<p>Sonia, Amanda Jo B Kerry/Alli/ Sonia</p> <p>C &amp; M agenda Jo R</p> <p>Sonia Sonia/Amanda Joye/Ian</p> <p>Sonia</p>

signed:

*Joye Rosenstiel*

Joye Rosenstiel, Chair of Governors

Date:

5.	<p><b>Election of Chair and Vice Chair:</b>  Joye Rosenstiel explained that due to work commitments she wished to stand down from the position of chair in Spring 2017. She hoped this would give time for the governors to discuss and bring nominations to the meeting in March. She confirmed she would be happy to be re-elected for the present time.  Ysanne proposed and Jo R seconded this.  Ysanne proposed a vote of thanks to Joye for her services to both Brunswick and the Cambridge Nursery Federation.  The current vice chairs were willing to stand for a further term although offered to stand down if anyone would like to take on this role.  <b>Vice Chair:</b>  Joye nominated Lisa Faulkner and Louise seconded this.  Keara nominated Ysanne Austin and Amanda seconded this.</p>																																											
6.	<p><b>Appointment &amp; welcome to new governor</b> - See 3a above. Joye welcomed Chris Willis Pickup to the meeting of the Cambridge Nursery Federation and confirmed that his application to join the governing body had been agreed subject to DBS check and references.</p>																																											
7.	<p><b>Appointment of Governors with specific responsibilities :</b></p> <p><b>Child Protection</b> – Janey Morrison – subject to her agreement as not present  <b>SEN</b> – Kimberley Rayson  It was agreed the SEN governor would visit one setting per term. The third term would be reserved for a meeting with the two SENCO's.  <b>Training &amp; Curriculum</b> – Chair of Curriculum &amp; Standards committee &amp; Clerk (Kimbeley/Alli)  <b>EAL</b> – Curriculum and Standards committee  <b>Pupil Premium &amp; Free School Meals</b> – Lisa Faulkner  <b>Heath &amp; Safety</b> – Ian Cooper &amp; Louise Bedford</p>	Sonia																																										
8.	<p><b>Appoint committees and review terms of reference &amp; levels of delegation:</b>  Joye gave a brief overview of our committee structure to Chris.</p> <p><b>The committee members are as follows:</b></p> <p><b>Management &amp; Resources</b></p> <table border="0" data-bbox="193 1429 975 1563"> <tr> <td colspan="2"><b>Governors</b></td> <td><b>Associate members</b></td> </tr> <tr> <td>Joye Rosenstiel</td> <td>Chris Willis Pickup</td> <td>Ian Cooper</td> </tr> <tr> <td>Lucy Brady</td> <td>Louise Bedford</td> <td></td> </tr> <tr> <td>Kerry Walpole</td> <td>Amanda Bannister</td> <td></td> </tr> </table> <p><b>Curriculum &amp; Standards</b></p> <table border="0" data-bbox="193 1641 1134 1848"> <tr> <td colspan="2"><b>Governors</b></td> <td><b>Associate members</b></td> </tr> <tr> <td>Alli Davenport</td> <td>Keara Harris</td> <td>Vicky Bliss</td> </tr> <tr> <td>Amanda Bannister</td> <td>Kimberley Rayson</td> <td>Debbie Morley</td> </tr> <tr> <td>Gill Learmond</td> <td>Lisa Faulkner</td> <td>Elizabeth Anderson (until Jan 17)</td> </tr> <tr> <td>Ysanne Austin</td> <td></td> <td>Alison Summers</td> </tr> <tr> <td></td> <td></td> <td>Matt Beeke</td> </tr> </table> <p><b>HT Performance Management</b></p> <table border="0" data-bbox="193 1892 991 2027"> <tr> <td colspan="2"><b>Governors</b></td> <td><b>Associate members</b></td> </tr> <tr> <td>Jo Raskin</td> <td>Kerry Walpole</td> <td>Alison Summers</td> </tr> <tr> <td>Ysanne Austin</td> <td></td> <td>Ian Cooper</td> </tr> <tr> <td>Lisa Faulkner</td> <td></td> <td></td> </tr> </table>	<b>Governors</b>		<b>Associate members</b>	Joye Rosenstiel	Chris Willis Pickup	Ian Cooper	Lucy Brady	Louise Bedford		Kerry Walpole	Amanda Bannister		<b>Governors</b>		<b>Associate members</b>	Alli Davenport	Keara Harris	Vicky Bliss	Amanda Bannister	Kimberley Rayson	Debbie Morley	Gill Learmond	Lisa Faulkner	Elizabeth Anderson (until Jan 17)	Ysanne Austin		Alison Summers			Matt Beeke	<b>Governors</b>		<b>Associate members</b>	Jo Raskin	Kerry Walpole	Alison Summers	Ysanne Austin		Ian Cooper	Lisa Faulkner			
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Joye Rosenstiel, Chair of Governors

Date:

<p>8. cont'd</p>	<p><b>Care &amp; Marketing</b></p> <p><b>Governors</b>  Louise Bedford  Kerry Walpole      Janey Morrison  Jo Raskin            Liz Torres  Amanda Bannister Ysanne Austin</p> <p><b>Associate members</b>  Elizabeth Anderson (until Jan 17)</p> <p><b>Salary Review</b>  Joye Rosenstiel  Lisa Faulkner  Kimberley Rayson  Alli Davenport  Keara Harris</p> <p>Salary Review Committee to organise a meeting date.</p>	<p>Joye/Sonia</p>
<p>9.</p>	<p><b>Report from the Chair:</b> A copy of the report had been circulated prior to the meeting. Joye expressed her thanks to all those who had met at Brunswick over the summer holidays to discuss either the roof or the planning application, especially Louise and Ian and also Richard Robertson, City Councillor and Michael Howard from the planning department.</p> <p>She confirmed that the planning application for development of Albert House had been turned down. They do have the right of appeal. Joye agreed to circulate the report she had received on the reasons for refusal.</p>	<p>Joye</p>
<p>10.</p>	<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 stated that numbers of children on roll at both Brunswick and Colleges had significantly improved since the last meeting. Brunswick currently had 4 unfilled places and Colleges 3. She pointed out that the number of 'any other background' and EAL children had increased significantly at Brunswick this year.</p> <p><b>SEN</b> – Brunswick had only 1 EHCP funded child, Colleges had 4 EHCP applications in progress. They also had 4 targeted support children. The Daisy room is currently supporting several children without additional funding. EHCP typically take 4-5 months to process and it is very difficult to gain the evidence required from 2 year olds.</p> <p><b>Pupil Premium/Free School Meals</b> – Numbers of children eligible are coming in slowly. EYPP and FSM still do not appear to be communicating efficiently – Lisa to follow up.</p> <p><b>Staff</b> – Olinda will be returning from maternity leave of 15 November.</p> <p><b>Year books</b> – Ysanne asked if Amanda's view of the standard of these last year was subjective to which she replied yes. Joye stated she had also seen year books from both settings and was in agreement with Amanda.</p> <p>Amanda confirmed that there is a new Assessment package being used at both settings this year.</p> <p><b>Teaching Schools</b> – There are 2 trainees at Colleges and at Brunswick this term. In the Spring term they will go to a primary key stage 1 class before returning to their respective nurseries for the Summer term. They have settled well and working hard in both settings.</p> <p><b>Strengths &amp; Development</b> – These were outlined in the written report and Amanda said she would develop this section of her report to include evidence and other information.</p> <p style="text-align: right;">Cont'd .../</p>	<p>Lisa</p>

signed:

*Joye Rosenstiel*

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10.	<p>Cont'd .../  <i>Brunswick Roof</i> – Governors had been informed &amp; agreed to the additional costs during the holidays. There was concern about whether PCM had informed us in writing about velux window replacement. Joye to check her email correspondence. Amanda and Louise had had a meeting with Matt from PCM to express our extreme dissatisfaction with their management of this project.</p> <p>Now that the ARU project was completed it was decided to look at alternative providers for property management services across the federation.</p> <p><i>Cleaning &amp; Catering Contracts</i> - Louise and Jo B were currently looking at quotations for new cleaning contractors. Colleges currently use CCS for provision of their school meals. Amanda and Jo B unhappy with the new service level agreement being proposed by CCS. It was agreed that Jo B obtain quotations from Aspens and 2 other providers (possibly the new meals provider at the Grove School). Chris was happy to look at and advise the governors on the contracts submitted by the potential property, cleaning and catering management suppliers.</p>	<p><b>Joye</b></p> <p><b>Jo B</b></p> <p><b>Jo B/Louise</b></p> <p><b>Jo B/Amanda/Chris</b></p>
11..	<p><b>Finance</b> – Reports from Brunswick &amp; Colleges had been circulated prior to the meeting. SFVS termly audit to be arranged.</p>	<p><b>Kerry/Lucy</b></p>
12.	<p><b>Nursery School Funding Review</b> – A written report had been circulated with the agenda for this meeting. Amanda hoped that her report clarified various points including how nursery Schools are funded. She was extremely concerned about the funding situation. If the current government proposal were to go ahead, the Cambridge Federation Nursery Schools would only be viable for 2 more years. The nursery heads and chairs of governors had had a meeting with the LA who were not able to offer any assistance.</p> <p>Amanda and Ysanne had attended an APPG meeting at Westminster this week. The mood at this meeting was positive – but there remained only 5 weeks to make a stand. There have been several studies, including those by LSE and Kings Research which show that the money spent in Early Years has the greatest benefit long term.</p> <p>The message coming across from government to the people is that they must look at funding to make it fairer and more transparent however no one has pointed out the unforeseen effect on nursery schools.</p> <p>Amanda and Jo B had looked at possible budget scenarios using minimum levels of staffing and it was just not possible to afford to run a nursery school on the funding level proposed. Difficulty comes as nursery schools fall between Early Years funding and School funding. We are officially a school and as such must have part of a head teacher, and a teacher with SENCO qualifications as a minimum.</p> <p>There was a detailed discussion about this and it was agreed that action must be taken. This could take the form of Petitions, publicity in the press /talking with MP's. Ysanne and Amanda were attending a Teaching Schools meeting on Wed 20 October. Following this meeting with other TS members an urgent meeting date would be made for governors &amp; other interested parties from all the nursery schools to discuss the action plan.</p> <p>Governors who expressed interest in being part of the working party were <b>Ysanne, Amanda, Joye, Liz, Keara, Lisa, Lucy, Alli and Chris.</b></p>	<p><b>Ysanne/Amanda</b></p>
13	<p><b>Minutes from M&amp;R, Care &amp; Marketing &amp; Curriculum &amp; Standards Committees:</b>  Copies of all these had been circulated prior to the meeting. They had however been discussed and agreed at the previous FGB Meeting in June 2016.</p>	

signed:



Joye Rosenstiel, Chair of Governors

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14.	<p><b>Policies –</b>  <b>Safeguarding &amp; Child Protection</b> – The new model policy was now available from CCC. It was agreed to adopt this policy and ensure both websites updated asap.  <b>Critical Incident Plan</b>– Jo B &amp; Amanda had completed this for Colleges. Amanda to adapt it for Brunswick and circulate to all governors.  <b>Teachers Pay 2016-17</b> – it was agreed to adopt the EPM model policy.</p>	<p><b>Amanda/Sonia</b>   <b>Amanda/Sonia</b>   <b>Sonia</b></p>
15.	<p><b>Pupil Premium</b> – Lisa to arrange a monitoring visit.</p>	<p><b>Lisa</b></p>
16.	<p><b>Governor Monitoring Visit</b> - proposed visits as follows:  <b>Assessment</b> - Jo R  <b>Office Review</b> – to be discussed at next M&amp;R meeting  Curriculum – to be discussed at next C&amp;S meeting</p>	<p><b>Jo R</b>  <b>Sonia agenda</b>  “ ”</p>
17.	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>a. Kerry agreed to mentor Chris. This would include a learning walk. Sonia to forward information on Induction training for governors.</li> <li>b. Sonia to ensure governor monitoring visit reports are circulated to all governors.</li> </ul> <p><b>Date of Next FGB Meetings:</b> Tuesday 7 March 2017, at Brunswick Nursery School  Tuesday 13 June 2017, at Colleges Nursery School</p> <p><b>Dates for other meetings:</b>  Management &amp; Resources Committee – Tuesday 8 November, 1.30pm @ Colleges  Care &amp; Marketing Committee - Tuesday 15 November, 1.00pm @ Brunswick  Curriculum &amp; Standards Committee - Thursday 1 December, 1.00pm @ Colleges</p> <p><b>Meeting Closed: 9.35pm</b></p>	<p><b>Kerry</b>  <b>Sonia</b>   <b>Sonia</b></p>

signed:



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