

Open Minutes of the Meeting of the Governing Body
Tuesday 28th November 2017 at 6.30pm

<u>Present:</u>	Mrs Gloria Reed	GR	Chair of Governors
	Mrs Florence Blagden	FB	Parent Governor
	Mrs Caroline Hart	CH	Co-opted Governor
	Mrs Ruth Holman	RH	Staff Governor
	Mrs Rebecca Mack	RM	Co-opted Governor
	Ms Rikke Waldau	RW	Head of Centre
	Rev Dr Roger Williams	RWi	Co-opted Governor
	Mrs Dawn Willis	DW	Co-opted Governor
	Mrs Rebecca Wylie	RWy	Parent Governor
<u>In Attendance:</u>	Mrs Gwyneth Barton	GB	Clerk
	Ms Helen Freeman	HF	Children's Commissioner, Cambridgeshire County Council

1. **Welcome-** GR chaired the meeting. The meeting was quorate.
2. **Apologies-** Accepted from Ms Ann Abineri (AA) and Ms Sarah Moynihan (SM).
3. **Declaration of Interests-** There were no declarations of interest.
4. **Governor Appointment-** RWy had been re-elected unopposed as a parent governor. Governors thanked her for undertaking another term of office.
5. **Proposals for the Children's Centre-** Helen Freeman (HF), Children's Commissioner at Cambridgeshire County Council, attended the meeting to discuss proposals for the new Child and Family Centres in Cambridgeshire and the implications for The Fields, including its Children's Centre, staff and budget.

This item is covered in more detail in the separate confidential minute.

[Helen Freeman left the meeting at 7.40pm.]

6. **Minutes of the Meeting of 19.09.17-** Confirmed as a correct record by those present at the meeting. All matters arising were covered on the main agenda.

7. Governing Body Matters-

- a) **Governor appointments and vacancies-** There were currently five vacancies on the Governing Body, two for co-opted governors and three for parent governors. All governors were encouraged to network to raise awareness of the vacancies and to encourage suitable candidates to come forward.
- b) **Named governor with responsibility for Safeguarding-** Governors noted that since the previous meeting, Joshua Hang Gong, a co-opted governor, had had to stand down for personal reasons. Joshua had also been the named governor with responsibility for Safeguarding. GR agreed to

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take on this role until such time as another governor was willing to do so. She and RW agreed to liaise to arrange dates for Safeguarding meetings.

- c) **Committee membership**- This had been updated to remove governors who had recently stood down. It would be reviewed as and when new governors were recruited.
- d) **Dates of Governing Body and Committee meetings**- Noted with the addition of a further date for Health, Safety and Premises Committee, Wednesday 7th February 2018 at 12.30pm.
- e) **Standing Orders**- Governors noted that an update to Standing Orders was needed to take into account new legislation enabling the Governing Body to remove elected parent and staff governors. The process to be followed was lengthy and should be used only if there was an irretrievable breakdown of trust between the Governing Body and the governor concerned. It was agreed to update Standing Orders as proposed, inserting new sections 15 and 16. A typo would be corrected in the last bullet point under section 16: '... disqualified from becoming a governors ...'
- f) **Governing Body training update**- GR reported that she had attended the Governors' Termly Briefing. RWy had completed online training relating to Head's appraisal.
- g) **Succession planning**- GR reminded Governors of the need to keep succession planning for the Chair in mind.

8. Head of Centre's Report- RW presented her report, noting the following points:

- a) **Assessment and data report**- RW had not yet had time to analyse the reports but would update Governors orally in due course.
- b) **Staffing**- It had not yet been possible to recruit a new teacher for Willow. Some applicants appeared not to understand the requirement for QTS. A new 30-hour class would be established in January, based on children moving from day care to Willow. The interim plan was for RH to teach this class, moving from Red Room to Yellow Room. RH's former class would be covered partly by RW and partly by Vivien Aggett, a former teacher in Willow; however, a long-term solution was needed. Another member of staff had left due to relocation and it was possible that another would give notice shortly. One member of staff was pregnant.

9. Safeguarding- RW reported that there had been one major safeguarding incident in November in which external agencies had been involved.

10. Pupil Premium- RW advised Governors that no Early Years Pupil Premium had yet been received for 2017/18 due to problems with the system.

11. Teaching School Update- RW updated Governors on issues relating to the Teaching School:

- To date there had been only one application submitted via UCAS for Initial Teacher Training next year.

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- The Teaching School's application for charitable Trust status was progressing and being reviewed by lawyers. Trust status would enable the Teaching School to operate a budget separately from the nursery schools and to apply for external sources of funding.
- More work was being given to the Teaching School, but not necessarily more funding.

Governors noted forthcoming changes to senior leadership at the County Council: Keith Grimwade, Director of Learning, was retiring. He would be succeeded by Jonathan Lewis, a new Service Director for Education appointed jointly by Cambridgeshire and Peterborough. Gill Harrison, Head of Early Years, was leaving the local authority.

12. Chair's Report- GR updated Governors on recent discussions:

- a) Head's annual review-** The Head's annual review had taken place on 9th October 2017 and it had been agreed that all targets had been met. New targets had been set via a three-year plan, with separate aspects for each objective.
- b) Children's Centre-** GR reported that she had attended the Council meeting at Shire Hall on 17th October 2017 on the future of Children's Centres. She was in contact with Labour County Councillor Jocelyne Scutt and Labour City Councillor Claire Richards and had also met Jon Duveen of the NUT, who was taking legal advice on whether the proposals for changes to the Children's Centres included grounds for judicial review. Governors noted that further meetings and action were planned, including the distribution of leaflets at the Mill Road Winter Fair on 2nd December 2017. Another parent activist had also been in contact with RW to discuss early years funding and potential external partners such as the Cambridge Colleges.
- c) Governing Body meeting on 6th February 2018-** GR proposed that this meeting be used to review the Centre's position and future options. She also suggested that Governors complete a skills audit at the meeting, helping to identify the Governing Body's collective strengths and weaknesses and potentially informing future recruitment. Both suggestions were agreed.
- d) Christmas Fair-** Governors noted that The Fields Christmas Fair would take place on Thursday 7th December 2017 from 3.30 until 6.00pm. Volunteers were needed to look after stalls.

13. Committee Reports/Policies

- a) Finance Committee 02.10.17 and 20.11.17-** Received and noted.
 - Pay Policy for Teachers- Ratified by all
 - Pay Policy for All Other Staff- Ratified by all.
- b) Personnel Committee 09.10.17-** Received and noted.
 - Absence Management and Supporting Attendance- Ratified by all
 - Appraisal and Capability- Ratified by all
 - Staff Induction- Ratified by all.

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c) **Curriculum and Equalities Committee 17.10.17**- Received and noted.

- Special Educational Needs and Disability Policy- Ratified by all
- Learning and Teaching (Curriculum) Policy- Ratified by all.

d) **Health, Safety and Premises Committee 22.11.17**- Received and noted.

e) **Safeguarding Meeting 02.10.17**- Received and noted.

14. Governor Visits

a) **Schedule for 2017/18**- Governors reviewed the schedule of visits for 2017/18 and agreed two amendments:

- CH would replace former governor Joshua Hang Gong for the SEND visit to take place in the second half of the Spring term
- As RH would be assisting those Governors carrying out the SEND visit, her name would be removed from the list of visiting Governors.

b) **Meeting with a teacher to discuss area of work and action plan (Autumn term visit 1)**- GR and RWi would be carrying out this visit on 4th December 2017.

c) **Observation of boys' imaginative play and engagement in art in Willow (Autumn term visit 2)**- FB and RWy agreed to carry out this visit on 8th December 2017.

15. Any Other Business- none.

16. Date of Next Meeting- The next meeting would take place on Tuesday 6th February 2018 at 6.30 pm at The Fields.

The meeting closed at 8.25 pm.

Actions from the meeting:

Governor Name	Minute	Action	When
GR and RW	7 b)	Arrange Safeguarding meetings	ASAP
GB (Clerk)	7 e)	Correct typo in Standing Orders and publish	ASAP
GR, RW and GB	12 c)	Plan next Governing Body meeting including skills audit	By 6 th February 2018
GB	14 a)	Update governor visits schedule	ASAP
GR and RWi	14 b)	Prepare report on governor visit – meeting a teacher	By 6 th February 2018
FB and RWy	14 c)	Prepare report on governor visit – boys' imaginative play and engagement with art	By 6 th February 2018

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