

**Minutes of Brunswick & Colleges Nursery Schools
Full Governing Body Meeting
held at Colleges Nursery School on
Tuesday 16 October 2018, 7.00pm**

| Agenda item | | Action by |
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| | <p>Governors present: Amanda Bannister, Louise Bedford, Gill Learmond, Chris Willis Pickup, Joye Rosenstiel, Lisa Faulkner, Liz Torres, Carolyn Purser, Davide Fiorentino, Rachel Cuthbert, Ysanne Austin</p> <p>Others present:, Ian Cooper (Associate member), Sonia Swindells (clerk) <i>The meeting was quorate</i></p> | |
| 1. | Apologies: Received and accepted from Phil Summerton, Keara Harris & Kerry Walpole | |
| 1.a. | Chris, on behalf of the governing body, congratulated Keara on the birth of her baby boy. | |
| 2. | Declaration of Eligibility/register of pecuniary interests: Everyone present completed new forms. Ysanne stated that she was working in a consultant role for the Teaching Schools Alliance. | |
| 3. | Next meeting dates – Tuesday 5 March 2019, at Brunswick Nursery School Tuesday 18 June 2019, at Colleges Nursery School | |
| 4. | Minutes from the last meeting & Matters arising: Minutes from the last FGB meeting had been circulated with the Agenda. Matters arising to be dealt with under agenda item 18 (AOB). The minutes were agreed and were signed as a true record of the meeting. | |
| 5. | <p>Election of Chair and Vice Chair:</p> <p>The clerk reported that Joye had decided to resign from the Co-Chair position. Joye then expressed her thanks to the governing body, headteacher and clerk and the schools. She explained she felt it was time for her to step down but wished to remain as a community governor. Amanda then thanked Joye for all her support and hard work over the last few years.</p> <p>Chris stated that he was happy to stand for re-election as Co-Chair. He felt that because of his other commitments a Co-Chairship was the best solution.</p> <p>Carolyn stated she would be willing to Co-Chair.</p> <p>Lisa then proposed Carolyn and this was seconded by Joye. The governing body voted unanimously by a show of hands to elect Carolyn as Co-Chair for the Cambridge Nursery Federation for 2018-19.</p> <p>Amanda proposed Chris and Ysanne seconded this proposal. The governing body voted unanimously by a show of hands to elect Chris as Co-Chair for the Cambridge Nursery Federation for 2018-19.</p> <p>Vice Chair: After a short discussion it was agreed there would be only one vice chair. Ysanne proposed Lisa for this position and this was seconded by Chris.</p> <p style="text-align: right;">Cont'd.../</p> | |

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| 5. | <p>....Cont'd</p> <p>The governing body voted unanimously by a show of hands to elect Lisa to the position of Vice-Chair for the Cambridge Nursery Federation for 2018-19.</p> <p>Chris agreed to Chair the remainder of this meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | <p>Appointment of Governors with specific responsibilities :</p> <p>Child Protection & Safeguarding – Keara Harris & Liz Torres (following training) SEND – Ysanne Austin Training & Curriculum – Curriculum & Standards committee Chair/Clerk EAL – Liz Torres Vulnerable groups (<i>including Pupil Premium & Free School Meals</i>)– Lisa Faulkner HT Performance Management – see committees (7) below Heath & Safety – Louise Bedford & Ian Cooper</p> <p>Chris proposed that these roles and their responsibilities could be discussed along with the terms of reference for the committees by a separate working group.</p> | <p>Liz/Sonia</p> <p>Chris</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | <p>Appoint committees -</p> <p>The committee members are as follows:</p> <p>Management & Resources</p> <table data-bbox="196 994 973 1167"> <tr> <td>Governors</td> <td></td> <td>Associate members</td> </tr> <tr> <td>Chris Willis Pickup</td> <td>Rachel Cuthbert</td> <td>Ian Cooper</td> </tr> <tr> <td>Phil Summerton</td> <td>Louise Bedford</td> <td></td> </tr> <tr> <td>Kerry Walpole</td> <td>Amanda Bannister</td> <td></td> </tr> <tr> <td>Davide Fiorentino</td> <td></td> <td></td> </tr> </table> <p>Curriculum & Standards</p> <table data-bbox="196 1245 624 1417"> <tr> <td>Governors</td> <td></td> </tr> <tr> <td>Amanda Bannister</td> <td>Lisa Faulkner</td> </tr> <tr> <td>Gill Learmond</td> <td>Ysanne Austin</td> </tr> <tr> <td>Liz Torres</td> <td>Carolyn Purser</td> </tr> <tr> <td>Keara Harris</td> <td></td> </tr> </table> <p>Care & Marketing</p> <table data-bbox="196 1503 874 1704"> <tr> <td>Governors</td> <td></td> <td>(Helen Hutson)</td> </tr> <tr> <td>Louise Bedford</td> <td>Lisa Faulkner</td> <td></td> </tr> <tr> <td>Kerry Walpole</td> <td>Rachel Cuthbert</td> <td></td> </tr> <tr> <td>Amanda Bannister</td> <td>Ysanne Austin</td> <td></td> </tr> <tr> <td>Liz Torres</td> <td>Carolyn Purser</td> <td></td> </tr> <tr> <td>Phil Summerton</td> <td></td> <td></td> </tr> </table> <p>Salary Review</p> <table data-bbox="196 1783 616 1883"> <tr> <td>Joye Rosenstiel</td> <td></td> </tr> <tr> <td>Lisa Faulkner</td> <td>Keara Harris</td> </tr> <tr> <td>Chris Willis Pickup</td> <td></td> </tr> </table> <p style="text-align: right;">Cont'd.../</p> | Governors | | Associate members | Chris Willis Pickup | Rachel Cuthbert | Ian Cooper | Phil Summerton | Louise Bedford | | Kerry Walpole | Amanda Bannister | | Davide Fiorentino | | | Governors | | Amanda Bannister | Lisa Faulkner | Gill Learmond | Ysanne Austin | Liz Torres | Carolyn Purser | Keara Harris | | Governors | | (Helen Hutson) | Louise Bedford | Lisa Faulkner | | Kerry Walpole | Rachel Cuthbert | | Amanda Bannister | Ysanne Austin | | Liz Torres | Carolyn Purser | | Phil Summerton | | | Joye Rosenstiel | | Lisa Faulkner | Keara Harris | Chris Willis Pickup | | |
| Governors | | Associate members | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chris Willis Pickup | Rachel Cuthbert | Ian Cooper | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phil Summerton | Louise Bedford | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kerry Walpole | Amanda Bannister | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Davide Fiorentino | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Governors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amanda Bannister | Lisa Faulkner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gill Learmond | Ysanne Austin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Liz Torres | Carolyn Purser | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Keara Harris | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Governors | | (Helen Hutson) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Louise Bedford | Lisa Faulkner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kerry Walpole | Rachel Cuthbert | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amanda Bannister | Ysanne Austin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Liz Torres | Carolyn Purser | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phil Summerton | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Joye Rosenstiel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lisa Faulkner | Keara Harris | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chris Willis Pickup | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 10. | <p>/...Cont'd</p> <p>Four lunchtime assistants (2 at Brunswick & 2 at Colleges) had been interviewed and hopefully would start after half term. It was hoped that a Level 3 Apprentice from CRC would also be appointed and they would be based at Colleges. Financial support for this would be obtained through the apprenticeship levy.</p> <p><i>Training/Courses</i> – See written report</p> <p><i>Teaching Schools</i> – Amanda & Ysanne had attended a meeting today. The focus for this year was SEND and vulnerable groups. There were plans for training and a conference. They would focus on upskilling staff and proving the worth of Nursery Schools. It was suggested that there could be a governors session at the proposed Teaching Schools Conference on 24 May 2019.</p> <p><i>The Future</i> – As stated in the HT's report, we are still awaiting the Maintained Nursery Schools report. The next APPG meeting was in November. Beatrice Merrick, Early Education (see report) hopes to use the Save our Nursery Schools website to assist with spreading the message to politicians, parents and the wider public. Daniel Zeichner had visited Brunswick and was one of the MP's who had signed a letter from the APPG.</p> <p>It was suggested that Governors look up Early Education, APPG website for further information.</p> | <p>Ysanne</p> <p>All</p> |
| 11. | <p>Draft Minutes from Care & Marketing Committee - A copy had been circulated prior to the meeting. Leaflets to be distributed as follows:</p> <p>Ysanne, Milton Road, Stir, Red House Surgery</p> <p>Rachel – Mill Road including Petersfield Surgery, Romsey Mill, St Philips, St Barnabas, St Marks, Newnham, King Street Churches, Abbey pool</p> <p>Joye – CRC, Meadows Centre, Newmarket Rd dentist</p> <p>Liz – Area around Colleges inc Library, Churches, Doctors Surgery. Livingstones Café</p> <p>Chris – Church mice, Cambridge gymnastics</p> <p>Lisa – Hills Road area</p> <p>Gill – Chesterton CC</p> <p>Sonia/Louise/Amanda – North Cambs Academy, ARU, Mckays, Tesco & Asda community boards</p> <p>Kerry – Central Churches, community spaces & library</p> | <p>Ysanne</p> <p>Rachel</p> <p>Joye</p> <p>Liz</p> <p>Chris</p> <p>Lisa</p> <p>Gill</p> <p>Sonia/Louise/ Amanda</p> <p>Kerry</p> |
| 12. | <p>Finance – A summary report for both nurseries & BIC had been circulated prior to the meeting.</p> <p>A separate report was being prepared for Daisy Room. Phil, Amanda and Joann to meet and discuss this. An initial report to be available for the M&R meeting in November, and any decisions to be made by March 2019 FGB.</p> <p>Amanda explained that Joann had been working in difficult circumstances as the financial advisor, Janet Jallow was on long term sick leave, Janet Neale had retired and so their Manager, Ray Byford was currently taking over their duties. Amanda and Joann to meet with him again 29 October.</p> | |
| 13. | <p>Marketing update - See Care & Marketing minutes (11) above.</p> <p>Amanda still concerned about Facebook page but Karen from Histon looking into Social Media possibilities. Continue to advertise vacancies in weekly newsletters.</p> | <p>Amanda</p> <p>Sonia</p> |

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| 14. | <p>Policies – SCR (Single Central Record) – see Chairs report (9) above. Critical Incident Plan –.Circulated with agenda. Amanda to check LA contact details and update where necessary and circulate final version to governors. Safeguarding & Child Protection – New model policy from LA (updated annually) had been circulated with agenda.</p> | <p>Amanda/Sonia Sonia</p> |
| 15. | <p>Governor Monitoring Visits - Ysanne carried out SEND visit last term. She agreed to complete SEND visit report and this would then be circulated to all governors. A suggest programme of visits would be formulated by the sub group meeting regarding committees (8).</p> | <p>Ysanne/Sonia Chris/ANO</p> |
| 16. | <p>GDPR – Amanda and Sonia working with our DPO from ICT Services, Ian Hoare. Sonia to check requirements for Teaching Schools with Ian.</p> | <p>Sonia</p> |
| 17. | <p>Safeguarding – Amanda stated that CNF were fully compliant. The following personnel had Designated Person training: Amanda Bannister Helen Hutson Charlotte Sizer Louise Bedford Gill Learmond Janey Morrison was booked to attend a course in December and one other staff member from Brunswick would be DP trained this year. Safer Recruitment – fully compliant.</p> | |

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| 18. | <p>Any Other Business:</p> <p>Matters arising – HT’s Report – This had been amended following previous meeting – Amanda agreed to explain vacancies verbally.</p> <p>Nursery Governor Networking Group – on hold until required to mobilise re: funding.</p> <p>Catering – Aspens now supplying both nurseries. A meeting arranged with Theresa Jackson this week to discuss one or two issues that have arisen.</p> <p>Annual Child Protection & Safeguarding monitoring review – Completed but still needs to be signed off by Chair of Governors.</p> <p>Governor/Staff Social - After a short discussion, agreed to organise a tea and cakes event for early in the new year. Ysanne offered her house for the venue. Date to be decided and circulated.</p> <p>Governor’s Annual Report – Ian said that the previous years report was still on the website. Joye and Chris explained that as agreed they had replaced this with a letter to all parents in July. The annual report to be removed from the website.</p> <p>Security of Data – Davide expressed his concern about the security of our data, in particular photographs. Amanda stated that all electronic data on children was stored in the secure Local Authority Portal managed by the ICT service. Our Data Protection Officer for GDPR was to visit Brunswick on 1 November to carry out an initial audit. Sonia to send Davide the draft IAR and then any specific questions to be emailed to Sonia.</p> <p>Date of Next FGB Meetings: Tuesday 5 March 2019 at Brunswick Nursery School Tuesday 18 June 2019, at Colleges Nursery School</p> <p>Dates for other meetings: Management & Resources Committee – Tuesday 13 November, 1.00pm @ Brunswick Curriculum & Standards Committee - Tuesday 27 November, 1.00pm @ Brunswick Care & Marketing Committee - Tuesday 26 February 2019, 1.00pm at Brunswick</p> <p>Meeting Closed: 9.21pm</p> | <p>Chris</p> <p>Ysanne/Gill/ Sonia/Amanda</p> <p>Sonia</p> <p>Sonia/ Davide</p> |
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