

Minutes of Cambridge Nursery Federation
Full Governing Body Meeting at Brunswick Nursery School
Tuesday 10 October 2023, 6.30pm

Agenda item	<p>Governors present: Amanda Bannister, Louise Bedford, Carolyn Purser, Lisa Faulkner, Ysanne Austin, Gill Learmond, Ruth Holman, Janey Morrison, Karen Eyre-White, Debbie Faulkner, Veronica Sharpe, Jose De Arcos, Marie Mensah (until 8.05pm)</p> <p>Others present: Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by						
1.	<p>Apologies: Apologies received and accepted from Jenna Robson and Davide Fiorentino.</p>							
	<p>Lisa welcomed Jose to the meeting as the new parent governor from The Fields. Jose gave a brief resume and there followed a short introductory round.</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.	<p>Meeting dates for Full Governing Body</p> <table border="1" data-bbox="267 976 1284 1050"> <tr> <td>FGB</td> <td>Tuesday 5 March 2024</td> <td>6.30pm at Colleges</td> </tr> <tr> <td>FGB</td> <td>Tuesday 18 June 2024</td> <td>6.30pm at The Fields</td> </tr> </table>	FGB	Tuesday 5 March 2024	6.30pm at Colleges	FGB	Tuesday 18 June 2024	6.30pm at The Fields	
FGB	Tuesday 5 March 2024	6.30pm at Colleges						
FGB	Tuesday 18 June 2024	6.30pm at The Fields						
4.	<p>Minutes of the last meeting – The draft minutes from the meeting in June had been circulated with the agenda. Carolyn asked for any comments or questions. It was agreed to re-send the NGA Skills matrix as some governors were not sure they had received it. The minutes were then approved unanimously by a show of hands and signed as a true record of the meeting.</p>	Sonia						
5.	<p>Election of Chair(s) and Vice Chair Lisa explained that she wanted to stand down from the role of Co-chair due to her other commitments. She confirmed she would like to continue on the board in her role as Local Authority governor. Carolyn stated that she was happy to stand for re-election as a Co-Chair. Sonia asked for nominations for this position. Veronica was willing to stand for the position of Co-Chair. Lisa then proposed Veronica which was seconded by Ysanne. Louise proposed Carolyn and Debbie seconded this. The governing body voted unanimously by a show of hands to elect Carolyn & Veronica as Co-Chairs for the Cambridge Nursery Federation for 2023-2024. Carolyn asked to record thanks to Lisa for her work during the last year as Co-Chair. Vice Chair: Davide had resigned from the governing body due to work commitments. He had hoped to join the meeting tonight but was not able to due to a family emergency. Carolyn formally expressed thanks to Davide for his contribution to the governing body. A short discussion followed regarding the Vice Chair role. It was agreed that if the Co-Chairs required assistance or were unable to carry out their roles, that the Chairs of the Committees would step up if necessary. Sonia to ensure this change was made to the terms of reference for the FGB.</p>	Sonia						

	<p>All those present agreed that Lisa could continue to chair this meeting.</p>	
<p>6.</p>	<p>Election of Committees & Governors with specific responsibilities – the current list had been circulated and Lisa asked if anyone wanted to move committees. The minimum number of meetings per year for each committee were as follows: Management & Resources – 3 per year (one each term) Curriculum & Standards – 3 per year (one each term) Care & Marketing – 1 per year in the Spring term Headteacher Performance Management – 2 per year Salary Review – 1 per year in the Autumn term</p> <p>The committee members were agreed as follows:</p> <p>Management & Resources Lisa Faulkner Louise Bedford Ruth Holman Amanda Bannister Ysanne Austin Karen Eyre-White</p> <p>Curriculum & Standards Gill Learmond Ruth Holman Carolyn Purser Marie Mensah Veronica Sharpe Jenna Robson Janey Morrison Debbie Faulkner</p> <p>Care & Marketing Amanda Bannister Louise Bedford Lisa Faulkner Veronica Sharpe Marie Mensah</p> <p>Salary Review Lisa Faulkner Carolyn Purser Jenna Robson*</p> <p>HT Performance Management Ysanne Austin Karen Eyre-White</p> <p>Review Appeals Committee Debbie Faulkner (others to be nominated if this committee required to meet)</p> <p>*Subject to agreement</p> <p>Jose to be invited to attend C&S, M&R & C&M meetings to enable him to decide which committees he would like to join. All other members present agreed to the committee listings for this year.</p> <p>Governors with specific responsibilities – this list was circulated prior to the meeting. <i>Child Protection & Safeguarding</i> – Carolyn Purser <i>SEND</i> – Veronica Sharpe & Debbie Faulkner <i>Vulnerable groups including EAL, EYPP & FSM</i> – Lisa Faulkner <i>Training & Curriculum</i> – Chair of C&S and Clerk <i>Health & Safety</i> – Louise Bedford & Lisa Faulkner</p>	<p>Sonia</p>

	The governing body then voted unanimously, by a show of hands, to approve the specific responsibilities list for this year.	
7.	<p>Governor Monitoring visits - The Curriculum & Standards committee had identified from the Learning & Teaching policy (which covers the 7 areas of learning) the following topics for the basis of visits:</p> <p>English as an additional language Arts & Design Understanding of the World</p> <p>Karen agreed to cover Understanding of the World, Lisa to look at EAL and Jose and/or Jenna Arts & Design. Sonia to send a visit report template to all.</p>	Karen, Lisa, Jose/Jenna, Sonia
8.	<p>Report from Chairs – The written report had been circulated prior to the meeting. Carolyn expressed her heartfelt thanks (on behalf of all the governors) to Amanda for her input over the years as headteacher, first at Brunswick and then taking on Colleges & The Fields in the Federation. She felt that the Federation would not be where it is today without Amanda’s passion for Early Years and her hard work.</p> <p>It was agreed that a modified version of the Co-Chairs report would be placed on the Federation website.</p> <p>Amanda stated that the new Cambridge Nursery Federation website was now live. It would link directly to the three individual sites.</p> <p>Amanda gave a brief explanation of the recent Ofsted inspection at The Fields. A full inspection would be carried out in 18 months – 2 years.</p>	Karen/Sonia
9.	<p>Finance & Funding update –</p> <p>Amanda stated that there was now a finance officer in each of the nurseries. Tracia Yeung had been appointed to the Brunswick position in the summer and had started her full hours at the beginning of September. However, there were no finance reports due to difficulties with the new SBS system introduced by the LA. There had been two training sessions but various glitches meant month ends could not be completed. It had been agreed that the Chair of M&R committee (Ysanne) would meet with the 3 officers on 16 October to discuss and review the position. It was hoped that reports could be produced for the M&R meeting on 7 November.</p> <p><i>Funding</i> – The Local Authority has increase the 3 year old funding to £5.14 per child per hour. Amanda explained that maintained nursery schools do not receive enough from government to pay costs so LA have to top up funding from their budget.</p> <p><i>The Fields</i> – Continue to have cash flow issues. This is partly caused by large amounts due to the nursery and not being paid on time e.g. Castle school. A cashflow loan form had been completed and was signed off by the co-chair of governors.</p> <p><i>Colleges</i> – A cashflow loan form would need to be completed shortly.</p>	Ysanne/Sam Joann/Tracia
10.	<p>Headteacher’s report – this report had been circulated prior to the meeting. Amanda thanked Ruth, Janey, Gill and the office staff for their input to this report. The figures show that Colleges are slightly down on last year, Brunswick is considerably lower as is The Fields.</p>	
11.	<p>LA Maintained Nursery Schools report – Lisa explained that the County council had planned to review all the maintained nursery schools in the County by Summer 2023. A summary of the findings for each of the Federation nursery schools was handed out to all those present. The full reports were not yet complete.</p> <p>Lisa to email Jon Lewis to arrange a meeting to discuss the report.</p>	Lisa

12.	School Development Plan – The 2023.24 plan had been discussed and agreed at the meeting in September. The copy sent to governors prior to this meeting was the final agreed version. Lisa thanked everyone involved – she felt it was a good plan.	
13.	Headteacher recruitment - Carolyn explained that she had contacted George Hayes at the Local Authority to discuss the recruitment process. It had been decided to use their services rather than EPM as the costs were more reasonable. Due to the notice period required for headteachers it was likely that an interim head would be needed for 1 or 2 terms. A recruitment pack had been put together and the advertisement posted on various online platforms with a closing date of 30 October. Ysanne expressed her concern on various points, including whether the recruitment sub committee should have had more input into the initial process and whether it would have been better to wait to place the advertisement. Following further discussions it was agreed that the recruitment sub-committee could make the decision not to appoint if they felt they had not got a strong enough field. This could then be re-advertised at a later date.	
14.	Staffing – Recruitment continued at <i>Brunswick</i> for After School Club and Lunch assistants. This was proving to be challenging and time consuming for all involved. Advertisements through Anglia Ruskin University connection (Previous parent) had resulted in appointing 1 After school assistant so far. 2 lunch assistants had been appointed but one had since pulled out. Further interviews were planned for Monday/Tuesday next week. <i>Colleges</i> – A Level 3 TA left in July and thanks to Karen we had managed to appoint Liz Nazziwa (from King Street Playgroup which closed in July). There was another TA leaving to go to the Castle School after half term. <i>The Fields</i> –A teacher (Eszter) had left in July and not been replaced. Ruth now had further teaching commitments. Recruitment of nursery staff across the country continues to be very difficult.	
15.	Site – <i>Brunswick windows</i> -Three quotations had been circulated for the replacement of the Brunswick sash windows. Louise was happy to use Murfitts who had been the cheapest price. She hoped this work would be carried out in the Easter 2024 holidays. All governors agreed to proceed with the work with Murfitts. <i>The Fields Dishwasher</i> – Two quotations for replacing the industrial dishwasher in the kitchen at The Fields had been circulated. Amanda explained that the quotes were very close in price. It was agreed by those governors present to go ahead with the purchase of the dishwasher.	Louise/Sonia Sam
16.	SCR (Single Central Record) - Veronica had arranged to visit all three nurseries to check the SCR on 17 October.	Veronica
17.	Safeguarding - Janey & Ruth are currently working with a family at Colleges. Safeguarding training was carried out at the three nursery schools in September.	
18,	GDPR – No data breaches to report.	
19.	Any Other Business: Karen said that several parents at Brunswick were keen to fundraise for the nurseries. They were talking to Mrs Davies about using the Just Giving page. <i>Flu jab</i> – A staff member had asked if the schools would fund staff flu jabs as last year. The governors discussed and agreed that this would happen. Staff to take receipts to the office for reimbursement.	

	<p>Date of Next FGB: see (3) above Dates for other meetings: M&R Committee – Tuesday 7 November, 1.00pm via zoom Meeting Closed: 8.57pm</p>	
--	--	--