



MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Tuesday 2nd July 2024 at 6pm

GOVERNORS PRESENT

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

IN ATTENDANCE

Sallie Lloyd - Clerk to Governors

PROCEDURAL

No.	Item	action
1.	Welcome The chair welcomed all to the meeting.	
2.	Apologies and absences. Consented apologies were received from Daisy Cairns and Charlotte Robson.	
3.	Declarations of Interest for items on the agenda. None	
4.	Identification of any urgent items for consideration during the meeting There were 2 additional items identified. The chair agreed to include these during item 17.	
5.	Identification of any confidential items on the agenda to be excluded from public minutes. It was agreed that the following items would be recorded in the confidential minutes file: Part of item 7 Item 8 Part of item 15	
6.	Membership of the Governing Body: The governing body received the resignation of Charlotte Robson. Charlotte has been a dedicated and skilled member of the governing body, supporting the nursery through a restructure and HT recruitment process. The governors thanked her for her commitment and expertise. There are now 2 vacancies for co-opted governors. The LA training schedule for 2024/25 was received and noted.	
7.	Minutes: The minutes of the meeting held on 13 th May and 4 th June 2024 were considered for approval. The minutes of these meetings were approved. These minutes can be published onto the school website. Matters arising not covered elsewhere: The HT updated governors that B-Safe software is now working as it should for the reporting of accidents.	School office to upload minutes to website.



	<p>Although on the agenda, the following items were not discussed and will be carried forward to future meetings.</p> <ol style="list-style-type: none"> 1. Risk management regarding business continuity and disaster plans. 2. Budget Management Policy. <p>The remainder of this item is recorded in the confidential minutes.</p>	
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BUSINESS OF THE FULL GOVERNING BODY		
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8.	<p>Staffing: This item is recorded in the confidential minutes.</p>	
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9.	<p>Finance: <u>Monitoring</u> The May monitoring report was reviewed by governors. Governors noted that £12,781 additional income has been received for the LA for providing Stay & Play sessions. There was also additional income from paid nursery sessions of £3395 and a refund from SIMS of £236 The report detailed additional expenditure on staffing of £9285. The overall impact is an improvement from the start budget position of £25,159.</p> <p><u>Fees:</u> The level of fees charged to parents were reviewed. It was acknowledged that fees must keep up with inflation and reflect the true cost of providing the place. It was proposed that fees will increase from 1st September by 5%. After careful consideration, the increase was unanimously agreed.</p> <p><u>School Meal prices</u> Dolce (external meal provider) has increased prices from £2.71 per meal to £2.39. This will be passed on to parents directly and they will be notified as part of the fee increase letter.</p>	
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10.	<p>Early Years free childcare offer: The School Business manager provided feedback to illustrate that the offer is working well for the childcare places that have been taken up on a TTO basis and for those families that have taken up funded places.</p>	
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11.	<p>Headteacher’s Report: The HT report was presented at the meeting, with a written copy available in the TEAMS folder. 8 staff attended the TES awards in London, as the nursery had been nominated for the second consecutive year as Best Overall Provider. Sadly, the nursery team did not win the award, however the positive media coverage is excellent publicity for the setting and a wonderful opportunity for the staff to bond away from work and be rewarded for their hard work. Governors were delighted that the setting won awards for EYFS setting and most inclusive setting of the year.</p> <p>The HT confirmed that all employees can access “Health Assured”. This service offers confidential support to any staff who seek it.</p> <p>The HT highlighted the spaces that are anticipated in the nursery school class for September.</p> <p>The Nursery children have been busy with transition, and visits have taken place from the local primary school, Reception Teachers.</p>	
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	<p>The HT provided an update regarding vulnerable children and families.</p> <p>A generous grant from the Johnson and Mukherjee Brothers Trust have enabled the purchase of a reading shed and books.</p> <p>Skipton Rotary have awarded a grant to the Nursery, which will be utilised to purchase the WellComm EY Communication toolkit.</p> <p>The Nursery is celebrating it's 80th birthday this summer. Governors passed on thanks to the staff team, in particular Katie Spencer, who has led the organisation and fund raising efforts.</p> <p>This meeting is the final meeting for Alison Stewart, who is leaving at the end of term to take a new role in September. Alison has a true passion for inclusive learning and has shared her skills and knowledge with the staff at Brougham Street. She will be missed and hard to replace.</p>		
12.	<p>School Improvement: There were no updates</p>		
13	<p>Safeguarding: Governors will consider specific Safeguarding, Prevent and Cyber security training in September. The named governor for Safeguarding has completed a monitoring visit. She assured the governors that all statutory requirements are in place.</p>		Clerk to include in future agenda.
14.	<p>Premises, Health & Safety: The Fire Risk Assessment was received and noted by governors. Several housekeeping matters were identified in the report. There will be a follow up visit in Autumn term to review paperwork and check that actions have been completed.</p> <p>Arrangements for the evacuation of the children and movement to another location (business continuity) need to be revisited as St. Andrews Church is being sold and will no longer be available to use.</p> <p>The future use of the shared areas of the children's centre was discussed. The HT was asked to make further enquiries with Chris Reynolds at NYC to clarify the situation.</p>		HT HT
15.	<p>Governor Visits: Bria Didier has visited the nursery with a focus on introductions and wellbeing. She provided a verbal report at the meeting to accompany her written report. She fed back that occasionally staff are not getting their non-contact time; the HT will investigate and re-instate.</p> <p>Inclusion team staff have requested that they have an opportunity to visit Brooklands. BD will make a request.</p> <p>The remainder of this item is recorded in the confidential minutes.</p>		BD
16.	<p>Policies and procedures for review and approval: The Staff Code of Conduct has been updated and circulated to staff.</p> <p>The HT will share the revised policy.</p>		HT
17.	<p>Any other urgent business previously identified: The CofG gave a brief update on the progress made towards local provider partnerships. This work is ongoing with support from the LA.</p>		



	The HT was asked to make a call to Ofsted to clarify who is the responsible “person” for the childcare registered provision. The changes to leadership also need to be reported.		HT
18.	<p>Effectiveness of Meeting: What impact has this meeting had on the staff and pupils at our Nursery?</p> <ul style="list-style-type: none"> • Positive governor visit focussed on staff wellbeing. • Helpful H&S report • Review of staff code of conduct 		
19.	<p>Next Meeting Dates 2024/25 Monday 30th September 2024 at 6pm</p>		
20.	<p>Close of meeting The Chair declared the meeting closed at 8:10pm</p> <p>Sallie Lloyd Clerk to the Governing Board slloyd@broughamstreet.n-yorks.sch.uk</p>		