



MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Monday 26th February 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 Charlotte Robson (CR).

IN ATTENDANCE

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

PROCEDURAL

No.	Item	action
1.	<p>Welcome The chair welcomed all to the meeting. The order of business was rearranged to discuss financial matters as the first item.</p>	
2.	<p>Apologies and absences. All governors were present at the meeting.</p>	
3.	<p>Declarations of Interest for items on the agenda CR declared an interest in one of the urgently introduced items. She will withdraw from the meeting during that item.</p>	
4.	<p>Identification of any urgent items for consideration during the meeting The HT notified the governors of several items that needed to be brought to the meeting:</p> <ul style="list-style-type: none"> • Consider the cost to be passed on the parents of nappies/wipes – include in item 9 • To receive for information the number of two-year funded children due to start in Sept 2024 – include in item 10. • To receive a confidential parental request regarding fees – include in item 17 	
5.	<p>Identification of any confidential items on the agenda to be excluded from public minutes. Part of item 9, part of item 11 and item 17 have been recorded in the confidential minutes file.</p>	
6.	<p>Governor Compliance, Training, and development: CR and GR both signed:</p> <p>Acceptance of NGA Code of Conduct Declaration of business and personal interests Annual declaration of gifts and hospitality for year 2022/23</p> <p>Daisy Cairns made the required declarations via TEAMS.</p>	
7.	<p>Membership of the Governing Body: Gillian Robinson, having been recommended by the LA was unanimously confirmed as the Local Authority Governor for a four-year term.</p>	



	<p>Having held a parent governor election in accordance with procedures outlined in NYC policy documents and the Standing Orders of Brougham Street Nursery School, the governing body confirmed Bria Didier as a new parent governor. Bria is duly appointed for a four-year term.</p> <p>Michael Rice was considered for co-option. After discussion he was nominated by AS and this nomination was seconded by AM. Michael is duly appointed for a four-year term.</p> <p>AS nominated KS as vice chair and this nomination was seconded by GR. All governors present approved the appointment by show of hands. Katheryn is duly elected as vice chair for a two-year term.</p> <p>The Clerk to remind GR and DC to complete the skills audit as soon as possible. ACTION CLERK</p> <p>The Clerk was asked to distribute the skills audit to new governors. ACTION CLERK</p>	
8.	<p>Minutes: The minutes of the meeting held on 21st November 2023 were considered for approval. The minutes of the meeting were approved. These minutes can be published onto the school website.</p> <p>Matters arising not covered elsewhere: None</p>	School office to upload minutes to website.

BUSINESS OF THE FULL GOVERNING BODY

9.	<p>Finance: The December and January monitoring reports were received and reviewed.</p> <p>The deficit balance has reduced during the financial year and the details of this discussion are included in the confidential minutes.</p> <p>The Bursar confirmed that the school admin team have submitted all of the insurance claims that were outstanding.</p> <p>Staff from the LA finance team are meeting virtually with the Nursery on Monday 4 March at 9am. This meeting will be focused on the deficit and steps governors are taking to reduce it. The chair of governors and the Bursar will attend with the HT.</p> <p>Governor question: Where does the nursery get its income? A.The chair confirmed that the LA and parent fees provide the income for the setting. The new governors will undertake finance training as part of the induction process.</p> <p>SFVS This review will be undertaken by AM and shared with governors for approval during the next meeting.</p> <p>Governors considered the possibility of leaving the staff absence scheme and retaining an earmarked reserve for this possible expense. This will be discussed again in greater detail during the budget setting process.</p>	
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	<p>The level of fees charged to parents were briefly considered. Governors agreed that it would be useful to understand the fees charged by competitors and asked the Clerk asked to research the fee structures for the other nurseries.</p> <p>The bursar confirmed that the revised budget had been circulated via email for approval and sent to NYC by 31st December 2023. Governors ratified this decision via a show of hands at the meeting.</p> <p>A proposal to make a consumable charge to parents was considered. It was agreed that for funded places a charge for nappies and wipes would be made. The HT was asked to calculate the amount and bring the recommendation back to the next meeting. ACTION HT</p> <p>The remainder of this item is recorded in the confidential minutes.</p>	Clerk
10.	<p>Early Years free childcare offer: Governors discussed the roll out of the government initiative for additional free hours for children from 9 months old.</p> <p>Capacity is a concern given the space and staffing within the setting. Governors considered the funding amounts expected to be paid by the government via the LA and remain concerned that the amount per hour is lower than currently charged to parents.</p> <p>The balance of low income funded two-year-olds and expanded offer funded two-year-olds was discussed. There is a concern that some vulnerable two year olds, will make themselves known too late and that places will not be available.</p> <p>Birth rate mapping for the local area was considered as part of the sustainability planning for the setting. The HT was asked to contact the places planning office at the LA. ACTION HT</p> <p>It was agreed that the HT and CofG would ask the LA during their finance meeting, if additional space in the building could be allocated to the Nursery in order for it to expand the number of places.</p> <p>The bursar will be asked to undertake some modelling to understand the impact of increasing numbers of two-year-olds. ACTION BURSAR</p> <p>Governors considered offering the new 15-hour places on a term time only basis. This was approved by all present for new families. It was confirmed that for the small number of current pupils who stretch funding over the year, the arrangement they currently have will be honoured.</p> <p>It was agreed that a working group would be convened to investigate the hours and schedules offered by the setting and identify any opportunities for streamlining. MR and KS were appointed to the working group along with the Finance and Resources manager. The HT was asked to facilitate the meeting. ACTION HT</p>	
11.	<p>Headteacher’s Report: The HT provided a written report to governors.</p> <p>The HT shared the three priorities from the School Development Plan for the setting:</p> <p>Priority 1: Behaviour Management Priority 2: Physical Development and how it supports Holistic Development. Priority 3: Language Development</p>	



	<p>The remainder of this item is recorded in the confidential minutes.</p> <p>Term dates for 2024/25 were considered. Governors were informed that the setting would be funded for 38 weeks during the academic year (24/25), yet there would be 41 weeks of teaching across the three terms. The HT was asked to discuss the costs of 3 unfunded weeks with the bursar and bring a proposal to the next meeting. ACTION HT and BURSAR</p> <p>Governors were asked to approve the early closure of the setting on Christmas Eve. It was agreed that all rooms would open in the morning only and close no earlier than 12:15pm.</p>		
12.	<p>Self-Evaluation: This item will be carried forward to the next meeting.</p>		
13.	<p>Safeguarding: The HT shared a confidential update as part of the HT report in agenda item 11.</p>		
14.	<p>Premises, Health & Safety: The HANDS representative visit was postponed at the end of the Autumn term and is due to take place next week for a full premises review.</p> <p>The heating system for the Nursery is now controlled centrally at Northallerton. This has been problematic and has left the setting with no heating. This is being resolved urgently and training will be provided to nursery staff on how to override the central control, if necessary.</p>		
15.	<p>Governor Visits: There were no updates to share.</p>		
16.	<p>Policies and procedures for review and approval: The following policy, although on the agenda, was carried forward to the next meeting:</p> <ul style="list-style-type: none"> • Behaviour 		
17.	<p>Any other urgent business previously identified: <i>Having declared an interest in the following item, CR left the meeting.</i></p> <p>This item is recorded in the confidential minutes.</p>		
18.	<p>Next Meeting Dates 2023/2024 11th March 2024 13th May 2024 2nd July 2024 All meetings to start at 6pm</p>		
19.	<p>Close of meeting The Chair declared the meeting closed at 8:31pm</p> <p>Sallie Lloyd Clerk to the Governing Board slloyd@broughamstreet.n-yorks.sch.uk</p>		