

Brougham Street Nursery School Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: Tuesday 29th March 2022 at 6.00pm
Location: Brougham Street Nursery School

Present:

Michael Pettavel, Ian Turvey, Ann-Marie Merifield, Jonathan Carter, Jenny Dean, Daisy Cairns and Rachel Richardson

Clerk: Sallie Wareham

1. Opening:

Ian Turvey opened the meeting of the Brougham Street Nursery School Governing Body at 6.00pm on 29th March 2022

2. Apologies for Absence:

Heather Mason: Reason for absence consented

3. Declarations of interest:

None

4. Identification of confidential items:

Governors agreed to include part of item 8 in the confidential minutes file.

5. Identification of urgent items to be included:

None

6. Approval of Minutes from 15th February 2022:

The minutes of the meeting held on 15th February 2022 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:

Following recent adverts for L3 qualified staff, Learning Support staff and Nursery assistants, there have been several successful appointments.

The governing Body was pleased to note that a highly motivated and dedicated member of the team, who has been on long term supply shifts, has accepted a contracted post.

Governors are aware of the continuing work at strategic level within NYCC to provide the updated payscale document to schools. The lateness of last year's pay award and the increase in the National Minimum Wage has delayed this vital information. It is difficult for the nursery finance staff to brief governors adequately on the impact of rising staffing costs, when these costs are still unknown.

This is problematic for the governors as they are having to provide budget scrutiny based on an estimate. This has been feedback via the FMS team to the central team.

8. Finance

Rachael Richardson presented the monitoring report to governors in person and the likely financial position at the year-end was discussed. Whilst there is an encouraging revenue surplus, there is still an accrual to be made in the accounts for staff holiday provision, carried forward from the previous 2 financial years.

The key points to note were:

- There has been a higher than estimated number of funded places, giving rise to a £2,900 increase in funded income.
- Staff absence insurance has been paid, providing an additional receipt to the budget of £4,500
- SEN funding is currently £5,000 lower than estimated but there is a further payment still to be made during this financial year.
- Staffing costs were approximately £10,000 lower than the revised budget predicted. This is due to unfilled vacancies and low supply staff costs.

SFVS was approved during the previous meeting and has now been sent to the LA, together with all supporting documents.

Q. What is happening with energy costs in the education sector?

A. The Nursery is classed by suppliers as a business and the energy contract is purchased in bulk via NYCC. Businesses are not subject to the price cap that applies to domestic bills and governors should expect a 60% increase in the energy costs for the next year.

Q. Does the nursery pay rates?

Q. Yes. The nursery is currently seeking clarification on whether it would be prudent to ask the LA for a rate review. The FMS team are awaiting advice from the central team.

The governors considered a request to write off all debts that are over 12 months old, where children have left the setting and money remains outstanding. After discussion it was agreed that:

- I. The Headteacher could authorise the write-off of any debt after 12 months, where children have left the setting, which did not exceed £25.
- II. The headteacher in consultation with the chair or governors or vice chair, in the absence of the chair, could authorise the write-off of any debt after 12 months, where children have left the setting, which did not exceed £100.
- III. All amounts over £100 should be decided by the full governing body.
- IV. Write offs to be reported to governors once every term.

Governors agreed it would be helpful if a procedural document could be produced and circulated to formalise the steps to be taken by admin staff once childcare fees fall into arrears.

ACTION HEADTEACHER

The Nursery is still waiting for a quote for the stand alone cleaning and caretaking service. This item will be carried forward.

The final part of this agenda item has been recorded in the confidential minutes.

9. Headteachers Report:

Michael's written report on the Autumn term was received and noted.

A meeting will be held for governors to discuss the sustainability of the setting on 27th April 2022 at 6pm in the nursery.

Governors welcomed expenditure proposals for an outdoor learning space in the nursery school garden to replace the existing shed. The structure plus installation is expected to cost £4000 but with the rising costs of materials, governors committed up to £4500 for this purpose.

The website requires updating to ensure it remains compliant. Governors agreed to review individually and send Michael a list of items that they identify, for updating as soon as possible in school. **ACTION ALL**

10. Reports on Governor visits

Governors will visit during the Summer term with a focus on reading and language support. Dates to be agreed via email.

Jenny Dean has completed a Fire Safety visit and will take part in the whole school walk around in June.

Jenny has also accompanied children during 2 educational visits. Reports to be uploaded to TEAMS as soon as possible.

11. Premises, Health and Safety

There has been a successful fire evacuation practice.

Michael reported that school settings are no longer able to bulk order lateral flow tests for staff to routinely test for asymptomatic cases of Covid.

12. School Improvement Plan

Carry forward

13. Review Governor training and development

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

It was agreed that the Parent Governor vacancy would be advertised by the school office before the Easter holidays. **ACTION SCHOOL OFFICE**

Ian Turvey and Anne Marie Merifield have both attended the NYCC preparation for Ofsted training during March. Slides from this training are available on the TEAMS folder

14. Policies for Review:

The following policies were adopted:

Guidance on Annual Leave
Acceptable Use (of technology) policy
Code of Conduct (Disciplinary)
Resolving Issues at work

15. Any Other Business previously identified:

NONE

16. What has been covered that directly impacts on children?

- New outdoor learning space approved
- Understanding the changing needs of the children
- The development of Alison's role and her work accross the whole of the setting is positively impacting on children's learning.

17. Date for next meeting of Full Governing Body:

The proposed dates for forthcoming meetings are:

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Tuesday 24th May 2022 - 6pm at Nursery
Tuesday 5th July 2022 - 6pm at Nursery

The Chair declared the meeting closed at 8pm