

Minutes of Cambridge Nursery Federation
Full Governing Body Meeting at Colleges Nursery School
Tuesday 5 March 2024, 6.30pm

Agenda item	<p>Governors present: Louise Bedford, Lisa Faulkner, Gill Learmond, Ruth Holman, Debbie Faulkner, Veronica Sharpe, Jose De Arcos, Jenna Robson</p> <p>Others present: Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by						
1.	<p>Apologies: Apologies received and accepted from Ysanne Austin, Karen Eyre-White, Janey Morrison & Carolyn Purser</p>							
2.	<p>Declaration of Eligibility/register of pecuniary interests – There were no specific pecuniary interests for this meeting.</p>							
3.	<p>Meeting dates for Full Governing Body</p> <table border="1" data-bbox="213 927 1307 1010"> <tr> <td>Budget Ratification</td> <td>Early May date TBA</td> <td></td> </tr> <tr> <td>FGB</td> <td>Tuesday 18 June 2024</td> <td>6.30pm at The Fields</td> </tr> </table>	Budget Ratification	Early May date TBA		FGB	Tuesday 18 June 2024	6.30pm at The Fields	
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4.	<p>Minutes of the last meeting – The draft minutes from the meeting in October had been circulated with the agenda. Veronica asked for any comments or questions. <i>Matters arising</i> – Sonia to check who had not completed the NGA Skills matrix and re-send to them. Lisa to co-ordinate the replies. Debbie mentioned the discussions held at the recent M&R meeting regarding recruitment of new governors. She had sent a link to Ysanne to a website where companies register their interest in governorship. The federation could then also register putting a request in for the skills particularly required and be matched to potential candidates. The minutes were then approved unanimously by a show of hands and signed as a true record of the meeting.</p>	<p>Sonia/Lisa</p> <p>Debbie/Ysanne</p>						
5.	<p>Finance & Funding update – Budget monitoring reports had been circulated prior to the meeting. These had been discussed recently at M&R committee. Ysanne had sent through a list of points which Lisa presented. Summary – Brunswick is currently ok financially, mostly due to income received from Integrated care. Colleges and The Fields however both had deficit bank balances. Ruth explained that she had been talking to Kerrie from the LA bank account team. They look at the whole of Cambridgeshire schools as one ‘account’. She had reassured Ruth that our position was not yet critical. Martin Wade had also said carry on as you are. Debbie asked if it was clear that there would be no financial penalty for the governing body. Lisa agreed to email Martin Wade to ascertain the position. A new interim Education Director at LA (replacing Jon Lewis) had been appointed – Paul Smith. Sam and Ruth were meeting with Ray Byford for initial budget setting for Colleges and The Fields on Wednesday 6 March. It was looking like they would both set deficit budgets in the region of £40,000-£50,000. Brunswick would head in this direction in the coming years, especially with the introduction of the working 2’s government funding.</p>	<p>Lisa</p>						

	<p>Funding from LA is based on the number of children registered in the October census, so Brunswick and The Fields were getting £170K each split over 12 months. Colleges slightly more at £180K as they had more on role at that time. However, still a cut in funding overall.</p> <p><i>Catering</i> – As Jon Lewis had now left his position, he had suggested contacting Fran Cox, Sufficiency & Placement Officer. It was agreed to contact Fran regarding the next steps with the proposal for catering going forward.</p> <p><i>Care & Marketing Committee</i> – It was decided that this committee should meet to discuss fees and marketing before the end of this term. Sonia to add Debbie and Jenna to the circulation list and send round a doodle poll to establish a date.</p>	<p>Sonia</p> <p>Ruth</p> <p>Sonia</p>
6.	<p>Headteacher’s report – The report had been circulated prior to the meeting. Ruth thanked Janey, Gill, Helen and the office staff for their input to this report. Debbie commented that it was a very thorough and helpful report. Ruth stated that since it had been sent out there are now 3 children with CP plan at The Fields and 1 at Colleges.</p> <p>Concern was expressed regarding staff absences and wellbeing. Ruth explained that generally absences were covered by other staff as no money to employ supply staff. Only Teachers are insured due to high costs of insurance.</p> <p>Debbie asked about the visit to Brunswick from PEDAL. Ruth & Gill explained that the connection came through the Faculty of Education. They were studying children’s development.</p> <p>Various marketing opportunities were discussed including local community groups and facebook. It was decided to discuss this in detail at the C&M meeting.</p> <p><i>Contracts</i> – There was a discussion about whether it was possible for staff to be asked to work at one of the other nurseries within the federation. New staff members should have a clause stating that their main place of work was X but they could be asked to work elsewhere. Ruth to check all current contracts with a view to standardising this across the federation. It would certainly ease planning in times of high absence if staff could be sent to other nurseries on a temporary basis to cover the specific need.</p>	<p>C&M Committee</p> <p>Ruth</p>
7.	<p>Draft Minutes from M&R and C&S Committees – These had been circulated with the agenda papers for information only.</p> <p>Ruth commented on the C&S minutes. She had been asked to check the Code of Conduct regarding new technology. The sentence added to the Acceptable use of IT was already included in the Code of Conduct Policy.</p>	
8.	<p>Staffing – Ruth explained that Faye had given notice and would be leaving Colleges at Easter. She had asked Slavka to increase her hours and also Lauren from The Fields. Recruitment for an administrative assistant at Brunswick had been successful and Tania would be starting on 18 March. She would be working 3 days at Brunswick and 1 day at Colleges.</p> <p>Joann (Finance officer at Colleges) was still in hospital and very poorly at the present time. Colleges finance was being covered by Sam from The Fields until Easter. Tracia and Sam would then both cover Colleges finance going forward.</p> <p>A teacher (Paula) from the Fields would be retiring at the end of the Summer term. An advertisement would need to go out for a main scale 60% teacher.</p> <p><i>Executive Headteacher</i> – This post was being re-advertised. Any applicants would be shortlisted on 18 March.</p>	<p>Ruth/Sonia</p>
9.	<p>Policies & SCR – The Single Central Record was reviewed each term. Veronica to arrange visits to each of the nurseries before the end of term.</p>	<p>Veronica/Sonia</p>
10.	<p>Safeguarding – No other particular concerns other than the CP children mentioned in HT’s report (6) above.</p>	

11.	<p>Site – Canopies at The Fields need to be replaced and quotations were being obtained. The decking at Brunswick would also need replacing in the not too distant future. Lisa to make contact with Funding Section 106. Debbie has several contacts within the educational industry so could possibly help with obtaining quotations.</p>	<p>Lisa Debbie</p>
12.	<p>GDPR – No data breaches to report.</p>	
13.	<p>New Governors – Veronica stated that there were currently three vacancies now that Marie had officially resigned as a governor. Veronica was visiting Brunswick tomorrow with a potential person interested. They had a background in Early Years. It was agreed that the governing body needed more people with financial skills. See Minutes of the Last Meeting (4) above.</p>	
14.	<p>Any Other Business: Debbie stated that she had carried out a site visit to COSY. She had managed to secure a small amount of funding for each of the nurseries to buy out of their catalogue. Debbie to meet with Ruth to look at the catalogue.</p> <p>Ruth had visited another nursery Federation in Rotherham and also planned to visit Peter Pan Federation in Bedford after Easter. Roots are a well established federation based in St Albans. Veronica and Carolyn had postponed their planned meeting but hoped to re-arrange after Easter.</p> <p>Date of Next FGB & Budget ratification: see (3) above Dates for other meetings: Care & Marketing – before end of Term Management & Resources – Wednesday 24 April 12.30pm via zoom Curriculum & Standards – Wednesday 22 May, 1.00pm via zoom</p> <p>Meeting Closed: 7.54pm</p>	