



MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Monday 30th September 2024 at 6.00pm

GOVERNORS PRESENT

Jonelle Yeoman (HT), Kathryn Sandercock (KS), Gillian Robinson (GR), Anne-Marie Merifield (AM), Bria Didier (BD) and Michael Rice (MR)

IN ATTENDANCE

Sallie Lloyd - Clerk to Governors
 Karen Taylor – Bursar *joined the meeting virtually for item 10.

PROCEDURAL

No.	Item	action
1.	Welcome The chair welcomed all to the meeting.	
2.	Confirmation of Chair and Vice Chair Governors confirmed Anne-Marie Merifield as chair of governors until the 04.10.2025 Governors confirmed Kathryn Sandercock as vice chair of governors until the 25.02.2026 Having discussed the need to broaden the skills of governors, it was agreed that it would be beneficial to appoint a joint vice chair to share the role with KS. Governors appointed Gillian Robinson as joint vice chair for a 2 year term of office.	
3.	Apologies and absences. Consented apologies were received from Daisy Cairns	
4.	Declarations of Interest for items on the agenda None	
5.	Identification of any urgent items for consideration during the meeting: 1. The Chair advised governors that the LA are consulting on the closure of the Children’s Centre. The HT will respond on behalf of the Nursery. 2. The Clerk advised that there is an additional finance item to discuss during item 10.	ACTION HT
6.	Identification of any confidential items on the agenda to be excluded from public minutes. There were no confidential items to exclude from the public minutes.	
7.	Governor Compliance, Training, and development: <ul style="list-style-type: none"> • The instrument of Government was received and noted. • Governors completed and accepted the following documents: NGA Code of Conduct and Declaration of business and personal interests. • Governors made an annual declaration of gifts and hospitality for year 2023/24. The Chair recorded a nil return for the file. • The Complaints committee membership and Disciplinary committee membership will consist of 3 members. Members will be appointed based on availability and suitability as and when required. If insufficient numbers of suitable governors are available, local schools will be asked to supply governors from their membership. 	Clerk & DC



	<ul style="list-style-type: none"> The HT performance management will be undertaken by NSAT. Governors asked the HT to make enquiries with the CEO to see if there is an opportunity for Brougham Street governors to contribute feedback to the appraisal process. The volunteer Privacy notice was re-issued to all Governors in advance of the meeting and is available on SharePoint. The Acceptable Use of IT policy was issued to all Governors in advance of the meeting and is available on SharePoint. Governors agreed to hold the following specific responsibilities: <table border="1" data-bbox="276 546 849 692"> <tr> <td>Safeguarding</td> <td>GR</td> </tr> <tr> <td>Health and Safety</td> <td>KS</td> </tr> <tr> <td>Special Educational Needs</td> <td>BD</td> </tr> <tr> <td>Pupil Premium</td> <td>AM</td> </tr> <tr> <td>Finance</td> <td>MR</td> </tr> </table>	Safeguarding	GR	Health and Safety	KS	Special Educational Needs	BD	Pupil Premium	AM	Finance	MR	ACTION HT
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8.	<p>Membership of the Governing Body: Governors noted that there are vacancies for two co-opted governors.</p>											
9.	<p>Minutes: The minutes of the meeting held on 2nd July 2024 were considered for approval. The minutes of the meeting were approved as a true and correct record and signed by the Chair. These minutes can be published onto the school website.</p> <p>Matters arising not covered elsewhere: Karen Daggart (KD), SENDCO, was unable to attend the meeting. The HT confirmed that KD has settled into the role and has been busy updated paperwork, chasing funding and working with members of the inclusion team to support children.</p> <p><u>local provider partnerships.</u> Elaine Broadbent has left her role as school improvement partner. Governors thanked Elaine for all her efforts to support the nursery in making strategic partnerships with other local providers. This work and research is ongoing.</p> <p><u>Ofsted registration</u> The HT confirmed that the registration has been updated to reflect the changes to leadership.</p>	School office to upload minutes to website. Chair to follow up.										
BUSINESS OF THE FULL GOVERNING BODY												
10.	<p>Finance: The SLA list for April 2025 is not yet available. Governors noted that any changes they wish to make require a 6 month notice period. This item will be carried forward to the next meeting.</p> <p>The fee structure was discussed. Governors acknowledged that there are complexities which would be better unpicked by a small sub-committee. This item and appointing members of the committee will be carried forward to the December meeting.</p> <p>The governors were asked to consider writing off a bad debt relating to unpaid fees of £165.86. The fees relate to a pupil who left the setting in summer 2023. This was unanimously approved.</p> <p>The Bursar reminded the governors that the nursery is part of the Legal Services SLA. Bad debts can be referred to the legal team for action to be taken, however there is a fee to pay, which in some instances will be greater than the amount of the debt.</p>	Clerk to add to December agenda Clerk to add to December agenda										



	<p>The discount made available to staff was reviewed. It was agreed to retain the current discount in the baby and toddler room for the time being and remove it once 30 hours becomes available for all children.</p> <p>The Bursar joined the meeting virtually and provided an update on the financial position of the nursery. The August monitoring statements were made available to governors ahead of the meeting. Questions were invited. Governors noted that the budget has been adjusted to include additional income of £47,313 for autumn term funded and paid sessions. Bank interest received in excess of the budgeted amount has been received and the estimate for the current financial year revised by £20,409. The overall impact is an improvement from the start budget position of £98,000. This would mean the Nursery has a positive carry forward balance at the year-end of £73,089. The pay award for support staff has yet to be agreed.</p> <p>Q: What has changed to improve the overall position so dramatically? Income or Expenditure? A: The income position has improved significantly. The teacher pay rise has been confirmed which provides certainty to that budget line. It has not yet been confirmed if any additional grants will be paid to the nursery to offset the pay rise, which would improve the bottom line further.</p> <p>Q: Are the rooms busier? A: Yes, the forecast was based on 2023/24 income and there is now higher occupancy in the classrooms, therefore an increase in the income position.</p> <p>Q: Are the nursery class numbers for autumn anything to worry about? A: No, the autumn term is always the quietest term, and this is already reflected in the budget.</p> <p>Governors sought to reassure themselves that the financial position shown in the budget can be relied upon. Questions were raised regarding the mix of places (paid and funded) and demand during the school holiday weeks. This is in response to the changes to government funding and the provision of funded term time only funded places in the baby room and toddler room. The Bursar is confident that the budget is unwinding as accurately as it can.</p> <p>Governors thanked Ayesha Bridge for her encyclopaedic knowledge and good humour in administering the finances of the nursery.</p>	
11.	<p>Early Years free childcare offer: There were no additional updates.</p>	
12.	<p>Headteacher's Report: The full report from HT is available on SharePoint and was available to governors prior to the meeting.</p> <p>Q: Is the nursery offering Forest School sessions? A: Yes, children are taking part in weekly sessions on a rolling programme. Two staff are undergoing Forest School training.</p> <p>The HT was asked to include staff training and CPD in the HT report in future.</p> <p>The use of My Happy Mind was reviewed. In answer to questions the HT shared a view that this package was not quite right for BSNS. Wellbeing and positive mental health will remain priorities and the method of achieving them will be considered by the HT</p>	<p>ACTION HT</p> <p>ACTION HT</p>



13.	<p>Staffing Matters: The HT recruitment was discussed, governors agreed to manage the recruitment process themselves. AM, BD and MR will review the documents necessary to create the advert and pack for applicants. Governors will view other adverts for leadership roles on the DfE website, to see the typical format used by other governing bodies.</p>	ACTION AM, MR and BD
14.	<p>School Development Plan: The HT shared her aspirations for the nursery. Her plan is to work on 3 key areas of development:</p> <p><u>SEND (High Quality education for all)</u> One vital aspect is to ensure that paperwork, funding, policies and procedures are in place and robust. It is critical that individual learning plans, tailored provision and routines are in place for children who need them. BD raised staff CPD and suggested that members of staff could benefit by visiting Brooklands school. Routines and processes need to be tighter to ensure provision meets the needs of all children.</p> <p><u>Speech and Language</u> Speech and Language needs remain high within the nursery. Quality interventions to meet these needs is an ongoing priority.</p> <p><u>Parents and Community</u> To maximise opportunities for collaborative working with parents. Supporting parents and signposting parents in crisis. Governors fully supported these priorities.</p>	
15.	<p>Safeguarding: All Governors present confirmed that they have read and understood the Keeping Children Safe in Education 2024 policy and guidance. Clerk to follow up with DC at the next meeting.</p> <p>Governors have been sent a link to access online safeguarding training and Prevent training. This needs to be completed before half term.</p> <p>A summary of incidents from CPOMS was shared with governors. In response to questions from the safeguarding governor, the HT will report on attendance at each meeting using this reporting format.</p> <p>The HT was asked to add concerns about the shared entrance to the safeguarding contextual information.</p>	ACTION ALL ACTION HT ACTION HT
16	<p>Premises, Health & Safety: The shared building is now being used temporarily by post 16 pupils from Brooklands School. They are using a classroom on the first floor at the rear of the building. There have been some teething issues with access and the HT continues to monitor this.</p>	
17.	<p>Governor Visits: Governors agreed to agree monitoring visits with the HT this term. GR shared her Safeguarding visit report. There were no questions</p>	



18.	<p>Policies and procedures for review and approval: The following policies, procedures and documents were reviewed and after discussion and minor amendments were adopted:</p> <ul style="list-style-type: none"> • Keeping children Safe in Education 2024 • Child Protection Policy 2024 *amended to include section on pupil attendance • Charging and Remissions policy *Approved with minor amendments, with a review date of April 2024. • Intimate Care *amended to include that a second member of staff will witness and countersign when administering medication. • Nappy Changing *amended to include handwashing in addition to wearing gloves and a disposable apron • Nursery Terms and Conditions • Confidentiality policy <p>The following policies, although on the agenda, were not available and will be carried forward:</p> <ul style="list-style-type: none"> • Staff Pay policy <p>The NYC Budget Management template needs modifying to meet the needs of the nursery and could not be approved during the meeting. It was agreed that MR will review and suggest amendments to be presented back to governors during the next meeting.</p>	ACTION MR
19	<p>Any other urgent business previously identified: Additional business of the meeting had already been dealt with during agenda items 5 and 10.</p>	
20.	<p>Effectiveness of meeting: How have we helped to achieve our objectives today and what impact has this meeting had on staff and pupils at this school?</p> <ul style="list-style-type: none"> • Governors reconfirmed their commitment to Safeguarding children. To be particularly vigilant when monitoring and to think “it could happen here, it could happen anywhere”. • Governors taken leadership and recruitment decisions • Policy approvals 	
21.	<p>Next Meeting Dates 2024/25 The next meeting will take place on 2nd December 2024 at 6pm. The Clerk was asked to suggest a list of possible dates for Spring and Summer term meetings.</p> <p>Monday 3rd Feb 2025 Monday 10th March 2025 Thursday 15th May 2025 Monday 30th June 2025 All meetings to take place at 6pm.</p>	
22	<p>Close of meeting The Chair declared the meeting closed at 8.08pm</p> <p>Sallie Lloyd Clerk to the Governing Board slloyd@broughamstreet.n-yorks.sch.uk</p>	