

**Minutes of Brunswick & Colleges Nursery Schools  
Full Governing Body Meeting  
held at Brunswick Nursery School on  
Tuesday 7 March 2017, 7.00pm**

Agenda item	<p><b>Governors present:</b> Amanda Bannister, Louise Bedford, Jo Raskin, Joye Rosenstiel, Kimberley Rayson, Alli Davenport, Lisa Faulkner, Kerry Walpole, Lucy Brady, Ysanne Austin, Chris Willis Pickup (from 7.30pm)</p> <p><b>Others present:</b> Ian Cooper (Associate member) Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by
1.	<b>Apologies:</b> Received and accepted from Janey Morrison, Vicky Bliss, Debbie Morley, Gill Learmond, Liz Torres, Keara Harris	
2.	<b>Declaration of Eligibility/register of pecuniary interests:</b> Ysanne stated that she was working in a consultant role for the Teaching Schools Alliance and was also a City Councillor. Lucy Brady stated that she works for Cambridge Education.	
3.	<b>Next meeting dates –</b> Tuesday 13 June 2017, at Colleges Nursery School Tuesday 17 October 2017, at Brunswick Nursery School	
4.	<p><b>Minutes from the last meeting &amp; Matters arising:</b> Minutes from the last FGB meeting had been circulated with the Agenda.</p> <p><b>Matters arising - Chair</b> – A new Chair of governors was still needed. Joye was happy to stay until the end of this school year. Ian to ask his contact if he would be interested. Lisa to approach her colleague as well. Sonia to ask governor services for advice on this matter.</p> <p>There would also be a co-opted governor vacancy as Jo R was resigning from the governing body as she is to take up a new job in Singapore.</p> <p><b>Policies</b> – Sonia and Amanda had reviewed the lists and were aiming to produce a definitive list with review dates in the near future. Attendance policy to be completed asap by Kimberley.</p> <p><b>Succession planning</b> – meeting to be arranged.</p> <p><b>Child Protection Governor</b> – Janey had agreed to take up this post and would be visiting both settings in the coming weeks.</p> <p><b>Property Management</b> – see 11 below</p> <p><b>Cleaning &amp; Catering Contracts</b> – Current cleaners Trojan had been taken over by a new company so it was decided to remain with them for the present time. Colleges had also renewed their contract with CCS as they had appointed new suppliers.</p> <p><b>Office Audit</b> – Kerry and Chris were moving forward with this. Kerry had emailed both settings asking for Job Descriptions for office staff. It was important to look at the possibilities of aligning both settings. The intention was two teams working together and dealing with any obvious overlaps.</p> <p>The minutes were then agreed and were signed as a true record of the meeting.</p>	<p>Lisa/Ian/Sonia</p> <p>Sonia/Amanda Kimberley</p> <p>Joye/Ian Janey</p> <p>Kerry/Chris</p>

signed:

 Joye Rosenstiel

Joye Rosenstiel, Chair of Governors

5.	<p><b>Report from the Chair:</b> The written report was handed out to all those present at the meeting.</p> <p>Joye expressed continuing concern regarding the funding of nursery schools. Amanda stated that there was a meeting of APPG in London at the end of March. It was agreed that following the outcome of this, a Save Nursery Schools meeting would be arranged to ensure the campaign was kept going.</p>	Ysanne
6.	<p><b>Head teacher's report:</b> The written report had been circulated prior to meeting.</p> <p><i>Recording &amp; Reporting Racist Incidents:</i> There were no reports of racist incidents.</p> <p><i>Review pupil exclusions:</i> There were no exclusions.</p> <p><i>Staffing</i> – Amanda expressed her concern about the difficulties they have had in recruiting staff for the Daisy Room (see also AOB below). On a positive note the two new teaching assistants appointed recently at Colleges are doing really well.</p> <p><i>KIT visit reports</i> – These had been circulated with the Agenda. The progress levels appeared to have dropped in 2016 from previous years. New assessment package working well and it will be possible to demonstrate progress through this. SENCo's in particular are getting good individual data. The comments from the LA inspector were generally very positive. The governors also discussed the attendance levels and are aware that as nursery is non-statutory this will always be a challenging area.</p> <p><i>School Development Plan</i> – Lisa and Amanda had updated this and this had been circulated before the meeting. It was agreed to have a workshop session in Summer term to agree SDP priorities for next year. All governors present accepted the updated SDP and will review it at the next Full Governing Body meeting.</p>	Kerry/Lisa Sonia agenda
7.	<p><b>Nursery School Review</b></p> <p>Amanda, Joye &amp; Ysanne had attended the feedback meeting on Monday 6 March at Shire Hall. Early Education had produced a very comprehensive review. Their brief was to consider the options for the future and sustainability of the maintained nursery schools in Cambridgeshire within the context of:</p> <ul style="list-style-type: none"> <li>• The new Early Years Funding Formula</li> <li>• New national initiatives, including the 30 hour funded Early Years education and childcare</li> <li>• Changes in the roles of nursery schools and teaching schools</li> <li>• The Early Years sector as a whole across the county</li> <li>• Services offered by the Local Authority including statutory duties</li> <li>• Maintaining and improving the current quality and sufficiency of the Early Years Sector in the County</li> </ul> <p>Ysanne then briefly explained the reports' findings to all those present. The final copy of the document would be circulated to all governors once it has been released from the LA.</p>	Sonia
8.	<p><b>30 Hours Childcare implementation</b></p> <p>Amanda reported on the meeting she attended regarding the 30 hours childcare. The LA had stated that nursery schools need to make a decision on whether they wished to offer the 30 hours. They also said that place offers could not be confirmed until the verification of whether the child was eligible had been set up. This system was not likely to be available to the settings until late June/July. The other important specification that had been made was that if the nursery schools were offering 30 hours the children accessing it would have to have a qualified teacher for the full 30 hours. This rule would not apply to PVI settings.</p> <p>After a short discussion it was agreed that the federation had to offer 30 hours but must limit the number of places available.</p>	

signed:

*Joye Rosenstiel* Joye Rosenstiel, Chair of Governors

8.	<p><b>Con't ...d</b></p> <p>Amanda confirmed that she had already put a model strategy in place and this had been submitted to Janet Jallow for her consideration.</p> <p>It was agreed that any offers of places would be made on the understanding that if the family was not eligible they would have to pay for the additional hours.</p> <p>The M&amp;R Committee to keep in contact regarding this. Kerry and Chris to meet with both finance officers to assess financial risks.</p> <p><i>Future of Nursery Schools</i> – Joye to contact the Chairpersons of the other nursery schools.</p>	Kerry/Chris Joye
9.	<p><b>Budget 2017-18</b> – Financial reports from both settings had been circulated with the Agenda. Budget build meetings were to be held in the next few weeks. Kerry will meet with Joann and Jo B to discuss these.</p>	Kerry/Joann/ Jo B
10.	<p><b>SFVS</b> – The termly audit had been carried out at Brunswick. Kerry to organise the audit at Colleges. Kerry and Chris would sign off final reports before end of March for submission to County Council.</p>	Kerry/Chris
11.	<p><b>Minutes from M&amp;R, Salary, Care &amp; Marketing &amp; Curriculum &amp; Standards Committees:</b> Copies of all these had been circulated prior to the meeting.</p> <p><b>M&amp;R Matters arising – Property Management of Premises</b> - Ian explained that all the nursery schools were currently using PCM and all were unhappy with the services provided. Ian had arranged a meeting with the interested nursery representatives at Histon on Thursday 9 March. Two alternative suppliers had been sourced by Jo B, namely Strictly Education and Cath Conlon. Amanda and Ian had met with these providers and Ian would report findings to the meeting at Histon.</p> <p>Sonia to circulate committee meeting minutes from the Jan/Feb meetings to all governors as soon as possible.</p> <p>The minutes from the M&amp;R, Salary, Care &amp; Marketing &amp; Curriculum &amp; Standards Committees circulated with the agenda were approved.</p>	Ian/Louise/ Jo B  Sonia
12.	<p><b>Policies – Complaints procedure.</b> This policy had been updated by the LA, however as it had been found to have several errors it could not be circulated for approval yet.</p> <p>Sonia to email it round for approval once a revised version had been produced.</p>	Sonia/ All governors
13.	<p><b>Governor Monitoring Visits –</b> <b>Office Audit</b> – See 4 above.</p> <p><b>Pupil Premium</b> – Lisa had completed this and her report circulated with the agenda.</p> <p><b>EAL</b> - Liz was to carry out this visit.</p> <p><b>SEN</b> – Kimberley had visited Colleges and would visit Brunswick next term.</p> <p><b>Continuous Provision</b> – Alli and Kimberley to visit both Brunswick &amp; Colleges in the summer term.</p>	Liz Kimberley Alli/Kimberley
14.	<p><b>Any Other Business:</b></p> <p><b>Package to improve governance workshop</b> - It was agreed to hold a training session for governors regarding Ofsted inspections. Kerry and Lisa to liaise and circulate information.</p>	Kerry/ Lisa

signed:

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14	<p><b>AOB</b> con't...d</p> <p><b>Holiday Club</b> – This had been discussed at the Care &amp; Marketing Committee last week (see minutes from that meeting). Amanda reported that since then the Deputy Manager had handed in her notice and would be leaving at the end of August 2017. The possible successor in the Daisy Room had also been approached and was not interested. The recruitment issue appears to centre around the fact many candidates of the quality required do not want year round contracts. Amanda had spoken to Helen, Manager, and she would be willing to move to a term time only contract. The governors discussed this and it was agreed due to the difficulties of recruiting experienced, quality staff coupled with the fact that it is only just breaking even the Federation would move towards closing holiday club and becoming a term time only provision from September 2017. This decision would be kept under review annually. Amanda to talk to EPM regarding staff contracts.</p> <p><b>City Council Community Centre Consultation</b> – Ian expressed concern that he had just received notification of this and was concerned how it would affect Colleges. Amanda stated that Arbury Community Centre was not run by the City Council. Ian to forward link to Sonia for circulation as governors may be interested on a personal basis.</p> <p><b>Date of Next FGB Meetings:</b>        Budget Ratification Tuesday 25 April, 12.45pm at Brunswick Nursery School        Tuesday 13 June 2017, at Colleges Nursery School        Tuesday 17 October 2017, at Brunswick Nursery School</p> <p><b>Dates for other meetings:</b>        Management &amp; Resources Committee – Tuesday 25 April, 1.15pm at Brunswick        Care &amp; Marketing Committee – Thursday 4 May 2017, 1.00pm at Colleges        Curriculum &amp; Standards Committee – Thursday 18 May 2017, 1.00pm at Colleges</p> <p><b>Meeting Closed: 9.20pm</b></p>	<p>Amanda</p> <p>Ian/Sonia</p>
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signed:

*Joye Rosenstiel* Joye Rosenstiel, Chair of Governors