



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

Minutes of the Meeting of the Governing Body
Tuesday 14th January 2020 at 6.30pm

<u>Present:</u>	Mrs Gloria Reed	GR	Chair of Governors
	Dr Valerie Ashton	VA	Parent Governor (from 6.35pm)
	Ms Florence Blagden	FB	Co-opted Governor
	Mrs Ruth Holman	RH	Staff Governor
	Mrs Rebecca Mack	RM	Co-opted Governor
	Dr Luisa Pedro	LP	Parent Governor
	Mr Simon Sykes	SS	Co-opted Governor
	Ms Carmile Trancoso-Gordon	CTG	Parent Governor
	Ms Rikke Waldau	RW	Head
	Rev Dr Roger Williams	RWi	Co-opted Governor
	Mrs Dawn Willis	DW	Co-opted Governor
	Mrs Rebecca Wylie	RWy	Co-opted Governor
<u>In Attendance:</u>	Mr Jon Lewis	JL	Director of Education
	Ms Emma Dean	ED	Place Planning and Sufficiency Officer
	Mrs Gwyneth Barton	GB	Clerk

1. Welcome- GR chaired and welcomed Governors to the meeting. GR also welcomed Jon Lewis, Director of Education for Cambridgeshire and Peterborough, and Emma Dean, a Place Planning and Sufficiency Officer at the local authority who was supporting the federation process.

The meeting was quorate.

2. Apologies- Accepted from Ann Abineri (AA) and Sarah Moynihan (SM).

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

4. Open and Confidential Minutes of the Meeting of 3rd December 2019- The open and confidential minutes of the Governing Body meeting held on 3rd December 2019 were confirmed as correct records.

All matters arising were covered on the agenda.

5. Federation – Update from the Local Authority

Jon Lewis explained that he was attending the meeting to update Governors on discussions about federation of The Fields with the Cambridge Nursery Federation [Brunswick and Colleges] and to seek decisions from Governors on next steps. He emphasised that the local authority was keen to ensure the continuing viability of The Fields and was supportive of the proposal to federate.

[This item is covered in more detail in the confidential minutes.]



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6. Chair's Report- GR discussed a number of issues with Governors, including:

Caroline Hart- GR reported with great sadness that Caroline Hart, formerly a long-serving Governor at The Fields, had died shortly before Christmas. GR, RW and RM had attended her funeral earlier that day. A memorial service would be held at Christ the Redeemer on Friday 31st January 2020 at 12.00pm, which all were invited to attend.

Return to work- RW would be returning to work full-time from 18th January 2020, based at The Fields on Mondays, Tuesdays, Thursdays and Fridays and working from home on Wednesdays. GR had liaised with RW to complete her return to work processes.

Local authority meetings- GR summarised the events that had taken place leading to Jon Lewis's attendance at this meeting.

[This item is covered in more detail in the confidential minutes.]

7. Head of Centre's Report- RW discussed the following issues with Governors:

Pupil numbers- These were set out in Appendix A, circulated with the agenda. The format of Appendix A had been revised to show that The Fields was now a school with a single registration. The table showed the total numbers of 2, 3 and 4 year olds in the school, making it easier to look at the developmental impact of teaching.

Ofsted- A new Ofsted inspection framework had been published, which placed emphasis on the three Is: intention, implementation and impact. RW and RH had been working on the Improvement Plans to ensure that they were aligned with the new framework. An Ofsted inspection of The Fields was due.

Equalities statement- Data was being gathered from children, staff and Governors to enable the Equalities Statement to be completed. Data for children showed that the majority were either white English or any other white. Increasing numbers of families were identifying as gypsy/Roma. The largest white ethnic group were Polish. There was a sizeable Bangladeshi cohort.

Committee structures- RW proposed that:

- The Finance and Personnel Committees be amalgamated, retaining the current membership of both Committees. This would help to reduce duplication of discussions, especially about the current work towards federation
- The remit and name of the Curriculum and Equalities Committee be expanded to include SEND, with RWy as an additional member with particular responsibility for SEND.

Both proposals were agreed unanimously. RW would circulate terms of reference to all Governors for approval. Governors also agreed that:



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- The first meeting of the Finance and Personnel Committee would be held on Thursday 23rd January 2020 at 1.00pm. Apologies from FB and RH were noted. GR reported that SM would be able to attend for the first 45 minutes
- The first meeting of the Curriculum, Equalities and SEND Committee would take place on Tuesday 28th January 2020 at 9.15am. Apologies had been received from AA and VA.

Governor visits- Governors were reminded of the need to arrange dates for the programme of visits agreed at the last meeting. RW agreed with FB and RWy that the Curriculum walks in Willow and Cherry could take place on the same day; they agreed to be in touch to arrange a date.

8. Committees/Policies

a) **Safeguarding Meeting 3rd December 2019-** The notes of this meeting were received. Governors noted that:

- RH would be training to take on the role of Domestic Abuse Lead
- Paula Weaver was doing Designated Safeguarding Officer training.

CTG gave her apologies for the next planning Safeguarding meeting on 28th January 2020. It was agreed to arrange future meetings early on Thursday mornings, when she would be able to attend.

9. Any Other Business

Heating- RM noted that there had been a meeting that afternoon to discuss the heating systems for The Galfrid School and The Fields, linked to The Galfrid's academisation, which she had been unable to attend. RM reminded Governors that heating in parts of the building was currently not working. Her understanding was that the refurbishment being proposed as part of The Galfrid's academisation would not cover a significant proportion of The Fields' premises, including the rooms where the heating was not working. Governors emphasised the importance of bringing this to the attention of the local authority and the Cambridge Nursery Federation as part of the discussions about federation.

Gates- Governors noted that The Galfrid School was proposing to install electronically controlled gates at the entrance to the shared site. The gate over the road would close automatically during school drop-off and pick-up times. The Fields would have remote control of the gates.

Staff training- RH noted that staff training had taken place on Monday 6th January 2020. The morning had covered curriculum planning and the afternoon had focussed on staff wellbeing, including options for yoga, relaxation exercises and back massages.

10. Date of Next Meeting- It was noted that the next meeting of the Governing Body would be held on Tuesday 25th February 2020 at 6.30pm at The Fields.

The meeting closed at 8.00pm.