

Minutes of Cambridge Nursery Federation
Full Governing Body Meeting at Brunswick Nursery School
Wednesday 23 October 2024, 6.30pm

Agenda item	<p>Governors present: Louise Bedford, Carolyn Purser, Gill Learmond, Ruth Holman, Janey Morrison, Karen Eyre-White, Debbie Faulkner, Veronica Sharpe, Anne Crick, Ysanne Austin (until 7.30pm)</p> <p>Others present: Sonia Swindells (clerk)</p> <p><i>The meeting was quorate</i></p>	Action by						
1.	Apologies: Ysanne apologised as she can only stay at the meeting until 7.30pm.							
2.	<p>Declaration of Eligibility/register of pecuniary interests & acknowledgement of policies – There were no specific pecuniary interests for this meeting. Ysanne & Debbie declared pecuniary interests relating to education and would complete new forms. 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 & PiC children sent via email in June.</p>	<p>Sonia/ Ysanne/Debs</p> <p>All</p>						
3.	<p>Meeting dates for Full Governing Body</p> <table border="1"> <tr> <td>FGB</td><td>Wednesday 5 March 2025</td><td>6.30pm at Colleges</td></tr> <tr> <td>FGB</td><td>Wednesday 18 June 2025</td><td>6.30pm at The Fields</td></tr> </table>	FGB	Wednesday 5 March 2025	6.30pm at Colleges	FGB	Wednesday 18 June 2025	6.30pm at The Fields	
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4.	<p>Minutes of the last meeting – The draft minutes from the meeting in June had been circulated with the agenda. Carolyn thanked Ysanne for collating the skills audit for governors. <i>Headteacher's report –</i> Ruth confirmed that the new curriculum plans were being discussed and implemented at staff meetings and the training day on Friday. Janey to forward the agreed plans to the FGB. <i>Terms & Conditions/Fees –</i> Ysanne confirmed that following the recent M&R meeting she had met with Sonia to put in place a schedule and process to review these. She would be sending this out to the M&R committee and also gaining input from the 3 nursery schools. <i>Equalities plan –</i> This will be reviewed by SLT in March 2025. <i>Brunswick Decking –</i> work completed during the summer holidays. The minutes were then approved unanimously by a show of hands and signed as a true record of the meeting.</p>	<p>Janey/Sonia</p> <p>Ysanne SLT</p>						
5.	<p>Election of Chair(s) Sonia asked who was interested in standing for the position of Chair/Co-Chair. Carolyn and Veronica stated that they were happy to stand for re-election as a Co-Chair for this year. Debbie then proposed Veronica which was seconded by Gill. Louise proposed Carolyn and Janey 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 2024-2025.</p>							

Signed: 

	<p>It was agreed, as last year, not to appoint a Vice-Chair as the Chair was currently a shared role. As before, if the Co-Chairs needed further assistance or were unable to carry out their roles, the Chairs of Committees would step up as required.</p> <p>There was a short discussion regarding governor numbers. Currently 5 vacancies. Carolyn had heard from Marta Parry Jones who was still very keen to join the governing body. She comes from a business background. A statement from Padmini Radhakrishnan, who was interested in standing as parent governor, had been circulated. All governors agreed to appoint them and Sonia to formally invite them to join and carry out the necessary checks including DBS.</p> <p>Carolyn then thanked Karen Eyre-White, who was standing down from the FGB having completed her 2 year term of office as a parent governor, for her many contributions to the FGB. Karen had agreed to complete the HTPM review but was unable to stand for re-election due to her other commitments.</p> <p>Debbie, Sonia & Ysanne to look at opportunities for advertising and acquiring new governors. Sonia to check we were registered with 'Governors for schools'.</p> <p><i>LA Governor</i> – Ysanne agreed to step into this vacancy, following the departure of Lisa Faulkner after many years of service to the governing body. Carolyn asked to formally record thanks to Lisa for her contributions to the FGB over many years.</p>	<p>Sonia</p> <p>Sonia</p>
6.	<p>Election of Committees & Governors with specific responsibilities – the current list had been circulated and Carolyn ran through it. 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) 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 Louise Bedford Debbie Faulkner Ruth Holman Vacancy Ysanne Austin Vacancy</p> <p>Curriculum & Standards Gill Learmond Carolyn Purser Anne Crick Veronica Sharpe Debbie Faulkner Janey Morrison Associates – Lianna Hodson & Helen Crisp</p> <p>Salary Review Carolyn Purser Debbie Faulkner Anne Crick (for 2024 only) Vacancy</p>	

Signed: 

	<p>HT Performance Management Ysanne Austin Karen Eyre-White (completing this term's review) Anne Crick (from 2025)</p> <p>Review Appeals Committee Karen Eyre White (others to be nominated if this committee required to meet)</p> <p>Padmini & Marta to be invited to attend both C&S, M&R meetings for information with a view to them joining the M&R committee.</p> <p>Governors with specific responsibilities – this list was circulated prior to the meeting. <i>Child Protection & Safeguarding</i> – Carolyn Purser <i>SEND & Vulnerable groups including EAL, EYPP & FSM</i> Veronica Sharpe & Debbie Faulkner <i>Training & Curriculum</i> – Chair of C&S and Clerk <i>Health & Safety</i> – Louise Bedford & Debbie (interim)</p> <p>The governing body then voted unanimously, by a show of hands, to approve the committee listings and specific responsibilities list for this year.</p>	
7.	<p>Governor Monitoring visits - A visit schedule had been circulated prior to the meeting. Ysanne agreed to carry out the 'Curriculum: role play & malleable' this term.</p>	Ysanne
8.	<p>Report from Chairs – The written report had been circulated prior to the meeting. Veronica asked for any comments. There were none other than the concern about the low number of governors on the governing body. This to be addressed (see 5 above).</p> <p>It was agreed that the Co-Chairs report would be placed on the Federation website and a link to this sent out on the weekly emails from each nursery.</p>	Sonia
9.	<p>Finance & Funding update – Ruth explained that there were still major issues with the SBS financial reporting system. However, Brunswick & Colleges data had now been uploaded. The Fields still had issues but Sam had managed to manually adjust the data to produce a report. These reports had been sent to governors earlier today.</p> <p>It was not possible to discuss these at the meeting as the data arrived too late due to the system difficulties. The LA has acknowledged these issues and say that they are committed to fixing the SBS system by the end of November.</p> <p>Ysanne had agreed in the M&R meeting to write a letter to Martin Wade expressing our concern regarding this. She will circulate to Ruth, Veronica & Carolyn before sending to M Wade by the end of this week.</p>	Ysanne
10.	This item is a CONFIDENTIAL minute – see separate sheet	
11.	<p>Headteacher's report – The report had been circulated prior to the meeting. Ruth thanked Helen, Janey, Lianna and the office staff for their input to this report. She explained that there were 30 children being monitored under SEND across the Federation which is a higher than usual number. There is a child whose parents are taking the Local Authority to tribunal regarding their EHCP. This has involved the nursery in more paperwork</p>	

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	<p>and meetings despite the fact the nursery was not responsible for the EHCP which was already in place when the child started.</p> <p>At Colleges the staff member on maternity leave has resigned. Ruth and Janey are looking at numbers of children/staff to see if it is necessary to employ another staff member. This would have to be approved by the Local Authority before any recruitment could start.</p> <p><i>Vision</i> – A vision statement had been circulated with the papers for this meeting.</p> <p>Ruth explained that she had put it together following discussions with the Assistant Heads and other staff. After a short discussion it was agreed, among other things, to canvas ideas from parents – at Brunswick this could be done informally on the Whats App group.</p>	
12.	<p>Ofsted – Debbie had attended ‘Get Ofsted Ready’ Training and also a seminar at Childcare Expo given by Vanessa Dooley. Vanessa (Jigsaw Consulting) was giving a free webinar on 30 October.</p> <p>Ruth outlined a few of the changes Ofsted are making including only ringing the schools on a Monday.</p>	
13.	<p>Staffing – All teacher appraisals will be completed by the end of this week.</p> <p>The Fields had a staff member leave in September. Annette Brooker had given permission to recruit to replace this person. The new member of staff has been appointed and would start after half term.</p> <p><i>Sickness</i> – Apart from the normal absences, Two of The Fields staff are currently on long term sick leave.</p> <p>Joann, Finance officer, has now decided to take ill health retirement as she is no longer able to work. The process has begun with EPM but may take up to 3 months.</p> <p>Carolyn asked how Joann’s role is being covered. Ruth explained that she was looking at taking some jobs from the finance role to admin. Lauren was working for Colleges two days a week and Tracia was doing additional hours.</p>	
14.	<p>Site & Health & Safety – Brunswick has been chosen for a Health & Safety Audit. Ruth and Louise are in the process of completing and return the necessary forms. The inspection would be on Tuesday 13 November.</p>	
15.	<p>SCR (Single Central Record) - There was a discussion about the need for governors to visit to look at the SCR. Despite it not being compulsory, it was decided that these visits were beneficial for the staff members responsible for the SCR. Veronica agreed to carry out these visits.</p>	Veronica
16.	<p>Safeguarding - Safeguarding training was carried out at the three nursery schools in September. No particular issues to report.</p>	
17.	<p>GDPR – No data breaches to report.</p>	
18.	<p>Any Other Business:</p> <p><i>Flu vaccinations</i> – A staff member had asked if the schools would fund staff flu jabs as last year. The governors discussed and agreed to this. Staff to take receipts to the offices for reimbursement.</p> <p>Date of Next FGB: see (3) above</p> <p>Meeting Closed: 8.10pm</p>	

Signed: 

Co-Chair of Governors