



The Fields Nursery School, Galfrid Road, Cambridge, CB5 8ND

**Minutes of an Extraordinary Meeting of the Governing Body**  
**Tuesday 9<sup>th</sup> June 2020 at 6.30pm**

<b><u>Present:</u></b>	Mrs Gloria Reed	GR	Chair of Governors
	Ms Ann Abineri	AA	Local Authority Governor
	Dr Valerie Ashton	VA	Co-opted Governor
	Ms Florence Blagden	FB	Co-opted Governor
	Mrs Ruth Holman	RH	Acting Head
	Ms Sarah Moynihan	SM	Co-opted Governor
	Mr Simon Sykes	SS	Co-opted Governor
	Ms Carmile Trancoso-Gordon	CTG	Parent Governor
	Rev Dr Roger Williams	RWi	Co-opted Governor
	Mrs Dawn Willis	DW	Co-opted Governor
	Mrs Rebecca Wylie	RWy	Co-opted Governor

**In Attendance:** Mrs Gwyneth Barton GB Clerk

**1. Welcome-** GR chaired and welcomed Governors to this virtual and extraordinary meeting of the Governing Body. She thanked Governors for making themselves available at short notice. The meeting was quorate.

**2. Apologies-** Accepted from Luisa Pedro.

**3. Declaration of Interests-** There were no new declarations of interest.

**4. Governor Reappointments-** Two Governors' terms of office had recently expired. It was agreed unanimously to reappoint Valerie Ashton and Dawn Willis, both as co-opted Governors.

**5. Open and Confidential Minutes of the Meeting of 28<sup>th</sup> April 2020-** The open and confidential minutes of the Governing Body meeting held on 28<sup>th</sup> April 2020 were confirmed as correct records. Matters arising would be addressed at the next ordinary Governing Body meeting on 7<sup>th</sup> July 2020.

**6. Reopening Plans-** As directed by Government, The Fields had closed on 23<sup>rd</sup> March 2020 as a result of the coronavirus outbreak to all children other than children of key workers and other specific groups. The Government had now advised that early years settings could reopen to all of their children. This meeting had therefore been called to enable Governors to consider reopening plans. RH presented four documents for Governors' consideration:

a) **Health and Safety addendum** – This addendum was ratified by all.

b) **First Aid addendum** – RH explained that this addendum set out the process to be followed if a child or employee at The Fields displayed symptoms of COVID-19. The addendum was ratified by all.



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RH reported that in addition to the masks, gloves and aprons already received, two visors were also on order. Governors also noted that a relative of a staff member had offered to make face masks for all members of staff for a nominal fee. It had been agreed that the Friends budget would be used to pay for one mask for each staff member.

- c) **Safeguarding Policy appendix** – FB had circulated some corrections to typos and suggestions for more consistent wording shortly before the meeting. Governors agreed that these should be implemented. Taking into account these minor amendments, all Governors confirmed that they had read, understood and agreed the changes/updates to the current Policy. The appendix was ratified by all.
- d) **COVID-19 risk management assessment** – RH reported that she had gone through this risk management assessment with Paula Champion, the NEU representative, and that Paula was happy with it. RH had also worked through the NEU’s risk assessment with Paula, who had confirmed that the proposals for The Fields met NEU requirements.

The risk management assessment was ratified by all.

Governors commended RH’s efforts in preparing this document and also welcomed the allocation of responsibility for risks to relevant staff. RH noted that the risk management assessment would be reviewed weekly, with each review date added together with any amendments needed. A list of review dates and amendments would be brought to the next Governing Body meeting.

**7. Any Other Business-** None.

**8. Date of Next Meeting-** The next meeting of the Governing Body would take place on Tuesday 7<sup>th</sup> July 2020 at 6.30pm, probably as a virtual meeting.

The meeting closed at 6.50pm.