



**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**Monday 13<sup>th</sup> May 2024 at 6pm**

**GOVERNORS PRESENT**

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

**IN ATTENDANCE**

Sallie Lloyd - Clerk to Governors  
 Karen Taylor – School Bursar (left the meeting at 7:40pm after the finance item was concluded)  
 Daisy Cairns - joined the meeting at 6:45pm

**PROCEDURAL**

No.	Item	action
1.	<p><b>Welcome</b>            The chair welcomed all to the meeting.</p>	
2.	<p><b>Apologies and absences.</b>            Gillian Robinson was absent from the meeting.</p>	
3.	<p><b>Declarations of Interest for items on the agenda.</b>            None</p>	
4.	<p><b>Identification of any urgent items for consideration during the meeting</b>            The Chair notified the governors of 2 items for consideration. The following matters will be included during item 17:</p> <ul style="list-style-type: none"> <li>• Apprenticeships</li> <li>• Local provider partnerships</li> </ul>	
5.	<p><b>Identification of any confidential items on the agenda to be excluded from public minutes.</b>            Part of item 8, part of item 9, item13, and item 17 been recorded in the confidential minutes file.</p>	
6.	<p><b>Membership of the Governing Body:</b>            Charlotte Robson informed the governing body of her intention to resign at the end of the academic year.</p> <p>The Clerk’s report to governors regarding the findings from the Skills Audit Questionnaire was received and noted.            Governors were signposted to the TEAMS folder, where further reading and training were available.</p>	
7.	<p><b>Minutes:</b>            The minutes of the meeting held on 11<sup>th</sup> March 2024 were considered for approval. The minutes of the meeting were approved. These minutes can be published onto the school website.</p> <p><b>Matters arising not covered elsewhere:</b>            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"> <li>1. Risk management regarding business continuity and disaster plans.</li> </ol>	<p>School office to upload minutes to website.</p>



2. Budget Management Policy.

**BUSINESS OF THE FULL GOVERNING BODY**

8. **Staffing:**  
 The Chair of Governors confirmed that she had received the resignation of the HT. Alison Stewart will be leaving at the end of the Summer Term, staff have been informed.  
 Governors expressed gratitude to Alison for her commitment and dedication to the children, staff and wider community during her time as a teacher, deputy head and headteacher. She will be greatly missed.  
  
 The remainder of this item is recorded in the confidential minutes.

9. **Finance:**  
Monitoring  
 The end of financial year monitoring report was reviewed by governors.  
 The income and expenditure for the year 2023/24 is now finalised and the overall position shows an in-year surplus of £100,407. Governors were delighted that a number of efficiencies achieved over the year, were enough to secure this position and to address the large deficit balance at the start of the year. There is a carry forward amount of £23,605.  
  
 Governors noted the Schools in Financial Difficulty (SIFD) grant of £25,000 that has been awarded (and paid) by the LA.  
  
Start Budget  
 The start budget report was reviewed by governors.  
  
 Staff pay increases have been estimated each year in the forecast along with revised employers pension contributions however the income is forecast to remain static. This clearly shows a worst-case scenario; however, governors are mindful of how tight the budget is and understand the immediate challenge of saving money to achieve a balanced in-year budget for 2024/25.  
  
 After careful consideration of the above, the governing body unanimously approved the start budget.  
  
Staff Absence Insurance Scheme:  
 Governors agreed that membership of the scheme would be renewed.  
  
Sustainability  
 Discussions about the long-term strategic direction have been recorded in the confidential minutes.  
  
Fees:  
 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 1<sup>st</sup> September by 5%. The bursar will compare the revised pricing structure with other local settings and bring the document for formal approval at the next meeting.  
  
School Financial Value Standards (SFVS)  
 Governors ratified the decision, taken in between meetings, to approve the SFVS. The Clerk confirmed that this had been sent by her to the LA.

Action  
Bursar



	<p><b>Unpaid Fee proposals:</b> It was agreed that after over 12 months of chasing, unpaid fees of £722 would be written off.</p> <p>The remainder of this item is recorded in the confidential minutes.</p>		
10.	<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. It was noted that the demographic of toddler pupils has shifted away from a majority of vulnerable pupils to very few. The classroom is full, and leaders are concerned that children who require support have not applied yet and will be left without access to early education and support.</p>		
11.	<p><b>Headteacher's Report:</b> The governors approved the expenditure for 10 staff to attend the TES awards in London.</p> <p>The HT gave an overview of her five years working at Brougham Street Nursery School. Significant improvements, personal growth and the increased profile of the nursery within the community were all cited as highlights.</p> <p>Ofsted are currently inspecting the LA's SEN department and Brougham Street was invited to take part in the review. Governors praised the high-quality staff and practice in all classrooms.</p>		
12.	<p><b>School Improvement:</b> This item will be carried forward to the next meeting.</p>		
13	<p><b>Safeguarding:</b> This item is recorded in the confidential minutes.</p>		
14.	<p><b>Premises, Health &amp; Safety:</b> A minor accident occurred last week that led to medical shock for a child. The HT is in the process of reporting via B-Safe and RIDDOR, although there are issues with the software, which are making this process more difficult than it should be.</p> <p>KS has undertaken H&amp;S training for governors in April. This training is focussed on supporting named governors in their monitoring capacity.</p>		
15.	<p><b>Governor Visits:</b> The Chair of governors has visited to meet with the HT.</p>		
16.	<p><b>Policies and procedures for review and approval:</b> There were no policies for approval.</p>		
17.	<p><b>Any other urgent business previously identified:</b> There were no items identified.</p>		
18.	<p><b>Effectiveness of Meeting:</b> What impact has this meeting had on the staff and pupils at our Nursery?</p> <ul style="list-style-type: none"> <li>• Prudent financial management has been evident in the positive outturn report.</li> <li>• LA have chosen this school to be part of the inspection process.</li> <li>• TES nomination for setting of the year.</li> <li>• Strategic discussions that support recruitment and local partnerships</li> </ul>		



19.	<b>Next Meeting Dates 2023/2024</b> 2 <sup>nd</sup> July 2024 at 6pm		
20.	<b>Close of meeting</b> The Chair declared the meeting closed at 8:00pm  Sallie Lloyd Clerk to the Governing Board <a href="mailto:sllloyd@broughamstreet.n-yorks.sch.uk">sllloyd@broughamstreet.n-yorks.sch.uk</a>		