

**Minutes of Brunswick & Colleges Nursery Schools
Full Governing Body Meeting
held at Brunswick Nursery School on
Tuesday 15 October 2019, 7.00pm**

<p>Agenda item</p>	<p>Governors present: Amanda Bannister, Louise Bedford, Gill Learmond, Chris Willis Pickup, Joye Rosenstiel, Lisa Faulkner, Carolyn Purser, Davide Fiorentino, Marie Mensah, Ysanne Austin (from 7.20pm)</p> <p>Others present: Sonia Swindells (clerk)</p> <p><i>The meeting was quorate</i></p>	<p>Action by</p>
	<p>Chris welcomed Marie to the governing body and everyone introduced themselves and explained their role & connections to the Cambridge Nursery Federation.</p>	
<p>1.</p>	<p>Apologies: Received and accepted from Phil Summerton, Keara Harris & Kerry Walpole</p>	
<p>2.</p>	<p>Declaration of Eligibility/register of pecuniary interests: Everyone present completed new forms. There were no pecuniary interests for this meeting.</p>	
<p>3.</p>	<p>Next meeting dates – Extraordinary FGB – 2 or 3 December 2019, evening, date/venue TBC FGB - Tuesday 3 March 2020, 7.00pm at Colleges Nursery School FGB - Tuesday 16 June 2020, 7.00pm at Brunswick Nursery School Chris asked everyone to check these dates and let Sonia know if you were unable to attend. It was proposed to hold the postponed M&R Committee meeting in early November.</p>	<p>All Chris/Sonia</p>
<p>4.</p>	<p>Minutes from the last meeting & Matters arising: Minutes from the last FGB meeting had been circulated with the Agenda. The minutes were agreed subject to a few typographical corrections and would be signed, once corrected, as a true record of the meeting.</p> <p>Matters arising <i>Critical Incident Plan</i> – see Policies (15) below <i>SEND visit report</i> – to be circulated as soon as possible <i>Daisy Room</i> – Amanda and Chris to arrange meeting date to discuss. <i>SFVS</i> – This action was for Kerry, not Keara. Sonia to follow up to arrange date for Brunswick SFVS to be reviewed. <i>Governor Monitoring visits</i> – Amanda to download template from the Key and forward to Lisa. <i>SDP</i> – A meeting was held in September and the plan was in the process of being updated. This will be circulated by email to all governors by 9 November. <i>IT Platform</i> – This referred to the shared platform being set up for governors. Ysanne reported that David Moss was working on it but would chase up progress and also check with him regarding email addresses. <i>Annual Child Protection & Safeguarding Monitoring Review</i> – Amanda had submitted this online and was awaiting Carolyn signing off the hard copy. <i>EAL</i> – information had been collated from the school website and brochure. This to be put into a short document and then sent to volunteers for translation.</p>	<p>Ysanne Chris/ Amanda Sonia/Kerry Amanda/Lisa Lisa/Amanda Ysanne Carolyn Sonia/Gill</p>

5.	<p>Election of Chair and Vice Chair: Chris & Carolyn stated that they were happy to stand for re-election as Co-Chairs. Governors were pleased as it was felt the co-chairship was working well. Ysanne then proposed Carolyn & Chris and this was seconded by Lisa. The governing body voted unanimously by a show of hands to re-elect Carolyn & Chris as Co-Chairs for the Cambridge Nursery Federation for 2019-20. Vice Chair: Lisa was happy to continue in this role. Joye proposed to re-elect Lisa for this position and this was seconded by Ysanne. The governing body voted unanimously by a show of hands to re-elect Lisa to the position of Vice-Chair for the Cambridge Nursery Federation for 2019-20.</p>	
6.	<p>Appointment of Governors with specific responsibilities :</p> <p>Child Protection & Safeguarding – Keara Harris SEND – Ysanne Austin An email to be sent out inviting additional volunteers for the above 2 roles.</p> <p>Training & Curriculum – Curriculum & Standards committee Chair/Clerk EAL – Davide Fiorentino Vulnerable groups (including Pupil Premium & Free School Meals)– Lisa Faulkner HT Performance Management – see committees (7) below Heath & Safety – Louise Bedford & Phil Summerton</p>	Sonia
7.	<p>Appoint committees -</p> <p>The committee members are as follows:</p> <p>Management & Resources Chris Willis Pickup Louise Bedford Phil Summerton Amanda Bannister Kerry Walpole Davide Fiorentino Vacancy</p> <p>Curriculum & Standards Governors Amanda Bannister Lisa Faulkner Gill Learmond Ysanne Austin Carolyn Purser Keara Harris</p> <p>Care & Marketing Amanda Bannister Louise Bedford Kerry Walpole Ysanne Austin Lisa Faulkner Carolyn Purser Phil Summerton (Helen Hutson)</p> <p>Salary Review Joye Rosenstiel Lisa Faulkner Ysanne Austin (in attendance) Chris Willis Pickup Keara Harris</p>	Cont'd ... /

7.	<p>HT Performance Management Joye Rosenstiel Ysanne Austin Davide Fiorentino</p> <p>Review Appeals Committee Kerry Walpole And others to be nominated if this committee required to meet.</p>	
8.	<p>Report from the Chairs: A written report had been circulated prior to the meeting. There were no questions regarding this. Ysanne thanked the Co-Chairs for a comprehensive report.</p>	
9.	<p>Head teacher's report: The written report had been circulated prior to meeting. Recording & Reporting Racist Incidents: There were no reports of racist incidents. Review pupil exclusions: There were no exclusions.</p> <p>Chris asked about the total numbers of pupils at each school. Amanda stated that Colleges nursery was full however Brunswick still had 9 places. It was hoped that the January intake at Brunswick would fill these places along with a dedicated group of 10 children who would be there for 5 terms.</p> <p>It was felt that one of the reasons for the low numbers was that people's preferences are changing and also the 30 hours had a large impact – more parents working full time therefore requiring full time care (including holidays) which the CNF do not currently offer. Another concern was the negative publicity from the 'Save our nursery Schools' campaign. Ysanne meeting with the new head of the foundation stage at Milton Road.</p> <p>Lisa and Marie to meet to talk about possible Social Media presence and report back to the Care & Marketing Committee.</p> <p><i>SEND</i> – Large numbers of targeted support children presenting at both nurseries, particularly Colleges. This in part is a result of cuts in, among other things, 2 year old checks and Health visitors support in the community.</p> <p>A Speech and Language Therapist, Nafsika Smith, had been appointed by CNF to work 1 day per week in each nursery.</p> <p><i>Catering</i> – Meals now coming for The Fields Nursery kitchen, delivered by Grabbit & Run. The quality of the food is very good and the children are eating well.</p> <p><i>Nursery Schools Future</i> - Currently waiting the announcement on the Dedicated School Grant due in December to see whether we will all get the same funding amount as we had this financial year. A letter had been organised by Early Education and sent to time with the Queen's speech, signed from all the Headteachers & Chairs across the country, demanding the need for this funding to continue. The hope is that no government will want to be the government under which nursery schools closed. Also awaiting the financial modelling promised by the LA (J Lewis) this week. Headteachers due to meet with John Lewis week commencing 28 October.</p>	Lisa/Marie
10.	<p>Federation Consultation - Confidential minute</p>	
11.	<p>Draft Minutes from Care & Marketing Committee - A copy had been circulated prior to the meeting for information.</p>	
12.	<p>Finance – A summary report had been circulated prior to the meeting. <i>Brunswick</i> – Chris commented on the much smaller surplus and the change in the projected budget. He agreed to discuss this with Joann at the next M&R meeting.</p>	

	Colleges – Daisy Room is still showing a deficit, albeit smaller than previously. This must be looked at in detail at the M&R meeting in November.	Chris/M&R/ Joann
13.	Governor Training – Head Teacher Performance Management – Davide and Joye to undertake this training. <i>Safer Recruitment</i> - Ysanne and Lisa to attend refresher training.	Davide/ Joye Ysanne/ Lisa
14.	Marketing update - See Care & Marketing minutes (11) above.	
15.	Policies – SCR (Single Central Record) – Keara had visited and inspected the SCR at Brunswick and would visit Colleges before the end of the term. Critical Incident Plan – A new model policy from CCC had been adapted and circulated with the agenda. This was approved subject to the inclusion of Chris’s changes. Safeguarding & Child Protection – New model policy from LA (updated annually) had been circulated with agenda. This was approved and signed off by Chris.	Keara Chris/Sonia Sonia
16.	Governor Monitoring Visits – Curriculum and Standards committee to suggest Ofsted related visits. Davide to visit Colleges and assess the new IT hardware. Brunswick were arranging a visit with the ICT service to discuss their needs in the light of the end of support of Windows 7 in January 2020. The future IT needs of both nurseries to be looked at in more detail through the Management & Resources committee.	
17.	GDPR – No data breaches to report. Awaiting date from DPO for a second year visit.	Sonia
18.	Safeguarding – No specific issues. The Keeping Children Safe in Education, Sept 2019 version had been circulated along with the Guidance for Safer Working Practice for information.	
19.	Any Other Business: <i>Ofsted</i> – The new Education Inspection Framework (EIF) came into effect from September 2019. Brunswick are due an inspection during the next academic year. Amanda explained that the new framework brings an increased focus on the curriculum. Gill and Amanda had met to discuss this and produced a curriculum statement. This would be shared with staff on the Training day on Friday. Following these discussions the statement would be placed in the brochure and on the website. Once the call had been received from Ofsted, governors would be notified and requested to come and meet with the inspector during the day and then for the feedback later in the afternoon. Chris asked how governors could support CNF prior to this. It was agreed that The Curriculum & Standards committee would propose appropriate governor monitoring visits for the coming months. Date of Next FGB Meetings: Extraordinary FGB – 2 or 3 December 2019, evening, date/venue TBC FGB - Tuesday 3 March 2020, 7.00pm at Colleges Nursery School FGB - Tuesday 16 June 2020, 7.00pm at Brunswick Nursery School Dates for other meetings: Curriculum & Standards Committee - Tuesday 29 October, 1.00pm @ Colleges Management & Resources Committee – Early November – date to be finalised asap Care & Marketing Committee - Tuesday 25 February 2020, 1.00pm @ Colleges Meeting Closed: 9.31pm	Amanda/ Sonia C&S Comm/ All governors