

# Minutes of the Meeting of the Governing Body Tuesday 10<sup>th</sup> September 2019 at 6.30pm

Present:	Mrs Gloria Reed	GR	Chair of Governors
	Dr Valerie Ashton	VA	Parent Governor
	Ms Florence Blagden	FB	Parent 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
	Rev Dr Roger Williams	RWi	Co-opted Governor
	Mrs Dawn Willis	DW	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), Ruth Holman (RH), Carmile Trancoso-Gordon (CTG), Rikke Waldau (RW) and Rebecca Wylie (RWy).
- **3. Declaration of Interests-** RM declared an interest in relation to item 7 f) and left the meeting whilst this item was discussed. There were no other declarations of interest.

All Governors present completed new pecuniary interest forms. GB would follow up with those Governors not present and would update the register of interests on the website.

- **4. Confidential and Open Minutes of the Meeting of 2**<sup>nd</sup> **July 2019-** Confirmed as correct records by those present at the meeting. All matters arising were covered on the agenda.
- **5. Governing Body Matters**

# a) Governor recruitment and appointment

- RH's term of office as the staff governor was due to end on 20<sup>th</sup> September 2019. RH had confirmed that she was willing to stand again and no other expressions of interest had been received. It was agreed unanimously to reappoint RH as the staff governor.
- RWy's term of office as a parent governor was due to end on 18<sup>th</sup> November 2019. RWy had
  confirmed that she would be happy to continue on the Governing Body as a co-opted
  governor. It was agreed unanimously to appoint RWy as a co-opted governor when her
  current term of office as a parent governor ended.

## b) Name change for the Centre

Governors had previously discussed the need to rename The Fields Children's Centre, given that children's centre functions at The Fields were now the responsibility of the local authority. The name change would need to be registered with Ofsted and formalised through a new Instrument of Government issued by the local authority.

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It was agreed unanimously to change the name of the Centre to The Fields Nursery School.

Governors noted that considerable work would be required to implement the change, including updates to the website.

#### c) Governor Code of Practice

Governors reviewed and agreed the Code of Practice for 2019/20 and all present signed a paper copy of the Code to confirm adherence to it. GB would follow up with those Governors not present at the meeting.

#### d) Standing Orders

Governors reviewed and agreed Standing Orders.

#### e) Committee memberships and governor appointments for 2019/20

- 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 Committee.
- Governors confirmed Committee appointments as circulated with the agenda.

#### f) Dates for Committee meetings

These would be confirmed in due course.

# g) Committees' terms of reference

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

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

## 6. Safeguarding

# a) Safeguarding checklists

Governors were invited to complete a safeguarding checklist. Returns could be anonymous if individuals wished, but if Governors included their names, RW could follow up any issues raised. All Governors present completed and returned the checklist. GB would follow up with those Governors not present.

#### b) Keeping Children Safe in Education

Governors noted that there was a new edition of Keeping Children Safe in Education for September 2019, with changes from the previous version listed in Annex H.

- **7. Head of Centre's Report-** GR explained that RW was on sick leave and RH was attending a local authority meeting. In their absence, GR and RM updated Governors on the following issues:
- a) Discussions with the Cambridge Nursery Federation (Brunswick and Colleges)

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- b) Ofsted inspection- Ofsted could potentially visit in November and staff were preparing for this.
- c) Action plan for the year- It was agreed to defer this item.
- **d)** School teachers' pay award- Nationally the school teachers' pay award for 2019 had been announced as a 2.75% increase. Governors agreed that The Fields should pay the increase.
- e) Numbers of children- There were currently 64 children in Willow, with 4 full-time or 8 part-time places still available. Of the 64 children, 22 of them were accessing 30 hours, 21 of these funded and 1 unfunded. Three 3 year olds with SEND remained in Cherry and were being supported by Cherry staff.

There were 40 children in Cherry, comprising 26 funded 2 year olds and 14 paying children. Confirmation was awaited on whether 3 more paying children would be taking up places.

- f) Change to staff member's contract
- g) Extinction Rebellion action

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

#### 8. Chair's Report

GR reported that:

- A meeting was taking place that evening between Jon Lewis, Service Director for Education at
  the local authority, and nursery school Heads and Chairs. RH was representing The Fields. Both
  Homerton and Brunswick and Colleges had expressed concern at not being properly notified
  about the meeting, suggesting that another might be arranged shortly.
- She had met with Sally Stainton-Roberts over the summer. Sally was ready to provide support to The Fields as needed.
- Arrangements were in place to cover RW's absence and would be kept under review. Agency staff would be brought in to assist with teaching workloads if necessary.
- Safeguarding training for staff had taken place on 4<sup>th</sup> September 2019, with Governors also invited and GR, LP and CTG attending. GR commended RH on stepping in to lead the session at short notice. LP commented that the session had been hard-hitting but that the support offered to families as well as children was positive. RM commented that the separation of children's centre functions from The Fields was making it harder to arrange timely support.

# 9. Committee Reports/Policies

- a) Curriculum Committee 1st May 2019 (notes previously received)
  - Equality and Accessibility Action Plan 2019-22- Noted by all.

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b) Safeguarding Meeting 8<sup>th</sup> July 2019- Received and noted. VA asked whether The Fields had any Brexit plans in place. GR noted that one Polish member of staff had returned to Poland and been replaced. Some European families were also returning to Europe. The Fields did not have any specific contingency plans in place; issues such as possible disruption to food and medicine supplies would need to be addressed nationally.

<b>10.</b> 0	Governor	Visits	<b>Programme</b>	for	2019	/20
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It was agreed to postpone this item to the next meeting.

- **11. Any Other Business-** none.
- **12. Date of Next Meeting -** It was agreed to set a date for an additional Governing Body meeting, on Thursday 7<sup>th</sup> November 2019 at 6.30pm at The Fields. The date arranged for the next Governing Body meeting, Tuesday 3<sup>rd</sup> December 2019 at 6.30pm at The Fields, would also remain in the diary.

The meeting closed at 7.45 pm.

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