

**Minutes of Brunswick & Colleges Nursery Schools
Full Governing Body virtual Meeting
via zoom
Tuesday 2 March 2021, 7.00pm**

Agenda item		Action by
1.	<p>Governors present: Amanda Bannister, Louise Bedford, Chris Willis Pickup, Lisa Faulkner, Carolyn Purser, Marie Mensah, Phil Summerton, Kerry Walpole, Ruth Cooper, Veronica Sharpe, Ysanne Austin, Ciara Moal</p> <p>Others present: Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	
1.	<p>Apologies: Received and accepted from Joye Rosenstiel, Davide Fiorentino & Gill Learmond</p>	
2.	<p>Declaration of Eligibility/register of pecuniary interests - Ysanne taken as noted in October 2020 meeting minutes.</p>	
	<p>Part 1 - Federation with The Fields Nursery School</p>	
3 &4	<p>Update on timescales for Federation & Key points A guidance note about the federation in relation to the governing body had been circulated with the agenda. Chris gave a brief recap on the possible federation. He noted that the formal consultation took place in November 2019 and feedback was received from parents, governors and staff. This was reviewed and the decision was taken to go ahead with the idea of federation with The Fields subject to various conditions being met by the LA regarding the additional space at The Fields site. In March 2020 COVID19 appeared and all discussions were put on hold. Over the last 3-4 months further actions had occurred. The Fields had carried out their restructuring, resulting in a new staff structure in place from 1 September 2020. The additional space at the Fields, formerly used by the Children’s Centre remained an outstanding issue. Despite its initial indications, the LA had not committed to funding the costs of this space which were impacting on The Fields budget. The Fields governing body were concerned about the LA’s lack of commitment. <i>SEND Hub at The Fields</i> - See attached report <i>Finances</i> – Chris had received financial information from The Fields, in particular its accounts overview for this financial year (ending in April 21) and future draft budgets for the next two years. In summary, the current year was projecting a small shortfall of around £3800. Looking ahead, if The Fields achieves 90% attendance, the shortfall for 21/22 would be £24,000, which is broadly equivalent to the amount the LA had been expected to commit to use spare space at The Fields. The LA had started to support The Fields to investigate further reorganisation of the remaining space at The Fields to create a space suitable for renting out – possibly to a charity. In parallel, the SEND Hub proposal could make use of the spare space that the LA had not committed to use. Overall, Ray Byford from LA finance department was satisfied with The Fields current budget position and options for the future. Chris invited any comments or questions on what he had outlined.</p>	

Lisa asked if the LA were supportive of the SEND proposal and collaboration with Castle School. Amanda replied that Jo German had been at the meetings held and it appeared they were in favour of this, but that it needed further work and approvals from the LA. It was also noted that the 3 nursery school budgets would remain separate.

Governing Body – Chris thanked all those who had replied to him. Overall, most CNF governors were keen to continue but many of The Fields governors were happy to step down. He felt it was important that the new combined body included governors from both CNF and The Fields, for a range of skills and also continuity.

Chris then shared the existing structures of the governing bodies on the screen for everyone. The proposed new structure is as follows:

	Combined Governing Body
Ex officio	1 Head
Staff	1 elected (this is the maximum allowed)
Local authority	1 appointed
Parent (2 year term)	2 elected (this is the maximum allowed)
Co-opted	10 co-opted (of which up to 3 could be members of staff. The total number of co-opted governors who are also eligible to be elected as staff governors, so when counted with the elected staff governor and headteacher, must not exceed one third of the total membership of the Governing Body) Of this 10, it was expected there would be: <ul style="list-style-type: none"> - two co-opted staff governors, so there is one staff governor from each school; - one co-opted parent governor, so there is one parent governor from each school.
<i>Total</i>	<i>15</i>

There was a discussion on this proposal, including the options of having 15 or 17 governors overall. If there were more governors than needed it would be possible to have additional associate members who could contribute their skill sets although they would not have a vote. Ruth expressed concern that if the new governing body was made up from a majority of CNF people whether the Fields would be underrepresented. It was decided that with careful handling, including use of associate roles this should not be a problem. Amanda and Chris would talk to The Fields to see which governors would be available to ensure continuity and history from The Fields.

Timescales – Governing Body of CNF and Fields to be formally combined on 1 April 2021 by the LA passing an Instrument of Government.

The consultation regarding possible federation had been some time ago and if this procedure was left until September it may be necessary to start the whole process including consultation all over again.

It was expected that Ruth would continue as Acting Head of The Fields until August 2021, and that Amanda would take on Executive Headship of the new federation of Brunswick, Colleges & Fields from 1 September 2021.

It was agreed by all that a vote be taken this evening on the proposed federation.

Chris then proposed the following:

1. To federate with The Fields Nursery School

Sonia/Chris

	<p>2. To agree the makeup of the combined governing body as per the table above</p> <p>The vote was taken by a show of hands and the CNF governing body agreed unanimously to both proposals.</p> <p>Ysanne thanked Chris, Carolyn and Amanda for their work on this and the clear presentation this evening. Phil also expressed his thanks.</p> <p>It was agreed that these minutes would be circulated and approved by email as the next meeting of the FGB was not until June.</p>	
	Part 2 – Usual Business	
6.	<p>Next meeting dates Budget Ratification & M&R Committee – Tuesday 27 April 12.45pm virtual via zoom FGB - Tuesday 15 June 2021 7.00pm virtual via zoom</p>	
7.	<p>Minutes from the last meeting & Matters arising: Minutes from the last FGB meeting had been circulated with the Agenda. Matters arising Kerry had agreed to continue on the governing body until the end of the 20/21 academic year so the minutes to be altered to reflect this. No other matters arising that were not covered by the current agenda. The minutes were agreed subject to the above amendment and would be signed electronically as a true record of the meeting.</p>	Chris/Sonia
8.	<p>Draft Minutes from M&R & C&S Committees – These were for information only.</p>	
9.	<p>Head teacher’s report: The written report had been circulated prior to meeting. Recording & Reporting Racist Incidents: There were no reports of racist incidents. Review pupil exclusions: There were no exclusions. The report explained clearly how the nurseries had been working during the COVID19 pandemic. Chris thanked Amanda and all the staff for continuing to keep the nursery open and educating the nursery children. Amanda explained that both nurseries had managed to remain open throughout the pandemic with no bubble closures as yet. Attendance had dropped when the primary/secondary schools were closed in January to about 80% at Brunswick and 60% at Colleges. Both nurseries attendance were nearly back up to 100%. Staff were using Lateral Flow Tests twice weekly and results recorded on gov.uk and in school. Two new members of staff were employed from January 2021 Brunswick – Joanna working afternoons Colleges – Gosia working in the mornings Amanda would like to relax the bubbles as soon as it was allowed to give more flexibility with staffing. She plans to re-start After School club at Brunswick after Easter. Take-up so far was in the region of 6-7 children per day. This would bring in some much needed finance. September intake 2021 Colleges – as can be seen from the figures in the report 66 children requiring a place in September Brunswick – only 39 children on file for September Staff at Brunswick had been informed and the following actions to market both nurseries were taking place:</p>	

	<ul style="list-style-type: none"> a. Leaflet drop to 21,000 households in the Brunswick/Colleges areas – carried out by Dor2Dor b. Use of Facebook to raise nursery profile c. Discussions ongoing with St Matthews Primary School with a view to Brunswick children being able to access St Matthews holiday club d. When COVID restrictions allow reaching out the toddler groups/playgroups e. Website – look at raising profile within google search and add improvements <p>It was suggested that church newsletters and local schools be approached to `advertise` the spaces available at nursery. Also to add this to the Teaching Schools website. It was agreed to review the numbers of children on file at the M&R/Budget meeting in April.</p>	<p>Marie Ysanne Sonia agenda</p>
10.	<p>Finance & Budgets – From the reports issued to the M&R committee Chris said that both nurseries are still on track – obviously there were deficits – Brunswick around 60K and Colleges 40K for the year. Both schools had used up around a quarter of their reserves. Sonia to ask Joann to send round the monthly financial summary up to the end of February to all governors rather than just the M&R committee.</p>	<p>Sonia/Joann</p>
11.	<p>Colleges Roof – Amanda updated the governors on the situation. She explained that this had been a long term problem i.e. roof had been repaired due to leaks for a number of years. As reported to M&R committee following recent heavy rain, water had been coming in which had required an urgent patch repair. The Local Authority had been contacted and had sent Pick Everard to survey the roof at half term. The LA has now agreed to fund the new roof at Colleges as it has now reached the stage where if it is not replaced the school would have to close. CNF would be expected to pay a contribution to this. The job has now gone out to tender with a view to starting work on this first phase in the Easter holidays. There was also further guttering, drainage problems along with some rotten windows. This second phase of work was planned for the summer holidays. Amanda wanted it noted that Faye at Colleges had worked hard on this and it is thanks to her persistence that it had finally been brought to the attention of LA.</p>	
12.	<p>Data Protection (GDPR) – No data breaches to report. Privacy notices in process of being updated due to Brexit.</p>	<p>Sonia</p>
13.	<p>Policies – SCR (Single Central Record) – Chris to review these virtually before the end of term Critical Incident Policy – no updates from CCC so policy to be sent round for approval by email.</p>	<p>Chris 26/3 Sonia/All</p>
14.	<p>Safeguarding – No specific issues to report.</p>	
15.	<p>Any Other Business: Ysanne stated that as Joye had now formally retired/resigned from the governing body her 30 year contribution should be recognised. Carolyn and Sonia agreed to arrange for a card and flowers.</p> <p>Governors for the new federated Governing Body Chris asked all those who had not already done so to email their preferences to him. He would compile a list. It was decided to look at carrying out a skills audit in 6-12 months' time. Any skills gaps could be filled via appointment of associate members, if there were not vacancies on the governing body.</p> <p>Carolyn asked Amanda to pass on her thanks at both schools from the governing body to all staff for their hard work through this difficult time.</p>	<p>Carolyn/ Sonia</p> <p>Chris</p>

<p>Date of Next FGB Meetings: Budget Ratification & M&R Committee – Tuesday 27 April 12.45pm virtual via zoom FGB - Tuesday 15 June 2021 7.00pm virtual via zoom</p> <p>Dates for other meetings: Care & Marketing Committee - Thursday 22 April, 1.00pm virtual via zoom Management & Resources Committee -Tuesday 27 April 1.30pm virtual via zoom Curriculum & Standards Committee – Wednesday 26 May, 1.00pm virtual via zoom</p> <p>Meeting Closed: 9.03pm</p>	
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