

**Minutes of Brunswick & Colleges Nursery Schools
Full Governing Body Meeting
Tuesday 13 October 2020, 7.00pm
Remote virtual meeting via Zoom**

Agenda item	<p>Governors present: Amanda Bannister, Louise Bedford, Gill Learmond, Chris Willis Pickup, Joye Rosenstiel, Lisa Faulkner, Carolyn Purser, Marie Mensah, Ysanne Austin, Davide Fiorentino, Phil Summerton</p> <p>Others present: Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by				
1.	<p>Apologies: Received and accepted from Kerry Walpole</p> <p>Chris opened the meeting by thanking Amanda and the staff for successfully getting the children back into nursery.</p>					
2.	<p>Declaration of eligibility/Register of pecuniary interests – It was agreed that all governors complete and return their forms by email to Sonia as soon as possible. Ysanne stated that she was working in a consultant role for the Teaching Schools Alliance and this declaration would be accepted for the whole academic year.</p>	All 22/10/20				
3.	<p>Proposed next meeting dates for FGB:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">FGB</td> <td>Tuesday 2 March 2021, 7.00pm venue TBA</td> </tr> <tr> <td>FGB</td> <td>Tuesday 15 June 2021, 7.00pm venue TBA</td> </tr> </table>	FGB	Tuesday 2 March 2021, 7.00pm venue TBA	FGB	Tuesday 15 June 2021, 7.00pm venue TBA	All
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4.	<p>Minutes from the last meeting & Matters arising: Minutes from the last FGB meeting had been circulated with the Agenda. <i>Matters arising –</i> <i>Funding</i> – As can be seen from the Headteacher’s report for this meeting the funding basis from the LA has been agreed. The LA has agreed to base their funding contribution on last year’s September pupil numbers which were considerably higher than this year’s intake. <i>Finance & Funding</i> – See below <i>Governor vacancies & recruitment</i> – A number of governors terms of office had expired. This item was on the current agenda so would be discussed later in the meeting.</p> <p>The minutes were agreed and signed electronically as a true record of the meeting.</p>					
5.	<p>Election of Chair and Vice Chair: Chris & Carolyn stated that they were happy to stand for re-election as Co-Chairs. Lisa then proposed Chris which was seconded by Phil. Ysanne proposed Carolyn and Louise seconded this. The governing body voted unanimously by a show of hands to re-elect Carolyn & Chris as Co-Chairs for the Cambridge Nursery Federation for 2020-21. Vice Chair: Lisa was happy to continue in this role unless anyone else wished to take it on. Ysanne proposed to re-elect Lisa for this position and this was seconded by Louise. 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 2020-21.</p>					

6.	<p>Appointment of Governors with specific responsibilities : There was a short discussion regarding what roles needed to be assigned to specific governors. Sonia to check with governor services.</p> <p>Child Protection & Safeguarding – Carolyn Purser, Davide Fiorentino (following completion of training) SEND – Ysanne Austin – for the present. To be handed over asap Training & Curriculum – Chair of 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 (Faye Nunn) or M&R Committee</p>	Sonia asap
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 Ysanne Austin</p> <p>Curriculum & Standards Amanda Bannister Lisa Faulkner Gill Learmond Ysanne Austin Carolyn Purser Marie Mensah Vacancy</p> <p>Care & Marketing Amanda Bannister Louise Bedford Kerry Walpole* Lisa Faulkner Carolyn Purser Phil Summerton (Helen Hutson)</p> <p>Salary Review Joye Rosenstiel Lisa Faulkner Ysanne Austin (in attendance) Chris Willis Pickup Phil Summerton</p> <p>HT Performance Management Joye Rosenstiel Kerry Walpole* Davide Fiorentino Ysanne Austin – until 31/12/20</p> <p>Review Appeals Committee Kerry Walpole* Chris Willis Pickup And others to be nominated if this committee required to meet.</p> <p>*Subject to agreement</p>	

8.	<p>Report from the Chairs: A written report had been circulated this afternoon. Chris apologised for the lateness of the report. He stated that it was an overview of the academic year and an update on more recent events. Carolyn said she had enjoyed going to the Christmas event day at Brunswick and talking to parents. In January/February everything changed with the appearance of COVID 19. She praised Amanda and her team for keeping everything going during the past few months. She had kept in regular contact and was aware that it had been an incredibly challenging period of time with guidance changing on an almost daily basis.</p> <p>Chris said that moving on into September both schools had fully re-opened. Numbers were lower but hopefully should improve with the January intake. As stated in the report the financial position March- August was difficult due to lack of additional parental income. However, going forward from September was more positive, although both nurseries would need to use part of the carry forward reserves this year. He explained that the recent M&R Committee meeting had discussed the financial position due to COVID 19 and agreed it was necessary to 'draw a line' under the loss. The decision by the LA to fund the nurseries based on the numbers of children last year was welcome. Staff costs had been slightly reduced due to not replacing staff who had left.</p> <p><i>Federation</i> – The Fields have almost completed their redundancy consultation which had been put on hold when the schools were closed in March. This was necessary as it was a prerequisite that they needed to restructure to reduce costs in order for CNF to consider possible federation. The Local Authority had been in touch and arranged a meeting between Amanda, Chris & Carolyn to discuss the possible process of federating the 3 schools together.</p> <p>Phil reiterated Carolyn's thanks to Amanda and the team for managing to keep the nurseries open in such difficult circumstances.</p> <p>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.</p> <p>Recording & Reporting Racist Incidents: There were no reports of racist incidents.</p> <p>Review pupil exclusions: There were no exclusions.</p> <p>Amanda thanked everyone for their kind comments regarding keeping going during lockdown saying that it was very much a team effort.</p> <p>As explained in her report both schools were still working in bubbles. The children are restricted to their own 'class room' bubble inside the buildings but are mixing in the gardens. Staff are expected to social distance when working inside and out.</p> <p>Staffing is still very stretched and any staff absence puts a strain on the remaining people within that bubble. At Brunswick the morning and afternoon groups had been made into one bubble which had helped with staffing although would mean if there was a COVID 19 issue in either session both group bubbles would have to be closed.</p> <p>She stated that reporting to LA or DfE when required was continuing regarding children or staff absences due to COVID 19. Jon Lewis had secured priority testing for front line education workers. We also had a box of test kits in each school which could be given out to staff/children if necessary.</p> <p>Lisa asked about the support being received from the LA. Amanda replied that Jon Lewis was emailing everyone almost daily and she felt relatively well supported at this time.</p> <p><i>Flu vaccinations</i> – Ysanne asked if staff were being offered flu vaccinations. Amanda said there was no central government offer however Jon Lewis had suggested offering it to all staff members if this was agreed by the governing bodies.</p> <p>Amanda then asked if this was something that CNF governing body would be happy to agree to. All those present agreed to CNF funding of flu vaccinations for all staff who wanted them.</p> <p><i>Staffing</i> – following the resignation of two members of staff at the end of the summer term, Colleges had a staffing shortfall. Amanda managed to secure a member of staff from The Fields nursery on secondment. The recruitment process for this keyworker post, and additional TA's for both nurseries would start before half term.</p>	

	<p>Nafsika Smith's (speech and language therapist) contract had been renewed to support children at both schools.</p> <p><i>Pupil numbers</i> – There was a short discussion regarding the low numbers on role this year. It seemed to be a problem for all the maintained nurseries schools. Marie commented that she had heard of several people who did not send their children to Colleges because of the lack of wraparound care. On a positive note Ysanne said that looking at the Teaching Schools analytics many people were using their website to look for nursery schools.</p> <p><i>Nursery funding</i> – Amanda had asked Daniel Zeichner to sign a letter going to the chancellor regarding future funding. He had replied stating that while he fully supported nursery schools as he was currently a shadow back bencher he was not in a position to sign this. Amanda stated that the APPG was continuing to engage in cross party discussions regarding funding.</p> <p>Joye suggested a letter could be written to Vicky Ford (formerly the Euro MP for the East of England) now the parliamentary undersecretary of state for children and families to make her aware of the nursery schools position.</p> <p>There was no indication about when the comprehensive spending review might happen. It was agreed that any campaigning needed to be at a national level. It was confirmed that the current LA funding would continue until the end of the 2021 academic year.</p> <p><i>Letter from MN re resignation</i> – Carolyn reported that MN had written to the Chairs regarding her resignation. Chris had replied to MN and was not concerned it was a letter of complaint.</p>	Joye/ Amanda
10.	Draft Minutes from M&R & Committees – These were circulated prior to the meeting for information only.	
11.	Finance & Funding update – The financial summaries had been circulated with the agenda. Finance had been discussed earlier in the meeting so Chris asked for further questions. There were none.	
12.	<p>Policies - SCR (Single Central Record) – Chris agreed to arrange a zoom meeting with Sonia to review the SCR. It was agreed that this would be the responsibility of the Chair of the M&R Committee.</p> <p><i>Critical Incidents</i> – to be reviewed in Spring 2021.</p> <p><i>Reserves</i> – Chris to complete</p> <p>Some governors had not received the email with updated policies including Safeguarding. To be re-sent to all in two emails.</p>	Chris/Sonia Sonia agenda Chris Sonia
13.	Governor Monitoring Visits – Carolyn and Chris agreed to continue keeping in touch with Amanda and the staff on a regular basis. On site monitoring visits are suspended at this time due to COVID 19.	
14.	<p>Governor vacancies – Sonia stated that we currently have 2 parent governor vacancies on the governing body. There had been some interest from Brunswick parents but none as yet from Colleges. The following current members had reached the end of their term: Ysanne, Gill, Louise, Kerry, Joye Ysanne, Gill & Louise confirmed they were happy to stand for re-election.</p> <p>Joye then stated that she was very conscious that her job had limited her time available to give to the governing body of the federation and with regret felt that she should step down. Chris replied that he respected her reasons but expressed his thanks on behalf of the governing body for Joye's contribution over the years.</p> <p>Chris then stated that as the CNF governing body was in a transitory period perhaps Joye would consider staying for a shorter term of office. Joye stated she would be happy to stay until the possibility of federation was resolved. Joye agreed to stay in post until the end of</p>	

	<p>the academic year in August 2021. Chris agreed to ask Kerry, who was unable to attend the meeting, if she would be willing to consider a similar short term of office.</p> <p>Both Lisa and Ysanne had contacts who may be interested in becoming a governor. They agreed to make an informal approach in the first instance. If the people were interested Lisa and Ysanne to report back to the governors, via email to Sonia, giving some background on them.</p> <p>The candidates would then be sent the application form to complete. This to be actioned by 14 November.</p> <p>Chris then asked the governing body members present to vote on the re-appointments as follows:</p> <p>Ysanne – Chris proposed Ysanne to the role of co-opted governor and this was seconded by Joye</p> <p>Gill – Chris proposed Gill to the role of co-opted staff governor and this was seconded by Lisa</p> <p>Louise – Chris proposed Louise to the role of staff governor and this was seconded by Lisa</p> <p>Joye – Chris proposed Joye to the role of co-opted governor until August 2021 and this was seconded by Ysanne</p> <p>Kerry – Chris proposed Kerry to the role of co-opted governor until August 2021 (subject to her agreement) and this was seconded by Joye</p> <p>The above votes were taken by a show of hands and were all unanimous.</p>	<p>Chris</p> <p>Lisa/Ysanne</p> <p>Sonia</p>
15.	<p>GDPR – No reported breaches. GDPR ‘top tips’ reminder sheet sent to all staff and governors.</p>	
16.	<p>Safeguarding – No specific issues to report. Amanda stated that all core group meetings are still being carried out via Skype or Teams. The Senior leadership team are carrying these out. It was agreed that Ysanne will arrange a zoom meeting with SENco to discuss SEND.</p>	<p>Ysanne/Gill</p>
12.	<p>Any Other Business: Carolyn said that she had emailed all staff at the end of last term to thank them for their hard work and commitment. She had also sent a second email to the staff who had been working in the nursery/remotely during the lockdown period.</p> <p>Chris asked if anyone knew the current Ofsted position as Brunswick was overdue a visit. Amanda said that Ofsted are currently only carrying out ‘supportive’ visits this term. Lisa thought it was unlikely Brunswick would receive a visit this term as she understands they are focussing on the provision of remote learning.</p> <p>Chris thanked everyone for attending the meeting and said he would email governors with an update on the Federation with Fields after the meeting next week.</p> <p>Date of Next FGB Meetings: Tuesday 2 March 2021, 7.00pm venue TBA Tuesday 15 June 2021, 7.00pm venue TBA</p> <p>Dates for other meetings: Curriculum & Standards Thursday 22 October, 1.00pm virtual zoom Care & Marketing Thursday 12 November, 1.00pm virtual zoom</p> <p>Meeting Closed: 9.30pm</p>	<p>Chris</p>

