

# Brougham Street Nursery School Governing Body

## Minutes of Meeting of the Full Governing Body

**Date and Time:** Thursday 1<sup>st</sup> July 2021 at 7.00pm  
**Location:** Via Zoom

### **Present:**

Heather Mason, Michael Pettavel, Daisy Pennett, Ian Turvey, Ann-Marie Merifield and Rachel Richardson and Jonathan Carter

Rachel Richardson Joined the meeting to present the finance and left the meeting at 19.45

Clerk: Sallie Wareham

### **1. Opening:**

Heather Mason opened the meeting of the Brougham Street Nursery School Governing Body at 7.00pm on 1<sup>st</sup> July 2021

### **2. Apologies for Absence:**

Jenny Dean - Consented

### **3. Declarations of interest:**

None

### **4. Identification of confidential items:**

none

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

None

### **6. Approval of Minutes from 13<sup>th</sup> May 2021:**

The minutes of the meeting held on 13<sup>th</sup> May 2021 were unanimously approved as a correct record of that meeting. Chair to visit Nursery in order to sign and date a copy for the record. These minutes can be taken as if they were signed and published onto the school website.

**ACTION SCHOOL OFFICE**

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

none

### **8. Finance**

Rachel Richardson provided the governors with a monitoring summary of the budget, available on Teams.

It was noted that:

- The Covid Support payment under consideration by NYCC has been confirmed and the Nursery awarded a grant of £12,600.
- The accrual made in 20/21 for the payment of staff holiday entitlements is unwinding at £1,250 per month.
- Additional staff costs have been included in the budget monitoring statement to reflect the planned changes scheduled for September.

Governors have been asked to accept a fixed fee this year for the shared site costs. This request has come from NYCC who do not wish to provide a detailed breakdown of the actual costs. After some discussion about the validity of the figure proposed, £40,000, governors have decided that they cannot accept this figure as they are unable to scrutinise it nor confirm that it represents best value.

Governors asked Michael and Rachel to respond on their behalf and request a detailed breakdown of costs for 1)cleaning and caretaking 2)rates. Governors would like to understand the costs of running the nursery building against the known costs of other settings and schools.

**ACTION RR & MP**

Headteacher presented a Capital Expenditure proposal for £5000 to be used for the purchase of new ipads across the setting and 2 new laptops. This was unanimously approved.

### **9. Headteachers Report:**

A written report pertaining to the Spring term was made available on Teams ahead of the meeting.

Michael gave a verbal report to the governors from the School Improvement Partner visits.

**Q. How will the Nursery keep its commitment to work closely with parents and keep them engaged with their child's learning and development?**

A. There have been challenges during the pandemic as staff haven't been able to invite parents into the nursery to see the learning environment and to spend time talking. It was acknowledged that some aspects of the lockdown protocol had unexpected benefits such as a manager being on the gate duty at each session to greet parents.

Staff will work together during the summer training days to consider how to reach out to parents and share developmental progress.

**Q. There is a high number of children fulfilling at least one category of need on the SEN register. What is the nursery doing to meet this need?**

A. Working hard on the basics with all children. Using the qualified teacher within the nursery to train and support colleagues in the childcare classrooms. Making the focus on language input for all children.

More staff will be working in the nursery school classroom and toddler rooms in September to allow targeted intervention work.

Childcare manager is working closely with Practice co-ordinators and Health Visitors to support vulnerable children and families. They are working together to update the checks completed at 2 years old.

**Q. The nursery Headteacher and Childcare manager are working hard with families to provide extra support. Is there a way of recording this?**

A. Yes, it needs recording and presenting back to the LA as the work carried out by the nursery team is helping disguising the scale of the problem in Craven. Early help teams and some NHS teams are working remotely with families but they are not getting the support they need. The nursery staff regularly meet families in crisis and assist with signposting them to other services such as Carers Resource. The nursery occasionally offers holiday club sessions and additional sessions to support families

### **10. Report on Governor visits:**

Headteacher and Chair continue to meet regularly.

Anne-Marie has visited to consider the Quality of Education. Her written report is available on TEAMS.

Ian has visited to complete further induction training with Michael.

#### **11. Premises, Health and Safety:**

New Covid Risk Assessment guidelines are expected to be published for School's imminently.

A Health and Safety report, prepared by the HANDS teams has been shared with governors. A number of minor recommendations were made and these will be completed during the summer.

#### **12. School Development plan:**

A working draft was presented to governors. The School Development plan is a long document based on the SEF. Michael will send a final version to governors during August for discussion and questions during the autumn meetings. **ACTION HEADTEACHER**

#### **13. Governor Training and Development:**

There are currently 3 vacancies:

- Parent X 2
- Co-opt

The governors have agreed to complete a skills audit before approaching any potential new governors or advertising the parent vacancy. Clerk to provide template Skills audit document to Michael ready for circulation to the governing body. **ACTION CLERK & HEADTEACHER**

Daisy has been re-appointed by staff to serve as Staff Governor. She is duly appointed for a four-year term of office.

Governors were all invited to attend the Safeguarding training planned on 6<sup>th</sup> September. This training is for the whole staff team and will be delivered face to face by the School Improvement team.

#### **14. Policies for review and approval:**

Governors have approved and adopted the following policies:

- Administration of medications policy

Review of Social Media Policy to be carried forward to next meeting. **ACTION HEADTEACHER**

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

- Medication Policy
- Health and Safety review
- Self evaluation of nursery
- Ipad resources
- Staffing increasing in classrooms to meet the needs of children
- Nursery response to impact of pandemic
- Impact of qualified teacher supporting learning across all classes
- SEN; the way in which nursery supports children inclusively.

**16. Any Other Business:**

None

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

The proposed dates for forthcoming meetings are:

Thursday 2<sup>nd</sup> September - 4pm at Nursery (in person for annual compliance meeting)

Tuesday 5<sup>th</sup> October

Tuesday 7<sup>th</sup> December

Tuesday 8<sup>th</sup> February 2022

Tuesday 5<sup>th</sup> April 2022

Tuesday 24<sup>th</sup> May 2022

Tuesday 12<sup>th</sup> July 2022

The Chair declared the meeting closed at 9.20pm