



MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Monday 30th June 2025 at 6.00pm

GOVERNORS PRESENT

Jonelle Yeoman (HT), Anne-Marie Merifield (Chair of Governors), Gillian Robinson,
Michael Rice, Kathryn Sandercock, Karen Daggett,
and Rebecca Carter.

IN ATTENDANCE

Sallie Lloyd - Clerk to Governors

PROCEDURAL

No.	Item	ACTION
1.	Welcome The chair welcomed all to the meeting.	
2.	Apologies and absences. Consented apologies were received from Bria Didier.	
3.	Declarations of Interest for items on the agenda None	
4.	Identification of any urgent items for consideration during the meeting: The HT has some confidential information to share relating to a former staff member. The HT asked to share a confidential staffing matter relating to staff conduct. It was agreed to include these verbal reports during agenda item 13.	
5.	Identification of any confidential items on the agenda to be excluded from public minutes. Governors agreed to include item 6, item 9 and item 13 in the confidential minutes.	
6.	Minutes: The minutes of the meetings held on 8 th May 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. It was noted that one item from the previous confidential minutes has been challenged following the emergence of new information. The matter was discussed, and it was agreed that the minutes would be amended to reflect the updated position with an appendix to add the additional information. This discussion is recorded in the confidential minutes folder. Matters arising not covered elsewhere: <u>Appointment of SENDCO</u> The HT confirmed that the vacant position for SENDCO will be advertised locally prior to any internal appointment of the incumbent. This clarification was not included in the previous meeting minutes.	School office to upload minutes to website.

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Budget monitoring

The May 2025 monitoring statements were shared with governors in advance of the meeting for their information.

The overall effect of the reported variances indicates a positive shift in the nursery's financial position. The in-year forecast has slightly improved compared to the approved start budget, with a favourable variance of £11,579.

Thanks to staff

The Local Governing Body formally acknowledged and expressed appreciation for the exceptional dedication and professionalism demonstrated by the nursery staff team. Governors highlighted that staff consistently go above and beyond their contractual obligations, contributing significantly to the school's success. This commitment is evident through positive feedback from parents and external visitors. As a token of gratitude, the LGB asked the HT to make arrangements for a catered lunch to be provided to all staff members during the September training day.

Action HT.

BUSINESS OF THE FULL GOVERNING BODY

7.

Headteacher's Report:

The written HT's report was shared with governors and questions were invited.

Safeguarding

Contextual safeguarding information was shared, including the number of children in each category of need. Nursery staff continue to maintain strong safeguarding practices, working closely with external partners and agencies to ensure that emerging concerns are quickly identified and effectively addressed.

CPOMS

Data relating to concerns was shared with governors.

Q: Do you record all pre-existing injuries in all classrooms?

A: Yes, parents are required to complete a disclosure form detailing any pre-existing injuries. This form, along with a photograph of the injury, is uploaded to the child's CPOMS record. This practice ensures that all staff are informed and can monitor the injury appropriately. CPOMS allows for the tracking of physical signs of poor wellbeing, including pre-existing injuries, through features like Body Maps. These tools help in accurately documenting and locating marks on a child's body, which is crucial for safeguarding and monitoring purposes.

Q: The Behaviour log has only 5 incidents listed, is this correct?

A: While the number of recorded incidents is low, this is considered age appropriate. The incidents involve a small number of children exhibiting emerging behavioural challenges. These behaviours are being closely monitored and addressed through tailored interventions to support the children's development and ensure positive, safe, learning environments for all children.

Attendance

The Headteacher provided examples of actions taken when pupils are absent without prior notification. The school's policy includes first-day contact, which is documented on CPOMS. If a family cannot be reached by telephone or email, a home visit is conducted to ensure the child's safety and well-being. These measures are in line with best practices for safeguarding and attendance management.

Staffing

Three staff members have reached the absence monitoring threshold. In accordance with the NYC policy, individual targets are being set for each to improve attendance. Support measures are also being offered to assist them in achieving consistent attendance at work.

Quik

	<u>Salt Impact</u> Kerry Crabtree, a Speech and Language Therapist, began weekly visits to Brougham Street in January 2025. She established consistent support through in-person sessions and a shared Google Drive containing resources and visit summaries. Key Points were summarised for governors: • 28 children were initially identified for support; 15 have been assessed so far. • 7 children have received direct intervention; others are supported through staff-delivered strategies. • Interventions include Makaton, visual supports, speech sound modelling, and autism-specific communication strategies. • Staff are being upskilled through advice sheets, real-time modelling, and weekly summaries. • Positive progress is noted in children's communication, confidence, and use of Makaton. • Challenges include Kerry's fixed schedule not aligning with all children's attendance and significant admin time. • Plans are in place to maximise direct work and staff development. Kerry's involvement is having a clear, positive impact on both children and staff. Continued strategic planning is expected to further enhance outcomes. Governors requested additional evidence to substantiate the assertions made in the recent report. It was proposed that conducting staff voice surveys could provide valuable insights. It was also agreed that capturing evidence was a key element to governor visits in the next academic year. <u>EY Expansion Grant</u> It was confirmed that funding has been allocated to the setting under the Early Years Expansion Grant 2025–26 to support preparations for the final phase of the working parent entitlement from September 2025. Q: Did the setting apply for this grant? A: No, the nursery met the criteria and were consequently awarded £6290.99.	
8.	Health & Safety The named governor for Health & Safety has carried out 2 visits in May and June and shared her written report with governors. Key findings: • A central SharePoint site has been created to store and update 41 H&S procedures: full review underway. • Visibility of key building-related H&S checks (e.g. fire, legionella) is limited due to lack of access to NYC's Concerto system. • HT and class teacher completed Fire Marshal training; internal fire risk assessment revealed missing signage. • Fire drills occur termly but records are held by Skipton Children's Centre; access needs resolving. • COSHH and accident reporting procedures require review; NYC expects BSNS to adopt the "Be Safe" system. • Several safety responsibilities (e.g. PAT testing, equipment maintenance) lack clarity on ownership and schedule. • Concerns raised over future H&S responsibility if Skipton Children's Centre closes. Actions for Governors were identified as follows: • Finalise and sign off revised H&S policy and related procedures.	

	• Ensure BSNS has proper access to Concerto system or alternative reporting from NYC. • Clarify and document responsibilities for all equipment and building safety checks. • Review implications of any changes to building ownership or responsibilities. • Agree to urgent scheduling of fire risk assessment. • Monitor ongoing implementation of NYC expectations including use of the Be Safe system and completion of termly H&S inspections. Governors sought assurances that responsibility for Health and Safety (H&S) will transfer from the Children's Centre team to the nursery leadership when the Children's Centre vacates the premises in July 2025. The Headteacher confirmed that, with support from the HANDS service, the nursery will remain compliant with all required H&S regulations. A new chain of command will be established to ensure that ongoing checks and monitoring are carried out effectively. Q: How do supply staff get information about children's allergies before commencing duty and serving food? A: Photographs are displayed in the kitchen area of each classroom, showing each child's photograph, name, and food allergies. Governors requested that this procedure be added to the Allergen policy so it is clear how the information is shared with all staff, including supply staff. The HANDS team have provided the named governor for H&S a termly visit schedule.		Action HT.
9.	Local Provider Partnerships This item has been recorded in the confidential minutes folder.		
10.	Governor Visits: See above in H&S item 8. <u>Safeguarding</u> The named governor for safeguarding has visited and met with the LA. The LA were in school to follow up from the biennial safeguarding self-assessment audit will provide a report from their visit in the autumn term. The named governor for safeguarding will provide a written report for the next meeting. The named governor for SEND sought clarity on the booking and purpose of governor visits. The HT clarified that all school visits should be pre-arranged to ensure effective planning and coordination. Governors are encouraged to schedule visits directly with the Headteacher, allowing for the alignment of visit objectives with the school's priorities and ensuring that appropriate staff are available. This approach supports the school's commitment to continuous improvement and effective governance. Rebecca Carter, in her capacity as a local Reception class teacher, recently visited the setting to meet the children who will transition into her class. She reported observing positive relationships and a wonderful atmosphere within the classroom. Governors expressed their appreciation for the staff's efforts in fostering such a welcoming and supportive environment for the children.		Action GR
11.	Annual Reports: <u>SEND</u> The SENCO will provide an updated written report during the Autumn term. Q: Has the nursery got sufficient capacity to meet the needs of the children on role?		

	A: There is currently one day a week of SENDCO time and the role is quite intense. There are natural phases of transition with peaks and troughs of activity. This indicates that while the existing capacity may suffice during quieter periods, careful monitoring is essential to ensure that staffing levels and resources align with the fluctuating demands, particularly during peak times. Q: Could this be better managed with an additional day? A: The main aim is to support all children's diverse needs well. One important way to do this is for the SENDCO to work closely with staff, helping them build skills and knowledge. This teamwork makes the staff stronger and improves children's learning and progress. Giving the SENDCO more time allows for a more strategic role, with better planning and closer links to the school's overall goals. It also helps the school to plan ahead, rather than only reacting to issues as they arise. The governors agreed to assess the financial implications of extending the SENDCO provision to two days per week, with the aim of implementing this change from the Spring term 2026. <u>Safeguarding report</u> This will follow in Autumn – see above item 10.		Action HT
12.	Policies and procedures for review and approval: After careful consideration, the following policies were approved: • Whistleblowing • Collection from nursery policy The wording of the Collection from Nursery policy was clarified. In the event that a child is not collected, two members of staff are required to accompany the child home. If there is no one at home, the police are contacted. Governors noted that this situation should be avoided wherever possible.		
13.	Any other urgent business previously identified: This item is included in the confidential minutes.		
14.	Effectiveness of meeting: The following key areas were discussed and contributed to the effectiveness of the meeting: • Health & Safety: Governors reviewed the current Health & Safety arrangements, including an analysis of the site and planned changes to ensure continued safety and compliance. • Safeguarding: Safeguarding arrangements were discussed to ensure robust systems remain in place for the protection and wellbeing of all children. • SEND Capacity: Governors considered the school's capacity to meet the needs of children with Special Educational Needs and Disabilities (SEND), including staffing, resources, and future planning to support all learners effectively.		
15.	Next Meeting Dates 2025/26 Governors agreed that meetings for the next academic year should be scheduled on Wednesdays or Thursdays, with all meetings to start at 6.00pm. The Clerk was asked to arrange and circulate proposed meeting dates.		
16.	Close of meeting The Chair declared the meeting closed at 19.30. Sallie Lloyd Clerk to the Governing Board slloyd@broughamstreet.n-yorks.sch.uk		