



MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Thursday 8th May 2025 at 6.00pm

GOVERNORS PRESENT

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

IN ATTENDANCE

Sallie Lloyd - Clerk to Governors
Karen Taylor joined the meeting for item 7 only

PROCEDURAL

No.	Item	ACTION
1.	Welcome The chair welcomed all to the meeting.	
2.	Apologies and absences. Consented apologies were received from Anne-Marie Merifield and Bria Didier. In the absence of the CofG, KS chaired the meeting.	
3.	Declarations of Interest for items on the agenda None	
4.	Identification of any urgent items for consideration during the meeting: The Headteacher needed to share confidential information relating to a former member of staff. It was agreed that this verbal report would be included under agenda item 14	
5.	Identification of any confidential items on the agenda to be excluded from public minutes. Governors agreed to include item 10 and item 14 in the confidential minutes.	
6.	Membership of the Governing Body: The HT has sought expressions of interest from the staff team for the role of staff governor. Only Karen Daggett put herself forward and is therefore duly elected unopposed by the staff at Brougham Street Nursery school for a period of 4 years. Governors noted the following remaining vacancy for a co-opted governor	
7.	Minutes: The minutes of the meetings held on 10 th March 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 Matters arising not covered elsewhere: No items were identified.	School office to upload minutes to website.

DM



BUSINESS OF THE FULL GOVERNING BODY

8.

Finance:

The final outturn and start budgets were made available to governors ahead of the meeting. Questions were invited.

Year end 31st March 2025.

Governors noted a pleasing level of savings had been achieved during the financial year 2024/25 resulting in a surplus in year position of £61,800 at 31st March 2025. The carry forward revenue balance is £282,800.

Start budget 1st April 2025.

Governors noted that despite a healthy carry forward balance there remains work to be done in order to achieve a balanced budget for year three (27/28) in the budget cycle.

The assumptions relating to nursery pupil numbers and staff salary increases were explained to governors.

Q: What is the expected amount of bank interest in the coming year?

A: The estimate is cautiously budgeted at £3000.

Q: Is there a regular reconciliation of the funds held in the nursery bank account?

A: No. The LA seek repayment from the nursery for amounts paid on behalf of the setting such as wages. The amounts are driven by a formula, rather than individual invoices and it is therefore not possible to reconcile the bank account to the cash book.

Q: How can governors be assured that the regular monitoring accurately reflects actual income?

A: The Bursar applies the known funded and fee income each term to the budget monitoring reports. This provides the most accurate picture of the income position throughout the year.

IT support contract

Governors ratified a decision taken between meetings to appoint NSAT to provide IT support services under contract, to the Nursery from April 2026.

School Financial Value Standards (SFVS)

SFVS is an annual review of the measures in place to ensure financial competence and adherence to procedures. Governors ratified a decision taken between meetings to approve and submit the SFVS.

Finance sub-committee report

The HT and MR have worked on the draft budget with the Bursar. Line by line analysis of differences between 2024/25 and 2025/26 has been carried out. The governors are in a better position to understand annual operating costs and likely income.

Fees

Governors were informed that children leaving this summer and joining reception, would be invited to use summer holiday club on a pay upfront basis. This is to avoid any delayed or non-payment of fees, which are harder to collect once a child has left the setting.

After a careful review of the financial position, the governors agreed to freeze the fees at current levels and do not foresee an increase in the coming financial year. Governors will review fees in the Autumn term, once numbers on role are confirmed.

After careful consideration of the information presented, the draft budget was approved.

AMM

9.	<p>Headteacher's Report: The written HT's report was shared with governors and questions were invited.</p> <p><u>Safeguarding</u> Governors ratified a decision taken between meetings to approve and submit the biennial Safeguarding Audit.</p> <p>Contextual information was shared relating to safeguarding profile of the nursery, with number of children in each category of need provided for information. Nursery staff continue to implement robust safeguarding practices; including working with external partners and agencies to ensure emerging concerns are identified and addressed swiftly.</p> <p><u>Staffing</u> The HT advised that the current arrangements with NSAT for the SENCO role will end at Christmas, due to the retirement of the job holder from NSAT. The SENCO has indicated that she is willing to stay in position and be a direct employee of the nursery school. This will offer excellent continuity for staff and families.</p> <p><u>SEND</u> The SENCO gave an overview of the transition arrangements to reception classes for children who will require additional support. Paperwork sharing is up to date and parent meetings are taking place between nursery, families and primary schools.</p>	
10.	<p>Local Provider Partnerships This item has been recorded in the confidential minutes folder.</p>	
11.	<p>Premises, Health & Safety <u>Premises</u> The shared use of the building will be changing in the coming months as the Children's and Family services teams are moving out. The HT is liaising with property services to establish what will happen next to the vacant rooms.</p> <p>Increasing the capacity of the nursery was discussed as one possible option for the space, although concerns were raised about increasing the capacity of the nursery from a transport and parking perspective.</p> <p><u>Accidents</u> The HT reported that an accident involving a child met the criteria to be reported to the Health & Safety Executive under the RIDDOR regulations. After a thorough analysis of the events, the incident was not preventable and there are no further actions that were required as a result. The child with a broken wrist is recovering well.</p> <p>Governors sought clarification of the process for reporting near misses and for recording accidents. The HT reassured governors that she reviews every accident form to look for patterns and location hot spots.</p> <p>All staff are qualified in paediatric first aid.</p>	
12.	<p>Governor Visits: MR has visited with a focus on finance. GR has visited with a focus on safeguarding.</p>	



13.	Policies and procedures for review and approval: There were no policies for review during this meeting.		
14.	Any other urgent business previously identified: This item is included in the confidential minutes.		
15.	Next Meeting Dates 2024/25 Monday 30 th June 2025 All meetings to take place at 6pm.		
16.	Close of meeting The Chair declared the meeting closed at 20.03pm Sallie Lloyd Clerk to the Governing Board slloyd@broughamstreet.n-yorks.sch.uk		