

## Minutes of Brunswick & Colleges Nursery Schools Full Governing Body Meeting held at Colleges Nursery School on Tuesday 25 June 2019, 7.00pm

	<b>Governors present:</b> Amanda Bannister, Louise Bedford, Gill Learmond, Chris Willis Pickup, Lisa Faulkner, Carolyn Purser, Keara Harris, Liz Torres, Davide Fiorentino, Kerry Walpole Joye Rosenstiel (7.25pm)	
	Others present: Sonia Swindells (clerk) Rikke Waldau & Gloria (7-7.45pm)	
Agenda	The meeting was quorate	
item	The meeting was quorate	Action by
1.	Apologies: Received and accepted from, Phil Summerton, , Ysanne Austin and Ian Cooper	
2.	Declaration of Eligibility/register of pecuniary interests - None	
3.	The Fields – see separate confidential minute	
4.	Next meeting dates: Chris queried why the meeting day had moved from Tuesday to Wednesday. Amanda explained it suited staff better later in the week. It was agreed to send round a doodle poll to decide which day in the weeks suggested below would be suitable for the majority.  FGB Wednesday 16 October 7.00pm at Brunswick	Sonia/All
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	FGB Wednesday 17 June 2020 7.00pm at Brunswick	
	A separate doodle poll would be sent to find a date for the Federation SDP meeting in September.	Sonia/All
5.	Minutes from the last meeting & Matters arising: Minutes from the last FGB meeting had been circulated with the Agenda.  Matters arising —  Terms of Reference — This had not been actioned yet as other items taken priority. In view of the ongoing discussions regarding item 3 (above) it was agreed to put this action on hold.	
	Critical Incident plan – New model had just been received from LA. New sections included business continuity and Amanda and Sonia to attend a briefing regarding this on 22 July.	Amanda/Sonia
	Following this our plan would be updated.	Vcanno/Sania
	SEND visits – Ysanne to submit her report asap.  M&R staffing – Recruitment ongoing for 2 staff members (see HT's report 8 below)  Daisy Room – Following concern at the last meeting over the low numbers, new enquiries	Ysanne/Sonia
	were steady so now looking much improved. One member of staff had left and not been replaced. Chris suggested he should meet with Amanda and then arrange a Further meeting with Helen H.	Chris/Amanda

signed: 1 Date:

September.  Federation Development Plan (SDP) – Meeting to be arranged for FGB in late September.  The Key log in for governors - Amanda to check process and circulate information.  Sonia  Aman	ara
Federation Development Plan (SDP) — Meeting to be arranged for FGB in late September. The Key log in for governors - Amanda to check process and circulate information.  IT Platform — Ysanne due to report back on progress. Sonia to check situation.  The minutes were then agreed and were signed as a true record of the meeting.  6. Draft Minutes from M&R*, Care & Marketing* & Curriculum & Standards* Committees — a copy of these minutes had been circulated prior to meeting.  M&R — See matters arising (5) above  Care & Marketing — No specific items to discuss  Curriculum & Standards — No specific items to discuss  7. Report from Chairs — Chris had emailed round all governors explaining item 3 above.  8. Head teacher's report: The written report was handed out at the meeting.  Recording & Reporting Racist Incidents: There were no reports of racist incidents.  Review pupil exclusions: There were no exclusions.  Annanda focussed on the numbers for September. Colleges Nursery was full with 88 currently registered. Daisy room as mentioned in (5) above was at 12 and now 26. This number was anticipated to continue to rise in the coming weeks.  Brunswick still has 11 places to fill. The continuing rumour that 'Brunswick is closing' was felt to be one reason why the numbers were low. It was agreed to put additional positive information on the website and encourage current parents to spread the positive message.  Staffing — A teaching assistant at Colleges was leaving an end of the week position and at Brunswick Louise Wilks, teaching assistant, is also leaving. Mrs Wilks will be a hugh loss as among her many skills, she is a highly skilled BSL interpreter. She has accepted a position at a School for the Deaf.  Advertisements had been placed on EPM for both positions today.  Gill and Amanda have a meeting arranged next week with a speech and language therapist and it is hoped they can be employed 2 days per week (1 in each settling). This would be to provide general support as well as for specific children.  Teaching Schools	a/Amanda
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item. See separate Confidential Minute.	
10. Annual Child Protection & Safeguarding Monitoring Review – Amanda to complete, Carolyn to sign off.  Annual Child Protection & Safeguarding Monitoring Review – Amanda to complete, Carolyn to sign off.	nanda/ rolyn

signed: 2 Date:

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11.	Governor vacancies & recruitment – Liz explained that due to other commitments, She had made the hard decision to hand in her resignation to the governing body. She was willing to assist further with the EAL project she had started with Gill. Chris thanked her for her hard work.  An application had been received from Marie Mensah to join the governing body. Her resume had been circulated prior to the meeting. Following a brief discussion a unanimous vote was taken to appoint her to the governing body as a co-opted governor. Davide requested to change to a co-opted governor – Sonia to check possibility.	Liz/Gill/Sonia Sonia
12.	<b>Safeguarding</b> – CNF are fully compliant and have a total of 6 staff across the two settings who are DP trained.	
13.	<ul> <li>Any Other Business:</li> <li>a. Federation Development plan – date to be agreed for FGB to meet in late September</li> <li>b. GDPR – No data breaches to report</li> <li>c. Governors letter to new parents – Carolyn agreed to amend last year's letter and forward to Sonia for distribution.</li> <li>Joye agreed to attend the New Parents evening at Colleges on Monday 1 July.</li> </ul>	Sonia (d poll)  Carolyn/Sonia
	Date of Next FGB Meetings: FGB SDP – late September – place and date to be confirmed by doodle poll FGB - week beg 14 October, at Brunswick Nursery School - Day to be confirmed by doodle poll	
	Dates for other meetings:  Management & Resources Committee – Tuesday 17 September, 1.00pm @Colleges Care & Marketing Committee – Tuesday 1 October, 1.00pm @ Brunswick Curriculum & Standards Committee – Tuesday 29 October, 1.00pm @ Colleges  Meeting Closed: 9.17pm	