



## MINUTES OF A MEETING OF THE FULL GOVERNING BODY

### Monday 10<sup>th</sup> March 2025 at 6.00pm

#### GOVERNORS PRESENT

Jonelle Yeoman (HT), Anne-Marie Merifield (Chair of Governors), Gillian Robinson,  
Bria Didier, and Rebecca Carter.

#### IN ATTENDANCE

Sallie Lloyd - Clerk to Governors

Michael Pettavel – Visitor (Vice CofG at Otley Steet Nursery School) *\*joined the meeting for item 7 only*

#### PROCEDURAL

| No. | Item   |  | ACTION                                      |
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| 1.  | <b>Welcome</b><br>The chair welcomed all to the meeting.   |  |   |
| 2.  | <b>Apologies and absences.</b><br>Consented apologies were received from Michael Rice.<br>Kathryn Sandercock was absent from the meeting.  |  |   |
| 3.  | <b>Declarations of Interest for items on the agenda</b><br>None  |  |   |
| 4.  | <b>Identification of any urgent items for consideration during the meeting:</b><br>The Chair of Governors introduced Michael Pettavel to the governing body and asked him to present ideas on local provider partnerships during item 7: Matters arising.<br><br>The HT requested for a request for extended leave of absence to be considered during item 13.   |  |   |
| 5.  | <b>Identification of any confidential items on the agenda to be excluded from public minutes.</b><br>Governors agreed to include part of item 7 and item 13 in the confidential minutes.   |  |   |
| 6.  | <b>Membership of the Governing Body:</b><br>Governors noted the following two vacancies:<br>Co-opted governor<br>Staff governor  |  |   |
| 7.  | <b>Minutes:</b><br>The minutes of the meetings held on 3 <sup>rd</sup> February 2025 and 7 <sup>th</sup> February 2025 were considered for approval. The minutes of the meetings were approved as a true and correct record. These minutes can be published onto the school website.<br><b style="color: red;">ACTION SCHOOL OFFICE</b><br><br><b>Matters arising not covered elsewhere:</b><br>This item is included in the confidential minutes. |  | School office to upload minutes to website. |



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| <b>BUSINESS OF THE FULL GOVERNING BODY</b> |  |
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| 8.  | <p><b>Finance:</b><br/> <u>Budget monitoring</u><br/> The February monitoring statements were made available to governors ahead of the meeting. Questions were invited.<br/> 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 £174,438 at 31<sup>st</sup> March 2025. This would mean the Nursery has a positive carry forward balance at the year-end of £198,042.</p> <p>There are some outstanding queries regarding the shared building costs and how these are split between the three occupants of the building. The Bursar is working with a colleague at the LA from the Energy team, to obtain accurate utility charges before the year end.</p> <p>The Nursery has received £9,650 as a grant from the Early Years team to ease with budget pressures.</p> <p>The Bursar is waiting for confirmation of the Maintained Nursery School Supplementary grant. There is a forecast amount of income of £137,000, however it has not yet been confirmed.</p> <p><u>IT support contract</u><br/> The nursery has given notice on the NYC IT contract, the final date is 31<sup>st</sup> March 2025. NSAT have been asked to quote for a comparative service. Governors delegated responsibility to the HT to enter into the best value contract, after considering all the information and report at the next meeting.</p> <p><u>Sub-committee report</u><br/> The committee has not yet met. This item is to be carried forward.</p> <p><u>School Financial Value Standards (SFVS)</u><br/> 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 to the Local Authority by 31st March. The CofG will complete the document in conjunction with the HT and finance officers at nursery and circulate for approval via email.</p> | <p>Action HT</p> <p>Action HT/CofG</p> |
| 9.  | <p><b>Headteacher's Report:</b><br/> The written HT's report was tabled at the meeting and taken as read.</p> <p>The Safeguarding audit deadline has been extended to 31<sup>st</sup> March. The HT will circulate the final document for approval via email.</p> <p>There were no questions.</p>  | <p>Action HT</p>                       |
| 10. | <p><b>Premises, Health &amp; Safety:</b><br/> The HT reported that with the warmer weather there has been increased rodent activity around the local area. As a result, pest control services have been to the site and Craven Council have changed the large food waste bins to ensure that they are fully sealed</p>   |  |
| 11. | <p><b>Governor Visits:</b><br/> There were no visits to report.</p>  |  |



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| 12. | <b>Policies and procedures for review and approval:</b><br>There were no policies for review during this meeting.  |  |  |
| 13. | <b>Any other urgent business previously identified:</b><br>This item is included in the confidential minutes.  |  |  |
| 14. | <b>Effectiveness of meeting:</b><br>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>• Governors are excited to explore opportunities for collaboration with local setting.</li> <li>• Staff wellbeing was considered when evaluating a staff request for leave.</li> <li>• Stability of leadership celebrated.</li> </ul> |  |  |
| 15. | <b>Next Meeting Dates 2024/25</b><br>Thursday 8th May 2025 <i>*please note change of date.</i><br>Monday 30 <sup>th</sup> June 2025<br>All meetings to take place at 6pm.  |  |  |
| 16. | <b>Close of meeting</b><br>The Chair declared the meeting closed at 19.30pm<br><br>Sallie Lloyd<br>Clerk to the Governing Board<br><a href="mailto:slloyd@broughamstreet.n-yorks.sch.uk">slloyd@broughamstreet.n-yorks.sch.uk</a>  |  |  |