Brougham Street Nursery School

Governing Body

Minutes of Meeting of the Full Governing Body

**Date and Time: Tuesday 15th February 2021 at 6.00pm**

**Location: Brougham Street Nursery School**

# Present:

Heather Mason, Michael Pettavel, Ian Turvey, Ann-Marie Merifield, and Daisy Cairns

Clerk: Sallie Wareham

# 1. Opening:

Heather Mason opened the meeting of the Brougham Street Nursery School Governing Body at 6.00pm on 15th February 2022

**2. Apologies for Absence:**

Jonathan Carter and Jennifer Dean: Reason for absence consented

**3. Declarations of interest:**

None

**4. Identification of confidential items:**

Governors agreed to include items 7, part of 11 and part of 16 in the confidential minutes

**5. Identification of urgent items to be included:**

Michael requested that the governing body consider a request from a parent regarding the terms and conditions of charging during an unplanned closure of less than 3 days. The Chair agreed to include this item in agenda point 16.

Michael requested that the governing body consider a request regarding a temporary situation for a parent and the payment of childcare fees. The Chair agreed to include this in agenda point 16 and record in the confidential minutes if necessary to ensure confidentiality of the parent.

Michael informed the governing body that he had an update relating to an issue of hardship for a family. The Chair agreed to include this in agenda point 16 and record in the confidential minutes if necessary to ensure confidentiality of the parent.

**6. Approval of Minutes from 30th November 2021:**

The minutes of the meeting held on 30th November 2021 were unanimously approved as a correct record of that meeting. Chair has signed a copy for the record. These minutes can be published onto the school website. **ACTION SCHOOL OFFICE**

**7. Matters arising not covered elsewhere:**

This item has been recorded in the confidential minutes.

# 8. Finance

A comprehensive line by line budget monitoring report was provided to Governors for scrutiny. It was noted that the revenue balance is greater than estimated and this was due in part to higher numbers of children on Spring headcount than the estimate.

The nursery has 2 staff vacancies, which are budgeted for but remain unfilled. This has caused staffing expenditure to be lower than budget.

Michael thanked staff for their unwavering contribution during months of unprecedented staffing shortages; for their willingness to provide cover to keep the nursery open. This has saved expenditure on supply staff costs, which has added favourably to the revenue surplus.

Rachel Richards has met with officers at NYCC to discuss the shared site costs. They have confirmed that £39,000 is correct for the site. Governors noted that the greatest proportion of this sum was the caretaking and cleaning costs. Governors have requested that the school finance team obtain a direct quote from the service, to establish if best value is being achieved.

**ACTION RACHEL RICHARDSON & HEADTEACHER**

The governing body reviewed the childcare fees scale and discussed how best to manage an increase while staffing salary increases are still undecided at a national level. It was agreed that a 4% increase would be applied to all fees with effect from 1st April 2022. Governors agreed to review fees again in September 2022, as there is likely to be another rise necessary. Parents will be advised of the 2 stage fee increase for this year and given as much notice as possible of the September fee structure.

Governors noted the funding consultation document.

Governors appointed Ian Turvey to chair the sustainability committee. Date of first meeting to be confirmed in due course.

# *School Financial Value Standards (SFVS)*

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 review has been conducted by Heather Mason with support from Rachel Richardson. There are a number of recommendations and action and these will be completed in due course. After discussion the SFVS was approved by governors.

# 9.Headteachers Report:

Michael provided a verbal update to the governing body. Inclusion strategy for children with additional needs and disabilities is a continuing focus. There are currently 10 children within the nursery who require a detailed assessment of needs. This is known as an Education and Health Care Plan (EHCP) and the document and evidence are written and collated by Michael and submitted to a panel at the LA. Children with high needs do not attract additional funding necessary to pay for 1:1 support staff until the EHCP has been approved. The nursery has a strong and dedicated inclusion team that works to support all children and to upskill other practitioners as well as provide targeted intervention work with small groups and individual children.

Q. Is Pupil Premium (EYPP) available for nursery age children?

A. Yes, the nursery receives a small amount per eligible child. The amount is £302.10 per child this year and it will increase in April 2023 to £342. This money is pooled to help pay the wages of support staff and offer some vulnerable children a place in the holiday club provision.

It was noted that the website does not have the most up to date EYPP report published. Michael agreed to check this and provide the latest document. **ACTION HEADTEACHER**

Q. Now that staff have implemented the changes to the EY Framework, have the observations changed? Are staff still doing as many?

A. The Nursery school completes learning stories for each child. There is a topic of focus each term and this is always a question. This question creates imaginative observations that always follow the same format: What did the child do? What did you (the adult) do? What next (target, plan or desire) for the child’s learning?

Childcare staff write observation in a different way and more frequently. They typically have less key children per adult and some of the observations relate to care and achievement of developmental milestones; recording these for parents is really important and helps to build trust between home and nursery.

Essentially the new framework encourages more time with children and less time writing, while ensuring that learning is documented.

# *Staffing*

A new administrator has been appointed to the team in January. This new member of staff is settling in well. The review has been concluded of the admin and finance function and the nursery has been able to retain the services of its long standing finance manager.

# 10.Reports on Governor visits

Governors visited last term to complete the HT performance management.

Anne-Marie visited in December to meet children and staff in the baby and toddler rooms to look at mixed age provision.

Ian visited to conclude the review of roles and responsibilities within the admin and finance functions of the nursery school.

# 11. Premises, Health and Safety

As part of the recent review of the shared site costs, Michael has established and confirmed to the governing body that all necessary services for the Health and Safety of the children and staff ARE being completed. This includes fire extinguisher checks and legionella assessments etc.

Recent storms have damaged the roof and caused tiles to slip or fall. NYCC are responsible for making repairs.

A recent boiler failure caused the closure of the nursery for 1 day in January.

The remainder of the item is recorded in the confidential minutes

# 12. School Improvement Plan

Item carried forward

# 13. Review Governor training and development

There are 2 Current vacancies on the Governing body. 1 Parent Governor and 1 Co-opt

**14. Policies for Review:**

There were no policies for approval

**15. What has been covered that directly impacts on children?**

* The positive impact of the inclusion team
* Remaining open everyday throughout another tough period of Covid restrictions and “work from home” directive from government.
* Challenge regarding the EYPP report, demonstrates effective governance
* Working to ensure the sufficiency of high quality staff

**16. Any Other Business previously identified:**

Michael informed the governing body that he had received correspondence asking him to re-consider the terms and conditions of charging during an unplanned closure of less than 3 days. There has been one unplanned closure day this term, so far, due to the boiler failing and the nursery having no heating or hot water. After discussion governors resolved to adhere to the published T&C’s and charge in full for this day. Chair of Governors will write and inform the parent. **ACTION CHAIR**

**17. Date for next meeting of Full Governing Body:**

Governors would like to meet in person for the rest of the academic year and the next meeting date was a problem for some governors. It was agreed that the clerk in consultation with governors would set the date for the next meeting.

The proposed dates for forthcoming meetings are:

Tuesday 5th April 2022 – 6pm at Nursery tbc

Tuesday 24th May 2022 - 6pm at Nursery

Tuesday 5th July 2022 - 6pm at Nursery

The Chair declared the meeting closed at 8pm