



MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Wednesday 3rd December 2025 at 6.00pm

GOVERNORS PRESENT

Jonelle Yeoman (HT), Gillian Robinson,
 Michael Rice **joined the meeting virtually*, Kathryn Sandercock, Karen Daggett, Bria Didier **joined the meeting virtually* and Rebecca Carter.

IN ATTENDANCE

Sallie Lloyd - Clerk to Governors
 Charlene Finch - Visitor

PROCEDURAL

No.	Item	action
1.	Welcome The HT welcomed all to the meeting.	
3.	Apologies and absences. All governors were present at the meeting.	
4.	Declarations of Interest for items on the agenda None	
5.	Identification of any urgent items for consideration during the meeting: None	
6.	Identification of any confidential items on the agenda to be excluded from public minutes. Part of item 10 and item 13 were identified as confidential and the clerk was asked to record them in the confidential minutes folder.	
7.	Minutes: The minutes of 8 th October 2025 were approved as a true and correct record, signed by the Chair, and may be published on the school website. Matters arising not covered elsewhere: None	School office to upload minutes to website.
8.	Membership of the Governing Body: Governors considered the co-option of Charlene Finch. After consideration of Charlene's professional and personal experience, she was unanimously appointed as a co-opted governor for a 4 year term of office.	

BUSINESS OF THE FULL GOVERNING BODY

9.	<p>Headteacher's Report: The full report from HT is available on SharePoint and was available to governors prior to the meeting.</p> <p>Context The nursery is expected to have 117 children on roll in January. Numbers in the Baby, Toddler and Nursery rooms show a planned increase for January, with more consistent morning and afternoon attendance.</p> <ul style="list-style-type: none"> • Current roll: 98 children • January roll: 117 children <p>Breakdown for January:</p> <ul style="list-style-type: none"> • Baby room: 19 • Toddler room: 39 	
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- Nursery: 59

Safeguarding

There are currently:

- 4 Looked After Children
- 0 children on Child Protection plans
- 3 children classed as Child in Need
- 1 child receiving Early Help

A total of 23 attendance incidents have been logged since the last Governors meeting, largely attributed to concerns about one family with two children. All incidents have been promptly followed up, including home visits and referrals where necessary.

The School Improvement Advisor completed a Safeguarding visit on 14th October, and the report has been uploaded to SharePoint, along with updated CPOMS logs.

SEND

All three EHCP applications have been approved to move to assessment. Additional Element 2 funding has been requested for children requiring further intervention.

A new Speech and Language Therapist, Claire Mills, has been commissioned to work one day a week initially. Provision will begin in Nursery School before expanding to the Toddler room.

Building and Expansion at Brougham Street

Senior local authority leaders have fully supported the nursery's expansion proposal. Quotations for building alterations have been obtained, and the DfE grant application (worth up to £150,000) is due on 11th December.

North Yorkshire Council is eager for the nursery to take over the entire building, and discussions will continue once the grant is submitted. The HT shared concerns regarding the lift suitability and fire door compliance. The aspiration is to retain the Community Midwives and Health Visitor services on this site with a charge back to the NHS accordingly.

Recent building improvements include:

- Repainting of upstairs and downstairs corridors
- Refurbishment of the staff room
- The Oak Room now has a Paxton access point and can be used for wraparound care, improving overall provision.
- A new phone system has been installed with the number 01756 860100.

Health and Safety

New fire evacuation procedures and updated floor plans have been created. Air-conditioning units have been cleaned, and preparations are underway for the 4th December Health and Safety compliance check.

Essential maintenance was carried out on the fire alarm system. A successful joint fire evacuation was completed with Parish School, highlighting improved communication.

A new online First Aid monitoring system has been introduced, enabling quick identification of repeated incidents or accident hotspots.

Parents and Community

Home visits have continued for all new starters, with a high number planned for January. Parent consultations for Nursery School children will take place in early December, with Toddler and Baby room consultations following in January.

Recent community events have been very successful, including:

- Babble and Brew in the Baby room
- Harvest celebration



- A well-attended Bonfire event
 - Participation in the Remembrance Parade with a wreath made by the children
- Monthly newsletters continue to be shared and uploaded to the website. Children have already taken part in numerous visits and weekly Forest School sessions, demonstrating the nursery's strong commitment to enriched learning.

Staffing

The HT has received her Ofsted employment DBS and is now officially recognised as the Responsible Person, updated both on the SCR and with Ofsted.

Several staff members have been absent with flu, reflecting a pattern seen in many schools during this period.

One member of staff is nearing completion of her Forest School Leader qualification, which represents a significant professional achievement. The Headteacher will inform the Chair of Governors once the qualification has been formally awarded, and governors will send a card to congratulate and acknowledge her accomplishment.

The SENDCO role has been advertised internally, and one application has been received. An informal interview will take place before the end of term.

Two staff posts are currently advertised, with interviews scheduled for early December.

Pupil Premium impact and Strategy report

The Headteacher will share a draft of the Pupil Premium Impact and Strategy Report with Bria and the Chair of Governors before the end of term. The final submission deadline is 31st December.

School improvement plan

It was agreed that this item will be carried forward to the February meeting. The School Improvement Plan will also be scheduled for further discussion in July alongside the SEF.

Climate change action plan

The plan was received and noted by governors. They expressed thanks to the HT for preparing such a detailed document.

School improvement advisor visits

Sue Marshall has visited the nursery to complete a safeguarding monitoring visit. Her report was shared with governors prior to the meeting.

Quality of Education

Governors expressed an interest in hearing an update from the leadership team in March. Nikki Ingham, Katie Spencer and Beccy Robinson to be invited to present to governors.

Action
HT &
CofG

Action
HT, BD
& CofG

Action
HT &
Clerk

Action HT
to invite
Colleagues

10.

Finance:

Budget monitoring

The October 2025 monitoring statements were made available to governors ahead of the meeting. Questions were invited.

The overall impact of the variances shows a pleasing improvement to the underlying position of the nursery finances. The in-year position is estimated to be a surplus of £128,527 at 31st March 2026. This would result in a positive carry forward balance at the year-end of £349,382.



	<p>Revised Budget Three year budget was shared including budget assumptions on cost increases to staff pay. The three year budget does not include any estimated increases to income. The budget position over the next 3 years looks pleasingly stable with an underlying surplus in each year. Governors noted that the in-year position in year 3 is currently showing a small deficit of -£22,900, however it is hoped that as budgets unwind and government funding announcements are made and reflected in the budget, this deficit will be eroded and the 2027/28 position be at least balanced.</p> <p>Benchmarking The DfE Benchmarking information was shared for governors' information. Governors noted that some operating costs appeared high when compared with the 30 settings used in the report. The Headteacher and the Finance Governor have undertaken thorough benchmarking of their own and are satisfied that the DfE comparison group does not consist of like-for-like settings. As a result, the reported variances do not provide an accurate or meaningful comparison for the school.</p> <p>School Financial Value Standards (SFVS) SFVS is an annual review of the measures in place to ensure financial competence and adherence to procedures. This review and its findings must be sent the Local Authority by 31st March. It was agreed that the full governing body should review the documents during the next meeting.</p> <p>School Meals Aspens are now providing the catering at Parish Primary School and therefore the Nursery. Prices have decreased by 1pence. The price charged to parents will remain unchanged as there is level of subsidy of 20 pence per meal reducing to 19 pence per meal.</p> <p>After careful consideration of the information provided, the governors approved the revised budget. Part of this item is recorded in the confidential minutes folder</p>	<p>Action MR & HT</p>
<p>11</p>	<p>Governor Visits: GR shared her Safeguarding visit report. There were no questions.</p>	
<p>12.</p>	<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"> • Complaints <p><u>Brougham Street specific Policies relating to health and safety</u></p> <ul style="list-style-type: none"> • Fire and evacuation (small typo noted) • Fire safety procedures • Lockdown procedures <p><u>North Yorkshire policies to be adopted</u></p> <ul style="list-style-type: none"> • Extreme Weather • First Aid Procedure • Laptop and Tablet Procedure • Missing Child Procedure • Premises Management Policy • Risk Assessment Policy • Snow and Ice Clearing • Use of Chemicals • Working at Heights 	<p>Action HT</p>



	<p>The following policies, although on the agenda, were not available and will be carried forward: Pay SEND and Inclusion Policy</p> <p>The CofG raised the issue of parental contact in the event of a lockdown. The HT will ensure this is reflected in the Business Continuity plan which will be brought to governors for approval at the February meeting.</p> <p>Q: When is the Fire Risk assessment due? A: this will take place during this academic year. Conducted by the HANDS service.</p> <p>It was agreed that the evacuation procedure should be updated to include: <i>“Staff will collect equipment, providing it is safe to do so.”</i> The Headteacher was asked to make the corresponding key amendment to the Fire Risk Assessment</p> <p>The SEND and Inclusion Policy will be carried forward to the next meeting to allow time for the new governor, Charlene Finch to review and make comment.</p> <p>It was agreed that policies will be shared at least two weeks prior to meetings, and governors will be invited to review them and submit questions. An audit trail of questions and responses will be recorded in the minutes.</p> <p>The Clerk will share any received questions with the Headteacher for inclusion in the final version of the policy.</p>		<p>Action HT</p> <p>Action HT</p> <p>Clerk to share draft policy with CF</p> <p>Clerk to include on next agenda</p>
13.	<p>Confidential Update on LADO referral This item is recorded in the confidential minutes folder</p>		
14.	<p>Any other urgent business previously identified: None</p>		
15.	<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"> • Policies were reviewed, ensuring clarity and compliance. • The school budget was approved, supporting financial planning and resource allocation. • Key areas for development were considered, informing the School Improvement Plan. • Expansion of the provision was discussed, supporting future growth. • Safeguarding arrangements were validated through the Local Authority, ensuring continued pupil and staff safety. • Measures to improve the efficiency of future meetings were agreed, promoting effective governance. 		
16.	<p>Next Meeting Dates 2025/26 Thursday 5th Feb Finance focus Wednesday 25th March Curriculum focus Thursday 21st May Wednesday 24th June</p>		
17.	<p>Close of meeting The Chair declared the meeting closed at 7.39pm Sallie Lloyd Clerk to the Governing Board</p>		



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