



**Minutes of the Meeting of the Governing Body held on Zoom on
Thursday 24th September 2020 at 6.30pm**

<u>Present:</u>	Mrs Gloria Reed	GR	Chair of Governors
	Dr Valerie Ashton	VA	Co-opted Governor
	Ms Florence Blagden	FB	Parent Governor
	Mrs Ruth Holman	RH	Acting Head
	Dr Luisa Pedro	LP	Parent 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. Election of the Chair- It was proposed, seconded and agreed unanimously to elect GR as Chair of the Governing Body.

GR welcomed Governors to the meeting. The meeting was quorate.

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

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

The 2019/20 register of pecuniary interests had been circulated with the agenda. All Governors present confirmed that there were no changes to their previous declarations. GB would chase up responses from those Governors not present and would update the website.

4. Minutes of the Meeting of 15th July 2020- Confirmed as a correct record by those present at the meeting. All matters arising were covered on the agenda.

5. Governing Body Matters

a) Governor Code of Practice

Governors reviewed and agreed the Code of Practice for 2020/21.

b) Standing Orders

Governors reviewed and agreed Standing Orders, subject to the replacement in paragraph 14 of Rebecca Mack with RH as the person responsible for carrying out Disclosure and Barring Service (DBS) checks for Governors.

Signed.....

Date..... []



c) Committee Memberships and Governor Appointments for 2020/21

- Governors agreed unanimously to reappoint AA as Vice-Chair and GB as Clerk.
- It was agreed unanimously to reappoint Paula Champion as an Associate Member of the Curriculum, Equalities and SEND Committee.
- Governors confirmed Committee appointments as circulated with the agenda.

d) Committees' Terms of Reference

Governors reviewed and agreed the terms of reference for the following Committees and meetings:

- Curriculum, Equalities and SEND Committee
- Finance and Personnel Committee
- Health, Safety and Premises Committee
- Named Governors for Safeguarding meetings.

e) Dates for Committee Meetings

These would be confirmed in due course.

6. Safeguarding

a) Keeping Children Safe in Education

Governors noted that there was a new edition of Keeping Children Safe in Education for September 2020, with changes from the previous version listed in Annex H.

7. Head of Centre's Report- RH updated Governors on the following issues:

a) Restructuring

RH advised Governors that the consultation on the restructuring had closed on 16th September 2020. Four responses had been received, from:

- An individual member of staff
- A group of staff
- National Education Union (NEU) members of staff
- The Cambridge branch of the NEU.

The Governing Body was required to reply to questions contained in these responses and to set out the changes to the staff structure now proposed. A draft reply had been circulated by e-mail that afternoon, which Governors discussed and agreed with some amendments.

Signed.....

Date..... []



Governors agreed that the next stage of the process be started the following day by sending the updated paper to staff and union representatives, together with letters to individual members of staff affected by the process.

b) Investigation

c) Flood

RH advised Governors that during the summer holidays, one of the toilets in Willow had broken, with water spilling into Blue Room for up to 24 hours. The cleaners and a group of staff had worked hard to shift furniture and equipment and to clean up. The carpet and part of the flooring underneath had had to be replaced. The work had been done promptly by builders already on the school site. Some books and furniture had also been damaged. The costs had been covered by insurance, other than a £100 excess.

Governors asked GR to write to staff who had helped with the clear-up, thanking them for their efforts.

[Items 7 a) and b) are covered in more detail in the confidential minutes.]

8. Chair's Report

GR reported that:

- She had remained in contact with RH during the summer holidays and had worked with RH and Sally Stainton-Roberts to confirm the settlements for staff receiving voluntary redundancy.
- She had been in contact with Emma Dean at the local authority, advising her that the restructuring was progressing and that The Fields remained on track to join the Cambridge Nursery Federation from 1st January 2021. It was expected that following this Governing Body meeting, a meeting on federation would be set up involving GR, RH, Emma Dean, Amanda Bannister and the co-Chairs of the Cambridge Nursery Federation, Chris Willis Pickup and Carolyn Purser.
- She had been in contact with Rikke Waldau and Rebecca Mack, who were both well.
- She was planning to attend the local authority Governor Briefing to be held on Zoom on Monday 28th September 2020 from 7.00pm to 9.00pm. RWy noted that she was also planning to attend this briefing.

Signed.....

Date..... []



9. Any Other Business-

a) Mentoring and appraisal arrangements for RH

[RH left the meeting while this item was discussed.]

Governors discussed and agreed mentoring and appraisal arrangements for RH to the end of December 2020.

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

10. Date of Next Meeting - It was agreed that the next meeting would be held on Zoom on Wednesday 9th December 2020 at 6.45pm.

The meeting closed at 7.50pm.

Draft- subject to ratification

Signed.....

Date..... []