

**Minutes of Brunswick & Colleges Nursery Schools
Full Governing Body Meeting
Tuesday 14 July 2020, 7.00pm
Remote virtual meeting via Zoom**

<p>Agenda item</p>	<p>Governors present: Amanda Bannister, Louise Bedford, Gill Learmond, Chris Willis Pickup, Joye Rosenstiel, Lisa Faulkner, Carolyn Purser, Marie Mensah, Ysanne Austin, Kerry Walpole Davide Fiorentino</p> <p>Others present: Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	<p>Action by</p>
<p>1.</p>	<p>Apologies: Received and accepted from Phil Summerton</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.</p>	
<p>3.</p>	<p>Proposed next meeting dates for FGB: Chris suggested the earlier October date of Tuesday 13 October for the first meeting of the Autumn term 2020. Anyone unable to make this date to email Sonia.</p>	<p>All</p>
<p>4.</p>	<p>Minutes from the last meeting & Matters arising: Minutes from the last FGB and the Extraordinary FGB meeting had been circulated with the Agenda. <i>Matters arising from 3 March FGB minutes</i> – None The minutes were agreed and signed electronically as a true record of the meeting. <i>Matters arising from 2 June Extra FGB minutes</i> – Chris commented on use of the word concern in the Staffing/Cleaning paragraphs. It was agreed to amend these sentences. The minutes were agreed and signed electronically as a true record of the meeting subject to the changes mentioned above.</p>	
<p>5.</p>	<p>Draft Minutes from M&R & Curriculum & Standards Committees – These were circulated prior to the meeting. <i>M&R</i> – Finance matters would be discussed later on this agenda. <i>C&S</i> – Lisa commented that this meeting focussed on Health and Safety concerns. Agreed to discuss Admissions under Finance.</p>	
<p>6.</p>	<p>Report from Chairs: Chris gave a short verbal update regarding the possible Federation. (See confidential minute item) Carolyn had written a short thank you from the Chairs of Governors to all staff for their hard work during the lockdown and stating how they were looking forward to seeing everyone back in September.</p>	

<p>7.</p>	<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 explained the plans for September outlined in detail in her report. By continuing to work in 'bubbles' The intention was to give confidence to staff and parents who may be anxious or concerned about it.</p> <p>The logistics of organising this have been very challenging as it involved contacting parents to change offers, informing them of additional changes and trying to fit the current staffing into a new pattern. She had secured the Family room at Colleges until Christmas which would give additional space for lunches.</p> <p>Ysanne asked how the numbers of children who had currently applied for a place had fitted within the bubbles. Amanda stated that there was capacity for a few more children in both nurseries.</p> <p>Daisy room - In order to utilise the spaces available, the 2 year olds would be mixed into the 3 year old bubble groups along with the staff.</p> <p>Wraparound provision – as before at Colleges (8.45-3.45pm). Brunswick had one bubble in which people were able to do breakfast club. However due to not wanting to mix staff/children across bubbles there would initially be no After School provision at beginning of Autumn term. Hopefully this is not how it would be for all of the year.</p> <p>Short discussions ensued about how this would work in practical terms. Amanda explained that the last few weeks had been a 'practice' for the September proposals. Children had adapted very well but obviously monitoring would take place.</p> <p>Joye stated that the feedback she had about the reopening in June had been very positive and thanked Amanda and the staff for running these bubbles.</p> <p>Carolyn asked if there had been any decision on EY Funding for September. It had been said that the government may agree to funding per pupil to be based on the pupil numbers recorded in the January 2020 census rather than the actual numbers on role in September. This would be of great benefit financially as numbers for September were low.</p> <p>Amanda said she had a meeting with Jon Lewis from the LA tomorrow so may find out. It was suggested an email to Ray Byford from Joann may be better way of sourcing this information.</p> <p>SEND children – Gill keeping in touch with all the children. Some had been able to have online therapy sessions.</p> <p>Staff – The positive impact of lockdown was that staff from Colleges had worked at Brunswick with staff members from there to operate the keyworker group. One member of Colleges staff still working with a SEN child at Brunswick. Very positive effect on all those who had done it.</p> <p>Teaching Schools – Ysanne thanked staff across all the nurseries for working together to produce some great resources for the Teaching schools website.</p> <p>Risk Assessment – Amanda stated that the Risk Assessment recently put in place would need to be updated to reflect September plans. It was agreed that once completed it would be sent to the Chairs of Governors to approve on behalf of the full governing body.</p> <p>Chris asked all governors present to formally approve the September plans put forward by Amanda. The vote was carried out by a show of hands and was unanimous.</p>	<p>Amanda/ Joann</p> <p>Amanda/ Chris/Carolyn</p>
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8.	<p>Finance & Funding update – Joann had sent an additional summary report to Chris. This showed the estimated financial position based on either the actual numbers of children in September or alternatively the numbers recorded on the census in January 2020. Covid 19 had a large financial impact on the nurseries. Brunswick loss of income for integrated care around £50,000 and Colleges for wraparound £30,000.</p> <p>Chris summarised the updated financial position and agreed that the documents be emailed to all governors for information.</p> <p>Marie asked if it had ever been considered to ask businesses to donate to the nurseries. In the past this had tended to be for smaller items ie raffle prizes. Chris not sure whether as a LA maintained school this would be allowable. Joann to check with Ray Byford.</p> <p>Ysanne stated that in the past local firms had been asked for donations for a specific item i.e. refurbishment of the garden.</p> <p>Kerry felt that it might be possible to go further and if parents were interested they could write a grant proposal.</p> <p>Agreed to canvas new parents in September to see if any interest in this or in running smaller fund raising activities through the Friends.</p>	<p>Sonia</p> <p>Joann</p> <p>Sonia/ Amanda</p>
9.	<p>Governor vacancies & recruitment – Currently have 3 vacancies on the governing body with several current members reaching the end of their term.</p> <p>All governors in this position to let Sonia know by beginning of September if they were happy to be reappointed.</p> <p>Recruitment – Parent governors required for each nursery. Information to be in the packs which would which would now be handed out in September.</p> <p>Everyone to think about who might be a suitable and willing person to join the Governing body. Contact Sonia for further information.</p> <p>Lisa asked whether we needed to re-visit the skills audit. Chris thought this may restrict our possibilities and suggested we leave that to later in the year.</p> <p>Staff governor – one from each school – need to check and see if anyone else is interested. Sonia to email around all staff to ask them.</p>	<p>All</p> <p>Sonia</p> <p>All</p> <p>Sonia</p>
10.	<p>Safeguarding – As reported at the Extraordinary meeting in June Amanda, Gill and Janey had been in contact with the at risk families throughout lockdown. They had attended a number of CP meetings online. These virtual meeting were likely to continue in the Autumn term which has the advantage of being much more time efficient.</p> <p>Amanda reported that two members of staff from Colleges had created packages of craft materials and notes for EYPP children and delivered them to the families. This was very successful and had been extended to a number of other families too.</p> <p>Lisa asked if there were any vulnerable children currently attending nursery. Amanda replied saying that there was one child from Colleges who had been attending in the keyworker group at Brunswick throughout lockdown.</p>	
11.	<p>GDPR – No reported breaches</p>	

12.	<p>Any Other Business: Ysanne stated that Julie Burdon had postponed the official Headteacher’s Performance Management until next term. However, Ysanne, Kerry and Joye would have a zoom meeting with Amanda on Thursday.</p> <p>It was agreed that the next FGB would be virtual. Chris or Ysanne to host on 13 October at 7.00pm.</p> <p>Date of Next FGB Meetings: FGB - Tuesday 13 October 2020, 7.00pm remote virtual via Zoom</p> <p>Dates for other meetings: Management & Resources Committee Thursday 1 October 1.00pm Care & Marketing Committee TBC Curriculum & Standards Committee TBC</p> <p>Meeting Closed: 8.47pm</p>	
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