



MINUTES OF A MEETING OF THE FULL GOVERNING BODY

Thursday 5th February 2026 at 6.00pm

GOVERNORS PRESENT

Jonelle Yeoman (HT), Gillian Robinson, Michael Rice, Kathryn Sandercock, Karen Daggett, Charlene Finch and Rebecca Carter.

IN ATTENDANCE

Sallie Lloyd - Clerk to Governors

PROCEDURAL

No.	Item	action
1.	Welcome The HT welcomed all to the meeting.	
2.	<p>Preliminaries: Apologies and absences. The Headteacher informed the Governing Body that she had received the resignation of Bria Didier. Governors expressed their sincere thanks for her commitment and valuable contributions. All remaining governors were present at the meeting. The HT confirmed that she will proceed with arranging a parent governor election Charlene Finch was appointed as link governor for SEND.</p> <p>Declarations of Interest for items on the agenda None</p> <p>Identification of any confidential items on the agenda to be excluded from public minutes. Part of item 5, item 7, item 11 and were identified as confidential and the clerk was asked to record them in the confidential minutes folder.</p> <p>Identification of any urgent items for consideration during the meeting: None</p>	ACTION HT
3.	<p>Minutes: The minutes of 3rd December 2025 were approved as a true and correct record, signed by the Chair, and may be published on the school website.</p> <p>Matters arising not covered elsewhere: None</p>	School office to upload minutes to website.

BUSINESS OF THE FULL GOVERNING BODY

4.	<p>Finance: <u>School Financial Value Standards (SFVS)</u> The SFVS is an annual review of the systems and controls in place to ensure financial competence and compliance with required procedures. The completed review and accompanying documentation must be submitted to the Local Authority by 31 March. The Link Governor for Finance has worked with the Headteacher to complete the SFVS, and it will be submitted by the required deadline.</p> <p><u>Fees</u> Governors reviewed the current fee schedule. They agreed to develop a projected fee amendment in line with the planned expansion of provision. It was confirmed that current fees will remain unchanged until at least September 2026. Fees will be brought back to the agenda for further consideration at the May meeting.</p> <p><u>Bursar services</u> To reconsider the capacity of the School business manager role in October.</p>	<p>Action Clerk to include on agenda.</p> <p>Action Clerk to include on agenda.</p>
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5.

Headteacher's Report:

The full report from HT is available on SharePoint and was available to governors prior to the meeting.

Current Nursery Overview and context

The nursery currently has 117 children on roll across Babies, Toddlers and Nursery. Attendance patterns remain consistent across the week, with full capacity in the toddler room and higher numbers in nursery midweek.

Safeguarding and Attendance

Child protection information has been updated, with 4 Looked After Children, 6 Children in Need, 1 child at Early Help and no children currently on Child Protection plans. Attendance is being closely monitored for 27 children below 90%, including 6 below 80%, with detailed safeguarding records in place. The School Improvement Advisor reviewed attendance in December, and an updated CPOMS incident log has been shared with governors.

Sue Marshall has visited focused on attendance in the Autumn term. Her written report was shared with governors for information.

Part of this item is recorded in the confidential minutes folder

Pupil Premium

There are 26 children eligible for Pupil Premium across the setting.

Nursery Development Plan

All nursery staff have received training on Gestalt Language Processing, supporting Speech and Language and SEND priorities. Baby room staff completed Brilliant Babies training focused on brain development and language. The nursery continues to support a wide range of first languages within the community.

SEND

The SENCO is now based on site two days per week. Three children have finalised EHCP's with band 7 funding, and recruitment is planned to meet staffing requirements. Work has begun with Brooklands Primary School to support the smooth transition for those children who will be joining Brooklands in September. Additional SEND parent courses have been added to the website, further funding applications submitted, and staff supported with individual education plans.

A huge thank you was extended to the entire team for securing three new EHCPs. Achieving this within one term is an outstanding accomplishment and, most importantly, a significant benefit for the children.

Q: Will the funding be specified to cover staffing?

A: No. The specific outcomes are detailed in Section F of the EHCP, which outlines the provision required. It is the school's responsibility to determine how that provision is delivered. In many cases, staffing is required to ensure pupils are kept safe and are able to access learning effectively.

Sue Marshall has completed a visit today (05/02/26) focused on Inclusion and SEND. Her visit was very positive – written report will follow for governor information.

A parent has secured lottery funding to deliver sensory sessions for children with SEN. These sessions will now take place at BSNS.

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	<p>The nursery has commissioned additional sessions for children currently on roll. Parents of targeted children will be invited to attend with their child (by invitation only), or a member of staff will accompany the child where appropriate.</p> <p>Parents and Community The website has been updated to reflect available parent courses. The first on-site parent course was well attended and received very positive feedback. Pre-Christmas parent events across all rooms were highly successful, with strong attendance and positive feedback.</p> <p>Governors thanked staff for going above and beyond to host these events.</p> <p>A local nursery has approached us to request short term administrative support; however, the team at Brougham Street are unable to provide assistance at this time.</p> <p>Changes at Brougham Street A DfE bid has been submitted, and discussions have taken place with the local authority regarding becoming a Best Start Hub. Room usage has been reorganised to create a dedicated teaching and intervention space. Two new staff appointments were made in December, and redecoration works have been scheduled</p> <p>Staff Attendance Staff attendance has been good since the last governors' meeting.</p> <p>Ofsted Updates Governors were signposted to recent Ofsted and inspectorate updates relating to domestic abuse recognition, SEND support, and the new Ofsted report card and grading proposals.</p>	
6.	<p>Premises, Health and Safety:</p> <p>Premises The Local Authority has confirmed that it is ready to hand over the entire Children's Centre site to the nursery's control. Midwifery services will continue to operate from the site as part of the NHS offer.</p> <p>Before any formal agreement is entered into, governors noted that the legally responsible entity must be clearly established. There must be absolute clarity regarding who will hold the lease and where legal accountability will sit for the premises. Governors requested detailed information about the proposed lease arrangements, including the duration of the lease, repair and maintenance responsibilities, insurance liabilities, health and safety obligations, utilities, access arrangements, and any shared-use agreements relating to the continued NHS provision.</p> <p>Governors emphasised that taking occupation under a new lease must be supported by a comprehensive schedule of responsibilities, clearly setting out "who does what." This should outline what the nursery is committing to, what is changing from the current position, whether there are any unfunded liabilities, and whether there are any gaps in operational or financial responsibility.</p> <p>Clarity on these matters will be sought before any agreement is signed.</p> <p>It was agreed that the Link Governor for Finance will work with the Headteacher to review all relevant documentation and prepare a detailed paper for consideration by the full governing board</p>	HT to provide an update at March meeting.

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	<p>Health and Safety</p> <p>Lockdown procedures were practised during an INSET day, leading to the purchase of new walkie-talkies. Staff completed training on EVAC+ chairs, LifeVac equipment and first aid. Fire safety equipment has been updated, and a recent fire alarm activation provided a successful real-time practice opportunity.</p> <p>The HANDS inspection report was shared with governors for information. There were 6 high priority action on the log. There will be an additional two visits this year by the HANDS team: Fire Safety and a premises inspection.</p> <p>The Headteacher provided an update following advice from HANDS regarding the storage and administration of children's paracetamol. Although HSE guidance recommends that only prescription medicines be kept on site and used on a need-only basis, governors were satisfied with the current controls and confirmed that staff understand the process. The agreed procedure includes:</p> <ul style="list-style-type: none"> • Only keeping single-dose sachets (no bottles). • Obtaining general parental consent in advance. • Making a telephone call to secure in-the-moment consent and to record who has given consent with the time and date. • If a parent cannot be contacted, the Headteacher or member of the senior leadership team may act at their discretion under the Duty of Care, again this should be recorded with the time and date. • Record the dose of paracetamol given with the time and date <p>Governors noted that the policy is comprehensive, and the guidance and messaging to staff are thorough, clear, and supportive.</p>	
7.	<p>Staffing: This item is recorded in the confidential minutes folder</p>	
8.	<p>Pupil Premium Impact Report and Strategy Statement The report was received and noted by governors.</p> <p>Q: How will the impact of the Pupil Premium funding be measured? A: Progress will be assessed from individual starting points, allowing the school to track and evaluate the effectiveness of the strategies implemented.</p>	
9.	<p>Governor Visits: KS shared a report following her Health & Safety link governor visit in December. Her visit was scheduled to coincide with the HANDS inspection and was noted as a positive and informative experience. In addition, informal visits have been carried out by the Safeguarding governor, the Finance link governor, and the SEN link governor.</p>	
10.	<p>Policies and procedures for review and approval: The following policies, procedures and documents were circulated and reviewed in advance of the meeting. Governors were given the opportunity to raise questions and provide feedback to the Headteacher prior to the meeting. This process is intended to streamline meeting discussions while ensuring that all policies receive appropriate scrutiny and rigorous oversight:</p> <ul style="list-style-type: none"> • SEND and Inclusion Policy • Pay Policy (NYCC template policy) • Home Visits Policy • Home Working Policy 	

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11.	Confidential Update on LADO referral This item is recorded in the confidential minutes folder		
12.	Any other urgent business previously identified: None		
13.	Effectiveness of meeting: Governors reflected on how the meeting contributed to achieving objectives and its potential impact on staff and pupils: <ul style="list-style-type: none"> • Policies were reviewed and progressed in advance, ensuring clarity and compliance. • The school's financial position was confirmed as strong, providing stability and confidence for future planning. • Staffing matters were discussed, supporting effective workforce management. • Next steps for premises and planned expansion were clarified. • Project planning for key initiatives was reviewed, ensuring clear direction and accountability. • A new SEN governor was appointed, strengthening governance and support for children with additional needs 		
14.	Next Meeting Dates 2025/26 Wednesday 25 th March (Curriculum focus) Thursday 21 st May (policies/finance/ bursar) Wednesday 24 th June		
15.	Close of meeting The Chair declared the meeting closed at 7.40pm Sallie Lloyd Clerk to the Governing Board slloyd@broughamstreet.n-yorks.sch.uk		

Sallie Lloyd
25/3/25