

**Minutes of Cambridge Nursery Federation
(Brunswick, Colleges & The Fields Nursery Schools)
Full Governing Body virtual Meeting
via zoom
Tuesday 15 June 2021, 7.00pm**

Agenda item	<p>Governors present: Amanda Bannister, Louise Bedford, Chris Willis Pickup, Carolyn Purser, Marie Mensah, Veronica Sharpe, Ysanne Austin, Valerie Ashton, Ciara Moal, Davide Fiorentino, Ruth Holman, Ruth Cooper (from 7.30pm)</p> <p>Others present: Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by								
1.	<p>Apologies: Received and accepted from Lisa Faulkner No Apologies received from Carmile Transco-Gordon, Phil Summerton</p>									
2.	<p>Declaration of Eligibility/register of pecuniary interests - Ysanne taken as noted in October 2020 meeting minutes.</p>									
	Chris welcomed everyone to the meeting.									
3.	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">FGB</td> <td>Tuesday 14 September (Schools Development Plans)</td> </tr> <tr> <td>FGB</td> <td>Tuesday 19 October 2021</td> </tr> <tr> <td>FGB</td> <td>Tuesday 1 March 2022</td> </tr> <tr> <td>FGB</td> <td>Tuesday 14 June 2022</td> </tr> </table> <p>Chris clarified that the September meeting was specifically for discussing the School Development Plans. After a discussion it was agreed that these meetings would continue to be at 7.00pm.</p>	FGB	Tuesday 14 September (Schools Development Plans)	FGB	Tuesday 19 October 2021	FGB	Tuesday 1 March 2022	FGB	Tuesday 14 June 2022	All
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4.	<p>Minutes of the last meetings – The draft minutes from the two Budget ratification meetings in April & May and the extraordinary FGB meeting in May had been circulated with the agenda for this meeting. There were no matters arising so the three sets of minutes were unanimously approved by a show of hands and would be signed electronically.</p>									
5.	<p>Draft Minutes from M&R and Care & Marketing Committees: These had been circulated for information only. Chris commented that the Care & Marketing notes had mentioned the low numbers for September and this would be reviewed when discussing the Headteacher’s report.</p>									
6.	<p>Report from Chairs – Chris stated that Carolyn & Amanda and EPM had been dealing with a complaint from a staff member about their pay level. Chris had also been involved with this matter. EPM contracts are quite confusing but throughout the process Chris felt that the correct procedure had been followed. He felt all governors should be made aware of this in case they were approached. Carolyn had not been able to visit any of the nurseries for several months due to the pandemic however she had been in regular contact with Amanda. Carolyn was concerned about several staff on long term absences and was supporting Amanda with this process.</p>									

	<p>These absences have put added pressure on staff working in the nurseries. Amanda said that following discussions with Carolyn and Chris, Helen Crisp had been given cover in the classroom three mornings a week to enable her to carry out additional planning and management tasks. Amanda and Carolyn to have a telephone meeting tomorrow regarding the above. Ruth H said she was aware that several of her staff had used the Employee Assistance Programme. Amanda said it had been offered to Brunswick & Colleges staff but worth reminding them about this. Carolyn planned to visit Ruth & the staff at The Fields on Friday and then hoped to visit both Colleges and Brunswick before the end of term. Carolyn thanked all the members of staff in the three schools for carrying on so valiantly in what has been an exceptionally challenging year.</p>	<p>Carolyn/ Amanda Sonia/ Amanda</p>
<p>7.</p>	<p>Federation – brief update of Federation committee & next steps It was agreed to arrange a meeting date at the end of this meeting.</p>	
<p>8.</p>	<p>Headteacher’s report – Chris thanked Amanda for her detailed report which had been circulated prior to the meeting. She stated that she had hoped at this point in the year to have returned to more normal ways of working but due to the pandemic all the nurseries were still working in bubbles. Although some staff had enjoyed the bubble system she was looking forward to working with the free flow system again in September. All three schools had been free flowing outside this year. <i>Brunswick</i> – currently 77 children on role with 19 x 30 hours children <i>Colleges</i> – currently 83 children on role – 65 x 3 year olds and 18 x 2 year olds. 25 x pupil premium children – these had increased significantly this term. No bubble as yet had to close this term at Colleges or Brunswick. Almost all staff have had one vaccine and over half have had both vaccines. September planning - <i>Colleges</i> – 93 children on roll for September consisting of 50 x 3 year olds and 43 x 2 year olds. 17 of these 2 year olds turn 3 in the autumn term. <i>Brunswick</i> – 59 children on roll for September. 3 x 2 year olds turning 3 in the autumn term will be paying for sessions. 20 children x 30 hours. Various marketing tools had been employed including leaflet drops, posters and advertisements in online newsletters e.g. Milton road and Chesterton news to try and boost the current numbers. <i>The Fields</i> - 52 children on roll for September- 31 x 3 year olds & 21 x 2 year olds Ruth commented that like Colleges she has a large proportion of 2 year olds but that the 3 year old numbers were also low. It was stated that this seems to be a general problem within the county – there is a low birth rate for this year. Covid may also play a part in these low numbers. A short discussion followed about why the nurseries were not attracting the higher number of children including the possibility that maybe the nurseries weren’t offering the hours parents wanted. Amanda stated that she was hoping to build up links with the local pre-schools and toddler groups – this had been planned a year ago and of course was prevented by Covid. Marie agreed to look into CHIPS. Valerie agreed to promote the nurseries on the CB5 chat group. She felt that some parents don’t see the quality of the maintained nurseries versus the PVI’s. Ruth H to arrange for a flyer to be sent to Valerie. Chris said that numbers had improved since the last meeting particularly at Colleges. It is currently an uncertain time for all with the furlough scheme carrying on until end of September. The nurseries had the reserves to cover this year and there were encouraging signs that numbers would increase during the 21/22 year. He stated that any more</p>	<p>Marie Valerie/ Ruth H</p>

promotion ideas were welcome but it was important to focus on the positive and close the gap over the next year.

Staffing – As Carolyn had mentioned earlier there are currently several members of staff on long term absence.

Brunswick – Gill Learmond – Helen C stepping up to manage at Brunswick. Ruth H had been supporting Amanda with SENCo work for which she wanted to express her thanks.

One other member of staff absent due to depression – currently not sure if this will be long term.

Amanda to contact EPM with Carolyn to ask how to manage these absences.

These absences make it very difficult to organise and plan staffing for September.

Ysanne stated that the advantages of federation meant sharing ideas and skills across the three schools including training programmes. Carolyn said that she intended that the federation committee would look at combining skills and collaboration where appropriate.

SEnCo role - only allowed one person per setting and this had to be a qualified teacher.

Amanda and Ruth looking into courses and other ways to support additional staff training in SENCo related roles.

Colleges – Two staff members away on long term absence. One following maternity leave, who now has post-natal depression. The other member of staff been off since December 2020.

This has put added pressure on current staff this year.

Ysanne asked if there was insurance in place for staff absences? Amanda replied that at Colleges and Brunswick only teachers had insurance.

Ruth H stated that they currently did have insurance for both support staff and teachers.

Lunches – planning for hot lunches cooked at the Fields to start again in September.

The new kitchen assistant at Colleges has already made vast difference in the few weeks she had been there.

The Fields – A Teacher had resigned and no plans at present to reappoint.

Another teacher going on a short sabbatical until the end of term so Ruth H would be in the classroom 4 days per week for the remainder of this term.

Chris asked if anyone had any further questions on staffing. He confirmed that both he and Carolyn would continue to support Amanda in trying to resolve the various staffing issues. The federation should enable the three schools to work collaboratively and that training and development would also be discussed as part of the SDP meeting in September.

Safeguarding – CP meetings continue. CP issues had risen due to the effects of lockdown.

Ruth H has no major issues with CP at this time.

Building & Premises - Brunswick – Louise confirmed that no particular issues at present

Colleges – Work on the new roof continues. There was a large leak due to heavy rain but this was dealt with by the staff and the roofing contractor. Amanda to attend an update meeting tomorrow with the contractors. The roof work is nearly finished and the second phase of work (replacement of doors/windows) has gone out to tender.

The Fields – Ruth H stated that there had been a break in over half term. There was also an ongoing problem with their boilers. They were due to be replaced by heat source pumps but she had just heard that this work may not be happening – she intended to email John Clayton to ask for an update on this. If not the LA would need to replace the boilers.

Chris asked if there was any update regarding the plans with the Castle school for a SEND provision at The Fields. Amanda had followed this up and had been told that the Board had not had time to look at the proposal submitted. She was also told that their report was not comprehensive enough despite submitting exactly what they were told with a business plan to follow later.

Ruth, Amanda & Chris from The Castle school to follow this up. They agreed to report any findings to Chris & Carolyn who would then take further action if required.

**Amanda/
Carolyn**

**Ruth/
Amanda**

9.	<p>Finance & Funding update – A report had been circulated with the agenda. Chris thanked Joann for her work on this. He stated that he thought the monthly finance reports were sent to all the M&R committee members.</p> <p>He noted that the deficit in the Daisy room remained high and although it was still an issue the presentation of the figures made an unfair reflection on the 2 year olds. However, going forward in September the 2 year olds will continue to be part of the nursery so their funding will be allocated into the budget.</p> <p>Louise said it was a similar issue with Brunswick Integrated Care. The 30 hours funding went directly into the school budget.</p> <p>Ruth H stated that The Fields was inline with the current budget predictions. However, they had not received the correct deprivation funding on the summer schedule so she had emailed to query this.</p>	
10.	<p>Safeguarding - See Headteacher’s report above.</p>	
11.	<p>GDPR – No data breaches to report.</p>	
12.	<p>Any Other Business: Ysanne asked how transition to primary schools was being handled this year and also the introduction of new children to the nurseries.</p> <p>Amanda explained that various phone conversations had already taken place between staff and primary teachers. Two had visited Brunswick in the garden.</p> <p>New children to Brunswick & Colleges were being offered time slots at two Saturday morning play sessions. They would meet their keyworker in the garden and have a short escorted visit through the building. Following the government announcement on 21 June, the plans had been reviewed and they were still within the rules.</p> <p>Ruth H said The Fields had met other primary school staff in the garden and had planned a visit to The Galfrid next door for an outside meeting.</p> <p>They had also produced virtual tours with QR codes of the inside and outside of The Fields nursery. A visit evening had been planned where like at Brunswick & Colleges, parents could book a slot to come and visit the Fields.</p> <p>Chris thanked everyone attending the meeting and hoped that September would bring a fresh start.</p> <p>Date of Next FGB Meeting: Tuesday 14 September 2021, 7.00pm venue tba</p> <p>Dates for other meetings: Curriculum & Standards Committee – Monday 21 June 2021, 1.00pm via zoom Management & Resources Committee – early July – date to be confirmed</p> <p>Meeting Closed: 8.35pm</p>	