

**Minutes of Brunswick & Colleges Nursery Schools**  
**CAMBRIDGE NURSERY FEDERATION**  
**inaugural Full Governing Body Meeting**  
**held at Brunswick Nursery School on**  
**Wednesday 6 January 2016, 7.00pm**

Agenda item		Action by						
	<p><b>Governors present:</b> Amanda Bannister, Lisa Faulkner, Louise Bedford, Gill Learmond, Joye Rosenstiel, Ysanne Austin, Debora Lucarelli, Kerry Walpole, Alli Davenport, Kimberley Rayson, Janey Morrison, Keara Harris (from 7.25pm)</p> <p><b>Others present:</b> Elizabeth Anderson, Vicky Bliss, Ian Cooper, Debbie Morley (Associate members) Sonia Swindells (clerk)</p>							
1.	<p><b>Welcome &amp; Introductions:</b> Sonia opened the meeting and then Amanda welcomed everyone to the first meeting of the governors of the new Cambridge Nursery Federation (Brunswick &amp; Colleges Nursery Schools). Everyone then introduced themselves and explained their previous/current positions.</p>							
2.	<p><b>Clerking:</b> Sonia left the meeting.            Ian explained the background to the clerking position. Joye then nominated Sonia Swindells for the position of clerk, Kerry seconded this proposal. Unanimously voted in. Joye proposed that the new salary committee would review the clerk's salary. This was agreed by all those present.</p>							
3.	<p><b>Apologies:</b> Jo Raskin, Alison Summers, Liz Torres, Matt Beeke</p>							
4.	<p><b>Declaration of Eligibility/register of pecuniary interests.</b> Everyone present completed new forms.            Ysanne stated that she was working in a consultant role for the Teaching Schools Alliance and was also a City Councillor.</p>							
5.	<p><b>Election of Chair and Vice Chair:</b>            Joye Rosenstiel confirmed she was happy to be considered for Chairperson.            Louise proposed and Lisa seconded this.  <b>Vice Chair:</b> It was agreed there should be a vice chair from each setting.            Joye nominated Lisa Faulkner and Kimberley seconded this.            Amanda nominated Ysanne Austin and Kerry seconded this.</p> <p>Joye then took on her Chair role and thanked everyone for coming along this evening.</p>							
6.	<p><b>Appointment of Co-opted Governors:</b> Sonia read out the list of co-opted governors:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Joye Rosenstiel</td> <td>Gill Learmond</td> </tr> <tr> <td>Jo Raskin</td> <td>Lucy Brady</td> </tr> <tr> <td>Ysanne Austin</td> <td>Keara Harris</td> </tr> </table> <p>All approved.</p>	Joye Rosenstiel	Gill Learmond	Jo Raskin	Lucy Brady	Ysanne Austin	Keara Harris	
Joye Rosenstiel	Gill Learmond							
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7.	<p><b>Associate Members:</b> Sonia read out the list of associate members:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Elizabeth Anderson</td> <td>Vicky Bliss</td> </tr> <tr> <td>Ian Cooper</td> <td>Matt Beeke</td> </tr> <tr> <td>Debbie Morley</td> <td>Alison Summers</td> </tr> </table> <p>It was agreed that Associate Members would be eligible to vote on any of the sub committees they were on and also that their membership would be reviewed annually.</p>	Elizabeth Anderson	Vicky Bliss	Ian Cooper	Matt Beeke	Debbie Morley	Alison Summers	<b>Sonia (I of G)</b>
Elizabeth Anderson	Vicky Bliss							
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signed: Joye Rosenstiel, Chair of Governors

8.	<p><b>Appointment of Parent Governors:</b> Sonia read out the list of current parent governors:          Debora Lucarelli    Kerry Walpole          Alli Davenport      Kimberley Rayson          Janey Morrison      Liz Torres</p> <p>Janey Morrison's term of office was due to finish in February 2016. It was agreed that Sonia would invite nominations from Colleges Nursery School for this post by Thursday 12 February and arrange an election if required.</p>	
8a.	<p><b>Change of Terms of Office Parent Governors:</b>          It was agreed that in line with both schools previous history, Parent Governors' Term of Office would be for two years only. Sonia to inform governor services of this for the Instrument of Government.</p>	<b>Sonia</b>
9.	<p><b>Appointment of Executive Head:</b> Amanda then left the meeting. Joye then handed out a Confidential report regarding the appointment. Following a short discussion she then asked the governors to vote on her recommendation:          (a) That Amanda Bannister is appointed as the Executive Head Teacher of Brunswick and Colleges Nursery Schools from 1 February 2016.</p> <p>The vote was taken by a show of hands and was unanimous.</p> <p>There then followed a discussion regarding point (b) of the report. (See separate confidential minute).</p> <p>Joye returned to the meeting with Amanda and confirmed that she had accepted the position of Executive Head of Brunswick &amp; Colleges Nursery Schools from 1 February 2016.</p> <p>Joye confirmed she would write to Amanda to confirm the appointment and also advise EPM of the appointment and agreed salary scale.</p> <p>Joye would also send a letter to Carole Faulkner on behalf of the governing body, thanking her for her services as consultant head teacher to Colleges Nursery School since February 2015.</p>	<p><b>Joye</b></p> <p><b>Joye</b></p>
10.	<p><b>Committee Structure including appointments:</b>          There was a short discussion on what responsibilities the Brunswick and Colleges Committees had and their respective names. It was clear that Brunswick &amp; Colleges had different approaches to some of the committees.          The following committee names were then agreed:  <b>Management &amp; Resources (including financial matters, personnel and premises)</b>  <b>Curriculum &amp; Standards</b>  <b>Care &amp; Marketing</b>  <b>Salary Review</b>  <b>HT Performance Management</b></p> <p>It was agreed that the new committees would look at and formulate their Terms of Reference and bring back to the FGB meeting for ratification. They would also appoint The chairperson at their first meeting.          Amanda stated that she currently attended all committee meetings.</p>	<b>All committees</b>

10.	<p>Cont'd .../</p> <p>The committee members are as follows:</p> <p><b>Management &amp; Resources</b></p> <p><b>Governors</b></p> <table border="0"> <tr> <td>Ysanne Austin</td> <td>Joye Rosenstiel</td> <td><b>Associate members</b></td> </tr> <tr> <td>Lucy Brady</td> <td>Louise Bedford</td> <td>Ian Cooper</td> </tr> <tr> <td>Kerry Walpole</td> <td>Amanda Bannister</td> <td></td> </tr> </table> <p><b>Curriculum &amp; Standards</b></p> <p><b>Governors</b></p> <table border="0"> <tr> <td>Alli Davenport</td> <td>Kimberley Rayson</td> <td><b>Associate members</b></td> </tr> <tr> <td>Lisa Faulkner</td> <td>Gill Learmond</td> <td>Vicky Bliss</td> </tr> <tr> <td>Amanda Bannister</td> <td>Keara Harris</td> <td>Debbie Morley</td> </tr> <tr> <td></td> <td></td> <td>Elizabeth Anderson</td> </tr> <tr> <td></td> <td></td> <td>Matt Beeke</td> </tr> <tr> <td></td> <td></td> <td>Alison Summers</td> </tr> </table> <p><b>Care &amp; Marketing</b></p> <p><b>Governors</b></p> <table border="0"> <tr> <td>Louise Bedford</td> <td>Debora Lucarelli</td> <td><b>Associate members</b></td> </tr> <tr> <td>Kerry Walpole</td> <td>Janey Morrison</td> <td>Elizabeth Anderson</td> </tr> <tr> <td>Jo Raskin</td> <td>Liz Torres</td> <td></td> </tr> <tr> <td>Amanda Bannister</td> <td>Ysanne Austin</td> <td></td> </tr> </table> <p><b>Salary Review (teaching staff)</b></p> <p>Joye Rosenstiel  Lisa Faulkner  Kimberley Rayson  Alli Davenport  Keara Harris</p> <p><b>HT Performance Management</b></p> <table border="0"> <tr> <td>Jo Raskin</td> <td><b>Associate Members</b></td> </tr> <tr> <td>Ysanne Austin</td> <td>Ian Cooper</td> </tr> <tr> <td>Lisa Faulkner</td> <td>Alison Summers</td> </tr> </table>	Ysanne Austin	Joye Rosenstiel	<b>Associate members</b>	Lucy Brady	Louise Bedford	Ian Cooper	Kerry Walpole	Amanda Bannister		Alli Davenport	Kimberley Rayson	<b>Associate members</b>	Lisa Faulkner	Gill Learmond	Vicky Bliss	Amanda Bannister	Keara Harris	Debbie Morley			Elizabeth Anderson			Matt Beeke			Alison Summers	Louise Bedford	Debora Lucarelli	<b>Associate members</b>	Kerry Walpole	Janey Morrison	Elizabeth Anderson	Jo Raskin	Liz Torres		Amanda Bannister	Ysanne Austin		Jo Raskin	<b>Associate Members</b>	Ysanne Austin	Ian Cooper	Lisa Faulkner	Alison Summers	
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11.	<p><b>Appointment of Governors with specific responsibilities :</b></p> <p><b>Child Protection</b> – Janey Morrison  <b>SEN</b> – Kimberley Rayson  It was agreed the SEN governor would visit one setting per term. The third term would be reserved for a meeting with the two SENCO's.</p> <p><b>Training &amp; Curriculum</b> – Chair of Curriculum &amp; Standards committee – TBA  <b>EAL</b> – Curriculum and Standards committee  <b>Pupil Premium &amp; Free School Meals</b> – Lisa Faulkner</p>																																														
12.	<p><b>Title of Federation :</b></p> <p>There were several different options discussed. Consideration was given to the marketing aspect of the federation. Brunswick &amp; Colleges Nursery Federation was among the suggestions put forward.</p>																																														

12a	<p><b>Change to Instrument of Government</b>  However, it was finally agreed the most appropriate name was <b>Cambridge Nursery Federation</b>. In any promotional material, websites etc this line would come underneath the Brunswick and Colleges logos ensuring the original names were preserved and still prominent. Ian asked Amanda to raise this item at the Teaching School's meeting next week to ensure they had no objections to this proposal.</p>	<b>Amanda</b>
13.	<b>Date of Next FGB Meeting: Tuesday 1 March 2016, 7.00pm at Colleges</b>	
14.	<p><b>Any Other Business:</b>  <b>Website</b> – A new joint page could be created quickly to link Brunswick &amp; Colleges' websites. Brunswick's new website is almost completed.  <b>Logo</b> – Colleges Nursery School need an updated logo. This to be looked in conjunction with the Cambridge Nursery Federation branding.</p> <p><b>N W Cambridge University Schools</b> – Ian expressed concern over what nursery provision was planned there as this could have an impact on pupil numbers for both Colleges &amp; Brunswick. Amanda agreed to discuss this at the next Teaching Schools meeting.</p> <p>Care Committee Meeting – Thursday 11 February 2016, at 4.00pm, at Brunswick.</p> <p>Dates of other Committee Meetings – to be arranged via a 'doodle poll'</p> <p>Meeting Closed : 9.20pm</p>	<p><b>Amanda/Gill/ Care Comm</b></p> <p><b>Amanda</b></p>