

Minutes of Cambridge Nursery Federation
Full Governing Body virtual Meeting
via zoom
Tuesday 19 October 2021, 7.00pm

Agenda item	<p>Governors present: Amanda Bannister, Louise Bedford, Chris Willis Pickup, Carolyn Purser, Marie Mensah, Veronica Sharpe, Ysanne Austin, Valerie Ashton, Ruth Cooper, Lisa Faulkner, Davide Fiorentino, Ruth Holman & Ciara Moal (from 8.00pm)</p> <p>Others present: Sonia Swindells (clerk)</p> <p><i>The meeting was quorate</i></p>	Action by						
1.	<p>Apologies: Received and accepted from Phil Summerton, Carmile Trancoso-Gordon. Ciara apologised for arriving late to the meeting.</p>							
2.	<p>Declaration of Eligibility/register of pecuniary interests – All declaration/pecuniary interest forms to be returned to Sonia by the end of October including confirmation that you had read through the policies and procedures sent out in September.</p>	All						
	<p>Chris welcomed everyone to the meeting. He hoped that this meeting would not only discuss the financial challenges, some of which resulted from the pandemic, but also would look forward to planning for the future.</p>							
3.	<table border="1" data-bbox="212 1099 1222 1218"> <tr> <td>FGB - SDP</td> <td>Mid November – 1 hr evening meeting</td> </tr> <tr> <td>FGB</td> <td>Tuesday 1 March 2022, 7.00pm</td> </tr> <tr> <td>FGB</td> <td>Tuesday 14 June 2022, 7.00pm</td> </tr> </table> <p>Sonia to email around dates for SDP meeting in November.</p>	FGB - SDP	Mid November – 1 hr evening meeting	FGB	Tuesday 1 March 2022, 7.00pm	FGB	Tuesday 14 June 2022, 7.00pm	All Sonia
FGB - SDP	Mid November – 1 hr evening meeting							
FGB	Tuesday 1 March 2022, 7.00pm							
FGB	Tuesday 14 June 2022, 7.00pm							
4.	<p>Minutes of the last meetings – The draft minutes from the meeting in June had been circulated with the agenda for this meeting. Chris asked for any comments or questions. These minutes were then approved unanimously by a show of hands.</p>							
5.	<p>Re-appointment of LA Governor Lisa left the meeting. Chris explained that it was a requirement as a maintained nursery that we have a governor nominated by the LA. Lisa had agreed to stand again for this position. Carolyn said that Lisa had been an excellent LA governor and on behalf of the governing body thanked her for hard work. Chris asked all those members present to vote to approve Lisa rejoining the governing body as the LA governor. This vote was unanimous by a show of hands. Lisa re-joined the meeting and Chris welcomed her back to the governing body.</p>							
6.	<p>Election of Chair(s) and Vice Chair Chris & Carolyn stated that they were happy to stand for re-election as Co-Chairs. Ysanne then proposed Chris which was seconded by Lisa. Lisa proposed Carolyn and Veronica seconded this. The governing body voted unanimously by a show of hands to re-elect Carolyn & Chris as Co-Chairs for the Cambridge Nursery Federation for 2021-22. Vice Chair: Lisa was happy to continue in this role unless anyone else wished to take it on. Louise proposed to re-elect Lisa for this position and this was seconded by Ysanne.</p>							

	<p>The governing body voted unanimously by a show of hands to re-elect Lisa to the position of Vice-Chair for the Cambridge Nursery Federation for 2021-22.</p> <p>Chris stated that he was unlikely to stand for re-election to this position next year.</p> <p>He felt that a re-evaluation of governor roles including a skills matrix may be required in the coming year.</p>	
7.	<p>Confirmation of Committees & Governors with specific responsibilities – the current list had been circulated and as this had been agreed in May, it was felt there was no need to re-elect just to check it and comment on changes.</p> <p>Chris shared the list on screen. Valerie commented that she was currently listed on both the M&R and Care and Marketing committees. Once she had attended a C&M meeting she intended to pick just one of these committees. Ysanne stated that she was happy to move to C&M if Valerie chose M&R.</p> <p><i>HT Performance Management</i> - Veronica and Phil to carry out the necessary training. Sonia to email Phil about this.</p> <p>All other members present agreed to the committee listings for this year.</p> <p><i>Governors with specific responsibilities</i> – this list was circulated prior to the meeting.</p> <p><i>SEND</i> – Ruth C confirmed she was happy to take on this role. She holds this role for The Grove school and has also returned to teaching. This had been discussed at the federation transition meeting and Carolyn had spoken to Veronica about it. Veronica was happy to share the responsibility of this role. Ysanne agreed to arrange a handover meeting.</p> <p>The governing body then voted unanimously, by a show of hands, to approve the specific responsibilities list for this year.</p>	<p>Sonia/Phil/ Veronica</p> <p>Ysanne/ Ruth C/ Veronica</p>
8.	<p>Report from Chairs – The written report had been circulated prior to the meeting. Carolyn wanted to re-iterate what an amazing job all the staff have done over the last very difficult 18 months. Ruth C commented that her child had not even noticed that things were different. Carolyn had kept in contact by phone but was delighted to be back visiting in person. She visited Brunswick yesterday and was very pleased that the children seemed busy and settled. She welcomed Gill back.</p> <p>Chris thanked Carolyn on behalf of the other governors for her hugely helpful role for the schools. He reflected that it was a relief when the federation with The Fields finally went through in April. He commented that finances remain challenging. The Fields in particular has a funding crisis which has resulted in a cashflow loan from the LA. It was important to work out short term funding. If the government funding is cut the reality is that none of the nursery schools are viable.</p> <p>He informed the governing body that he was currently dealing with an HR staff issue and Carolyn was dealing with an ex-parent complaint. These were sensitive, personal issues so details are not appropriate but governors need to be aware these are going on.</p> <p>Veronica commented that once both issues were concluded it would be useful to have feedback to enable us to learn from these.</p>	
9.	<p>Finance & Funding update – Financial reports had been circulated with the agenda for this meeting. Lisa asked if the nursery schools had received any additional COVID 19 related funding for services impacted. Amanda confirmed that no funding had been forthcoming for the nursery schools. Lisa to make enquiries regarding this at the LA.</p> <p>Chris commented that all the schools had been funded on last year's pupil numbers. All the schools had lower numbers of pupils this year, partly due to COVID.</p> <p><i>LA cashflow loan to The Fields</i> – The terms of repayment of the £20,000 loan from the LA was to be discussed at a meeting after half term. Part of the financial problem was due to the LA reneging on using the extra space available at The Fields. Lisa expressed interest in being involved in these discussions.</p> <p>Chris explained that the M&R committee had received and discussed these figures at their recent meeting. Brunswick had an improved deficit figure as the numbers had improved since</p>	<p>Lisa</p> <p>Chris/M&R Lisa</p>

	the budget was set in May. The Fields deficit currently £3,200. Ray Byford had set a much bigger deficit budget back in May. M&R looking into this.	M&R
10.	<p>Headteacher's report – this report had been circulated prior to the meeting. Amanda thanked Ruth H, Janey and Gill for their input to this report. The figures show that there are high numbers of SEND children. The staffing cut backs are causing issues as these children require support and we do not have the staff to support them.</p> <p><i>Assessment</i> – Changed to a new assessment system OPAL – devised by BEYA and widely used by maintained nursery schools.</p> <p><i>Federation Development Plan (SDP)</i> – draft nearly completed. This will be circulated for comments prior to the meeting.</p> <p><i>KIT visit</i> – Amanda had this visit via Teems. She expressed her concern that the nursery schools had very much been left to their own devices during the pandemic with no support – financial or otherwise.</p> <p><i>Comprehensive Spending Review</i> – This is due next week. Nursery Heads have requested a meeting with Jon Lewis following the announcement.</p> <p><i>COVID 19</i> – Weekly numbers information form LA show the numbers are higher. The nurseries have re-introduced requests for parents to wear masks. Parent consultations will now be held via Zoom or phone call.</p> <p><i>SEND/Castle Project at The Fields</i> – See Headteacher's report.</p> <p>Amanda and Ruth H to have a meeting with the Children's centre tomorrow to discuss their use of the building.</p> <p>Ysanne asked if the intention was to have an agreed lease or partnership with the Early Years SEND Castle project. Amanda said that it would be an agreed lease with Castle School, but Amanda and Chris Baker are very keen to develop it as a partnership.</p> <p>Chris and Lisa commented that it was an exciting project. Amanda said that Jo German would be happy to arrange a meeting to talk to the governors along with Martin Wade.</p> <p>Governors asked what facilities were to be provided in the new space. These include initially a specific sensory room, therapy and hygiene rooms. Chris Baker has a wish list which includes a hydrotherapy pool.</p> <p>Ruth C asked how the management structure of the unit would work. Amanda replied that it would essentially be the Castle Schools responsibility. Ruth C felt it was important the additional management time by Amanda or Ruth H be included in the formula for funding it.</p>	<p>Amanda/ Sonia</p> <p>Amanda/ Ruth</p>
11.	Draft minutes from M&R, Federation Transition Committees – for information only	
12.	<p>Federation Transition</p> <p>Carolyn gave a brief update from this committee. Key points included:</p> <ol style="list-style-type: none"> Aims and terms of reference agreed Federation communication – who needs to know/what/when. Ysanne and Lisa produced a document that they agreed to share with all governors SLT job descriptions being reviewed and Carolyn and Veronica now looking specifically at the Executive head role Office staff job descriptions – Sonia & Amanda looking at these, starting with Sonia's job description – what tasks are individual to Brunswick and what work is done for the overall Federation Staff structure needs to work for the future 	Ysanne/ Sonia
13.	<p>Policies SCR & Critical Incidents –</p> <p><i>SCR</i> – the following people agreed to check the Single Central Record at the individual nurseries:</p> <p>Colleges – Davide</p> <p>Brunswick – Ysanne</p>	Davide Ysanne

	<p>The Fields - Carolyn Sonia to co-ordinate these visits <i>Critical Incidents</i> – This policy is annually updated and the new version from CCC was received last week. Chris asked for volunteers to assist Amanda with this. Amanda explained that sections of this were site specific. Veronica offered to help and agreed to liaise with Amanda.</p>	<p>Carolyn Sonia</p> <p>Amanda/ Veronica</p>
14.	<p>Safeguarding - No major problems. Amanda stated that there were a couple of families at Colleges still causing concern. Link meetings were still taking place virtually via Teams. There was a discussion about whether the governing body were currently compliant for safeguarding. Several members had been safer recruitment trained. Ysanne to check if there were additional safeguarding courses governors should attend.</p>	<p>Ysanne/ Sonia</p>
15.	<p>GDPR – No data breaches to report. ICT are currently the Federation’s DPO. It was agreed that we should possibly re-visit this contract when it is due for renewal.</p>	<p>Sonia</p>
16.	<p>Any Other Business: <i>Flu vaccinations</i> – Louise asked if governors would agree for the schools to pay for these for any staff who were not eligible for free flu vaccinations. Chris asked the governors to vote on whether or not flu vaccinations should be paid for by the nurseries. The vote was taken by a show of hands and was agreed unanimously. <i>EYPP Visit</i> – Lisa had visited Amanda to discuss pupil premium. It was agreed her report would be circulated to the full governing body. <i>OFSTED</i> – All the nurseries were due a visit from OFSTED. The possibility of additional training for the governors was discussed. Ruth C was to attend a training session organised by The Grove School and agreed to find out how it was arranged. She also agreed to report back on any useful points. It was agreed to discuss this further at the SDP meeting in November. Chris thanked the governors & staff for their work.</p> <p>Date of Next FGB SDP Meeting: Mid November – dates to be emailed for agreement</p> <p>Dates for other meetings: Federation Transition Committee – Thursday 18 November 2021, 9.00am via zoom Care & Marketing Committee – early December - dates to be emailed for agreement Management & Resources Committee – Tuesday 18 January 2021, 1.00pm via zoom Curriculum & Standards Committee – Thursday 27 January 2022, 1.00pm via zoom</p> <p>Meeting Closed: 9.05pm</p>	<p>Lisa/Sonia</p> <p>Ruth C/ Sonia agenda</p> <p>Sonia</p>