

Minutes of Cambridge Nursery Federation
Full Governing Body virtual Meeting
via zoom
Tuesday 14 June 2022, 7.00pm

<p>Agenda item</p>	<p>Governors present: Amanda Bannister, Louise Bedford, Carolyn Purser, Marie Mensah, Veronica Sharpe, Ysanne Austin, Valerie Ashton, Gill Learmond, Ruth Holman, Ciara Moal, Phil Summerton, Davide Fiorentino</p> <p>Others present: Sonia Swindells (clerk)</p> <p><i>The meeting was quorate</i></p> <p>Ysanne Austin chaired the meeting in the absence of Chris Willis Pickup</p>	<p>Action by</p>		
<p>1.</p>	<p>Apologies: Apologies received and accepted from Chris Willis Pickup, Lisa Faulkner and Ruth Cooper.</p>			
<p>2.</p>	<p>Declaration of Eligibility/register of pecuniary interests – No additional pecuniary interests for this meeting.</p>			
<p>3.</p>	<table border="1" data-bbox="266 909 1203 942"> <tr> <td data-bbox="266 909 566 942">FGB</td> <td data-bbox="566 909 1203 942">Tuesday 18 October 2022, 7.00pm</td> </tr> </table>	FGB	Tuesday 18 October 2022, 7.00pm	
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<p>4.</p>	<p>Minutes of the last meeting – A copy of the minutes had been circulated with the agenda. Ysanne asked for any comments or questions. There were none so the governors present voted unanimously by a show of hands to approve the March 22 FGB minutes. Any matters arising not covered in the agenda to be discussed under AOB (13).</p>			
<p>5.</p>	<p>Finance & Funding update – The budget ratification minutes were not yet available, however, Ysanne confirmed that all three nursery school budgets were ratified. Amanda explained that with Joann away on long term sick leave it was challenging to cover her role. However, Alison Tweddell from Histon Early Years has been employed 1 day per week (split between Brunswick and colleges) to keep on top of invoice payment and payroll. It was looking likely we may need to employ her for more hours. The LA Funding portal opened this week for entry of the new children coming into nursery in September. Sonia, Amanda and Faye were working through this with advice from Lillian at The Fields. Faye had also been to Brunswick to show Sonia how to produce the parent invoices on the Connect system. It has been challenging along with also trying to deal with their usual roles at this busy time of the year.</p> <p>Finance – Amanda said that the numbers were looking much better for September. The budgets had been set based on a lower number of pupils so the general financial picture was improving.</p> <p>The Fields/Castle Project</p> <p>Negotiations still continuing with the LA and The Castle. The LA had agreed to pay £25,000. J German was also in talks to persuade The Castle to pay rent backdated to 1 April 2022 and also to ask if the £25,000 could be paid into The Fields bank account as soon as possible. There were no specific questions on the above.</p> <p>Ysanne thanked all the staff involved in covering the finance officer's role. The M&R committee to re-schedule their meeting. Sonia to send round doodle poll with dates.</p>	<p>Sonia</p>		

6.	<p>Headteacher’s Report – The report had been circulated prior to the meeting. Amanda apologised that it was rather brief due to time pressures. Ysanne commented about the numbers of children expected at The Fields in September. Ruth stated that the numbers of children were actually higher than this time last year. She also said she had a reasonable ‘waiting list’ of 2 year olds so it was likely they would be full by January 2023.</p> <p><i>Brunswick</i> – numbers had increased significantly in the last month. This time last year looking at 20 unfilled places whereas currently only 8.</p> <p><i>Staffing</i> – Ysanne asked about whether staff contracts were such that they could be asked to work across the federation. Amanda said that anyone newly employed from 2016 when Brunswick & Colleges federated had a federation contract. Going forward anyone new at The Fields would also have federation contracts.</p> <p><i>The Fields</i> – The roof and the leaking windows would be replaced during the summer holidays.</p> <p><i>Brunswick</i> – Decking – Carolyn asked about this. Louise explained that the replacement of the decking was being looked into 6 months or so before the pandemic but had since been on hold. The edges are now broken so the replacement needs to be done as soon as possible. Louise to obtain quotations and bring to M&R and FGB respectively.</p> <p><i>Lunches</i> – Amanda had been in discussions with EPM and another lunchtime company. It was looking necessary to cut the two staff members hours substantially, possibly leading to redundancy. Obviously the CNF has no money for this so it would be necessary to approach the LA. This situation not helped by the difficulty in communicating and getting answers from EPM. This to be discussed further at the M&R meeting.</p> <p>Ysanne noted that exclusions and racist incidents were not on the HT’s report. Amanda confirmed there had been none and she would add this to the report.</p>	<p>Louise</p> <p>Amanda</p>
7.	<p>Draft Minutes from Budget Ratification C&S Committees – The C&S minutes had been circulated prior to the meeting. As mentioned above, the budget ratification minutes were not available but would be sent through to all governors shortly.</p> <p>Ysanne asked if anyone had any questions relating to the C&S draft minutes. Carolyn thanked Veronica for her visits to all the nurseries with her ‘ofsted hat’ on. Veronica’s report highlighted the increased numbers of SEND children and the pressure staff are under especially at Colleges.</p> <p>Ofsted are focussing on staff wellbeing. Carolyn had looked at the wellbeing and stress management policies. There was a short discussion about possibly doing a staff survey. It was agreed that this should be handled carefully. Ysanne to look at the recent one used by Milton Road School to see if it was relevant to nursery settings.</p> <p><i>Update re The Fields/Castle project</i> - This document had been circulated with the Headteachers report. It was felt that the situation was still very unclear. Amanda had discussed with Jo Hedley, who has taken the lead on this project, that another meeting was required. The detailed user agreement was still in draft form but was 95% complete. Ruth H agreed to send this to Sonia for circulation to governors before the next M&R meeting. Governors were concerned that the agreement should be future proofed. It had already been decided to review it annually but Phil suggested it may be prudent to organise a review at the end of the first term.</p>	<p>Ysanne</p> <p>Ruth H/ Sonia</p>
8.	<p>Update from Federation Transition Committee – Carolyn reported that the last meeting of this committee was held last week. The committee had concluded that their remit to integrate the three nursery schools had been completed, whilst still maintaining the individuality of the three settings. Carolyn said that the minutes were with her and they would be circulated to all governors. She also thanked Amanda for successfully being in 3 places at once.</p>	

9.	<p>Staffing – As stated in the Headteacher’s report, Veronica Heath had retired from Colleges in April. Shelley Hadley had just started in this post. The absence of Joann had put additional pressure on Faye to explain the systems to Shelley and carry out some of Joann’s duties. A TA at Brunswick had moved on to a new job at a private day nursery. There were currently no vacancies across the nurseries although it was likely to be necessary to employ lunchtime assistants for Colleges and Brunswick for September.</p> <p>Ysanne asked if the arrangement with Histon to cover part of Joann’s post could continue in September. Amanda said that she was hoping this would be possible as if Joann was able to return in September it was likely to be a phased return.</p> <p>Sang Hee had originally been employed as a lunchtime assistant at Brunswick. However, she has a Level 2 child care qualification so has been employed to cover some of the hours vacated by the TA who left in May. This was working well and hope to continue with this.</p>	
10.	<p>Policies – SCR (Single Central Record)</p> <p>Veronica had checked all three Single Central Records during her visits to the nurseries. They were all up to date.</p>	
11.	<p>Safeguarding – No outstanding issues. There were two families at Colleges causing concern. Sonia, Amanda and Louise to update their safer recruitment training next week. Lisa, Carolyn and Ruth H were all safer recruitment trained. It was recommended that people attend a refresher course every three years.</p> <p>Sonia to check the training programme and forward information to governors.</p>	Sonia
12.	<p>Data Protection (GDPR) – No data breaches to report. Sonia had been asked to assist Histon Nursery with their GDPR audit. She had also helped with some training on SIMS for their new member of staff, Gemma.</p>	Sonia
13.	<p>Any Other Business:</p> <p><i>City Council booklet</i> - Ysanne had asked about an entry in this but it had not been possible then as it was already at the artwork stage and about to go to print. This might be a possibility for future advertising.</p> <p><i>Chesterton News</i> – Sonia to follow up the possibility of an editorial insert in this publication.</p> <p><i>Admissions Policy</i> – this to be amended to ensure that 3 year olds take priority over 2 year olds at all three nurseries. To be brought to the Full governors meeting in October.</p> <p><i>Woodland adventures</i> – Helen had just heard from Ashley at the City Council that the written agreement was currently on hold while the complaints and responses were considered. It was unlikely that the area would be used this term.</p> <p>Ysanne stated that she had been making discreet enquiries and would continue to do this. Veronica asked if there were any alternatives that could be used in the meantime. Various places, including The Fields area were discussed but it was felt better to wait for the outcome from the current ransom strip area in the Highfield avenue area.</p> <p><i>Service Level agreement</i> - Carolyn explained that this was about the annual contract and fees paid to Governor Services for training and other advice. It was agreed to pass this to the M&R committee.</p> <p><i>EPM</i> – Amanda and Carolyn among others had experiences extremely poor service from EPM. Amanda said that the Local Authority were aware of these issues as it was affecting many of the local schools. Jon Lewis was also aware and had asked for firm evidence from staff who had been unable to make contact with EPM personnel.</p>	<p>Sonia</p> <p>Sonia/ Amanda</p> <p>Sonia/ M&R</p>

	<p>Jurisdican were another company that some schools were using, however, their charges were said to be three times that of EPM and the service was as good but not proportionally better.</p> <p><i>Governing body members</i> - Chris had asked Carolyn to ask governors to think about who we can invite to become a member of our governing body. Chris and Phil would be leaving, along with Ciara. Any suggestions to Carolyn.</p> <p>Valerie then stated she had enjoyed seeing The Fields through the transition year into the federation but was also resigning from the governing body.</p> <p>It was also necessary to recruit two parent governors, one from Brunswick and one from The Fields at the beginning of the new academic year.</p> <p>Date of Next FGB Meeting: Tuesday 18 October 2022, 7pm via zoom</p> <p>Dates for other meetings: Management & Resources Committee – TBA Curriculum & Standards Committee – Thursday 29 September 2022, 1.00pm via zoom Care & Marketing Committee – TBA</p> <p>Meeting Closed: 8.21pm</p>	<p>All</p> <p>Sonia/ Ruth H/ Amanda</p>
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