



**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**Monday 11<sup>th</sup> March 2024 at 6pm**

**GOVERNORS PRESENT**

Alison Stewart (HT), Kathryn Sandercock (KS), Anne-Marie Merifield (AM), Bria Didier (BD), Gillian Robinson (GR), Daisy Cairns (DC), and Michael Rice (MR).

**IN ATTENDANCE**

Sallie Lloyd - Clerk to Governors  
 Karen Taylor – School Bursar (left the meeting at 6.20pm after the finance item was concluded)

**PROCEDURAL**

No.	Item	action
1.	<b>Welcome</b> The chair welcomed all to the meeting. The order of business was rearranged to discuss financial matters as the first item.	
2.	<b>Apologies and absences.</b> All governors were present at the meeting.	
3.	<b>Declarations of Interest for items on the agenda.</b> None	
4.	<b>Identification of any urgent items for consideration during the meeting</b> The HT notified the governors of a finance item for consideration that needed to be brought to the meeting:	
5.	<b>Identification of any confidential items on the agenda to be excluded from public minutes.</b> Part of item 8, item 12 and item 15 have been recorded in the confidential minutes file.	
6.	<b>Membership of the Governing Body:</b> Governors noted the vacancy for a co-opted governor.	
7.	<b>Minutes:</b> The minutes of the meeting held on 26 <sup>th</sup> February 2024 were considered for approval. The minutes of the meeting were approved. These minutes can be published onto the school website.  <b>Matters arising not covered elsewhere:</b> None	School office to upload minutes to website.



## BUSINESS OF THE FULL GOVERNING BODY

8.	<p><b>Finance:</b></p> <p><u>Fees:</u> The level of fees charged to parents were briefly considered. Governors agreed that the nursery would apply the same charging formula for two-year-olds as they currently do for three-year-olds. This can then be reviewed during the Summer term after the finance working group have met to consider the wider implications of fees and funded income.</p> <p><u>School Financial Value Standards (SFVS)</u> SFVS is an annual review of the measures in place to ensure financial competence and adherence to procedures. This review and its findings must be sent the Local Authority by 31st March. It was agreed that the full governing body should review the documents outside of the meeting. Each governor is required to send their feedback and acceptance to the Clerk by 15th March. This decision will be ratified during the next meeting of the governing body.</p> <p>AM identified two areas for review, which are ongoing:</p> <ol style="list-style-type: none"> <li>1. Risk management regarding business continuity and disaster plans.</li> <li>2. Budget Management Policy. <span style="float: right;"><b>ACTION HT</b></span></li> </ol> <p><u>Expenditure proposals</u> The quotations for new decking were received and noted. Ben Robinson was appointed to undertake the work during the Easter Holidays. Expenditure of £8000 was approved for this purpose. Sound proofing of the garden room was approved and expenditure of £3000 was approved for this purpose.</p> <p><u>Deficit budget meeting</u> Staff from the LA finance team met virtually with the nursery team on Monday 4 March at 8:30am. This meeting focused on the steps governors are taking to reduce the budget deficit. The bursar provided a verbal overview of the meeting content, discussions, and outcomes. The nursery was asked to provide financial data and projections for the coming year. The shared site costs are an unknown quantity and have recently been increased significantly without any prior warning. The LA have agreed to investigate this further and provide the formula for our information. This surprise in the budget is a significant hindrance to effective governance. The HT raised the issues of SEND funding during the meeting. There was no acceptable explanation offered by the LA. The governing body has decided to raise a formal complaint regarding the payment of funds. <span style="float: right;"><b>ACTION HT &amp; CofG</b></span> The next review meeting will take place in May 2024.</p> <p><u>Term Dates</u> The bursar provided a contextual overview of the issue of the mismatch between the funded weeks and the term time weeks in the <i>financial year 2024/2025</i>. The setting has been advised to continue to offer funded places as usual. Staff can be reassured that they are being paid correctly, even with fluctuating numbers of weeks.</p> <p><u>Sustainability</u> The bursar will meet with governors and HT on Friday 22<sup>nd</sup> March to begin the budget process and answer questions.</p> <p>The remainder of this item is recorded in the confidential minutes.</p>		Action all governors	Action HT	Action HT & GofG
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9.	<p><b>Early Years free childcare offer:</b> Governors received the communication from the LA regarding the funding formula for funded places from April 2024/25. This information will feed into the strategic discussions on 22<sup>nd</sup> March.</p>		
10	<p><b>Reports:</b> The School Improvement Partner, Elaine Broadbent, provided two written reports to governors.</p> <ul style="list-style-type: none"> <li>• Inclusion/SEND</li> <li>• School development</li> </ul> <p>Elaine Broadbent has identified a need for the governing body to appoint a governor with a responsibility for HT and staff wellbeing. Gillian Robinson was appointed as the named Wellbeing governor.</p>		
11	<p><b>Self-Evaluation:</b> The Chair set the governors a task to analyse the Ofsted Grade Descriptors. Governors were asked to identify evidence that demonstrates areas that are outstanding. Governors were asked to identify areas where more evidence is needed.</p> <p><u>Quality of Education:</u> further evidence required from governors' perspective for tracking progress and understanding curriculum. HT to present during the next meeting.</p> <p><u>Behaviours and Attitudes:</u> encouraging the behaviour policy to be consistent and become embedded.</p> <p><u>Personal Development:</u> good evidence already exists for personal development. Are the opportunities varied enough? Are disadvantaged pupils taking up the opportunities? How do governors know?</p> <p><u>Leadership and Management:</u> good evidence already exists for the assertion that Leadership and Management is outstanding.</p> <p>Governors reflected that visits have fallen behind and they would like to visit with the focus on gathering evidence that supports the assertions in the Self Evaluation. Dates during March, April and May will be booked with governors. <b>ACTION ALL</b></p>		Governors to book visits
12.	<p><b>Safeguarding:</b> This item is recorded in the confidential minutes.</p>		
13.	<p><b>Premises, Health &amp; Safety:</b> The HANDS representative report was shared with governors ahead of the meeting. The detailed report and actions are being worked through by nursery management.</p> <p><b>Governor Question:</b> was anything identified that was high risk? A.The paperwork visit noted that many processes were out of date and the recording of safety monitoring was not up to date. There was nothing identified that is high risk but evidencing the mitigations and checks is important.</p>		
14.	<p><b>Policies and procedures for review and approval:</b></p>		



	The Behaviour Policy was approved by the governing body. The updated version can now be uploaded to the website.		
15.	<b>Staffing Matters:</b> This item is recorded in the confidential minutes.		
16.	<b>Any other urgent business previously identified:</b> There were no items identified.		
17.	<b>Effectiveness of Meeting:</b> What impact has this meeting had on the staff and pupils at our Nursery? <ul style="list-style-type: none"> <li>• Behaviour policy which is focused on developing young people and supporting staff.</li> <li>• Appointment of a wellbeing governor</li> </ul>		
18.	<b>Next Meeting Dates 2023/2024</b> 13 <sup>th</sup> May 2024 2 <sup>nd</sup> July 2024 All meetings to start at 6pm		
19.	<b>Close of meeting</b> The Chair declared the meeting closed at 8:20pm  Sallie Lloyd Clerk to the Governing Board <a href="mailto:slloyd@broughamstreet.n-yorks.sch.uk">slloyd@broughamstreet.n-yorks.sch.uk</a>		