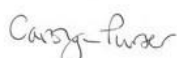


Minutes of Cambridge Nursery Federation  
Full Governing Body Meeting via Zoom  
Wednesday 5 March 2025 6.30pm

Agenda item	<p><b>Governors present:</b> Louise Bedford, Carolyn Purser, Gill Learmond, Ruth Holman, Janey Morrison, Debbie Faulkner, Veronica Sharpe, Anne Crick, Ysanne Austin (until 7.40pm)</p> <p><b>Others present:</b> Sonia Swindells (clerk)</p> <p><i>The meeting was quorate</i></p>	Action by						
1.	<b>Apologies:</b> Padmini Radhakrishnan							
2.	<p><b>Declaration of Eligibility/register of pecuniary interests</b></p> <p>There were no specific pecuniary interests for this meeting.</p>							
3.	<p><b>Meeting dates for Full Governing Body</b></p> <table border="1"> <tr> <td>Budget ratification (FGB)</td><td>Thursday 8 May</td><td>1.00pm via Zoom TBC</td></tr> <tr> <td>FGB</td><td>Wednesday 25 June</td><td>6.30pm at The Fields</td></tr> </table>	Budget ratification (FGB)	Thursday 8 May	1.00pm via Zoom TBC	FGB	Wednesday 25 June	6.30pm at The Fields	
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4.	<p><b>Minutes of the last meeting</b> – The draft minutes from the meeting in October had been circulated with the agenda.</p> <p><b>Matters arising</b> – Carolyn reminded everyone to confirm to Sonia that they had read the policies circulated in September and also to watch the webinars relating to CIC &amp; PiC children sent via email in June.</p> <p><b>Curriculum plans</b> – Janey explained that these were now complete and she agreed to send the master document to Sonia to circulate to all governors. Each nursery would tweak these to make them appropriate for their setting.</p> <p>The Co-chairs &amp; Chairs of M&amp;R and C&amp;S committees had had 2 meetings (one with Ruth) which was proving useful to ensure everyone was kept informed.</p> <p><b>Terms of reference</b> – The M&amp;R terms of reference had been drafted. Once the C&amp;S terms of reference are drafted it will be possible to check there are no overlaps and bring both terms of reference to FGB for ratification.</p> <p><b>Governors</b> – Carolyn explained that Marta Perry Jones had not responded to any recent communications so would not be joining the governing body.</p> <p><b>SBS</b> – The finance system is finally up and running although there were issues with staff contracts at Brunswick &amp; Colleges which gave Sam a days work to sort it out.</p> <p><b>Confidential minute</b> – No communication from the LA since they received the plan. Carolyn had emailed Annette Brooker who had explained that the Finance department were dealing with it.</p> <p>The minutes were then approved unanimously by a show of hands and signed as a true record of the meeting.</p>	<p><b>All</b></p> <p><b>Janey/ Sonia</b></p> <p><b>Debbie</b></p>						
5.	<p><b>Finance &amp; Funding update</b> – Ruth stated that each nursery had received a lump sum of around £10,000 from the LA to assist with the teachers pay increase and employer pension contributions. She explained that Karen at Histon had attend the forum meeting when this was discussed.</p>	<b>Ruth</b>						

Signed:

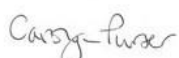


C Purser, Co-chair of governors 1

Date: 25 June 2025

	<p>Ruth agreed to ask Karen for a copy of the minutes to clarify the position.</p> <p>All nurseries were starting to prepare offers for spaces in September. The Fields &amp; Brunswick were likely to be similar numbers as last year while Colleges were currently lower. However, more applications will be received in the summer term.</p>	
6.	<p><b>SFVS</b> – Ysanne had compared the 3 nurseries forms. She had several queries regarding the answers. The following was agreed:</p> <ol style="list-style-type: none"> <li>1. Change Point 3 from Yes to in part</li> <li>2. Point 7 - change wording as there is a disconnect</li> <li>3. Point 11 – remove reference to Care &amp; Marketing committee as now disbanded</li> </ol> <p>Ruth to make the above revisions.</p> <p>The governors present voted unanimously with a show of hands to accept the SFVS documents with the revisions as discussed above.</p>	Ruth/ Sonia
7.	<p><b>Headteacher's report</b> – The report had been circulated prior to the meeting. Carolyn commented that she really valued the input from the Assistant Heads which gave a good insight into the activities in each nursery. She expressed her thanks to Helen, Janey &amp; Lianna. Ruth stated that as could be seen from the figures, that Gill had been very busy with SEND children and EHCP applications. The CP children numbers were not too high and most of them were doing well.</p> <p><i>Joint training days</i> – These have been really effective. In April the training day will be looking at Opal (Learning Journals) moderation of observations.</p> <p>On Monday 23 June training Ruth explained she had organised a clay workshop. This would then happen in all three nurseries with the children. The teachers will plan a clay project for the end of the summer term.</p> <p><i>Health &amp; Safety Audit</i> – This had been carried out at Brunswick. It was a very intense afternoon. Ruth, Louise and Debbie were working through the action plan.</p> <p><i>EYPP</i> - significantly higher than last year – probably as a result of 2 year olds now being included.</p> <p><i>Touch &amp; Groove sessions</i> – Debbie mentioned that when she visited Colleges recently staff were in need of music equipment. Janey explained that a temporary solution had been reached. However, Colleges do need to have a more cohesive way of accessing music. Louise stated that Brunswick had an apple account and agreed to discuss with Janey how to share this resource.</p> <p>Ruth thought that The Fields may have some spare ipods and would check.</p>	Ruth/Debbie          Louise/ Janey Ruth
8.	<p><b>Draft Minutes from M&amp;R and C&amp;S Committees</b> - These had been circulated prior to the meeting. There were no questions.</p>	
9.	<p><b>Staffing – Confidential item – see separate minute</b></p> <p>Ruth said that she, Sam and Sonia were interviewing for the Finance Office position at Brunswick tomorrow. If they were unable to appoint she would contact the LA and ask for them to provide somebody on a temporary basis.</p> <p>Joanna Jarocz Wojick, TA had left Brunswick and a TA had been appointed on a temporary basis until August 2025. At Colleges Sue Calderwood had resigned and a TA had also been appointed on a temporary contract until August.</p> <p>A lunchtime assistant at Brunswick, who had been on long term sick leave, had resigned and another one was also leaving in April. Ruth to talk to Louise tomorrow.</p> <p>Ruth and Janey had been thinking about long term planning for staffing and were investigating apprenticeships. They hoped to organise a meeting with the LA to discuss the various pathways further.</p>	Ruth/ Louise   Ruth/ Janey
10.	<p><b>Policies - SCR (Single Central Record)</b> – Veronica would carry out a visit to all 3 nurseries.</p>	Veronica

Signed:



C Purser, Co-chair of governors 2

Date: 25 June 2025

	Veronica stated that she was working on an induction policy for new governors and the Code of Conduct for the governor body. She would circulate this to all governors and ask for any changes/comments to be sent to her. These two policies could then be ratified at the next FGB meeting in June.	<b>Veronica/ All</b>
11.	<b>Safeguarding</b> - No particular issues to report.	
12.	<p><b>Site &amp; Health &amp; Safety</b> - See Headteacher's report(7) above re H&amp;S audit.</p> <p>Louise and Debbie were in the process of arranging dates to carry out the termly site walks at each nursery.</p> <p>Ruth had attended a 3 day IOSH course which was very informative. Wellbeing passport – which could be used rather than a risk assessment. Ruth to adapt and send round to governors.</p> <p><i>Brunswick</i> – Decking outside the cabin needs replacing. M&amp;R committee had agreed the quotation and this work would be carried out in the Easter break.</p> <p><i>The Fields</i> and <i>Colleges</i> both need new sheds. Sam was building these costs into next year's budget.</p> <p>Teaching schools money that was being held by Huntingdon Nursery would now be shared between the Cambridge LA nursery schools for training and resources. This amounted to around £15,000 per nursery and Ruth wanted this to be used for improvements in the outdoor areas of the nurseries. Ruth to find The Fields document about a lottery grant refusal and circulate to governors.</p>	<p><b>Ruth</b></p> <p><b>Ruth</b></p>
13.	<b>GDPR</b> – No data breaches to report.	
14.	<p><b>New Governors</b> – Debbie reported that she was working on generating new literature for the website and also that could be sent out to local companies to try and recruit new members. e.g. ARM, Microsoft etc. She would send to the Co-Chairs &amp; Chairs of committees in the first instance for their comments.</p> <p>Sonia to add a governor vacancy advert on the CNF website.</p>	<p><b>Debbie</b></p> <p><b>Sonia</b></p>
15.	<p><b>Any Other Business:</b> <i>CNF Vision</i> – Following the previous meeting where this had been discussed, Ruth had talked to all the keyworkers within the CNF on the recent training day. She said it was a very interesting discussion. It was almost a 'staff survey'. She had also spoken to the teachers and planned to talk to the assistant heads individually.</p> <p>Karen (Eyre-White), parent at Brunswick, had already given some feedback from parents. Ruth hoped to get similar feedback from Colleges and The Fields parents.</p> <p>Gill to report back on this at the next C&amp;S committee meeting.</p> <p><i>Staff contracts</i> – While looking at budgeting for next year, the issue of staff being on 38 or 39 week contracts emerged. The Fields staff are all on 39 week contracts.</p> <p>Janey had spoken to staff at <i>Colleges</i> and as the majority were full time staff and always attended training days, they were happy to move to 39 week contract.</p> <p><i>Brunswick</i> – As a number of staff here are part time, the issue was more difficult. Some staff were happy to move, others preferred the flexibility.</p> <p>Ruth then asked governors if they would be happy to agree to Colleges staff moving to 39 week contracts. This was voted on and agreed unanimously by a show of hands.</p> <p><b>Date of Next Meetings:</b> see (3) above</p> <p><b>Meeting Closed: 8.15pm</b></p>	<b>Ruth Gill</b>