

**Minutes of Brunswick & Colleges Nursery Schools  
Full Governing Body Meeting  
held at Brunswick Nursery School on  
Tuesday 17 October 2017, 7.00pm**

<p>Agenda item</p>	<p><b>Governors present:</b> Amanda Bannister, Louise Bedford, Gill Learmond, Chris Willis Pickup, Joye Rosenstiel, Kimberley Rayson, Alli Davenport, Lisa Faulkner, Kerry Walpole, Liz Torres, Keara Harris, Ysanne Austin (from 7.15pm)</p> <p><b>Others present:</b>, Ian Cooper (Associate member), Sonia Swindells (clerk)</p> <p><i>The meeting was quorate</i></p>	<p>Action by</p>
<p>1.</p>	<p><b>Apologies:</b> Received and accepted from Janey Morrison, Vicky Bliss, Lucy Brady, Janet Jallow</p>	
<p>2.</p>	<p><b>Declaration of Eligibility/register of pecuniary interests:</b> Everyone present completed new forms. Ysanne stated that she was working in a consultant role for the Teaching Schools Alliance and is also a City Councillor.</p>	
<p>3.</p>	<p><b>Next meeting dates</b> – Tuesday 6 March 2018, at Colleges Nursery School Tuesday 19 June 2018, at Brunswick Nursery School</p>	
<p>4.</p>	<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</b> - CP/Safeguarding visit – Janey to confirm date for this asap. EAL visit – Colleges visit and report completed. Liz to arrange Brunswick visit. Office review – New structure in place, appraisals had been carried out at Colleges on Tuesday and Brunswick appraisals booked for later this week.</p> <p>The minutes were then agreed and were signed as a true record of the meeting.</p>	<p><b>Sonia/Janey Liz</b></p>
<p>5.</p>	<p><b>Election of Chair and Vice Chair:</b></p> <p>The clerk outlined the current situation. Joye had intended to stand down as Chair on 31 August 2017, however she had now confirmed she was happy to stand as Co-chair. The clerk had received two expressions of interest in this position, Chris Willis Pickup and Lisa Faulkner. Lisa had stated she would prefer to remain as vice-chair but would step up if necessary.</p> <p>Kerry stated that Park Street Primary School was operating a co-chairship and it was working well.</p> <p>Chris Willis Pickup and Joye Rosenstiel agreed they would stand for the co-chair positions. Kerry proposed and Ysanne seconded this. They were duly elected as co-chairs for the Cambridge Nursery Federation for 2017-18.</p> <p>The current vice chairs were willing to stand for a further term.</p> <p><b>Vice Chair:</b></p> <p>Joye proposed Lisa Faulkner and Alli Davenport seconded this. Amanda proposed Ysanne Austin and Kerry Walpole seconded this. Joye agreed to Chair the remainder of this meeting.</p>	

6.	<p><b>Appointment of Governors with specific responsibilities :</b></p> <p><b>Child Protection/Safeguarding</b> – Janey Morrison/Keara Harris Amanda suggested Keara look at The Key for information on expectations of CP/Safeguarding Governor</p> <p><b>SEN</b> – Ysanne Austin (with guidance from Kimberley) It was agreed the SEN governor would visit one setting per term. The third term would be reserved for a meeting with the two SENCO's.</p> <p><b>Training &amp; Curriculum</b> – Curriculum &amp; Standards committee member &amp; Clerk</p> <p><b>EAL</b> – Curriculum &amp; Standards committee member</p> <p><b>Pupil Premium &amp; Free School Meals</b> – Lisa Faulkner</p> <p><b>Health &amp; Safety</b> – Management &amp; Resources committee member ( Louise Bedford)</p>	Keara																											
7.	<p><b>Appoint committees and review terms of reference &amp; levels of delegation:</b></p> <p><b>The committee members are as follows:</b></p> <p><b>Management &amp; Resources</b></p> <table border="0"> <tr> <td><b>Governors</b></td> <td></td> <td><b>Associate members</b></td> </tr> <tr> <td>Chris Willis Pickup</td> <td>vacancy</td> <td>Ian Cooper</td> </tr> <tr> <td>Lucy Brady</td> <td>Louise Bedford</td> <td></td> </tr> <tr> <td>Kerry Walpole</td> <td>Amanda Bannister</td> <td></td> </tr> </table> <p><b>Curriculum &amp; Standards</b></p> <table border="0"> <tr> <td><b>Governors</b></td> <td></td> <td><b>Associate members</b></td> </tr> <tr> <td>Liz Torres</td> <td>Keara Harris</td> <td>Vicky Bliss</td> </tr> <tr> <td>Amanda Bannister</td> <td>Ysanne Austin</td> <td>Debbie Morley</td> </tr> <tr> <td>Gill Learmond</td> <td>Lisa Faulkner</td> <td>Kimberley Rayson</td> </tr> <tr> <td>vacancy</td> <td></td> <td></td> </tr> </table> <p><b>HT Performance Management</b></p> <p>Kerry Walpole Ysanne Austin Lisa Faulkner</p> <p><b>Care &amp; Marketing</b></p> <p><b>Governors</b></p> <p>Louise Bedford Lisa Faulkner Kerry Walpole Janey Morrison (till Feb 18) Amanda Bannister Ysanne Austin vacancy</p> <p><b>Salary Review</b></p> <p>Joye Rosenstiel Ysanne Austin Lisa Faulkner Keara Harris Chris Willis Pickup</p> <p><b>Review Appeals Committee</b></p> <p>Kerry Walpole And others to be nominated if this committee required to meet.</p> <p>Salary Review Committee to organise a meeting date.</p> <p>Terms of Reference for all committees to be standardised and taken to committees, then brought to the next Full Governing body meeting.</p>	<b>Governors</b>		<b>Associate members</b>	Chris Willis Pickup	vacancy	Ian Cooper	Lucy Brady	Louise Bedford		Kerry Walpole	Amanda Bannister		<b>Governors</b>		<b>Associate members</b>	Liz Torres	Keara Harris	Vicky Bliss	Amanda Bannister	Ysanne Austin	Debbie Morley	Gill Learmond	Lisa Faulkner	Kimberley Rayson	vacancy			<p>Joye</p> <p>Chris/Sonia</p>
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signed:



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Joye Rosenstiel, Co-Chair of Governors

Date: 6 March 2018

7.a.	<p><b>Potential new governors/Governor changes</b></p> <p>Two people had expressed an interest in joining the CNF governing body and their personal statements had been circulated prior to the meeting.</p> <p>Kimberley wished to step down from her full governor role due, among other things, to her increase in working hours which she felt would have an impact on the time she could give to the governing body work. It was agreed she would continue to contribute to the CNF governing body as an associate member.</p> <p>After a short discussion Joye proposed a vote to appoint Carolyn Purser and Philip Summerton, subject to the successful completion of pre-appointment checks, to the governing body as co-opted members. The vote was a show of hands which was unanimous. Sonia to write an offer letter including dates for forthcoming committee meetings. It was also agreed they would have a 'mentor' governor as per our induction process.</p>	Sonia Joye/Chris
8.	<p><b>Report from the Chair:</b> A copy of the report had been circulated prior to the meeting. Joye would continue to be in touch with Daniel Zeichner to push for a government response to the further consultation promised to the maintained nursery schools following the petition.</p> <p><i>APPG meeting</i> – Joye asked if Daniel was at the recent meeting, Amanda replied no but as she stated in her report, Lucy Powell MP, the chair of the group and Beatrice Merrick had met with Robert Goodwill MP, Minister for Education and Michelle Dyson, Director for Early Years and Childcare. (See HT's report Oct 17).</p> <p>The next meeting of the APPG was Tuesday 16 January 2018 and any governors would be welcome to attend.</p> <p>Joye also confirmed she had received the new teacher's salary pay structure from EPM and planned to arrange a meeting for the Salary Review committee in early November.</p> <p><i>Succession planning</i> – Ian had looked into this since the meeting in July and it was agreed that the M&amp;R committee would look at how governors should discharge their duties.</p>	Joye      Joye  M&R agenda
9.	<p><b>Head teacher's report:</b> The written report had been circulated prior to meeting.</p> <p><b>Recording &amp; Reporting Racist Incidents:</b> There were no reports of racist incidents.</p> <p><b>Review pupil exclusions:</b> There were no exclusions.</p> <p>Amanda stated that neither Brunswick or Colleges had filled all their places in September. Brunswick was now almost full but Colleges was not. However, there are a large number of applications for January at both settings. There was a short discussion about the reasons for this. It was thought that the introduction of the 30 hours had confused some people. It was agreed that Care &amp; Marketing committee would address this.</p> <p>Ysanne then asked as the discussions had turned towards marketing whether the nursery schools wanted to continue to keep the Save our Nursery Schools website live.</p> <p>Ysanne agreed to check on costs for keeping the domain and/or the website and present a summary sheet to M&amp;R committee.</p> <p><i>30 hours</i> – Numbers are as Amanda anticipated at the two settings. The administration of the new funding has been very challenging. The portal to submit claims for the 30 hours did not open until 2 weeks before the cut-off date. This created an enormous amount of work in both offices at an already very busy time of the year. There is a lack of parental understanding and Amanda is concerned that this will also bring about a shift in attitude.</p> <p><i>Pupil Premium</i> – No information has yet been received about who is eligible this term, however 4 or 5 children who moved up to the Nursery from the Daisy room are likely to continue to be eligible.</p> <p>In the last week, a group of Japanese educators had visited both schools.</p>	C & M agenda      M&R agenda

signed:



Joye Rosenstiel, Co-Chair of Governors

10.	<p><b>Finance</b> – A summary report from Brunswick had been circulated prior to the meeting. Amanda explained that a similar overview from Colleges is not yet available. Janet Jallow had intended to come to the meeting this evening but unfortunately unable to do so at the last minute. She had sent an email with information which Amanda read out and agreed it would be forwarded with these minutes.</p> <p>Janet was to have monthly meetings with Joann to look into, in particular, the Colleges expenditure and budget figures. The next meeting was scheduled for the week before the M&amp;R committee meeting in November. A report would be circulated to <b>all</b> governors after the M&amp;R meeting.</p>	<p><b>Sonia</b></p> <p><b>Chris/Ysanne</b></p> <p><b>Sonia</b></p>
11.	<p><b>Minutes from Curriculum &amp; Standards Committees:</b> A copy had been circulated prior to the meeting. They were agreed.</p>	
12.	<p><b>Policies –</b> <b>Critical Incident Plan</b> – This was due to have been completed by Jo B. Amanda had now taken this on, using the LA procedures as a basis and just needs to document the invacuation process for both schools. This would then be circulated to all governors for approval.</p> <p><b>Teachers Pay 2017-18</b>– The latest policy had just been received from the LA. Amanda and Lisa to look at it and adapt where necessary.</p>	<p><b>Amanda</b></p> <p><b>Sonia</b></p> <p><b>Amanda/Lisa</b></p>
13.	<p><b>Governor Monitoring Visits</b> - It was agreed that the visits would tie in with the SDP key areas for development. Visits suggested included:</p> <p>Assessment – Ysanne Safeguarding - Janey Office structure review – Chris/Kerry Pupil Premium - Lisa EAL – Liz TA Support Healthy Eating</p> <p>The first Assessment and Safeguarding visits were already in hand.</p> <p>It was agreed that a schedule of who and when would be drawn up and sent out to the Full governing body.</p>	<p><b>Ysanne/Janey</b></p> <p><b>Sonia</b></p>
14.	<p><b>Any Other Business:</b> <b>Prevent Strategy on-line training:</b> <a href="http://course.ncalt.com/Channel_General_Awareness/01/index.html">http://course.ncalt.com/Channel_General_Awareness/01/index.html</a> All governors advised to complete this short online course.</p> <p><b>Nursery School Trust</b> – Ysanne explained that the Teaching Schools had been looking at forming a Nursery School Trust. One of the main purposes was to access additional funds that are only available to charities. It would be a completely separate organisation and Chris had been advising the most suitable format for the nursery schools. The headteachers of each of the nursery schools would become trustees of the Trust. Concern was expressed about the impact on workload of the headteachers.</p>	

<p>14. cont'd</p>	<p>Amanda felt that this was the way forward and that it would further bind the nursery schools together. There were several examples already up and running successfully, including Birmingham. After further discussions, Joye proposed a formal vote to go ahead with the next stage of establishing the Trust based on the information presented at the meeting. The vote was taken by a show of hands and was unanimous. Amanda and Ysanne agreed to take this forward.</p> <p><b>Date of Next FGB Meetings:</b> Tuesday 6 March 2018, at Colleges Nursery School Tuesday 19 June 2018, at Brunswick Nursery School</p> <p><b>Dates for other meetings:</b> Care &amp; Marketing Committee - Thursday 2 November, 1.00pm @ Brunswick Management &amp; Resources Committee – Tuesday 14 November, 1.00pm @ Brunswick Curriculum &amp; Standards Committee - Friday 9 February 2018, 1.00pm @ Colleges</p> <p><b>Meeting Closed: 9.30pm</b></p>	<p><b>Ysanne/Amanda</b></p>
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signed:



Joye Rosenstiel, Co-Chair of Governors