



**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**Monday 3<sup>rd</sup> February 2025 at 6.00pm**

**GOVERNORS PRESENT**

Jonelle Yeoman (HT), Gillian Robinson (GR), Anne-Marie Merifield (AM),  
 Bria Didier (BD), and Rebecca Carter (RC)

**IN ATTENDANCE**

Sallie Lloyd - Clerk to Governors  
 Karen Daggett – SENCO  
 Karen Taylor – Bursar \*joined the meeting for item 8 only.

**PROCEDURAL**

No.	Item		ACTION
1.	<b>Welcome</b> The chair welcomed all to the meeting.		
2.	<b>Apologies and absences.</b> Consented apologies were received from Kathryn Sandercock and Michael Rice.		
3.	<b>Declarations of Interest for items on the agenda</b> None		
4.	<b>Identification of any urgent items for consideration during the meeting:</b> The HT has received an item of correspondence to share with governors. The CofG agreed to include this during item 16.		
5.	<b>Identification of any confidential items on the agenda to be excluded from public minutes.</b> None		
6.	<b>Membership of the Governing Body:</b> The Clerk confirmed that RC has completed her Declaration of business interests form and disqualification declaration and provided signed copies for the file.  RC confirmed that she understood and accepted the governor code of conduct.  Governors noted the following two vacancies: Co-opted governor Staff governor		
7.	<b>Minutes:</b> The minutes of the meeting held on 2 <sup>nd</sup> December 2024 were considered for approval. The minutes of the meeting were approved as a true and correct record. These minutes can be published onto the school website.  <b>Matters arising not covered elsewhere:</b> <u>Local Provider partnerships</u> There were no updates to share.		School office to upload minutes to website.



## BUSINESS OF THE FULL GOVERNING BODY

8.	<p><b>Finance:</b></p> <p><u>Budget monitoring</u> The Bursar joined the meeting and provided an update on the financial position of the nursery. The December monitoring statements were made available to governors ahead of the meeting. Questions were invited. The overall impact of the variances shows an improvement to the underlying position of the nursery finances. The in-year position is estimated to be a surplus of £164,708 at 31<sup>st</sup> March 2025. This would mean the Nursery has a positive carry forward balance at the year-end of £188,312.</p> <p>The bursar explained that nursery income had been under stated in the start budget and this has now been corrected.</p> <p>NYC has carried out a bank reconciliation and requested the return of a significant sum they have calculated as an overpayment. This refund has been actioned by the nursery finance team and the resultant balance noted. Governors are aware that the lower bank funds will not generate as much bank interest in future years and this needs to be reflected accurately in the start budget for 2026-27.</p> <p>There is an ongoing transition of children's hours from paid hours to funded hours, so careful monitoring is required as the government roll out increased funded hours.</p> <p><u>Sub-committee membership</u> The fee structure and financial position was discussed. Governors acknowledged that there are complexities which would be better unpicked by a small sub-committee. MR, GR and the interim HT were appointed to serve as members of the committee. They will work closely with the school finance team.</p> <p>Governors agreed to seek an external audit of the financial position from NSAT. Expenditure for this purpose was approved.</p> <p><u>SLA's</u> The SLA list for April 2025 has been reviewed by the interim HT. The nursery will obtain three quotes for IT services from alternative providers and will circulate to governors via email for a timely decision to be made.</p> <p><u>School meals</u> Dolce have informed the nursery of their intention to increase school meal prices from £2.38 per meal to £2.59 from 31<sup>st</sup> March 2025.</p>		<p>HT to arrange date for first meeting.</p> <p>Action HT</p> <p>Action HT</p>
9.	<p><b>Early Years free childcare offer:</b> There were no updates. It was agreed that this would no longer be necessary as a standing item.</p>		
10.	<p><b>Headteacher's Report:</b> The written HT's report was made available to governors prior to the meeting.</p> <p><u>Staff Attendance</u> Staff attendance figures were reported. Staff have been held to account for their absences via robust return to work interviews.</p>		



	<p>Q: Are the absences linked to mental health and wellbeing or physical health? A: A mixture of both.</p> <p>Governors sought assurance that procedures and policies are in place, and being followed.</p> <p><u>Health &amp; Safety updates</u> Several of the snow guards and guttering above the Toddler classroom have been repaired following damage by recent snowfall.</p> <p><u>SEND</u> Karen Daggett joined the meeting to provide an overview of SEN provision in the setting. Her SEND policy and information report was shared prior to the meeting.</p>		
11.	<p><b>Staffing Matters:</b> <u>General staffing matters</u> There are currently 2 vacancies for support staff. Recruitment is ongoing via the usual methods of advertising.</p> <p><u>Headteacher recruitment</u> Interviews are taking place on Friday 7<sup>th</sup> February 2025.</p> <p><u>SALT</u> Governors were delighted to learn that a SAL therapist has been recruited to work with children one morning each week. 24 children are receiving appropriate interventions.</p> <p><u>Staffing and Resources manager benchmarking</u> A benchmarking exercise has been carried out and governors are satisfied the salary is reasonable and appropriate.</p>		
12.	<p><b>School Development Plan:</b> It was agreed that this would no longer be necessary as a standing item.</p>		
13.	<p><b>Safeguarding:</b> The biennial Safeguarding Audit is ongoing within nursery. The HT will circulate to governors via email in order for approval between meetings.</p> <p>It was agreed that this would no longer be necessary as a standing item.</p>		Action HT
14.	<p><b>Governor Visits:</b> BD shared her SEND visit report. A written copy is available in the TEAMS folder.</p> <p>BD identified that it would be beneficial for staff to visit Brooklands school to observe excellent practice, consider transitions to specialist provision and aid professional development.</p> <p>There were no questions.</p>		HT to make arrangements
15.	<p><b>Policies and procedures for review and approval:</b> The following policies, procedures and documents were reviewed and after discussion and minor amendments were adopted:</p> <ul style="list-style-type: none"> <li>• Staff Pay * including updates regarding PRP.</li> <li>• Send Policy and Information report.</li> </ul>		



	<ul style="list-style-type: none"><li>• Transition policy</li><li>• Privacy and Acceptable Use Policy</li></ul>		
16.	<b>Any other urgent business previously identified:</b> The HT informed governors that the school has received a FOI request which they will respond to in accordance with legislation.		
17.	<b>Effectiveness of meeting:</b> How have we helped to achieve our objectives today and what impact has this meeting had on staff and pupils at this school? <ul style="list-style-type: none"><li>• SEND report and transition.</li><li>• BD Governor monitoring visit.</li><li>• Agreeing next steps to ensure accurate grasp of financial position of the school.</li></ul>		
18.	<b>Next Meeting Dates 2024/25</b> Monday 10 <sup>th</sup> March 2025 Thursday 15th May 2025 Monday 30 <sup>th</sup> June 2025 All meetings to take place at 6pm.		
19.	<b>Close of meeting</b> The Chair declared the meeting closed at 19.45.  Sallie Lloyd Clerk to the Governing Board <a href="mailto:slloyd@broughamstreet.n-yorks.sch.uk">slloyd@broughamstreet.n-yorks.sch.uk</a>		