

Minutes of Cambridge Nursery Federation  
Full Governing Body virtual Meeting  
via zoom  
Tuesday 1 March 2022, 7.00pm

Agenda item	<p><b>Governors present:</b> Amanda Bannister, Louise Bedford, Chris Willis Pickup, Carolyn Purser, Marie Mensah, Veronica Sharpe, Ysanne Austin, Valerie Ashton, Ruth Cooper, Lisa Faulkner, Ruth Holman, Ciara Moal, Gill Learmond, Phil Summerton</p> <p><b>Others present:</b> Sonia Swindells (clerk) <i>The meeting was quorate</i></p>	Action by						
1.	<b>Apologies:</b> No apologies received from Davide Fiorentino							
2.	<b>Declaration of Eligibility/register of pecuniary interests</b> – No additional pecuniary interests for this meeting.							
3.	<table border="1" data-bbox="266 863 1203 972"> <tr> <td>Budget Ratification</td> <td>Thursday 28 April, 12.45pm</td> </tr> <tr> <td>M&amp;R</td> <td>Thursday 28 April, 1.30pm</td> </tr> <tr> <td>FGB</td> <td>Tuesday 14 June 2022, 7.00pm</td> </tr> </table>	Budget Ratification	Thursday 28 April, 12.45pm	M&R	Thursday 28 April, 1.30pm	FGB	Tuesday 14 June 2022, 7.00pm	
Budget Ratification	Thursday 28 April, 12.45pm							
M&R	Thursday 28 April, 1.30pm							
FGB	Tuesday 14 June 2022, 7.00pm							
4.	<b>Minutes of the last meeting</b> – A copy of the minutes had been circulated with the agenda. Chris asked for any comments or questions. There were none so he asked for a show of hands to approve the minutes from the October meeting. There was a majority vote to agree this with one abstention from Phil Summerton (who was not able to attend the October meeting).							
5.	<p><b>Finance &amp; Funding update</b> – Financial summaries had been circulated with the agenda. Chris proposed that Amanda and Ruth update governors on the current situation at the individual nurseries</p> <p><i>The Fields</i> – Amanda stated that as could be seen from the summary report The Fields was heading for a deficit budget. It had been made clear to the LA and Jon Lewis that the lack of income from the additional rooms for 18 months had contributed to this.</p> <p>Ruth H said she had met with members of the Castle School team yesterday and the deputy headteacher was keen to move into the refurbished rooms during the second half of the summer term. This would enable them to transition their children into the space for September. It had been agreed that Liz (the deputy headteacher at the Castle) would put together a timeline with Chris Baker and discuss further with Ruth H. Ruth H hoped that the final approval for this move by the Castle School would be approved in the next few weeks. It may be necessary to ask for the co-chairs of the CNF governing body to negotiate the final fair financial agreement.</p> <p>The figure of -£88,000 shown on Sam’s summary does not include the £70,000 loan provided by the LA.</p> <p>Ray Byford had told Jon Lewis that repayment of this loan was not likely for several years. Amanda said she had a meeting arranged with Ray and Sam tomorrow to begin the budget build for the 2022.23 year.</p>							

	<p>Amanda also commented that along with the Castle School project, there was also a proposal being discussed at a meeting today regarding the possible re-location of Seesaw preschool (currently at The Galfrid school) back to East Barnwell Centre. If this was approved it should help increase the number of children wanting places at The Fields.</p> <p>Lisa asked whether the rent payable to The Fields would come from Castle School or the LA. Amanda said that this was still under negotiation. Lisa offered her help with negotiations if required.</p> <p>Phil asked if it was possible to have comparison figures from previous years when the new budget was presented to governors. Amanda and Ruth H agreed to discuss this with Joann and Sam.</p> <p>Ysanne asked if on the summary sheets it would be possible to see the carry forward figures so that governors could see how close we were getting to using these.</p> <p><i>Brunswick</i> - Integrated Care and nursery was showing an overall outturn of around -£30,000 which had reduced from earlier in the year. Amanda explained that parent contributions had been higher than anticipated. Brunswick was now almost full with children. It was discussed if Integrated Care should now be included in the Nursery figures as was the proposal for the Daisy room. Phil was strongly in favour of simplifying this if possible. Amanda agreed to discuss this with Ray and Joann.</p> <p><i>Colleges</i> – Currently showing approx. £10,000 deficit with an out turn of around -£38,000 at year end. It was explained that the Daisy Room would be incorporated into the nursery budget next year. There were several questions regarding the figures so Carolyn made the suggestion it may be helpful to invite Joann to join the finance section of this meeting to enable clarification of points straight away.</p>	<p>Lisa</p> <p>Amanda/ Joann/Sam</p> <p>Amanda/ Joann</p>
6.	<p><b>Headteacher’s Report</b> – The report had been circulated prior to the meeting. Amanda commented on the numbers of children at each nursery. Colleges were high. Currently 105 on roll. Large proportion of 2 year olds which meant that going into September 50 children would be moving through. Numbers at Brunswick had been low all year. Discussions had been ongoing as to why. One reasons being that movement into Cambridge had been halted due to the pandemic. Amanda was planning ways to increase numbers through advertisements and marketing. She hoped to make contacts with local play groups as soon as they were back meeting in person. The Fields numbers had been growing steadily through the year.</p> <p>There had been a marked increase in SEND children at all the nurseries this year. Not many with EHCP’s but larger numbers at the level below which was challenging for all staff and for the SENco’s. This impact from the pandemic would likely continue for at least another two years.</p> <p>Veronica had agreed to visit the nurseries later this month. Amanda was pleased that we were now able to have people in and encouraged the governors to visit, especially the newly refurbished rooms at The Fields. Carolyn had visited all three nurseries recently.</p> <p><i>Premises – Colleges</i> – Toilet refurbishment along with some painting work has now been completed.</p> <p><i>Brunswick</i> – no issues at present</p> <p><i>The Fields</i> – long list of problems including windows in need of replacement which is also linked to the need for a new roof. This had been flagged to the LA and classed as a priority 1 so may go ahead in the summer holidays. Currently no phone lines working but ICT should resolve this soon.</p> <p><i>Early Education</i> – The first event had taken place and was very successful. Amanda suggested governors should look at the website.</p>	

	<p><i>Nursery School Funding</i> – the hourly rate was to be increased. Ray Byford still had not had notification of what the lump sum for the year would be for any of the nurseries.</p> <p><i>COVID 19</i> – Governors had been sent the latest information that both parents and staff had received about guidance. Amanda stated that it is still possible for us to refuse to have a child in school if they tested positive.</p> <p>Several staff were anxious about the changes at all the settings. Ruth H commented that she had a number of nervous staff but hoped that the email sent from Amanda would help allay these concerns</p> <p><i>Castle project at the Fields</i> – see above (5. Finance &amp; funding).</p> <p>Chris thanked Amanda for her detailed report. There was a short discussion about other ways to increase numbers of children.</p> <p>Ysanne agreed to talk with her contacts regarding the possibility of getting an entry in the City Council brochure that was distributed to every household in the city.</p> <p>Sonia to make contact with Chesterton News.</p>	<p><b>Ysanne</b></p> <p><b>Sonia</b></p>
7.	<p><b>Draft Minutes from M&amp;R, Federation Transition &amp; C&amp;S Committees</b> – These had been circulated prior to the meeting.</p> <p>Carolyn stated that the Federation transition group had agreed to have a final meeting on 8 June and then this committee would be disbanded/dissolved.</p> <p>There were no other comments on the minutes.</p>	
8.	<p><b>Complaint</b> – Carolyn gave a verbal update to the governors regarding a complaint that had been received. This matter has now been completed. Carolyn expressed her thanks to all those members of staff and governors who had been involved with this process.</p>	
9.	<p><b>Staffing</b> – Chris updated governors on a staffing matter that had been ongoing for some months. He confirmed that a settlement between the member of staff and CNF had now been reached. Carolyn thanked Chris and Amanda for their hard work in dealing with this matter.</p> <p>The issue of staff on long term sick leave was briefly discussed. It was noted that teachers were insured however we no longer insured support staff as it had become too expensive. It was agreed that Joann should look into this and present governors with costings.</p> <p>Amanda said that she had received a letter from Veronica at Colleges stating that she had decided to retire. This would be effective from the end of April 2022.</p> <p>Sonia and Amanda were working on a recruitment plan.</p> <p>Chris asked if Amanda would pass on thanks to Veronica and wish her well in her retirement.</p>	<p><b>Joann</b></p>
10.	<p><b>Proposal to increase the age range at Brunswick</b> – The proposal document had been circulated with the agenda for this meeting.</p> <p>Amanda explained that there had been an increasing number of enquiries for two year olds at all the nurseries. She had spoken to Alison Morris at the LA who had explained that it was necessary to send a consultation document to the local Early Years Settings. Amanda had prepared this document, it was approved by the LA and sent out. The closing date for this consultation was next week. To date no comments had been received.</p> <p>Amanda asked for a decision from the governors about whether they would be in agreement with the proposal to take two year olds at Brunswick. She also stated that it would be necessary to amend the Admissions policy to ensure that three year olds would be given priority over the two year olds. Ruth C felt the integration had worked well at Colleges and felt it was a good idea to introduce this at Brunswick. Valerie stated that if the integration benefitted both two and three year olds it was definitely the way forward.</p>	

	<p>Lisa asked if there would need to be any premises changes at Brunswick. Amanda said that the changing room was there, possibly needing some rearrangement/refurbishing. The two year olds would only be offered half day sessions at this stage so there should not be a need for additional sleep areas.</p> <p>Veronica suggested that Brunswick staff should have additional training especially relating to the emotional needs.</p> <p>Chris asked all the governors present to vote via a show of hands on the proposal to accept two year old children at Brunswick from September 2022. The vote was unanimous in favour of this proposal.</p>	<p><b>Amanda/ Carolyn</b></p>
11.	<p><b>Policies – SCR (Single Central Record)</b></p> <p>It was agreed that Carolyn would check Colleges during her visit next week and that Veronica would check Brunswick and The Fields on her visits.</p>	<p><b>Carolyn/ Veronica</b></p>
12.	<p><b>Safeguarding</b> - No major issues. The number of lower level cases had reduced. There were two higher level cases at Colleges and The Fields. Staff remain very vigilant around safeguarding in all settings.</p>	
13.	<p><b>Data Protection (GDPR)</b> – No data breaches to report. The annual audit had been carried out for the three nurseries and CNF are compliant. Sonia and Amanda looking at updating staff training on this.</p>	<p><b>Sonia/ Amanda</b></p>
14.	<p><b>Any Other Business:</b></p> <p>Amanda stated that The Fields had had a financial audit from the LA. It was very thorough and only a couple of issues regarding procedures were highlighted. When received the full report would be circulated to governors.</p> <p>Amanda expressed her thanks to Sam for her hard work to prepare for this audit.</p> <p>Chris commented that looking ahead to the Autumn, there may be governor vacancies coming up so suggested everyone think if they knew any suitable persons to join the governing body. This to be added to the June meeting agenda.</p> <p><b>Date of Next FGB Meeting:</b> Tuesday 14 June, 7.00pm via zoom</p> <p><b>Dates for other meetings:</b>  Budget Ratification (FGB) – Thursday 28 April 12.45pm via zoom  Management &amp; Resources Committee – Thursday 28 April 1.30pm via zoom  Curriculum &amp; Standards Committee – Thursday 19 May, 1.00pm via zoom  Federation Transition Committee – Wednesday 8 June, 9.30am via zoom  Care &amp; Marketing Committee – TBA</p> <p><b>Meeting Closed:</b> 8.50pm</p>	<p><b>Amanda</b></p> <p><b>All/Sonia</b></p>