

# Brougham Street Nursery School Governing Body

## Minutes of Meeting of the Full Governing Body

**Date and Time:** Tuesday 24<sup>th</sup> May 2022 at 6.00pm  
**Location:** Brougham Street Nursery School

### **Present:**

Michael Pettavel, Heather Mason, Ann-Marie Merifield, Jenny Dean, Daisy Cairns, Rachel Richardson (Bursar) and Alison Stewart (Class Teacher and Deputy Head)  
Jonathan Carter joined the meeting virtually at 7.30pm

Clerk: Sallie Wareham

### **1. Opening:**

Heather Mason opened the meeting of the Brougham Street Nursery School Governing Body at 6.00pm on 24<sup>th</sup> May 2022

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

Ian Turvey

### **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 29<sup>th</sup> March 2022:**

The minutes of the meeting held on 29<sup>th</sup> March 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:**

Michael confirmed that the Pupil Premium section of the website is now up to date.

### **8. Finance**

Rachael Richardson presented the outturn report to governors and the following key variances from the Start Budget were noted:

- £11.6k Net higher funded places/ Supplementary Funding offset by lower paid places.
- Lower SEN funding by £7k - actual dependant on final month funding.
- Absence insurance additional receipt variance by £2k
- £12k reduction in staffing costs estimated across Supply/Nursery and Childcare. Partly related to unfilled vacancies, lower additional hours and holiday pay accrual release including the period when opening hours were reduced.
- Savings on Premises £2k and training £1.7k

There is an encouraging revenue surplus balance brought forward from 2021/22, however this will all be required to balance the current year budget, which has a significant in-year deficit.

The Nursery has a capital surplus of £9,000. This can be spent on capital projects or IT equipment costing over £2000.

The outturn was approved by the governing body.

The 2022 Start Budget and 2 year forecast were received by the governing body.

The document is prepared on the basis of inclusion of estimated inflation rises on staff pay but not inflation on funding or private fee income. There are significant financial challenges facing the governing body and these were discussed at length. The following points were noted:

- 3 and 4 year old funding has increased by 16p an hour - 3.85%
- 2 year old funding has increased by 15p an hour – 2.8%
- Fees for Private places were increased by 4% from April 2022.
- Pay inflation is estimated at 3% on actual pay grades. This doesn't consider the increases on:
  - Number of teachers – now 2.44 FTE for a full year (1.1 Leadership pay grades)
  - Progression up pay scales
  - SEN pay allowances increasing with the number of children with SEN needing specialist support.
- The impact of the National insurance levy – nurseries do not receive the allocations awarded to primary and secondary schools
- Above normal inflation rates on Energy (60% plus), Food and PPE.

Governors discussed a number of measures that will need to be explored in greater detail in order to achieve a balanced budget in-year and in years 2 and 3:

- Review of staffing levels and to identify possible cost savings associated with the balance of childcare and school places, leadership and management and SEND
- Reduction in additional hours other than absence or holiday cover (15hpw included in the budget)
- Possible further increase on private place fees in September 2022.
- Lobbying on:
  - the lack of inflation on the Maintained Nursery Supplementary Funding of a Lump Sum of £32,170 plus £1.66 per hour for 15 hours per 3-4 funded child
- Some other LAs providing funding to 30 hours on the above supplementary funding per hour
- The new Supplementary Funding Grant from April 2022 to all schools to have a fairer allocation to Maintained Nurseries. The latter get a flat rate of £24 per pupil with the funding for schools considerably higher. Schools are deemed to need funding beyond that needed to cover the Health & Social Care Levy (Employer's NI increase) to cover "wider costs".

The sustainability committee will meet to discuss these pressures and make recommendations to the full governing body during the second half of the summer term. Rachel Richardson (School Bursar will be invited to support these meetings).

Governors agreed to invite representatives from the Local Authority to meet with Headteachers and chairs of governors from all 3 maintained Nursery Schools within North Yorkshire to raise concerns of financial sustainability. Michael will endeavour to set this meeting up before the end of term.

**ACTION HEADTEACHER**

Governors agreed to review fees during the July meeting and any changes communicated to parents before the end of term.

**ACTION CLERK**

With discussions concluded, the Start Budget and 2 & 3 year estimates were approved by the governing body.

Rachel Richardson has been working with school administration staff to establish new internal control measures for the ordering and receiving of goods to the Nursery. This was a recommendation on the SFVS document.

**ACTION HEADTEACHER**

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

Michael's written report on the Spring term will follow in the July meeting.

Alison Stewart, Deputy Head, presented to the governors her report on the EYFS statutory framework. It focuses on a skills-based curriculum with a desire to reduce unnecessary paperwork and encourage staff to spend maximum time engaging with children.

**Q. Has this new Framework achieved its objectives of cutting down paperwork?**

A. Yes, at BSNS the system is online and has replaced all unnecessary paperwork. The paperwork that the staff do undertake is relevant and specific.

**Q. Do staff get time to complete paperwork?**

A. Yes, all nursery class staff get weekly PPA time allocated.

**Q. If there is less data, are you able to compare groups of children eg. Pupil Premium data?**

A. The system to sort groups and extract data is under development. With small numbers of children it is not simply necessary to view a group as a whole but to consider the outcomes for a particular child instead. It is possible to sort the children according to particular areas (such as FSM / Pupil Premium / EoL etc). As the numbers are often quite small – around 20 children in a particular group, these can be looked at explicitly as the family / social circumstances can be markedly different in smaller groups of children.

**Q. What are the next steps?**

A. For the whole school to benefit from the software and approach by rolling it out across the setting.

Governors thanked Alison for her inspiring presentation.

The Nursery has been shortlisted as TES Early Years setting of the year. A group of staff and governors will go to London on 17<sup>th</sup> June to attend the awards ceremony.

Amanda Newbould (Assistant Director of Education for NYCC) visited the nursery and has written to staff and governors to say how impressed she was with the setting.

### **10. Reports on Governor visits**

Jenny Dean has uploaded her report on Health and Safety to TEAMS.

Jenny is booked to visit again in June for a H&S walkaround.

Anne Marie completed a visit on 5<sup>th</sup> May with a school development focus.

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

The new shed has been delayed due to illness and an update on the delivery and installation will be available during the July meeting.

**ACTION HEADTEACHER**

The Covid risk assessment no longer requires the wearing of face masks within the building.

## **12. School Improvement Plan**

Elain Broadbent, School Improvement Partner will attend the July governors meeting to provide support and advice to the governing body about Ofsted inspections and what to expect.

## **13. Review Governor training and development**

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

There was one applicant for the recently advertised Parent Governor vacancy and this parent will be invited to the July meeting to have their membership on the governing body ratified.

Michael has identified a suitable co-opted governor and they will be invited to the July meeting in order that governors can vote on the co-option.

Heather Mason has decided not to stand for re-election to the governing body. Her term of office will expire naturally at the end of May, leaving a vacancy for an LA governor and a chairman.

Governors decided not to elect a new chair immediately as not all governors were present and each member wanted time to consider if they would be willing to stand. A meeting to elect a chair will be convened via TEAMS on 7<sup>th</sup> June at 12.30pm.

The governing body appointed Anne Marie Merifield as SEN governor until the start of the next academic year, when all roles can be reviewed and appointed as required.

## **14. Policies for Review:**

Management of childcare fee arrears policy carried forward to next meeting

## **15. Any Other Business previously identified:**

None

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

- Governors have a full understanding of the impact of assessment on children's progress.
- Governors are able to see the link between formative and summative assessment and planning both individually and for groups of children
- Governors are aware of the types and range of learning experiences planned for children
- Governors have a clear understanding of the financial challenges facing the nursery and are fully committed in meeting these

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

The proposed dates for forthcoming meetings are:

Tuesday 7<sup>th</sup> June at 12.30pm via TEAMS

Tuesday 5<sup>th</sup> July 2022 - 6pm at Nursery

The Chair declared the meeting closed at 8.25pm