

**Minutes of Brunswick & Colleges Nursery Schools
Full Governing Body Meeting
held at Brunswick Nursery School on
Tuesday 28 June 2016, 7.00pm**

<p>Agenda item</p>	<p>Governors present: Amanda Bannister, Louise Bedford, Gill Learmond, Jo Raskin, Joye Rosenstiel, Debora Lucarelli, , Kimberley Rayson, Alli Davenport, Kerry Walpole & Janey Morrison (from 7.20pm), Ysanne Austin (from 7.45pm)</p> <p>Others present:, Ian Cooper(Associate member), Sonia Swindells (clerk)</p> <p><i>The meeting was quorate</i></p>	<p>Action by</p>
<p>1.</p>	<p>Apologies: Received and accepted from Lisa Faulkner, Keara Harris, Elizabeth Anderson, Vicky Bliss, Debbie Morley. No apologies received from Lucy Brady, Liz Torres</p>	
<p>2.</p>	<p>Declaration of Eligibility/register of pecuniary interests: Ysanne stated that she was working in a consultant role for the Teaching Schools Alliance and was also a City Councillor. No other pecuniary interests for this meeting.</p>	
<p>3.</p>	<p>Next meeting date – Tuesday 18 October 2016, 7pm at Colleges</p>	
<p>4..</p>	<p>Minutes from the last meeting & Matters arising: Minutes from the last FGB & Budget Ratification meetings had been circulated with the Agenda.</p> <p>Matters arising FGB - Clerk's salary – Joye had a proposal to discuss with governors at the end of the meeting.</p> <p><i>Planning application</i> – development of buildings adjacent to Brunswick. Joye reported that there had been no planning applications submitted as yet.</p> <p><i>Staff list</i> – Had been circulated but was also available on both schools' websites.</p> <p><i>Buchan Street</i> – A letter regarding the closure had been given to the parent's prior to the Easter holidays.</p> <p><i>Policies</i> – Amanda had spoken to Jo B and it had been agreed that Jo B would be responsible for the preparation of HR policies from EPM for final approval by the governing body.</p> <p><i>Complaints procedure</i> – still waiting for this from LA.</p> <p><i>SEN visit to Brunswick</i> – Kimberley and Alli have made a date to carry this out in July.</p> <p><i>New logo & branding</i> – all complete. Amanda proposed a vote of thanks to Rob Kinnear (parent at Brunswick) for all his time and hard work in producing this.</p> <p><i>DBS</i> – Sonia to chase those governors who had still not brought their information in for this check.</p> <p>Budget Ratification – No matters arising</p> <p>Both of the minutes were then agreed and were signed as a true record of the meeting.</p>	<p>Amanda/Jo B</p> <p>Kimberley/Alli</p> <p>Sonia</p>

5.	<p>New Instrument of Government for Federations</p> <p>Sonia stated that new legislation had been issued for federations relating to the reduction in numbers of parent governors. Governor Services had advised us that the Cambridge Nursery Federation had to revise the constitution.</p> <p>Amanda explained that following discussions between herself, Joye & Sonia the following points needed to be decided by the governing body:</p> <ol style="list-style-type: none"> a. Should the total number of governors remain at 15 or be reduced? b. The new legislation stated that there should be only 2 parent governors. Should there be one from each nursery school? <p>After a short discussion it was agreed that the number of people on the Governing Body of the Cambridge Nursery Federation should remain at 15. There should also be one parent governor from each of the Nursery schools.</p> <p>The new constitution would be as follows:</p> <p>2 elected parent governors 1 LA governor 1 headteacher (executive headteacher of the Federation) 1 elected staff governor (elected by staff of the Federation) 10 co-opted governors</p> <p>Sonia to inform Governor Services of this decision so they can prepare a new Instrument of Government.</p>	Sonia
5.a.	<p>Terms of Office for Governors - It was agreed that the term of office of parent governors would remain at two years and all other categories (other than the headteacher and co-opted parent governors, see below) is four years.</p>	
6.	<p>Appointment of Co-opted Governors - It was agreed that both schools' websites would have information about inviting people to be governors. If particular skills were required when vacancies occurred this would be indicated. If parents were interested in becoming co-opted governors they were welcome to apply. It was decided that any parents who became co-opted governors would have a minimum term of office of two years.</p>	
7.	<p>Report from the Chair: A copy of the report had been circulated prior to the meeting. Joye stated that she would be attending the New Parent's evenings at Colleges on Monday 4 July and Brunswick on Wednesday 6 July. Alli and Kerry also agreed to attend.</p> <p>Annual Report to parents – Joye would compile this and circulate to all governors.</p> <p>Governing Body Self Audit Online questionnaire – Alli agreed to assist Joye with this item.</p>	<p>Joye/Alli/ Kerry</p> <p>Joye/Sonia Alli</p>
8.	<p>Head teacher's report: The written report had been circulated prior to meeting.</p> <p>Recording & Reporting Racist Incidents: There were no reports of racist incidents.</p> <p>Review pupil exclusions: There were no exclusions.</p> <p>Amanda stated that both Brunswick and Colleges were not yet full for the Autumn term. This was a worrying trend throughout the LA nursery schools in Cambridgeshire this year. LA Planning department demographics do not seem to be accurate.</p> <p>Amanda had attended a meeting with Adrian Loades, Keith Grimwade, Gill Harrison, Hazel Belchamber and other nursery heads to discuss funding issues. It was confirmed that there was simply no additional funding and the situation looked precarious for the future.</p> <p>Marketing – In order to attract more pupils Colleges and Brunswick had produced flyers. Banners advertising that spaces were available had also been produced. Care and Marketing committee to address this matter further at their next meeting.</p>	Care & Marketing Com

signed:

Joye Rosenstiel

Joye Rosenstiel, Chair of Governors

2

Date: 18 October 2016

9.	<p>Finance – Reports from Brunswick had been circulated prior to the meeting. Amanda reported that Jo B had stated nothing really had changed since the previous meeting. <i>SFVS -Best Value Statement 2016 – Brunswick</i>. Ysanne asked for an amendment to ensure it was clear that comparisons were made with other nursery schools. This was then approved subject to the above amendment being made. Sonia to ensure that Colleges’ had completed their Best Value Statement.</p>	<p>Sonia Sonia/Jo B</p>
10.	<p>Minutes from M&R, Care & Marketing & Curriculum & Standards Committees: Copies of all these had been circulated prior to the meeting.</p> <p>M&R – The recent Premises inspections by Louise, Ian & Amanda were discussed. Ian asked what progress had been made regarding the ‘movement’ on the rendered wall in Brunswick’s green room. Louise had been in contact with Gerry from ARU but to date had little success in furthering this matter. She has now asked PCM to contact ARU. <i>Brunswick Roof Tender</i> – Ian asked if his comments on the proposal for the roof tender had been addressed. Louise confirmed she had passed this information on to PCM.</p> <p>Care & Marketing – Electronic advertising banners still being investigated. <i>Daisy Room</i> - Numbers of children for the summer holiday club were good. Staffing however is proving challenging. Working with Brunswick is definitely boosting the numbers attending the holiday clubs. The reduction of ‘wraparound care’ hours at Colleges does not seem to have made a major impact on numbers for September 16.</p> <p>Curriculum & Standards – Data regarding pupil attainment taken from EYFS profiles prepared by Lisa to be circulated to all governors.</p>	<p>PCM/Louise Jo R Sonia</p>
11.	<p>Policies – Data Protection – It was agreed to adapt an existing policy from another nursery school Attendance – Kimberley agreed to look at this policy with Amanda.</p>	<p>Kerry/Alli Kimberley/ Amanda</p>
12.	<p>Child Protection – Annual review of Safeguarding & CP Policy Amanda had received the audit for both schools. She agreed to complete this by the end of this term. Joye to sign once completed.</p>	<p>Amanda/Joye</p>
13.	<p>Staff structure & succession planning Colleges – No staff changes at the present time Brunswick – As detailed in the Headteacher’s report three members of staff were sadly retiring. Two staff members had been accepted on the initial teaching training course with the Teaching Schools. One further member of staff was leaving due to requiring more working hours. Brunswick have appointed a new Keyworker for the Ladybirds and a Level 3 teaching assistant to cover lunchtimes, afternoons and after school in the Funnell Room. The two remaining members of the Buchan Street team had been redeployed at Brunswick from September. Interviews had also been held for the post of Deputy Headteacher at Brunswick. There were four applicants and two people invited for interview. Amanda was pleased to report that the interview panel had appointed Vicky Bliss as Deputy Headteacher at Brunswick from September 2016. Her time would be allocated 50% keyworking, 25% SENCO and the remainder for Deputy Head duties. Succession planning – It was agreed a meeting should be held early in the Autumn term. Sonia to suggest dates to the other members of this sub committee.</p>	<p>Sonia/Amanda Joye/Ian</p>

14.	<p>Pupil Premium – Amanda stated that the numbers for Brunswick from June 2016 had increased to four. She has produced a form for each child detailing progress, strategies and actions. This would be used at Colleges also from September 2016. Brunswick website to be updated.</p>	Amanda Sonia
15.	<p>HT's performance Review – Date had been agreed. Jo R and Ysanne to attend.</p>	Jo R/Ysanne
16.	<p>Governing Body Self Audit Online questionnaire – see Chair's report (7) above</p>	
17.	<p>School Development Plan & Governor Monitoring Visit Summary SDP - Amanda had drawn up a draft SDP for the federation and asked for input from all governors. It would be circulated to all governors along with Lisa's data report. Comments should be sent back to Amanda or Sonia as soon as possible. EAL Monitoring Visit – This report had been circulated with the Agenda. A coffee morning had been arranged at Colleges for all parents. Appropriate information would be available for EAL parents. Post Federation Monitoring Visit – This report had been circulated with the Agenda. Brunswick were looking at the possibility of having to replace the slide/climbing apparatus as it was becoming rotten in several places. Kerry suggested this may be an item the new Friends of Brunswick could fundraise for.</p>	Sonia Sonia/Amanda
18.	<p>Any Other Business: Future Monitoring visits – Janey would be available to visit in September/October. Parent Survey 2015.16- Colleges would be paper only. Brunswick would send out the survey electronically and on paper. The contents are based on the Parent View questionnaires. There would be a parent survey in Autumn term about the induction process for the new intake. Clerk's Salary – Sonia left the meeting. It was agreed the Clerk would receive 9 hours per month over 12 months. The pay rate would be £12.00 per hour. This would be backdated to January 2016. This would be equally split between the two nursery schools. In addition Brunswick to pay an honorarium of £250.00.</p> <p>Date of Next FGB Meeting: Tuesday 18 October 2016, 7pm at Colleges</p> <p>Dates for other meetings: Management & Resources Committee – Tuesday 8 November, 1.30pm @ Colleges Care & Marketing Committee – Tuesday 15 November, 1.00pm @ Brunswick* Curriculum & Standards Committee – Thursday 1 December, 1.00pm @ Colleges</p> <p>*New date for meeting</p> <p>Meeting Closed: 9.15pm</p>	Janey Joye/Amanda

signed:

Joye Rosenstiel

Joye Rosenstiel, Chair of Governors