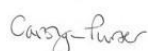


**Minutes of Cambridge Nursery Federation
 Full Governing Body Meeting at Brunswick Nursery School
 Wednesday 22 October 2025, 6.30pm**

Agenda item	<p>Governors present: Louise Bedford, Carolyn Purser, Ruth Holman, Janey Morrison, Veronica Sharpe, Ysanne Austin, Matt Oliver, Padmini Radhakrishnan</p> <p>Others present: Sonia Swindells (clerk), Celia Roberts <i>The meeting was quorate</i></p>	Action by						
	Carolyn formally welcomed Celia to the meeting as a new co-opted governor. Celia's resume had been circulated prior to the meeting and there followed a short introductory round.							
1.	Apologies: Gill Learmond, Anne Crick							
2.	<p>Declaration of Eligibility/register of pecuniary interests & acknowledgement of policies – There were no specific pecuniary interests for this meeting. Ysanne declared pecuniary interests relating to education and would complete the declaration on the governor hub. Carolyn reminded everyone to confirm to Sonia that they had read the policies circulated in September.</p>	<p>Ysanne All</p>						
3.	<p>Meeting dates for Full Governing Body</p> <table border="1" data-bbox="213 1099 1307 1178"> <tr> <td>FGB</td> <td>Wednesday 11 March 2026</td> <td>6.30pm at Colleges</td> </tr> <tr> <td>FGB</td> <td>Wednesday 24 June 2026</td> <td>6.30pm at The Fields</td> </tr> </table>	FGB	Wednesday 11 March 2026	6.30pm at Colleges	FGB	Wednesday 24 June 2026	6.30pm at The Fields	
FGB	Wednesday 11 March 2026	6.30pm at Colleges						
FGB	Wednesday 24 June 2026	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. <i>Matters arising –</i> Ysanne asked for clarification regarding the procurement of apprentices. Janey explained she had been in contact with the LA contact, however, as there was currently no capacity to take on more apprentices within the federation she had not pursued this further. <i>C&S Terms of Reference –</i> Carolyn and Veronica to update and send round to all governors for approval. Then they could be looked at with the M&R T & C's to ensure no overlap of responsibilities. <i>Health & Safety Audit –</i> No date had yet been received from the LA for the visit to Colleges. <i>Teaching Schools –</i> The money was being used for training and specific resources. Sam had created a separate spreadsheet detailing its use. <i>Confidential minute –</i> Ruth reported that EPM and Heales had still not finalised severance arrangements for the member of staff. <i>Draft meeting minutes –</i> It was agreed that the committee minutes would be uploaded to the Governor hub so all governors could access them. <i>Advertising on Charity websites –</i> Padmini to investigate how to sign up to the network and the costs involved. <i>Vision –</i> This will be circulated to all governors and could also be uploaded to the hub. The minutes were then approved by a show of hands and signed as a true record of the meeting.</p>	<p>Carolyn/ Veronica</p> <p>Padmini Ruth/Sonia</p>						

Signed:

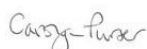


Chair of Governors

Date: 11 March 2026

5.	<p>Election of Chair(s) Sonia asked who was interested in standing for the position of Chair. Carolyn stated that she was happy to stand for re-election as Chair for this year. There were no other candidates. Veronica then proposed Carolyn which was seconded by Ruth. The governing body voted unanimously by a show of hands to elect Carolyn as Chair for the Cambridge Nursery Federation for 2025-2026. It was agreed, that the Vice-Chair position would be shared by the Chairs of the M&R and C&S committees for the present. However, this would be looked at again mid year as other governors may then be interested in being the Vice-Chair.</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 Ruth Holman Ysanne Austin Padmini Radhakrishnan Matt Oliver</p> <p>Curriculum & Standards Gill Learmond Carolyn Purser Veronica Sharpe Janey Morrison Anne Crick Associates – Lianna Hodson & Helen Crisp</p> <p>Salary Review Carolyn Purser Anne Crick Veronica Sharpe</p> <p>HT Performance Management Ysanne Austin Padmini Radhakrishnan</p> <p>Review Appeals Committee Matt Oliver (others to be nominated if this committee required to meet)</p> <p>Carolyn explained to Celia that new governors were invited to attend both C&S & M&R meetings before deciding on which committee to join.</p>	

Signed:

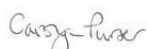


Chair of Governors

Date: 11 March 2026

	<p>Governors with specific responsibilities – this list was circulated prior to the meeting. <i>Child Protection & Safeguarding</i> – Carolyn Purser <i>SEND & EAL</i> - Veronica Sharpe & Celia Roberts <i>EYPP</i> – Anne Crick <i>Training & Curriculum</i> – Chair of C&S and Clerk <i>Health & Safety</i> – Louise Bedford & possible new associate governors TBC</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> <p>Carolyn was still concerned about the difficulty in recruiting governors. She had spoken to Chris Sutton at Governor Services about the possibility of having associate parent governors. They would be called upon for specific jobs on an ad hoc basis. He confirmed this was possible but they would have to affiliated to a specific committee. Carolyn had 3 people in mind and it was agreed initially she would contact them to see if they would be interested with a view to carrying out the H&S visits at the nurseries with Louise.</p>	<p>Carolyn</p>
<p>7.</p>	<p>Governor Monitoring visits - A visit schedule had been circulated prior to the meeting. Carolyn and Padmini had already carried out visits on Settling Routines to Colleges & The Fields. Carolyn reported these were successful and they were really pleased at how well the children were settling in. She asked Ruth and Janey to pass on thanks to the staff. Ruth gave a brief explanation of the visits that had been planned. They were all linked to the SDP. The visits allocation were agreed as follows: Settling routines – Padmini (with Carolyn) EAL Assessment – Veronica Language Rich Environment - Anne Equalities – Carolyn Teacher projects – Celia & Ysanne PSED (Personal, Social & Emotional Development) - Matt</p>	<p>Ruth/ Janey</p> <p>Padmini Carolyn Veronica Anne Celia/Ysanne Matt</p>
<p>8.</p>	<p>Report from Chairs – The written report had been circulated prior to the meeting. Carolyn asked for any comments. Sonia to amend the date of the Ofsted inspection at Colleges (Inspection was held in July 2024 and report published in September 2024). Carolyn continued to have regular meetings with Ruth. Carolyn thanked Veronica for writing the report.</p>	<p>Sonia</p>
<p>9.</p>	<p>Finance & Funding – the latest budget documents had been circulated with the agenda. Ysanne gave a short resume of the recent M&R committee meeting. She explained that as two out of the three nursery schools had submitted a deficit budget they had been issued with a notice of concern. The Local Authority has now arranged for CNF to attend FIG meetings (Finance Impact Guidance). The Fields have an improving deficit while Colleges is worsening. Brunswick has a balanced budget due to higher parental income that is harder to achieve at Colleges & The Fields. CNF need to look at ways to raise funds where possible. As ever, staffing costs have a major impact on budgets. <i>Catering</i> – The Fields have kitchen staff who provide the meals for the 3 nursery schools and the Castle school situated on the same site as The Fields. The cost of this is unsustainable and in a separate project M&R and the finance officer are looking into alternative services and what this would look like. The first FIG meeting was held last week. The Assistant Service Director of Education from the LA and Annette Brooker were unable to attend, so it was chaired by Chris Sutton. Jonty</p>	<p>Ysanne</p>

Signed:



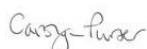
Chair of Governors

Date: 11 March 2026

	our financial adviser from LA was also there. This meeting was primarily fact finding but there was a focus on The Fields. The feeling was that it was intended to be supportive. The next meeting is due in December when hopefully the Assistant Service Director and someone from Early Years will attend.	
10.	<p>Headteacher's report – The report had been circulated prior to the meeting. Carolyn thanked Ruth, Helen, Janey, Lianna and the office staff for their input to this report. Sonia to correct the total numbers at Brunswick in October 2025. Ruth explained that in future Gill will do a short SEND update in this report. Carolyn also thanked Brunswick & The Fields for sending governors the weekly newsletters. Janey confirmed that they would be receiving Colleges newsletters in future. They were however on the website.</p> <p>Occupancy - Ruth answered questions regarding these figures. There was further discussion on whether the numbers could be increased to improve revenue. Matt asked if there was any flexibility with staff hours. Ruth said it was possible to amend staff contracts but if there was a significant change (i.e. asking to change a part time staff member working at the end of the week to the beginning of the week) it would be necessary to carry out a 6 week consultation.</p>	Sonia Gill
11.	<p>Ofsted – Colleges are due for their graded inspection in the next few months. Brunswick could be due sometime this academic year. However, with the introduction of the new framework for inspections, Ofsted will not start inspecting until November. Ruth has attended various webinars about the new framework and said that it will be heavily biased towards SEND, inclusion and attendance. Ruth to forward a link to a useful webinar to all governors.</p>	Ruth
12.	Staffing – All teacher appraisals (including deputy and assistant heads) will be completed by the end of this week.	
13.	<p>Site & Health & Safety – Cath Conlon, our current property management company, will not be offering their services after the contract ends in March 2026. Sam has spoken to PCM and a meeting has been arranged between Ruth, Karen (Head at Histon Nursery) and Alex (Head at Homerton Nursery). Louise felt we should also be looking around to see what other companies are offering these services. Hopefully the Health & Safety site walks will be arranged as per Carolyn's suggestion (see item 6 above).</p>	Ruth/Sam
14.	SCR (Single Central Record) - There was a discussion about the need for governors to visit to look at the SCR. It was agreed that Ruth would check these. Carolyn could also incorporate it into her safeguarding visits.	Ruth/Carolyn
15.	Safeguarding - Safeguarding training was carried out at the three nursery schools in September. Two children at The Fields & one at Brunswick causing concern.	
16.	GDPR – No data breaches to report.	
17.	<p>Any Other Business:</p> <p>a. Friends of Brunswick Short discussion about whether we should keep the charity status. It was agreed to discuss further at M&R but the general feeling was probably to continue with it.</p> <p>Date of Next FGB: see (3) above Meeting Closed: 8.31pm</p>	

Signed:

4



Chair of Governors

Date: 11 March 2026