

**Minutes of Cambridge Nursery Federation  
 Full Governing Body virtual Meeting  
 via zoom  
 Tuesday 14 March 2023, 7.00pm**

Agenda item		Action by						
1.	<p><b>Governors present:</b> Louise Bedford, Carolyn Purser, Ysanne Austin, Gill Learmond, Ruth Holman, Lisa Faulkner, Karen Eyre-White, Debbie Faulkner, Veronica Sharpe  <b>Associate member</b> – Janey Morrison  <b>Others present:</b> Sonia Swindells (clerk)  <i>The meeting was quorate</i></p>							
	<p><b>Apologies:</b> Apologies received and accepted from Davide &amp; Amanda</p> <p>Lisa welcomed everyone to the meeting. She expressed her thanks to Ruth for her capable handling of the role of Acting Headteacher in Amanda’s absence.</p>							
2.	<p><b>Declaration of Eligibility/register of pecuniary interests</b> – Karen stated that she had a pecuniary interest in the care price proposals as she currently paid for additional care for her daughter.</p>							
3.	<p>An additional M&amp;R meeting to discuss the possible care/wraparound price increases was agreed for Monday 20 March 1.30pm via zoom</p> <table border="1" data-bbox="267 1052 1205 1157"> <tr> <td>Budget Ratification (FGB)</td> <td>Thursday 4 May, 1.00pm via zoom</td> </tr> <tr> <td>FGB</td> <td>Tuesday 13 June, 7.00pm – venue to be confirmed</td> </tr> <tr> <td>M&amp;R re Budget</td> <td>Thursday 20 April – 1.00pm at Brunswick</td> </tr> </table>	Budget Ratification (FGB)	Thursday 4 May, 1.00pm via zoom	FGB	Tuesday 13 June, 7.00pm – venue to be confirmed	M&R re Budget	Thursday 20 April – 1.00pm at Brunswick	
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M&R re Budget	Thursday 20 April – 1.00pm at Brunswick							
4.	<p><b>Minutes of the last meeting &amp; Matters arising</b> – The draft minutes from the meeting in October had been circulated with the agenda. Lisa asked for any comments or questions. There were no matters arising that were not covered on the current agenda so the minutes were then approved unanimously by a show of hands.</p>							
5.	<p><b>Finance &amp; Funding update</b> – Financial summaries had been circulated with the agenda. Lisa asked Ruth and Ysanne to update governors on the current situation at the individual nurseries.</p> <p>Ruth stated that the increases in number of pupils at all the nurseries had resulted in more funding from LA.</p> <p>The LA funding was due to be increased from April 2023 but it was still not decided whether this would be given as a lump sum or 13p added to the current per pupil amount £4.97. It was hoped that Ray would have this confirmed at the pre-budget meeting on Friday.</p> <p>There appeared to be a lack of clarity with LA systems and the figures presented by Sam and Joann, with particular confusion around the carry forwards.</p> <p>Large deficit in the Colleges budget is the legacy following the closure of the Daisy room. Longer term we are not yet clear whether this is to be paid back.</p> <p>Staffing costs seem particularly high at Brunswick. Important to establish what is sustainable for the future.</p>							

	<p>There was a discussion re the budget codes. Both The Fields and Colleges have 1 budget code across the nursery (covering the paid-for care element and the funded element) whereas Brunswick have 2 codes – one for the nursery and one for integrated care.</p> <p>Ysanne explained that the figures from Ray Byford at LA seemed to be different from the finance officers’ figures from the Orovia system.</p> <p>Ysanne then briefly explained the history behind the Daisy room and its deficit.</p> <p>It was concluded that Ruth and Ysanne would report back to governors following the meeting with Ray and Joann.</p>	<p><b>Ruth</b> <b>Ysanne</b></p>
6.	<p><b>Headteacher’s report</b> – this report had been circulated prior to the meeting.</p> <p>Lisa thanked Ruth, along with Janey and Gill for their input to this report.</p> <p>Ruth felt the report was self-explanatory but did report that 9 deferrals across the 3 nurseries was high for the year.</p> <p>It was noted that more EHCP requests were going through at Brunswick and Colleges. The number of speech and language delays was about the same but Ruth felt that lack of social and emotional development in the current children was much higher than usual in all the nurseries.</p>	
7.	<p><b>Draft minutes from M&amp;R and C&amp;S Committees</b> – for information only</p>	
8.	<p><b>Staffing</b> – Ruth had met Amanda who was feeling much better. Amanda was going to discuss a phased return with her doctor and hoped to start next week.</p> <p>Lisa agreed to contact Amanda and arrange a ‘return to work’ meeting. Ruth to send Lisa necessary paperwork. Ruth will continue as acting headteacher until the end of April.</p> <p><b>Vacancies</b> – Advertisements continued for lunchtime assistants at Colleges &amp; Brunswick, Keyworker and Finance Assistant at Brunswick. Ruth and Gill had interviewed a candidate for the Keyworker position and offered the job to her who turned it down.</p> <p>Two further applicants had been assessed and they were not suitable for interview.</p> <p>There is one Lunchtime assistant application which Ruth has passed to Janey and an interview to be arranged.</p> <p>There are three applicants for the Finance assistant post – all very well qualified.</p> <p>It was agreed to wait until after the meeting with Ray on Friday before deciding whether to interview these people.</p> <p>Carolyn thanked Gill, Louise and Sonia and all the staff for the additional jobs they have taken on. She asked that this message was also passed onto all the staff at Brunswick.</p> <p>Ruth told the governors that The Fields also had a staff member on long term sick leave.</p> <p>Carolyn asked for a list of staff members, stating whether full or part time, for each of the nursery schools. Ruth confirmed she had a structure chart for The Fields and thought Amanda had one for Brunswick &amp; Colleges. These to be sent to Carolyn.</p>	<p><b>Lisa</b> <b>Ruth</b></p> <p><b>Gill</b></p> <p><b>Ruth</b></p>
9.	<p><b>SEND visits</b> – Veronica and Debbie had met with Gill and Ruth at Colleges. A report had been written which Veronica agreed to send to Sonia for circulation to governors.</p> <p>Veronica briefly outlined the result of the discussions and the visit to Colleges. She felt that the children seemed settled and happy. Staff appeared to be managing well especially as there are high levels of need with a number of children. The nurseries are supported by external specialist teachers, with Nafsika at Brunswick &amp; Colleges and Kate at The Fields.</p> <p>There is a high proportion of EAL children.</p> <p>Debbie was really impressed with the holistic approach. Parents very much involved with the decision making process.</p> <p>Gill commented that as more children are staying for at least 2 years it gives the nurseries more chance to work through these things. However, unless children come with an EHCP in place, the funding benefits for nursery is likely to be limited. However, the children are then set up for entry into school.</p>	<p><b>Veronica</b></p>

10.	<p><b>Policies - SCR visit</b> - Veronica agreed to arrange to view the Single Central Records at all three nurseries again this term.  <i>Policy review timetable</i> – Carolyn and Sonia to re-arrange their postponed meeting to review this as soon as possible.</p>	<p><b>Veronica/ Sonia Carolyn/ Sonia</b></p>
11.	<p><b>Safeguarding</b> - No major problems.  Carolyn wanted to minute Janey’s very professional handling of a situation that she witnessed on her recent visit to Colleges.</p>	
12.	<p><b>Data Protection GDPR</b> – No data breaches to report. Sonia had been notified of upcoming changes to GDPR legislation so was booked on a training course in June. It was agreed to share any relevant information following this training.</p>	<p><b>Sonia</b></p>
13.	<p><b>New Governors</b> – J Robson had expressed an interest in the parent governor role at Colleges. She had completed an initial application and statement which Carolyn had read. Sonia to circulate this to governors. Carolyn to make contact with her to discuss the role and invite her to the next FGB. Ruth had approached a couple of parents at The Fields and was hoping to discuss the parent governor role further with them.  It was also agreed to carry out a skills audit for all governors to establish current skill sets and those needed. Lisa &amp; Ysanne to check for templates for Sonia to circulate.</p>	<p><b>Sonia</b></p> <p><b>Lisa/Ysanne/ Sonia</b></p>
17.	<p><b>Any Other Business:</b>  <i>Energy Grants</i> – Ysanne asked whether the nurseries had progressed these further. Ruth confirmed that around £11,000 had been received into each nursery’s bank accounts. Colleges had already spent it on the new energy efficient lights and some new windows. The Fields had also spent it on an existing project.  Brunswick were looking at replacing the large sash windows. Louise said that Cath Conlon felt that it should be treated as a small project to ensure like for like quotations.  <i>Brunswick drains</i> – The drains are continuing to be an issue. Ruth had emailed John Clayton who had come back with various questions. Louise to reply as soon as possible.</p> <p>Debbie asked who she should contact regarding possible opportunities for the nursery. For example she had seen an opportunity to trial a new speech and language course. Ruth suggested this be sent to herself and Gill for them to look at and see whether it was feasible and in which nursery it would be most useful.</p> <p><b>Date of Next FGB:</b> see (3) above</p> <p><b>Dates for other meetings:</b>  Management &amp; Resources Committee – Monday 20 March via zoom  Thursday 20 April at Brunswick  Curriculum &amp; Standards Committee – Tuesday 16 May 10.30am via zoom</p> <p><b>Meeting Closed: 8.15pm</b></p>	<p><b>Louise</b></p> <p><b>Louise</b></p> <p><b>Debbie</b></p>