

**Minutes of Cambridge Nursery Federation**  
**Full Governing Body at The Fields Nursery School**  
**Tuesday 13 June 2023, 6.30pm**

Agenda item	<p><b>Governors present:</b> Louise Bedford, Amanda Bannister, Carolyn Purser, Gill Learmond, Ruth Holman, Janey Morrison, Karen Eyre-White, Debbie Faulkner, Jenna Robson</p> <p><b>Others present:</b> Sonia Swindells (clerk)  <i>The meeting was quorate</i></p>	Action by				
1.	<b>Apologies:</b> Apologies received and accepted from Ysanne, Lisa, Veronica & Davide					
2.	<b>Declaration of Eligibility/register of pecuniary interests – None</b>					
3.	<p>Proposed meeting dates</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">School Development Plan FGB</td> <td>Tuesday 12 September 6.30pm at Colleges</td> </tr> <tr> <td>FGB</td> <td>Thursday 12 October 6.30pm at Brunswick</td> </tr> </table>	School Development Plan FGB	Tuesday 12 September 6.30pm at Colleges	FGB	Thursday 12 October 6.30pm at Brunswick	
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4.	<p><b>Minutes of the last meeting &amp; Matters arising</b> – The draft minutes from the meeting in October had been circulated with the agenda. Carolyn asked for any comments or questions.</p> <p><b>Matters arising</b>  <i>Finance &amp; Funding</i> – Carolyn asked if the LA funding was to be a lump sum or given per pupil. As far as Ruth &amp; Amanda could ascertain it would be per pupil, raising the amount to £5.12 per pupil.            Carolyn thanked Ruth for stepping up to Acting Head during Amanda’s absence and welcomed Amanda back. Carolyn also formally welcomed Jenna and Janey to the governing body.            The minutes were then approved unanimously by a show of hands.</p>					
5.	<p><b>Finance &amp; Funding update</b> – Amanda explained that Joann and Sam apologised that there were no financial reports available for this meeting. The LA have moved to a new budget software system. Orovia has been replaced by SBS (School Business Systems) which is not yet up and running.</p> <p>Amanda stated that as governors had had to approve a deficit budget for The Fields that it was necessary to apply for a Deficit budget licence from the LA. Ruth &amp; Amanda had completed this questionnaire with support from Ray Byford (LA financial consultant for the federation). Carolyn read out the answers that had been provided by Ruth, Amanda and Ray. Ray agreed that The Fields had done all that they could to minimise this deficit and that it was now back to the LA to decide how to move forward.</p> <p>The governors voted unanimously by a show of hands to agree this document and the Chair would sign and return to the LA as requested.</p> <p>It is understood that in Cambridgeshire alone, at least 59 small schools have also set deficit budgets.</p> <p>Amanda said that projecting forward for the Federation, Colleges were likely to be setting a deficit budget next year and Brunswick the year after.</p>					

	<p>The lump sum given to nursery schools annually by the LA has not changed for many years despite costs rising considerably in that time. Ruth stated that by October, it would be necessary for The Fields to apply for a cash loan and Amanda felt this might be the case for Colleges too.</p> <p>Amanda then explained that the LA had started a Review pre-Covid of the maintained nursery schools. The document provided then gave the nurseries three options:</p> <ol style="list-style-type: none"> <li>Federation</li> <li>Change setting to a PVI childcare (no teachers)</li> <li>Close</li> </ol> <p>This was put on hold during the pandemic. However, a new review has now been implemented. Amanda and Ruth had met with Jon Lewis, Director of Education, in April who had explained the review would be of all the nursery schools in Cambridgeshire. It would be carried out for the Federation by Emma Dean (Sufficiency planning) and Kate Redfern. The following areas would be looked at: Finance – including number on-role, demographics of the area including other providers in that catchment Buildings – condition surveys to be carried out, information provided on repairing/replacing of equipment. Each of the federation nurseries had their own challenges. The report on The Fields/Colleges was due to be out by the end of June. Emma Dean was happy to arrange a Teems meeting with governors to discuss this. Dates proposed by her were 28 June at 6.30pm or 29 June at 12.00 noon. Amanda agreed to co-ordinate with Emma and governors to find a mutually convenient date for a majority and let governors know as soon as possible.</p> <p><i>Spring budget update</i> – this document had been circulated prior to the meeting. Amanda explained that the government planned to change the funding but we are still no nearer knowing what the final amounts will be or how it will be distributed.</p>	<p><b>Amanda/ Sonia</b></p>
<p>6.</p>	<p><b>Headteacher’s report</b> – this report had been circulated prior to the meeting. Amanda asked for any questions or comments. It was agreed to amend the EHCP (Education, Health Care Plan) figures as follows: 3 at Colleges, 4 in progress 3 at The Fields, 2 in progress Brunswick figures were correct – 2 in progress <i>Yellow Door</i> – Amanda explained that Yellow Door were a local firm who had worked with the nursery schools informally for a number of years. Yellow Door were proposing a more formal arrangement with financial benefit to the Federation. The initial proposal of £3000 per year would be reviewed in six months time. Karen expressed concern this figure was perhaps a little low. Debbie explained (as a former employee at Yellow Door) that we accept this figure for now and then discuss and agree an increase at the six monthly review. Another benefit for the nurseries could be DBS checked staff from Yellow Door volunteering at the Federation schools. Debbie said it was important to check the photography/Video permission form used by YD to ensure it included <b>all</b> forms of social media (including tiktok). <i>September intake</i> - Amanda stated that the numbers for September were average but hopefully would increase further over the summer months.</p>	<p><b>Sonia</b></p> <p><b>Amanda/ Sonia</b></p>
<p>7.</p>	<p><b>Draft minutes from Budget ratification, M&amp;R and C&amp;S Committees</b> – for information only. Carolyn commented on the Curriculum &amp; Standards meeting. She explained to all governors that the committee had decided to combine the areas of learning policies under one overarching policy, namely Learning &amp; Teaching Policy. However, parents would still be able</p>	

	to see the areas of learning on the three nurseries websites along with a link to the Early Years Foundation Stage.	
8.	<p><b>Staffing</b> – A teacher at The Fields is leaving at the end of term and will not be replaced. At Colleges one TA has left, another will be taking maternity leave from October and a third has applied for another job. An advertisement has been placed to try and recruit a new Teaching Assistant at Colleges. However, no useful candidates as yet.</p> <p>The situation regarding recruitment is critical – there do not seem to be any Level 3 TA’s in the market place. The Federation has not had any trainees from the Faculty of Education so there appears to be a shortage in teaching as well.</p> <p>On a positive note Amanda reported that the Finance Assistant vacancy at Brunswick had now been filled. Tracia Yeung has started two afternoons per week for the remainder of this term. She has a three year old son who will join Brunswick in September. She will be trained by Joann and Sonia. In September, when she will be up to her full hours, she will also carry out training with ICT on the finance systems.</p> <p>Carolyn thanked all the staff at Brunswick who had covered the finance role at Brunswick since September last year.</p>	
9.	<p><b>Policies - SCR visit</b> - Carolyn to talk to Veronica and ask her if she was willing to carry out the termly review at the three nursery schools this term.</p> <p><i>Complaints Policy</i> – An updated model policy had been received from the LA. Amanda had been through it and had sent this version with the papers for this meeting. The governors agreed to adopt this policy.</p> <p>Amanda explained to the new governors that HR policies were produced by our HR company EPM and we also used The Key to find suitable policies when necessary.</p>	Carolyn/ Sonia
10.	<p><b>Governor Skills Matrix</b> – Sonia to send out the governor skills matrix to all governors for them to complete.</p>	Sonia
10.	<p><b>Safeguarding</b> - Amanda explained that all headteachers were asked by the Local Authority to complete an annual safeguarding monitoring report. It included information such as who are the Designated Persons at each setting, staff training etc. She stated that she had completed this for the three nursery schools and Carolyn, in her role as safeguarding governor, had read and signed it so it could now be submitted to the LA.</p> <p><i>Governor training</i> – Sonia had sent a link to safeguarding training last week. All governors, if they have not already done so, <b>must complete safeguarding training by 18 July 2023.</b></p> <p><i>Safer recruitment training</i> – Debbie confirmed she had recently carried out this training.</p>	Amanda/ Carolyn  All
12.	<p><b>Data Protection GDPR</b> – No data breaches to report. Sonia to attend an update on new legislation regarding GDPR tomorrow.</p> <p>The Annual GDPR audit had been completed for all three nurseries and feedback due from the ICT service by the end of June.</p> <p>It was agreed that all governors should be using a secure school email address. Sonia to contact ICT and arrange this for those still requiring one.</p>	Sonia
17.	<p><b>Any Other Business:</b></p> <p><i>Governor induction</i> – Karen expressed concern that she was not aware she should have a specific email address. It was agreed that governor induction information should be looked at with a small sub committee.</p>	Sonia/Karen/ Debbie

**Date of Next FGB:** School Development Plan FGB Tuesday 12 September 6.30pm at Colleges  
FGB Thursday 12 October 6.30pm at Brunswick

**Dates for other meetings:**

Curriculum & Standards Committee – Tuesday 3 October 10.00am via zoom

Management & Resources Committee – w/c 6 November

**Meeting Closed: 8.08pm**

signed:

*Cathy Luxer*

signed:

*Carys-Luxer*