



**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**Wednesday 29<sup>th</sup> November 2023 at 2.00pm (re-arranged from 21<sup>st</sup> November)**

**GOVERNORS PRESENT**

Alison Stewart (HT), Kathryn Sandercock (KS), Anne-Marie Merifield (AM),

**IN ATTENDANCE**

Sallie Lloyd - Clerk to Governors  
 Karen Taylor – School Bursar

**PROCEDURAL**

No.	Item	action
1.	<b>Welcome</b> The chair welcomed all to the meeting.	
2.	<b>Apologies and absences.</b> Gillian Robinson (GR), Daisy Cairns (DC) and Charlotte Robson (CR) were absent from the meeting.	
3.	<b>Declarations of Interest for items on the agenda</b> None The HT declared and interest in item 12, staffing matters, where the HT performance management will be discussed.	
4.	<b>Identification of any urgent items for consideration during the meeting</b> None	
5.	<b>Identification of any confidential items on the agenda to be excluded from public minutes.</b> Part of item 10, and item 12 have been recorded in the confidential minutes file.	
6.	<b>Governor Compliance, Training, and development:</b> <ul style="list-style-type: none"> <li>• NGA Code of Conduct, Declaration of business and personal interests, and Annual declaration of gifts and hospitality for year 2022/23 were signed by all present. Clerk to follow up with DC, CR and GR during the next meeting.</li> </ul>	Clerk
7.	<b>Membership of the Governing Body:</b> The Clerk provided an update on the matter of reconstitution. It was agreed this would be discussed again in the Spring term after another round of governor recruitment.  GR has applied to NYC for the LA position, there was no update in Gill's absence.  Parent governor recruitment will take place before the end of term. The HT will advertise on social media for a community governor.  Governors noted for information that there is a vacancy on the governing body for an LA governor and a parent governor.  The appointment of vice chair will be carried forward.	HT  HT  Clerk



	The Clerk to remind GR and DC to complete the skills audit as soon as possible.	Clerk
8.	<p><b>Minutes:</b> The minutes of the meeting held on 5<sup>th</sup> October 2023 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> The ICO have no recommendation for the setting in response to the recent data security incident. They are satisfied with the actions taken by the nursery. The laptop has now been recovered and repaired.</p>	School office to upload minutes to website.
<b>BUSINESS OF THE FULL GOVERNING BODY</b>		
9.	<p><b>Finance:</b> The latest monitoring report was reviewed.</p> <p>The sustainability working group met prior to the governors meeting and will continue to meet with a focus on the sustainability of the nursery.</p> <p>The chair provided governors with an overview of a meeting with members of the LA to discuss the deficit budget. The message received was to cut costs and review the position again in January. The focus needs to be reducing the in-year deficit, by cost saving wherever possible.</p> <p>The bursar has reviewed the future fees report on the Parenta software. The income projected on this report is greater than the start budget estimates, and this figure has now been adopted as the correct figure to use. This increase in income, closes the gap on the deficit budget.</p> <p>Governors acknowledged that the budget includes a significant number of estimates and omissions, which have not yet been confirmed at county or government level. This uncertainty at budget approval time is a significant hindrance to effective governance. Governors discussed the following unknowns and the potential for huge impact on the budget in future years:</p> <ul style="list-style-type: none"> <li>• Funding rates and rates for new entitlements.</li> <li>• Government has announced the funding rate for 2, 3 &amp; 4 year olds. NYC have not yet confirmed what will be the final figure paid to schools. It is estimated that the funding rate will increase by 22p per hour (4%).</li> <li>• Supplementary funding</li> <li>• Premises costs</li> <li>• Staffing costs (pay awards in April for support staff)</li> <li>• Ratio changes will potentially drive down the income from government.</li> </ul> <p>There is an anticipated drop in income when children receive funded hours in the baby and toddler room instead of the place being paid by parents. The anticipated government funding is £2 per hour less than the private fees. The Bursar will work with the school business manager to analyse the extent of the loss.</p> <p>Governors began to consider the following cost saving measures:</p> <ul style="list-style-type: none"> <li>• 1:5 ratio in toddlers</li> <li>• Charging parents a top up</li> <li>• Move the older toddlers to the nursery class to free up spaces in the toddler room to create places where there is demand.</li> <li>• Taking opportunities for consultancy income.</li> </ul>	



**Governor question:** Can the income and staff costs be analysed together? Governors need to look at the ration of income to staff costs in each room.

A.This information is available and the bursar explained that the potential to change ratios in the future is a paramount operational consideration.

**Governor question:** The toddler income looks a lot lower than the estimate in the start budget.

A.The budget was based on the previous year's income with a number of accounting adjustments included.

Paid income for toddlers seems lot lower yet the baby room income has increased by a corresponding amount. It is likely that there is a software glitch that makes it difficult to analyse. It was agreed that Aeysha would be asked to look at the split between funded places and paid places and exactly what income relates to each category. **ACTION SCHOOL BUSINESS MGR**

In response to questions relating to staffing numbers, the bursar explained the split of support staff across the setting. There is still work to do in order to accurately reflect where staff costs sit. The bursar reassured governors that there is no duplication or double counting.

**Governor question:** Have all the claims been made to the staff absence scheme?

The bursar confirmed that the school is responsible for the admin task of claiming on the policy. There are outstanding claims for sickness and maternity. The bursar will check the status of any current claims and any that have not yet been submitted. **ACTION BURSAR**

**Governor question:** Is the supplementary funding understood yet for the coming years?

A.No, this is not yet confirmed.

**Governor question:** Has the Pupil Premium (PP) been claimed correctly?

A.The figures in the monitoring and revised budget are accurate. Autumn term PP has not been received yet which is the reason for the large variance to budget. This will unwind when the autumn payment is received.

**Governor question:** Can the supply budgets can be combined (agency and other) for ease of understanding?

A.The accounting codes for several staff will need to be reviewed before the question can be answered accurately. The HT and Bursar will look together at this. **ACTION BURSAR & HT**

Governors discussed various budget lines that look likely to be slightly underspent at the year end.

Governors noted the improvement in income from 3&4 year olds and babies.

There were no further questions.

Due to the delay in holding the governors meeting, the HT and chair of governors reviewed the summary of Service Level Agreements together in school. Notice has been given on the School Management SLA (£3931 annual saving), Mobile phone contract (£120 annual saving), and ICT hardware repair contract (£646 annual saving).

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 at the next meeting.

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 admin team asked to research the fee structures for the other nurseries. **ACTION SCHOOL BUSINESS MGR**



	<p>It was agreed that the revised budget would be circulated via email for approval and sent to NYC by 31<sup>st</sup> December 2023. Approval will be ratified during the February meeting.</p> <p>The remainder of this item is recorded in the confidential minutes.</p>		
10.	<p><b>Early Years free childcare offer:</b> There were no updates to share</p>		
11.	<p><b>Headteacher’s Report:</b> The HT provided a verbal report to governors.</p> <p>During the recent meeting with the LA to discuss the deficit budget, the chair of governors raised the issue of the costs of provision for children with SEND. The representatives from NYC were reluctant to share the authority’s strategy for children with Special Educational Needs.</p> <p>The HT and Harris Payne recently presented at the Nursery World conference in London on the subject of Physical Development. Governors congratulated both staff on their achievements.</p> <p>The HT has met with the new head of SEND at NYC. The HT was asked to follow up with the SEN department regarding three high needs children who need urgent funding support. There has been no response yet.</p> <p>BSNS will be a partner with Childhaven Nursery, Scarborough in the stronger practice hub. The Hub is responsible for the delivery of sharing best practice to other settings.</p> <p>The nursery has hosted a specialist teacher visit from Hurst school. They are a setting with an identified curriculum need. Alison demonstrated the MyStory software and has been asked if this can be shared with the other setting? Governors considered the intellectual property aspect of the request and have agreed to share only a PDF version.</p> <p>The HT asked if TikTok could be used to share content. Governors approved the request.</p>		
12.	<p><b>Staffing Matters:</b> This item is recorded in the confidential minutes.</p>		
13.	<p><b>School Development Plan:</b> Elaine Broadbent is supporting the nursery to re-write the SDP in a revised format. The Education Endowment Foundation (EEF) research will be used to inform the new plan.</p>		
14.	<p><b>Safeguarding:</b> DC and CR confirmed that they have read and understood the Keeping Children Safe in Education 2023 policy and guidance.</p> <p>The HT reported that she had made four referrals to early help this half term.</p>		
15.	<p><b>Premises, Health &amp; Safety:</b> There were no updates to share. The HANDS representative is visiting next week for a full premises review. KS written report from July is available on TEAMS.</p>		



16.	<p><b>Governor Visits:</b> AM has visited twice to meet with the HT. Clerk to share document for monitoring.</p>	Clerk
17.	<p><b>Policies and procedures for review and approval:</b> The following policies, procedures and documents were reviewed and after discussion were adopted:</p> <ul style="list-style-type: none"> <li>• Staff Pay policy</li> <li>• Budget Management</li> <li>• Charging and Remissions policy</li> </ul> <p>The following policy, although on the agenda, was not available for governors to approve:</p> <ul style="list-style-type: none"> <li>• Behaviour</li> </ul> <p>These will be carried forward to the next meeting.</p>	
18.	<p><b>Any other urgent business previously identified:</b> None</p>	
19.	<p><b>Next Meeting Dates 2023/2024</b> Due to changes in governor availability, dates for forthcoming meetings were reviewed and it was decided that a poll would be taken to confirm best days and times.</p> <p>6<sup>th</sup> February 2024 – need new date 19<sup>th</sup> March 2024 – possible change to 11<sup>th</sup> March 14<sup>th</sup> May 2024 2<sup>nd</sup> July 2024</p> <p>All meetings to start at 6pm</p>	HT to create poll
20.	<p><b>Close of meeting</b> The Chair declared the meeting closed at 4.25pm</p> <p>Sallie Lloyd Clerk to the Governing Board <a href="mailto:slloyd@broughamstreet.n-yorks.sch.uk">slloyd@broughamstreet.n-yorks.sch.uk</a></p>	