



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

Minutes of the Meeting of the Governing Body
Tuesday 28th April 2020 at 6.30pm

<u>Present:</u>	Mrs Gloria Reed	GR	Chair of Governors
	Dr Valerie Ashton	VA	Parent Governor
	Ms Florence Blagden	FB	Co-opted Governor
	Mrs Ruth Holman	RH	Staff Governor
	Mrs Rebecca Mack	RM	Co-opted Governor
	Ms Sarah Moynihan	SM	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
	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 the first virtual meeting of the Governing Body. The meeting was quorate.

2. Apologies- Accepted from Ann Abineri and Roger Williams.

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

4. Amendment to Standing Orders- Governors agreed the following addition to Section 5 of Standing Orders, to enable remote participation in Governing Body meetings:

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED?
<p>Remote participation The Governing Body may approve alternative arrangements for Governors to participate or vote at meetings of the Governing Body including but not limited to telephone or video conference.</p>	<p>While having the flexibility to agree to remote participation in meetings may be useful in exceptional circumstances, the benefit of having everyone discussing an issue in the same room should not be undermined by too many governors taking part remotely when this can be avoided.</p> <p>Consideration needs to be given to the chairing and clerking of the meeting.</p>	<p>The Governing Body approves remote participation in meetings when necessary. This will be by video conference or telephone.</p> <p>Agreement must be sought prior to the meeting from the Chair and Clerk.</p> <p>Governors will ensure that no other persons are present or can hear the meeting when they are participating remotely.</p>

Signed:

Date:



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

5. Open and Confidential Minutes of the Meeting of 25th February 2020- The open and confidential minutes of the Governing Body meeting held on 25th February 2020 were confirmed as correct records. All matters arising were covered on the agenda.

6. Head of Centre's Report

RW updated Governors on a range of issues, including

- The impact of the coronavirus outbreak on The Fields, its staff and its families
- Personnel/Health and Safety implications and actions being taken
- Support to families during the outbreak
- Restructuring
- Federation.

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

7. Chair's Report

GR updated Governors on the leaving arrangements for the Head and Business Manager.

On behalf of all Governors, GR and SS paid tribute to RW and RM, thanking them for all of their hard work during their time at The Fields and emphasising the importance of the special and unique school ethos they had created. Governors wished them the very best for their future undertakings and also looked forward to proper leaving celebrations when the lockdown had eased.

Other activities

GR noted that she continued to be busy during lockdown, taking part in numerous calls including calls with Jon Lewis, Hazel Belchamber and Sally Stainton-Roberts. She was also in close contact with RH and would have weekly phone calls with her from 1st May 2020, with additional support available in between these if needed.

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

8. Budget

Financial year-end report

This had been circulated to all Governors with the agenda. Governors noted that overall, the year-end position was a carry forward of £70,721.04, slightly better than had been expected. This comprised carry forwards of £33,707.04 in Willow, £31,674.61 in the Children's Centre and £10,741.55 in catering, minus a deficit of £5,402.16 in daycare.

RM reported that cash flow through the bank balance was being monitored very closely, with both Hazel Belchamber and Emma Jones involved in ensuring that local authority payments in were made to meet commitments.



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

Impact of COVID-19

A report and spreadsheet showing the anticipated financial impact of COVID-19 on The Fields' financial position from April to July 2020 had been circulated with the agenda. The spreadsheet had been sent to Jon Lewis and to the local authority finance team.

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

2020/21 budget

The Governing Body meeting of 25th February 2020 had reviewed the budget proposals for 2020/21 as part of its discussions of restructuring and these proposals had already been shared with the local authority. Ray Byford was advising The Fields and the other maintained nursery schools not to revise their budget proposals in light of COVID-19, as it was impossible to know at this stage what the impact would be.

The Governing Body therefore agreed unanimously formally to submit the 2020/21 budget proposals as reviewed at the Governing Body meeting of 25th February 2020 to the local authority.

9. Committees/Policies

- a) **Finance and Personnel Committee 23rd April 2020**- The notes of this meeting were received.
- b) **Safeguarding Meeting 12th March 2020**- The notes of this meeting were received. GR and RH would arrange the next meeting for June 2020. RH reported that Emma Vardy had agreed to become an additional Designated Safeguarding Lead. She would be undertaking initial training via Skype to enable her to be designated, with a more formal two-day course planned for when lockdown eased.
- c) **Addendum to the Safeguarding Policy**- Ratified by all.

Governors suggested that safeguarding messages and useful contacts could be shared on The Fields' website and scheduled on the social media feed. It was agreed to look at this. RW noted that letters had been sent to parents reminding them that Fields staff were available for them to talk to if they had concerns. Staff at The Fields were also calling families every week and where possible and appropriate, co-ordinating with statutory services to ensure that vulnerable families did not receive more calls than were helpful.

10. Any Other Business- None.

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

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



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

12. Acting Head

Governors discussed and confirmed the arrangements to appoint Ruth Holman as Acting Head with effect from 1st May 2020, following RW's departure.

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

The meeting closed at 8.05pm.

Draft- subject to ratification