

Minutes of Cambridge Nursery Federation
Full Governing Body virtual Meeting
via zoom
Tuesday 18 October 2022, 7.00pm

Agenda item	<p>Governors present: Amanda Bannister, Louise Bedford, Carolyn Purser, Chris Willis Pickup, Ysanne Austin, Gill Learmond, Ruth Holman, Lisa Faulkner, Davide Fiorentino Marie Mensah (from 7.50pm), Debbie Faulkner (from 7.30pm)</p> <p>Others present: Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by				
1.	<p>Apologies: Apologies received and accepted from Veronica Sharpe & Ruth Cooper. Marie apologised for arriving late to the meeting as she was attending a training course.</p>					
2.	<p>Declaration of Eligibility/register of pecuniary interests – There were no specific pecuniary interests for this meeting. All declaration/pecuniary interest forms to be returned to Sonia by the 31 October including confirmation that you had read through the policies and procedures sent out in September.</p>	All				
3.	<table border="1" data-bbox="269 947 1203 1016"> <tr> <td>FGB</td> <td>w/c 6 March 2023 time tba</td> </tr> <tr> <td>FGB</td> <td>w/c 12 June 2023 time tba</td> </tr> </table> <p>Sonia to create a doodle poll regarding the day/time which would suit all for these meetings.</p>	FGB	w/c 6 March 2023 time tba	FGB	w/c 12 June 2023 time tba	Sonia
FGB	w/c 6 March 2023 time tba					
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4.	<p>Minutes of the last meeting – The draft minutes from the meeting in June had been circulated with the agenda. Chris thanked Ysanne for chairing the June meeting in his absence. He asked for any comments or questions. Lisa asked about the Brunswick decking. Louise explained that the loose edge had been replaced to make it safe. She was in the process of obtaining quotations for the replacement of the whole decking area. The minutes were then approved unanimously by a show of hands.</p>					
	<p>Before the elections of chairs & governors, Chris suggested a short discussion about the application by Debbie Faulkner to join the CNF governing body. Her statement had been circulated to all prior to this meeting. Ysanne explained that she had known Debbie for some time and worked with her at Yellow Door. She had always expressed an interest in governorship and was now in a position to apply for this. Amanda stated that she and Sonia had met with Debbie to discuss the governor role. Both Ysanne and Amanda felt that Debbie would bring a wealth of skills, including marketing and a passion for Early Years. Chris then proposed Debbie Faulkner for the position of co-opted governor for four years on the CNF governing body. This was seconded by Ysanne. The vote was unanimous by a show of hands.</p> <p>There followed a discussion regarding the recruitment of new governors. Amanda commented that parent governor elections were currently in progress at Brunswick. There are three parents who are interested, and all of them are very suitable to be a parent</p>					

signed:

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Date: 14/03/2023



	<p>Lisa Faulkner Veronica Sharpe Marie Mensah</p> <p>Salary Review Lisa Faulkner Debbie Faulkner Carolyn Purser</p> <p>HT Performance Management Veronica Sharpe Davide Fiorentino Vacancy</p> <p>Review Appeals Committee Chris Willis Pickup* (others to be nominated if this committee required to meet) *Subject to agreement</p> <p>Debbie Faulkner to be invited to attend C&S, M&R & C&M meetings to enable her to decide which committees she would like to join. All other members present agreed to the committee listings for this year.</p> <p>Terms of Reference for the Care & Marketing committee to be sent to the committee members for comments and returned to Sonia asap.</p> <p>Governors with specific responsibilities – this list was circulated prior to the meeting. <i>Child Protection & Safeguarding</i> – Carolyn Purser (training to be updated) <i>SEND</i> – Veronica Sharpe** Debbie Faulkner also interested. Carolyn to arrange a meeting between Veronica & Debbie ** Subject to agreement <i>Training & Curriculum</i> – Chair of C&S and Clerk <i>EAL</i> – Davide Fiorentino <i>Vulnerable groups</i> – Lisa Faulkner (Davide to shadow this role) <i>Health & Safety</i> – Louise Bedford Vacancy</p> <p>The governing body then voted unanimously, by a show of hands, to approve the specific responsibilities list for this year.</p>	<p>Sonia/C&M</p> <p>Sonia/ Carolyn</p>
7.	<p>Report from Chairs – The written report had been circulated prior to the meeting. Carolyn commented that The Fields formally joined the CNF in September 2021. She said it was lovely to be back visiting the schools in person. She also congratulated the Brunswick team on their recent Ofsted visit. Although not published yet, she confirmed to governors who were not at Brunswick for the feedback that they were once again awarded Outstanding. The feedback received from the inspectors was excellent and they also praised the governors. Amanda thanked Carolyn for all that she does to support her and the nursery schools.</p>	
8.	<p>Finance & Funding update – Amanda explained that there were no reports due to staff absence. Joann had been very ill for most of the summer term. She came back in September on a phased return. However, she was now unwell again and currently in hospital. Brunswick & Colleges currently had no finance officer. Despite having reduced her hours at The Fields this year, Sam volunteered to help Amanda with Colleges and Brunswick. Day to day finances could be managed but it was likely to be a major issue longer term with month end reports and budgeting.</p>	

signed:

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Lisa Burjan

	<p>Ysanne had suggested contacting Tessa (formerly finance officer at Huntingdon nursery) and Amanda was in the process of making contact with her.</p> <p>Joann also had responsibility for the funding portal at Brunswick & Colleges. Amanda, Louise and Sonia had taken this on with support from Lillian at The Fields and the Early Years Funding Team.</p> <p>Situation is compounded by the absence of Faye Nunn (also on long term sick leave) from the Colleges office. Sonia and Amanda having to support the new staff member, Slavka who joined in September.</p> <p><i>Premises</i> – Faye was also responsible for premises management at Colleges. Louise to meet Amanda this week at Colleges to check situation regarding works to be commissioned.</p> <p>Ruth H commented that when The Fields were left without financial help, Ray Byford assisted. Amanda confirmed she was in contact with him.</p> <p>Lisa was meeting Amanda on Thursday this week at The Fields so would discuss this situation further.</p> <p><i>Funding</i> - Ruth H reported that Sam had discovered that none of the nursery schools had received their funding this month. This should be rectified by Friday.</p> <p>Sam also commented that all three bank balances were OK.</p>	Amanda
9.	<p>Headteacher's report – this report had been circulated prior to the meeting.</p> <p>Amanda thanked Ruth H, Janey and Gill for their input to this report.</p> <p>The figures show that Colleges is full, Brunswick is very nearly full and The Fields will be full in January 23. The large number of returning children (especially at Colleges) seems to have made a beneficial difference to how the new children have settled in.</p> <p>SEND numbers are high and these are being monitored by Ruth and Gill.</p> <p><i>Ofsted</i> – Amanda reported that we are still awaiting the report (for Brunswick). She, Gill and Helen had been overwhelmed by the feedback received from the inspectors.</p> <p>Ruth H pointed out that the figure in the report should read that The Fields were awaiting a payment of £25,000 from the LA not £12,000.</p> <p>Debbie asked when the official report from Ofsted was expected. Amanda replied that the draft report was due on 21 October.</p> <p>Ysanne asked about who was paying the energy costs at The Fields. Ruth H explained that The Fields paid a percentage of the costs to United Learning (The Galfrid). Castle will pay a proportion of that cost.</p> <p>Lisa congratulated Colleges on the 98% take up for home visits this year. This demonstrates the level of trust that the team at Colleges has built within the local community.</p>	Sonia
10.	<p>School Development Plan – Amanda stated that a meeting was arranged for the week after half term for herself, Ruth, Gill and Janey to discuss and draft the SDP. It was agreed that this draft version would be emailed out to all governors for their input in early November.</p> <p>Lisa commented that she was keen to finalise the SDP as it was important that any governor visits arranged could be linked in to it.</p>	SLT Sonia/ Amanda
11.	<p>Staffing – See above and Headteacher's report. A new keyworker had just started at Colleges. The major issues at the moment are with lack of office staff.</p>	
12.	<p>Draft minutes from C&S, Federation Transition Committees – for information only</p>	

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13.	<p>Policies - Critical Incidents & SCR visit SCR – Carolyn to ask Veronica if she would be happy to check the 3 school's Single Central Records again this term. <i>Critical Incident Policy</i> – This model policy is provided by the LA who did a major rewrite last year. Amanda to check each schools information and folders are up to date.</p>	<p>Carolyn/ Veronica</p> <p>Amanda</p>
14.	<p>Ofsted – A reminder that The Fields is likely to be the next nursery in the federation for a visit. When asked if any help was required from governors, Ruth H replied not at the present time.</p>	
15.	<p>Safeguarding - No major problems. Louise and Amanda to attend a Designated Person refresher course in November. Amanda explained that each nursery now had 3 DP trained staff. If for some reason, none of these were on site it was possible to contact a DP at one of the other nurseries within the federation. Louise, Amanda and Sonia had carried out a Safer Recruitment training refresher in the Summer term. Ruth H had attended a Prevent Lead training course. Ysanne and Gill to investigate a Safer Recruitment training refresher course.</p>	<p>Ysanne/Gill/ Sonia</p>
16.	<p>GDPR – No data breaches to report. Governor services were now using Governor Hub area of The Key to upload their training courses and other documents. Ysanne commented that Milton Road also had a governor area that they used on The Key. Sonia to send out log ins to all the governors for the Governor Hub. Cambridge Nursery Federation are already members of The Key which has a lot of very useful information. Davide and Ysanne to look into how the CNF could use this governor area in the future.</p>	<p>Sonia</p> <p>Ysanne/ Davide</p>
17.	<p>Any Other Business: Ysanne asked if it was possible to have an annual calendar of meeting dates for all the governor meetings. It was agreed that these could be set up at the first meetings of the new committees and once the FGB day/date doodle poll had been decided a list would be sent round to all governors. It was also agreed that governors email Sonia to let her know if they would be willing to have face to face meetings in the coming year.</p> <p><i>Woodland Adventures</i> – Carolyn explained that following complaints from residents, visits to the Highfield Tree belt area had been stopped in May. After various meetings with the City Council Amanda said that a licence had been granted for Brunswick and Colleges. However, despite being unhappy with some of the conditions in the agreement, we are planning to go ahead with visits this academic year. Carolyn had attended a recent meeting between CNF and 2 representatives from the residents group. It appears that some residents are still unhappy with the situation and were trying to enlist CNF's support against the City Council. Amanda, Helen and Carolyn felt that investigations should be made to try and find other suitable areas around the City. Carolyn had already attempted to contact the EY Forest School leader for the LA.</p> <p>Date of Next FGB: see (3) above</p>	<p>Sonia</p> <p>All</p> <p>Sonia</p> <p>All</p>

signed:

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	<p>Dates for other meetings: Management & Resources Committee – November – date to be agreed Curriculum & Standards Committee – w/c 23 January 2023 day to be agreed</p> <p>Meeting Closed: 9.08pm</p>	
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Lisa Burjan