



## MINUTES OF A MEETING OF THE FULL GOVERNING BODY

Wednesday 8<sup>th</sup> October 2025 at 6.00pm

### GOVERNORS PRESENT

Jonelle Yeoman (HT), Gillian Robinson,  
Michael Rice *\*joined the meeting virtually*, Kathryn Sandercock, Bria Didier  
and Rebecca Carter.

### IN ATTENDANCE

Sallie Lloyd - Clerk to Governors

### PROCEDURAL

No.	Item	action
1.	<b>Welcome</b> The HT welcomed all to the meeting.	
2.	<b>Election of Chair and Vice Chair</b> The Clerk informed the governing body that she had received the resignation of Anne-Marie Merifield during the summer holidays. Governors expressed their sincere thanks to Anne-Marie for her dedication and commitment to the nursery over the past five years. They acknowledged the valuable contributions she made to the life of the school and the positive impact she had on both staff and pupils.  Gillian Robinson was appointed as Chair of Governors for a 1 year term of office. Governors expressed their confidence in her ability to provide strong leadership and strategic direction.  The new Chair of Governors requested that a preparation meeting be scheduled with the Headteacher before each governing body meeting to review the agenda, discuss key items, and ensure she is fully briefed.  Governors confirmed Kathryn Sandercock as vice chair of governors until the 25.02.2026.	
3.	<b>Apologies and absences.</b> Consented apologies were received from Karen Daggett.	
4.	<b>Declarations of Interest for items on the agenda</b> None	
5.	<b>Identification of any urgent items for consideration during the meeting:</b> None	
6.	<b>Identification of any confidential items on the agenda to be excluded from public minutes.</b> There were no confidential items to exclude from the public minutes.	
7.	<b>Minutes:</b> The minutes of 30th June 2025 were approved as a true and correct record, signed by the Chair, and may be published on the school website. <b>Matters arising not covered elsewhere:</b> No matters were noted.	School office to upload minutes to website.



7.	<p><b>Governor Compliance, Training, and development:</b></p> <ul style="list-style-type: none"> <li>The instrument of Government was received and noted.</li> <li>Governors completed and accepted the following documents: NGA Code of Conduct and Declaration of business and personal interests. Follow up and MR and KD.</li> <li>Governors made an annual declaration of gifts and hospitality for year 2024/25. The Chair recorded a nil return for the file.</li> <li>The complaints committee membership and disciplinary committee membership will consist of 3 members. If insufficient numbers of suitable governors are available, local schools will be asked to supply governors from their membership. Members will be appointed on the basis of availability and suitability as and when required. The terms of reference were approved and Sallie Lloyd was named as Clerk for these committees.</li> <li>The HTPM Committee shall consist of GR with Susan Marshall supporting from the LA.</li> <li>The volunteer Privacy notice was re-issued to all Governors in advance of the meeting and is available on SharePoint.</li> <li>Governors agreed to hold the following specific responsibilities:</li> </ul> <table border="1" data-bbox="271 788 838 968"> <tr><td>Safeguarding</td><td>GR</td></tr> <tr><td>Health and Safety</td><td>KS</td></tr> <tr><td>Special Educational Needs</td><td>BD</td></tr> <tr><td>Inclusion</td><td>MR</td></tr> <tr><td>Finance</td><td>MR</td></tr> <tr><td>Quality of Education</td><td>RC</td></tr> </table> <p>Governors discussed how they would monitor responsibilities for inclusion in line with the expectations of the new Ofsted framework, which emphasises the importance of ensuring that all pupils, including those with additional needs or from disadvantaged backgrounds, have equitable access to a broad and balanced curriculum. It was acknowledged that there is some overlap with the safeguarding and SEND link governor roles; however, governors agreed that retaining inclusion as a discrete role would ensure focused oversight, support for staff, and monitoring of the impact of inclusion strategies on pupil outcomes.</p>	Safeguarding	GR	Health and Safety	KS	Special Educational Needs	BD	Inclusion	MR	Finance	MR	Quality of Education	RC	
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9.	<p><b>Membership of the Governing Body:</b></p> <p>Governors noted that there are vacancies for two co-opted governors.</p> <p>Governors expressed a desire to strengthen the governing body by recruiting new members to bring additional skills, experience, and perspectives. The Clerk advised that careful consideration must be given when co-opting parents to ensure a balanced and effective governing body, maintaining appropriate representation and avoiding conflicts of interest. It was agreed that the Headteacher will identify potential candidates and approach them to discuss their interest and suitability for the role.</p>													
<b>BUSINESS OF THE FULL GOVERNING BODY</b>														
10.	<p><b>Headteacher's Report:</b></p> <p>The full report from HT is available on SharePoint and was available to governors prior to the meeting.</p> <p><b>Current Numbers in Each Room:</b></p> <p>The Baby Room has between 8 and 14 children in attendance across the week, with slightly lower numbers in the afternoons. The Toddler Room hosts between 16 and 23 children, with a similar pattern of reduced attendance in the afternoons. The Nursery Room is the largest group, with morning sessions ranging from 23 to 34 children and afternoon sessions from 20 to 31.</p> <p>The Headteacher advised that the January intake is large and will increase pupil numbers to 153 on roll. In response to a question about whether this represents an increase from 2024/25, it was confirmed that both the baby room and toddler room are busier than in the previous year.</p>													



### **Safeguarding:**

There are currently two Looked After Children, one child at Child Protection level (a decrease of one), and one child at Child in Need (a decrease of two, as they have moved to another nursery). There are no children currently open to Early Help or Team Around the Family meetings. The HT has updated the Child Protection Policy, which was uploaded to SharePoint, for governor review and approval during this meeting.

A separate CPOMS incident log has been added to SharePoint. Incidents from July–September 2024 and July–September 2025 were compared, and it was noted that staff are using the software more effectively this year.

Governors requested that the Headteacher separate the data for pre-existing injuries and new accidents in the nursery, as this distinction is important for effective governance of health and safety incidents and safeguarding responsibilities.

The Headteacher provided an overview of how CPOMS is used to monitor “live” concerns and how cases are closed once issues have been resolved. The Headteacher reviews all live cases at the end of each month.

Q: How often are concerns discussed within the SLT?

A: Every 2 weeks during the SLT meeting.

Q: How do staff feel about using CPOMS, and how confident are they in challenging the Headteacher regarding the care of vulnerable pupils?

A: Staff report that they feel empowered to use the CPOMS software effectively to record and monitor concerns. They are actively encouraged to raise questions and challenge the Headteacher and SLT where necessary, ensuring that all children, particularly vulnerable pupils, receive appropriate oversight and support. This approach fosters a culture of transparency and accountability and helps staff to contribute proactively to safeguarding.

### **Nursery Development Plan:**

The Local Authority has confirmed that Donna Makepeace is now the Senior Education Adviser. However, Donna is currently absent, therefore, Susan Marshall is acting as SEA until her return.

### **SEND:**

Transition documentation for all SEND children has been successfully sent to primary schools. Darren Braham, Headteacher at Brooklands, will visit three children who may be offered places there next September. Three new EHCP applications are in progress, and the SENDCO will apply for Element 2 funding for several new children. Following the departure of the in-house Speech and Language Therapist the HT and SENDCO are exploring replacement options.

Governors encouraged the Headteacher to ensure that the SALT therapist appointed is trained and specialised in working with children, rather than focusing on rehabilitation. The Headteacher is currently seeking a suitable practitioner from “All Things Therapy”.

Action HT

### **Site:**

The Children’s Centre has now closed, and the Paxton Net2 door access system has been transferred to nursery control. Members of the nursery operational staff team now have full access to Concerto, the online system used to record statutory checks, including those for the boiler, legionella, and other health and safety compliance requirements.

The Baby and Toddler rooms, as well as the building entrance, have been repainted and redecorated, with plans to continue improvements throughout the building and exterior. North Yorkshire Council will discontinue the nursery’s current phone lines within three months, the HT



	<p>is working with IT services to arrange new handsets and a provider, adjusting the budget accordingly.</p> <p>Q: Have you received clarification regarding the costs and facilities management for the building? A: The Headteacher confirmed that NYC is still funding the building, with the nursery making a contribution towards running costs.</p> <p>Governors expressed concern that, as the primary user of the building, nursery could potentially receive a large invoice for facilities management. They asked the Headteacher to continue questioning this with Gary Atkins at Property Services to establish the true costs and to identify any risk of a significant bill. Governors emphasised the importance of ensuring financial clarity and managing potential liabilities responsibly.</p> <p><b>Staffing:</b> Two practitioners have left for roles in further education, with recruitment planned later in the autumn term.</p> <p><b>Health and Safety:</b> The HT and cook have written a new Nutrition and Food Policy aligned with EYFS guidance, uploaded to the Governors' SharePoint for information and approval during this meeting. The HT has contacted Health and Safety Officer, Dale Barton, regarding updated fire evacuation planning following the Children's Centre closure, and a response is awaited.</p> <p>Tree maintenance has been carried out to remove excess hazel nuts to maintain the nursery's nut-free policy.</p> <p><b>Attendance and Community:</b> New Keeping Children Safe in Education (KCSIE) requirements for attendance align with existing nursery practice. Three attendance incidents have been recorded since the last meeting—two linked to illness and one to poor attendance. All have been followed up promptly, including home visits when needed. Home visits have also been completed for new starters across all rooms. A Bonfire event is planned for 4th November following last year's success. A monthly newsletter, beginning in this term, is being distributed to all families.</p> <p><b>Staff Attendance:</b> Staff attendance has been excellent since the September return; however, there has been a recent increase in absences as winter illnesses have become more prevalent. The Headteacher addressed attendance monitoring during the recent INSET training day to ensure staff are supported and absence is effectively managed.</p> <p><b>Ofsted Updates:</b> Ofsted has issued updated guidance on registering and inspecting EYFS provision, available via the GOV.UK website.</p>	
11.	<p><b>Finance:</b></p> <p><u>Budget monitoring</u></p> <p>The August 2025 monitoring statements were made available to governors ahead of the meeting. Questions were invited.</p> <p>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 £122,561 at 31<sup>st</sup> March 2026. This would result in a positive carry forward balance at the year-end of £343,416.</p>	



	<p>A significant amount of income (£37,269) attributed to the Baby room was received to the end of August in excess of the forecast amount.</p> <p>The Headteacher was asked to discuss with Julia Temple (NYC) the possibility of expanding the childcare offer into the now-vacant rooms within the building. Governors noted that the baby room is fully booked for the next 18 months, resulting in families being turned away, and highlighted the potential benefit of increasing capacity to meet demand.</p> <p><u>Fees</u></p> <p>Governors considered fees in light of the financial position. It was decided that fees would remain unchanged for the autumn term and will be considered again in January 2026.</p> <p><u>LA Funding Consultation</u></p> <p>The HT confirmed that the proposed funding from the LA has been included in the budget at the level proposed.</p>	Action HT  Action Clerk to include on Agenda in January 2026
12.	<p><b>SEND</b></p> <p>Governors considered the financial implications of extending the SENDCO role from the Spring term 2026. After reviewing the potential impact on the budget and recognising the benefits for supporting pupils with additional needs, governors agreed that the Headteacher may extend the SENDCO role to two days each week. This extension will enable more focused support for SEND pupils, provide additional capacity for monitoring and planning interventions, and ensure the school meets its statutory responsibilities effectively.</p>	
13.	<p><b>Governor Visits:</b></p> <p>GR shared her Safeguarding visit report. There were no questions.</p>	
14.	<p><b>Policies and procedures for review and approval:</b></p> <p>The following policies, procedures and documents were reviewed and after discussion and minor amendments were adopted:</p> <ul style="list-style-type: none"><li>• Keeping children Safe in Education 2025</li><li>• Child Protection Policy 2025</li><li>• Budget Management</li><li>• Food and Nutrition</li></ul> <p>The following policies, although on the agenda, were not available and will be carried forward:</p> <ul style="list-style-type: none"><li>• Staff Pay policy</li></ul> <p>Governors discussed the budget management policy and confirmed that a link governor for finance, MR, had been appointed. Governors noted their responsibility to ensure that the budget is reconciled on a termly basis. MR will provide an overview of the reconciliations, supporting transparency and robust financial oversight of the school's resources.</p> <p>Governors noted that several policies referenced within the Child Protection policy need updating. The Headteacher will review and address these.</p> <p>The Headteacher clarified the school's position on packed lunches. The policy will include a proviso allowing packed lunches, but this will not be openly advertised. Packed lunches will only be considered on an ad-hoc basis if specifically requested by a parent, as the school generally prefers to provide hot meals that children enjoy eating together.</p>	Action Clerk to include on December agenda  Action HT



	<p>Governors asked that the Food Policy be reviewed to ensure it includes clear guidance on baby-led weaning and independent feeding. They highlighted the importance of using precise wording to support safe and developmentally appropriate practices, promote children's autonomy, and provide consistency for staff and parents in how these approaches are implemented within the nursery.</p>	
15.	<p><b>Any other urgent business previously identified:</b> None</p>	
16.	<p><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?</p> <ul style="list-style-type: none"><li>• Governors reconfirmed their commitment to safeguarding children, emphasising the need for vigilance when monitoring. This reassures staff and pupils that safeguarding remains a top priority and that governors are actively overseeing the safety and wellbeing of all children.</li><li>• Several key policies were reviewed and approved, providing staff with clear guidance and consistent frameworks to support effective practice, ensuring that pupils are cared for and supported in a safe, structured environment.</li><li>• Governors discussed and confirmed budget management arrangements, demonstrating oversight of financial resources and ensuring that funding is effectively allocated to support teaching, learning, and pupil welfare.</li><li>• Link governor roles were appointed, enabling focused monitoring in areas such as finance, safeguarding, SEND, and inclusion. This strengthens governance, ensures accountability, and provides staff with dedicated points of contact for support and guidance.</li></ul>	
17.	<p><b>Next Meeting Dates 2025/26</b> Wednesday 3<sup>rd</sup> Dec Thursday 5<sup>th</sup> Feb Wednesday 25<sup>th</sup> March Thursday 21st May Wednesday 24<sup>th</sup> June</p>	
18.	<p><b>Close of meeting</b> The Chair declared the meeting closed at 7.45pm</p> <p>Sallie Lloyd Clerk to the Governing Board <a href="mailto:slloyd@broughamstreet.n-yorks.sch.uk">slloyd@broughamstreet.n-yorks.sch.uk</a></p>	