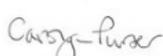


**Minutes of Cambridge Nursery Federation
 Full Governing Body Meeting at Colleges
 Wednesday 25 June 2025, 6.30pm**

Agenda item	<p>Governors present: Carolyn Purser, Gill Learmond, Ruth Holman, Janey Morrison, Debbie Faulkner, Anne Crick, Ysanne Austin, Padmini Radhakrishnan, Matt Oliver, Louise Bedford (until 7.40pm)</p> <p>Others present: Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by						
1.	Apologies: Veronica Sharpe							
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="245 913 1339 992"> <tr> <td>SDP Agreement meeting</td> <td>Thursday 11 September</td> <td>5.00pm at Colleges</td> </tr> <tr> <td>FGB</td> <td>Wednesday 22 October</td> <td>6.30pm at Brunswick</td> </tr> </table>	SDP Agreement meeting	Thursday 11 September	5.00pm at Colleges	FGB	Wednesday 22 October	6.30pm at Brunswick	
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4.	<p>Minutes of the last meeting – The draft minutes from the meeting in March had been circulated with the agenda.</p> <p>Matters arising – <i>Curriculum plans</i> – Carolyn thanked Janey for forwarding these to governors. <i>Terms of reference</i> – The M&R terms of reference had been drafted. The C&S terms of reference are still outstanding. Carolyn to talk to Veronica regarding these. <i>SBS</i> – Ruth explained that there were still a few glitches with the system, including Sam being unable to upload Brunswick’s budget but overall this is now working. Ysanne thanked Sam for the recent month end figures. <i>Health & Safety audit</i> – Actions from the Brunswick visit mostly complete. The Fields had since had an audit and Colleges is due in the Autumn term. <i>Staffing</i> – Ruth explained that finance officer post was advertised, interviews took place and a person appointed. However, they then decided not to take up the position. Ruth had re-arranged the Admin team so Lauren would now carry out the finance role at Colleges and Sam take on Brunswick and The Fields. However, they would work together on items such as month end. <i>Apprenticeships</i> – Janey stated that she had been in touch with Donna at the LA who was responsible for this. There was currently no capacity for another apprentice within the Federation so no apprentice provider had been procured. <i>Teaching schools money</i> – This had been discussed at the recent M&R meeting. Governor would receive a spreadsheet from Sam, detailing the spending of this money. It had been agreed that it would be used primarily for professional development and outdoor learning resources. <i>Confidential minute</i> – Staff member had had a successful transplant and was doing well. EPM and Heales had still not finalised the arrangements for ill health retirement.</p> <p>The minutes were then approved by a show of hands and signed as a true record of the meeting.</p>	Carolyn/ Veronica						

Signed:



	<p>Ysanne commented that she had been waiting to complete her reports for the new proforma. It was agreed she should submit her report asap using the old reporting form. It was agreed to change the title from 'Learning Walk' to Governor visits. Anne had completed a curriculum visit and her report had been discussed at the recent C&S meeting. Sonia to upload to the Governor Hub so that all governors could access it. In future all governor visit reports to be uploaded to the hub for all to see.</p>	<p>Ysanne</p> <p>Sonia</p>
11.	<p>SDP – Meeting date proposed – Thursday 11 September, 5.00pm at Colleges. Ruth explained the School Development Plan for the benefit of the new governors. The meeting in September was to agree the proposed plan by SLT and decide what governors could do to support the Federation.</p>	
12.	<p>Safeguarding - Audit and training - This is an annual audit which had been completed by Ruth and Carolyn. All governors should attend Safeguarding training which should be updated every two years. In addition the audit had stated that they should also have annual safeguarding update. Ruth suggested that Governors were welcome to join the Staff training day on 1 September or she could set up a separate session for governors.</p>	<p>All</p>
13.	<p>GDPR – No data breaches to report.</p>	
14.	<p>Any Other Business: Administration Role at The Fields – Two candidates had been invited for interview next week. Concern was expressed that EPM was not coming up when people searched for jobs. Debbie suggested that a process be put in place for where and how adverts are placed dependant on the role. Padmini suggested it may be possible to advertise on charity websites and agreed to check whether it was possible to advertise for governors on these sites. <i>CNF Vision</i> – Ruth explained how she had gathered information for the Vision. This included staff, parents and word clouds. After a short discussion it was agreed Ruth would liaise with the SLT with a view to shortening the Vision statement and making it more 'punchy'.</p> <p>Date of Next Meetings: see (3) above</p> <p>Meeting Closed: 8.24pm</p>	<p>Ruth/Sonia/ Padmini</p> <p>Ruth/SLT</p>

Signed:

Carys Puxer