

**Minutes of Brunswick & Colleges Nursery Schools  
Extraordinary Full Governing Body Meeting  
Tuesday 2 June 2020, 7.00pm  
Remote virtual meeting via Zoom**

Agenda item	<p><b>Governors present:</b> Amanda Bannister, Louise Bedford, Gill Learmond, Chris Willis Pickup, Joye Rosenstiel, Lisa Faulkner, Carolyn Purser, Marie Mensah, Ysanne Austin, Kerry Walpole Davide Fiorentino, (from 7.45pm)</p> <p><b>Others present:</b> Sonia Swindells (clerk)</p> <p><i>The meeting was quorate</i></p>	Action by
1.	<b>Apologies:</b> Received and accepted from Phil Summerton	
2.	<b>Declaration of Eligibility/register of pecuniary interests</b> - Ysanne stated that she was working in a consultant role for the Teaching Schools Alliance.	
3.	<b>Approving 'alternative arrangements' for remote meetings</b> - All governors present agreed and voted by a show of hands to carry out remote meetings until further notice.	

<p>4.</p>	<p><b>Update from Headteacher</b> – Amanda stated that Brunswick had remained open since the COVID 19 lockdown had started for children of keyworkers and vulnerable children. It was now proposed to re-open both Brunswick &amp; Colleges nurseries for a wider group of children from 8 June. The Keyworker group would remain at Brunswick, so two children from Colleges would stay at Brunswick for the remainder of this term in this group.</p> <p>Brunswick would have two other ‘bubble groups’. Once assigned to a group both children and staff would remain with this group with no mixing. The bubble groups would be offered two half day sessions per week (Mon/Tues mornings or Thurs/Fri afternoons). The keyworker group would continue offering 5 days from 8.45-3.45pm.</p> <p>Colleges would re-open with 3 ‘bubble groups’.</p> <p>1 – Mon/Tues mornings, 2 – Mon/Tues afternoons, 3 – Thurs/Fri mornings.</p> <p>On Wednesdays the nurseries would be closed apart from the keyworker group at Brunswick.</p> <p><b>Staffing</b> – If any staff member was ill, their bubble group would have to close as there was no spare staffing capacity. Lisa asked if the use of supply staff had been considered. Amanda explained that the LA had advised against this where possible due to possible cross contamination/infections.</p> <p>Carolyn asked about the reasons for staff being unavailable. There was a short discussion about staff numbers and it was felt that the staff risk assessment (copy was attached with the agenda) should be sent to all staff for completion. It was important to have a record of this information as it may be required by LA at a later date.</p> <p>Carolyn and Amanda to contact EPM to gain knowledge re the HR employment positions going forward. Also important as we look to longer term planning for September onwards.</p> <p>Plans were in place for online CPD which had been offered to all staff. The Home Learning weekly sheets which had been produced by Helen C would now be produced by other teachers who were not coming into nursery at present.</p> <p>Ysanne stated that a number of nursery staff had produced videos for the Teaching Schools website which not only supported the online home activities but was noted by Alison Peacock at a Teaching School meeting that it showed the value of resources and the professionalism of the maintained nursery schools.</p> <p>Chris proposed a vote to send the LA Individual Staff Risk Assessment Checklist for COVID-19 to all staff for completion. This was taken by a show of hands and was unanimous.</p> <p><b>Cleaning</b> – There were a number of questions regarding cleaning.</p> <p>Amanda stated that a Deep Clean had been carried out at both nurseries by our existing provider, Clean Slate. These were extra to our normal schedule. She was very satisfied with the products and the standard of cleaning. Staff were only being asked to do a little more cleaning than they would normally.</p> <p>There was question raised regarding staff changing clothing which Amanda agreed to discuss with those coming into nursery.</p> <p><b>Free School Meals</b> – It was confirmed that we were providing vouchers via the DfE Edenred scheme for all those children entitled to FSM at both nurseries.</p> <p><b>Parents &amp; Children</b> – Chris asked what the demand for places had been. Amanda explained that the Daisy room 2 year olds and the 4/5 term younger children had not been offered any ‘bubble group’ sessions this term. There are around 20 children in each nursery taking up places (keyworker group at Brunswick in addition to this – around 12 children). It was a possibility that the bubble group children may be offered more hours but at the moment she was keen to avoid lunchtimes and opening on a Wednesday to all. Keyworker children were bringing in packed lunches.</p> <p><b>General</b> – Joye commented that both nursery Risk Assessments appeared very comprehensive and appreciated that these must have taken a great deal of work. She also felt that the weekly Home Learning Sheets were very good.</p> <p>Amanda felt that sufficient planning had been carried out and although one cannot think of every eventuality she was secure with these plans. Louise also agreed and was keen to put them into action.</p>	<p>Carolyn/ Amanda</p> <p>Amanda Sonia</p>
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	<p>On behalf of the Governing Body Chris thanked all staff who had continued working throughout the lockdown.</p> <p><b>Health &amp; PPE</b>– Amanda reassured Ysanne that the practicalities of using the cabin at Brunswick for a quarantine &amp; lunch area had been discussed and agreed. If it was necessary to use it for quarantine purposes the keyworker children would have their lunch in the Funnell room. There was a similar area put aside for quarantine at Colleges also equipped with PPE. The LA had issued a PPE kit consisting of 6 x compliant masks, gloves and aprons. Gloves and aprons were readily available (as before) at both nurseries.</p>	
5.	<p><b>Update from Co-Chairs on recent discussions with the Headteacher</b> – Chris felt there was no further information to add to that which had already been discussed.</p> <p>Carolyn expressed her thanks to Amanda and all the staff for their hard work over the last few weeks. It was agreed that recognition for those who had worked without a break e.g Amanda should be addressed at a future meeting.</p> <p>There were no further questions on the Risk Assessments so Chris asked all those present to vote by a show of hands to approve the Brunswick Coronavirus (COVID-19) Risk Assessment. This was carried unanimously.</p> <p>Chris then asked all those present to vote by a show of hands to approve the Colleges Coronavirus (COVID-19) Risk Assessment. This was carried unanimously.</p> <p>The Governing Body then voted by a show of hands to approve the Brunswick plans set out by the team for re-opening. This was carried unanimously.</p> <p>The Governing Body then voted by a show of hands to approve the Colleges plans set out by the team for re-opening. This was carried unanimously.</p> <p>Amanda to inform the Local Authority by email that the Governing Body have approved the Risk Assessments &amp; plans to re-open.</p>	<b>Amanda</b>
6.	<p><b>Chair’s Action – possible delegation of further authority to Chair’s Action</b></p> <p>Chris explained that this was to enable decisions to be made when there were urgent COVID 19 related matters that needed to be resolved without having to consult the Full Governing Body. e.g. nursery having to close due to possible infection outbreak. He stated that if delegation was given that the decision could always be reversed at future FGB meetings.</p> <p>Chris then proposed a vote to increase the delegated authority to the Co-Chairs to enable them to take a decision on behalf of the Governing Body and this to be reported to the FGB immediately. The vote was carried unanimously by a show of hands.</p>	
7.	<p><b>Future Meeting Dates</b> – It was agreed to arrange new dates for remote M&amp;R, C&amp;S and FGB meetings.</p> <p><b>Federation</b> – Chris updated governors on the current position regarding the proposed federation with The Fields. The redundancy procedure had been paused due to Coronavirus and may be able to resume in September 2020. Consequently there would be no Federation on 1 September. Any possible Federation would be after this date.</p> <p>Any other points for future meeting agendas to be emailed to Sonia.</p>	<b>All</b>

8.	<p><b>Any Other Business:</b> Chris thanked everyone for their time and support and especially Carolyn for keeping in touch with Amanda.</p> <p><b>Proposed Date of Next FGB Meetings:</b> FGB - Tuesday 14 July 2020, 7.00pm remote</p> <p><b>Dates for other meetings:</b> Curriculum &amp; Standards Committee - Tuesday 16 June 2020, 1.30pm remote Management &amp; Resources Committee - Wednesday 24 June 1.00pm remote</p> <p><b>Meeting Closed: 8.31pm</b></p>	Sonia/All
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