



MINUTES OF A MEETING OF THE FULL GOVERNING BODY

Wednesday 24th June 2026 at 6.00pm

GOVERNORS PRESENT

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

Kathryn Sandercock and Michael Rice joined the meeting at 18:10pm

IN ATTENDANCE

Sallie Lloyd - Clerk to Governors;

PROCEDURAL

No.	Item		action
1.	Welcome The chair of governors opened the meeting and welcomed all governors.		
2.	Preliminaries: Apologies and absences. All governors were present at the meeting. Declarations of Interest for items on the agenda None Identification of any confidential items on the agenda to be excluded from public minutes. None. Identification of any urgent items for consideration during the meeting: None		
3.	Minutes: The minutes of 21 st May 2026 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.
4.	Membership of the Governing Body Governors noted one vacancy for a co-opted community governor.		

BUSINESS OF THE FULL GOVERNING BODY

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 The nursery currently has 125 children on roll. Attendance across the week remains strongest in the Nursery room, particularly on Tuesdays, Wednesdays and Fridays. The Baby Room and Toddler Room continue to operate with consistent numbers throughout the week, with slightly lower attendance on Fridays. Safeguarding and Attendance There are currently four children who are Looked After or Previously Looked After. There are two children currently subject to a Child Protection Plan. One child is supported through a Child in Need Plan, four children are receiving Early Help support, and one child is supported through Team Around the Family meetings.		
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The HT is participating in a multi-agency safeguarding case audit as part of an Ofsted and Local Authority review process. This will involve a detailed report and attendance at a conference day where professionals will review practice, identify strengths and areas for improvement, and agree next steps.

The nursery is monitoring 39 children whose attendance has fallen below 90%. Of these, 10 children have attendance below 80%. Detailed records are maintained to demonstrate how the nursery is safeguarding and supporting these children.

Joanna Conway, the Local Authority Safeguarding Adviser, visited on 9th June. Her report has been uploaded to SharePoint for information.

CPOMS

Governors received a summary of CPOMS activity between 1 May and 8 June 2026. A total of 91 safeguarding and welfare-related incidents were recorded during this period. The largest categories were parental/carers contact (20 incidents), pre-existing injuries (18 incidents), attendance concerns (17 incidents), and behaviour-related logs (16 incidents). Attendance monitoring included seven internal monitoring cases and six children with persistent absence below 80%. Governors noted that the volume and range of records demonstrate robust safeguarding systems, effective monitoring, and proactive engagement with families and partner agencies.

Pupil Premium

There are 22 children eligible for Pupil Premium across the setting.

SEF

The nursery's self-evaluation continues to judge all areas as exceptional.

Nursery Development Plan

The HT has worked with and Sue Marshall reviewed the effectiveness of the 2025–2026 School Development Plan. Sue Marshall's report has been uploaded to SharePoint.

The next step is to develop the new Nursery Development Plan, which will continue to focus on SEND, communication, parents and community engagement, alongside strengthened monitoring and evaluation of teaching, learning and data.

SEND

Annual reviews have been completed for the three children with Education, Health and Care Plans (EHCPs). Representatives from Brooklands attended these reviews to support smooth transitions for the children.

Two children are currently progressing through the ECHAR process with the aim of securing EHCP's. Applications for additional Element 2 funding have also been submitted for more children this term. Karen continues to engage with the local SENDCO network.

Q: Were the new requests for Element 2 funding for new pupils?

A: The requests comprised a combination of applications for new pupils and reapplications for two pupils who had received Element 2 funding during the current academic year.

Sue Marshall visited on 19th May to review speech and language provision, and her report has been uploaded to SharePoint.

The weekly Building Blocks for Language drop-in sessions continue to be hosted at the nursery in partnership with the Local Authority. The Speech and Language Therapist, continues to visit weekly, providing support for children, staff and families, and producing reports where required. The nursery has introduced the evidence-based ShREC approach, which focuses on sharing attention, responding, expanding language and developing conversations. This approach supports



children's oral language development, social communication skills and emotional wellbeing through responsive interactions.

Parents and Community

Nursery children visited the local mosque as part of Eid celebrations, supporting their understanding of different faiths and cultures.

The nursery also participated in the Skipton Gala in early June, with families and staff representing Brougham Street as a walking entry.

Children in the Toddler Room successfully grew and released ladybirds, while the Baby Room is currently incubating eggs. A parent questionnaire has been distributed, and the HT has gathered children's views through a "Child Voice" activity where children illustrated what they enjoy most about their nursery.

Changes at Brougham Street

LC (Nursery practitioner), a long standing member of the team with over 30 years of experience, has announced her retirement, effective from the end of August, after 14 years of service.

AA (Nursery practitioner) has requested a reduction in working hours and will work Monday to Thursday from September. A full-time Level 3 practitioner post has been advertised to cover the vacancies

The nursery will transition to the Arbor Management Information System at the end of June. Ayesha has already completed the required training.

Changes to the roles of the Senior Room Leaders were outlined.

Health and Safety

All fire extinguishers throughout the building have now been serviced or replaced and are fully compliant with legal requirements. This has addressed a previously identified intolerable level of risk. The Headteacher is pursuing reimbursement of the associated costs.

Air conditioning units have been serviced.

A further Remove and Improve visit has helped remove unwanted resources and maintain the safety and organisation of the loft space. Thanks were extended to Pauline and Silas for their ongoing work in keeping the area safe. As a result, time previously spent clearing the loft during summer holidays can now be redirected towards improving provision in the nursery rooms. Several outstanding actions remain with North Yorkshire, including reviewing non-compliant fire doors, carrying out annual fire escape checks and replacing the Baby Room toilet. These issues have been reported and followed up by the HT.

NYC have added the fire escape assessment to the SLA and will carry out an inspection and any repairs.

Staff Attendance

Several staff absences continue to impact staffing levels. LC has been absent for two weeks and may remain off work. DC has been absent for four weeks due to circumstances related to her daughter's accident, and CJ has also been absent for four weeks with work-related stress. The flexibility and commitment of staff members during these periods of absence have been greatly appreciated.

Q: This is a significant change since the last meeting. What is the reason for this?

A: The increase in absence is largely due to unforeseen circumstances affecting DP and LC.



Q: How is the colleague being supported during their absence due to work-related stress?

A: It was reported that a colleague is currently absent due to work-related stress. However, discussions between the staff member and the Senior Leadership Team suggest that the underlying issues may not be work-related. Human Resources are providing ongoing support, with a further meeting scheduled and an Occupational Health assessment planned to inform any appropriate next steps.

Q: Has the school needed to use supply staff to cover absences?

A: Yes. Supply staff have been engaged where required, with the associated costs expected to be covered by the school's insurance.

Ofsted Updates

Ofsted has announced that inspections of early education and childcare providers will become more frequent from April 2026 as part of the Department for Education's Best Start in Life strategy.

All providers on the Early Years Register will be inspected at least once by March 2030 and then within a four-year cycle thereafter, replacing the current six-year inspection window. Newly registered providers will normally receive their first inspection within 18 months rather than 30 months.

The transition to the new inspection timetable will be phased in gradually before 2030, providing parents with more up-to-date information about the quality and safety of early years provision.

Q: How is evidence from the School Development Plan being monitored and reported to provide a clear line of evidence for Ofsted?

A: The Headteacher has worked with Sue Marshall to review the effectiveness and impact of the 2025–2026 School Development Plan. Sue Marshall's evaluation report has been uploaded to SharePoint and provides evidence of progress against key priorities. This review will inform the new Nursery Development Plan, which includes strengthened arrangements for monitoring and evaluating teaching, learning and data to ensure a clear evidence base for future inspection.

Q: Can future Headteacher reports include specific updates against School Development Plan priorities to demonstrate impact and progress?

A: Yes. Future Headteacher reports will include specific updates against the priorities within the Nursery Development Plan, enabling governors to monitor progress, evaluate impact and maintain a clear line of evidence against strategic priorities.

Q: What key themes have emerged from parent and pupil voice activities, and what actions are being taken in response?

A: Parent feedback was overwhelmingly positive, with all respondents stating they would recommend the nursery and expressing confidence in its leadership and management. Parents particularly valued the caring and nurturing staff, effective communication, strong relationships and the broad range of learning opportunities. They also reported positive outcomes for children, including increased confidence, independence, social skills and speech and language development.

6.

Finance:
fees

The Headteacher has worked with the named Finance Governor to review the nursery's fee structure, and governors received recommendations for proposed changes.

Q: If fees are reduced, is there a risk that parents may feel they have previously been overcharged?

A: It was noted that the national funding landscape, including funded childcare places and food provision, has changed significantly. The intention is to ensure the nursery's fees remain fair,



transparent and reasonably priced. Governors agreed that any changes would require careful communication with parents.

Governors discussed the principle of introducing a consistent flat-rate fee structure across all three nursery rooms, recognising that the actual costs of provision vary between rooms. It was agreed that a simplified and consistent charging structure would be beneficial, subject to further review.

The proposed fees included:

- After-school provision: **£23.00** across all rooms.
- Breakfast club: **£7.10**.
- Activity club: **£7.66**.

Governors requested further financial modelling before making a final decision, including the projected impact of the proposed fee changes on the nursery's budget over future years. Will Hall will review the calculations and present this information at a future meeting. It was noted that the proposed changes are expected to result in a small annual reduction in revenue.

Expansion

Align Property Solutions has completed a building survey and produced plans for the proposed new nursery rooms. The company will lead the building expansion project and oversee the delivery of the planned works.

Governors received an update following the review of the nursery lease in relation to the proposed expansion project. The review considered whether the existing lease arrangements would need to be amended, whether the lease related solely to the nursery's current footprint, whether the proposed building modifications were permitted under the lease, and responsibility for the lift. It was noted that the lease is between the Diocese of Leeds, Yorkshire Causeway Schools Trust and North Yorkshire Council (NYC), with NYC holding the lease for the building area occupied by the nursery. The lease is not subdivided between the nursery and other users of the building and, therefore, the proposed expansion into additional rooms would not alter NYC's position as lessee. Governors noted that while the expansion would not affect the lease itself, clarification is required from NYC regarding when any additional lease-related costs associated with the expanded footprint would be passed on to the nursery. Specifically, it remains unclear whether these costs would become payable following the allocation of funding for the project, upon completion of the works, or when the new rooms become operational.

The review confirmed that the lease permits the proposed alterations, with clauses allowing internal non-structural alterations without landlord consent and minor alterations affecting structural elements where consent is obtained from the landlord and academy trust and where the works do not adversely affect the building's structural integrity. Governors were also advised that responsibility for servicing and maintaining the lift remains with North Yorkshire Council, as the lease specifically identifies the council as responsible for servicing and repairing the lift, fire and intruder alarms, and boiler serving the extension.

It was agreed that further clarification would be sought from NYC regarding the future allocation and timing of any additional lease costs arising from the expansion.

Q: Have we received the necessary written consent from North Yorkshire to undertake the proposed building alterations, and what are the implications if this is not secured before works begin?

A: The lease review confirmed that the proposed alterations are permitted under the terms of the lease. Internal non-structural alterations do not require landlord consent, while any minor structural alterations require consent from the landlord and the academy trust. Governors noted that clarification will continue to be sought from North Yorkshire Council regarding the approvals required before works commence.

Action
WH/MR/
Headteacher



Q: What legal, financial, or operational risks would the nursery face if the expansion proceeded before the lease arrangements were formally updated?

A: The lease review concluded that the proposed expansion does not require the lease itself to be amended, as North Yorkshire Council remains the lessee for the occupied building regardless of the nursery's footprint. There are therefore no anticipated legal costs associated with amending the lease. However, clarification is still required regarding when any additional lease-related or maintenance costs associated with the increased footprint would become payable.

Q: What is the current timeline for securing a revised lease, and could any delays affect the planned summer 2026 expansion works?

A: A revised lease is not considered necessary following the lease review. The current priority is to obtain clarification from North Yorkshire Council regarding the timing of any additional lease-related costs and any required approvals for the proposed works.

Q: Have all relevant stakeholders, including North Yorkshire, the Diocese, and other building users, been appropriately consulted regarding the proposed expansion?

A: The lease review considered the respective roles of the Diocese of Leeds, Yorkshire Causeway Schools Trust and North Yorkshire Council. Further discussions with North Yorkshire Council will continue as the project progresses to clarify approvals, costs and responsibilities.

Q: Who would be responsible for the cost of significant structural repairs, such as roof replacement, and how has this been confirmed?

A: Governors reviewed maintenance responsibilities as part of the lease review. It was confirmed that North Yorkshire Council remains responsible for servicing and maintaining the lift, fire and intruder alarms, and the boiler serving the extension. Governors agreed that the wording of the Service Level Agreements should be reviewed to provide greater clarity regarding wider maintenance responsibilities, including responsibility for major structural repairs

Q: Can the current maintenance agreement with North Yorkshire be reviewed to clarify responsibilities for ongoing maintenance and repair costs?

A: Yes. Governors agreed that all Service Level Agreements with North Yorkshire Council should be reviewed to ensure responsibilities for ongoing maintenance and repair costs are clearly defined, particularly in light of the proposed expansion.

Q: Have the potential ongoing maintenance and operational costs associated with the additional space been included in future financial planning?

A: Yes. Governors noted that maintenance costs are expected to increase as the nursery occupies a greater floor area. Financial modelling is also being undertaken to consider a range of staffing scenarios and associated costs to ensure the long-term financial sustainability of the expansion.

Q: Who is the appropriate contact within North Yorkshire to progress the lease review, written consent for alterations, and maintenance agreement discussions?

A: Julia Temple was identified as the appropriate contact within North Yorkshire Council to progress discussions regarding the lease review, approvals for alterations and maintenance agreements.

Q: How have we evidenced that the proposed expansion is needed and will meet current and future demand for childcare places in the local community

A: Governors noted that the expansion proposals are being developed in response to increasing demand for childcare places and changes to the national childcare funding offer. Financial modelling has been undertaken to support a range of operational scenarios, ensuring that the proposed expansion is both sustainable and capable of meeting current and future demand.

Acton for HT to download all SLA agreements and circulate. Governor comments to be given to HT.



	Governors were advised that Willoughby's are the likely main contractor for the expansion project, which will be managed through AGILE. A start date has not yet been confirmed. The Department for Education grant of £45,119 has now been received. The original project costs were estimated at £45,119, including furniture, fixtures and equipment, with Willoughby's quoted costs totalling £30,350. Governors approved a scheme of delegation authorising the Headteacher to approve unforeseen project expenditure of up to £10,000 (inclusive of VAT), providing flexibility to manage any unexpected costs arising during the expansion project.		
7.	Premises, Health & Safety Lift: The Headteacher provided an update on the lift. Following discussions with Warren Mann (LA Landlord), it has been confirmed that the lease clearly identifies North Yorkshire Council as being responsible for the servicing and maintenance of the lift. The nursery has also obtained a quotation for a full replacement to support ongoing discussions regarding the required work. Second Floor Fire Escape: The Headteacher reported that North Yorkshire Council's structural engineer has been approached to include the second-floor fire escape assessment within the Service Level Agreement. The assessment will be undertaken during the engineer's next scheduled visit.		
8.	Pupil and Parent Voice Governors received a summary of the June 2026 Parent and Carer Questionnaire, which received 28 responses across all nursery rooms. Feedback was overwhelmingly positive, with 100% of respondents stating they would recommend Brougham Street Nursery and 100% expressing confidence in its leadership and management. Parents highlighted the caring and nurturing staff, strong relationships, effective communication, and the wide range of learning opportunities available to children. Families reported noticeable improvements in their children's confidence, independence, social skills, and speech and language development. While feedback was highly positive overall, a small number of parents suggested further improvements to communication around children's learning next steps, daily feedback, and food options. Governors noted the very strong levels of parent satisfaction and the positive impact of the nursery's provision on children and families. The HT has gathered children's views through a "Child Voice" activity where children illustrated what they enjoy most about their nursery. A beautiful silk painting was shared with governors comprising children's artwork. Q: In relation to Tapestry targets on staff wellbeing, how is parental engagement being addressed, given that engagement with Tapestry is currently low? A: The nursery will continue to review and consider how best to deliver effective parent communication, including the use of Tapestry, to improve engagement while also supporting staff wellbeing. Q: How is feedback incorporated into the School Development Plan? A: Feedback from parents, staff, and children is gathered through questionnaires, informal feedback, and engagement activities. This is then analysed to identify key themes and areas for improvement. The outcomes are used to inform priorities within the School Development Plan, ensuring that actions are evidence-based and responsive to identified needs. Progress against these priorities is then monitored and reviewed by leaders and governors to evaluate impact and ensure continuous improvement.		
9.	Governor Visits: There were no visit reports shared at this meeting.		



10.	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. Attendance Policy feedback: - Governors queried whether references to “school” should be amended to “nursery” throughout the policy for accuracy. - Clarification was sought regarding attendance arrangements when children are cared for by grandparents during visits. - It was recommended that the wording used to describe session end times be strengthened to make it clear that wraparound care/after-school club is not considered part of the session. - Governors suggested removing references to term-time leave authorisation, as this is more applicable to statutory school-age pupils than nursery-aged children Recruitment and Selection Policy feedback: - Governors identified a minor amendment to strengthen and clarify the safeguarding statement within section 2.3 of the Recruitment and Selection Policy Governors approved the following policies: - Term dates 2026-27 for information - Attendance and Children Missing in Education <i>*subject to amendments detailed above.</i> - Recruitment and Selection Policy <i>*subject to amendments detailed above.</i>		Action HT to tighten the wording within the policy. Action HT to tighten the wording within the policy.
11.	Any other urgent business previously identified: None		
12.	Effectiveness of meeting: Governors reflected on how the meeting contributed to achieving objectives and its potential impact on staff and pupils: - A high level of challenge was provided in relation to the Parent Questionnaire, with discussions focusing on how feedback is incorporated into the School Development Plan. - Significant progress made by the nursery was acknowledged and celebrated.		
13.	Next Meeting Dates 2026/27 The Clerk was requested to draft a proposed schedule of meeting dates for 2026/27, to be agreed in the first instance with the Headteacher. Governors agreed that meetings should alternate between Wednesdays and Thursdays. It was also noted that meetings should avoid dates around 19th September to accommodate GR’s availability		Action clerk
14.	Close of meeting The Chair declared the meeting closed at 7:53pm Sallie Lloyd Clerk to the Governing Board slloyd@broughamstreet.n-yorks.sch.uk		