

Brougham Street Nursery School Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: Tuesday 4th October 2022 at 6.00pm
Location: BSNS

Present:

Michael Pettavel, Alison Stewart, Katherine Sandercock, Daisy Cairns, Charlotte Robson and Rachel Richardson (FMS team)

Clerk: Sallie Wareham

1. Opening:

Katherine Sandercock opened the meeting of the Brougham Street Nursery School Governing Body at 6.00pm on 4th October 2022

2. Apologies for Absence:

Jonathan Carter, Ian Turvey, Ann-Marie Merifield and Jennifer Dean.

3. Declarations of interest:

None

4. Identification of confidential items:

Update from Headteacher on the outcome of the selection committee and restructure arrangements.

5. Identification of urgent items to be included:

The Clerk identified that the matter of staff discounts had been omitted from the agenda and the Chair agreed to include it for discussion during item 8.

Michael requested that he provide an update on the outcome of the selection committee and restructure arrangements. Chair agreed to include it for discussion during item 8 and record the summary in the confidential minutes file.

6. Approval of Minutes from 7th September 2022:

The minutes of the meeting held on 7th September 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:

None

8. Budget Monitoring and Sustainability:

A comprehensive line by line budget monitoring report was provided to Governors before the meeting for scrutiny.

There were some notable observations from the budget monitoring that the Governors were asked to consider.

- Higher than estimated staff costs due to the pay award for non-teaching staff. Whilst this is still not approved, NYCC have put into payment the proposal of £1925 increase on all paypoints.
- NJC are anticipating a further 10% award in April 2023 and FMS staff have been instructed to prepare and budget for this amount.
- Outsourced services which the nursery uses, such as cleaning and catering are subject to the same staff pay inflation and will likely increase by at least 10%.
- Teaching Unions have rejected the 5% pay offer and this is likely to be the minimum increase for budgeting purposes.
- Rising costs of food, consumables.
- Energy charges have risen sharply since the budget was set and these updated estimates will now need to be included in the revised budget.

Governors considered the three year budget forecast, which is showing considerable shortfall in all years. There are several mitigating circumstances which may impact positively on the overall viability of the nursery in the current and coming 2 years.

- The income predictions have not included a fee increases or any increase in the funding rate. There will inevitably be an uplift in income when actuals are reported.
- There is an ongoing consultation on funding rates, which would increase the hourly rate received per child.

Governors understand the gravity of the financial situation and are not relying on these measures alone to balance the budget. There will need to be extensive cost savings and a series of strategies adopted to demonstrate to the LA that governors are doing everything possible to balance the budget. With this in mind, a sustainability working group meeting will be held as soon as possible to further this discussion.

ACTION ALL GOVERNORS

Those present considered an increase in childcare fees. Governors are mindful that the fee increase must **at least** cover the staff costs increase. It was agreed that the full governing body should be consulted on the decision and Michael will provide notes and the suggested proposal of 12% (from 1st January 2023) and ask for a vote via TEAMS. This decision will be ratified during the next meeting of the governing body.

It was further agreed that the decision would be made by 14th October and a letter will be sent to families by half term.

ACTION HEADTEACHER

Parents will be informed that there will be another fee review during the summer term and an increase made from 1st September 2023.

Due to the sensitive nature of the communication to parents, these minutes will not be published until after the decision is made and the letter sent.

Q. Could other income streams be considered, such as lettings?

A. The sustainability working group could explore this, however staffing and caretaking costs need to be carefully considered before making any recommendations.

Q. If fees are increased, might children leave and create spaces that remain empty, causing a loss of income overall?

A. Experience from previous fee increases would indicate that children are not likely to leave. If anything, the current National financial climate would suggest that private nurseries might close due to financial pressures. If there are fewer nursery settings, there is greater justification for BSNS to remain viable.

With discussions concluded, governors asked the bursar to update the budget documents with the agreed revisions in readiness for consideration for approval at the next meeting.

The revised budget must be sent to NYCC by the deadline of 31.12.2022

ACTION RACHEL RICHARDSON

Governors considered the staff discount available and agreed to maintain it at current levels for a further 12 months.

The bursar reported that following the findings of the SFVS report, the nursery is continuing to improve the process of ordering resources. Orders are all carried out by designated office staff on a certain day of the week.

9. Preparation for Ofsted

Due to a diary clash, Elaine Broadbent has agreed to support governors with training on 15th November instead of joining this meeting.

10. Governor Compliance

Charlotte Robson signed the following declarations: NGA Code of Conduct and declaration of business interests. She confirmed a nil return for the gifts and hospitalities disclosure.

Follow up with Jonathon Carter during the November meeting.

11. Headteachers Report

A written report was shared with governors ahead of the meeting.

Q. What is CPOMS and how do you use it to safeguard children?

A. The whole nursery team is using online software to record and monitor safeguarding concerns. The package is used widely across the education sector and replaces paper records. The main advantage is that trends and patterns can be easily identified by safeguarding leaders and timely support offered to families. When necessary, referrals are made to early help and children's social care. The system is used to record all concerns and any injuries that happen outside of nursery. Every entry is sent as an alert to the DSL in order that concerns are reviewed and swift action is taken.

Q. Please explain more about the Localities Hub project.

A. The staff team has become aware that in Skipton all universal services to support parents with young children have ceased. Only statutory medical and targeted services remain. The nursery made a bid to the Localities Hub for funding to run a parent and child drop in session each week in the children's centre and a similar session elsewhere in Craven every other week. The aim of the drop in session is to speak to parents and answer questions, signpost to other services if necessary and to lessen the impact Covid has had on "lockdown babies", who might struggle socially and with language development.

The funding was approved for this financial year only and the nursery will re-apply to run the service for the following year.

Q. What is Pupil Premium? How is it used to improve outcomes for children who receive it?

A. Early years pupil premium is an amount of money paid once a year by the LA to support vulnerable children. It is paid to the setting in addition to the standard funding and it is intended to improve learning opportunities for disadvantaged pupils. Qualification for the payment is determined by parental income. The current rate for EYPP is £342 per eligible pupil. The amount is so small that it is insufficient to fund a project or a staff member. The money is put to good use to provide additional sessions to children during the school holidays and often combined together to part cover a learning support assistant or to fund enhanced provision such as forest school.

12. Safeguarding

There were no safeguarding updates.

The School improvement officer will visit this term with a focus on safeguarding. Jonathan Carter, the safeguarding governor will join the visit.

13. Premises, Health and Safety

The new outdoor learning cabin has been installed, known affectionately as the Elizabeth Room.

Quotes are being sought for replacement decking in the nursery garden.

HANDS team will visit during October. Jenny Dean, the H&S governor will join the visit.

14. Review Governor training and development

There is one vacancy for an LA governor.

Katherine Sandercock is booked on to the New Governor induction training this term.

15. Policies for Review:

The following policies were reviewed and adopted:

- Budget Management
- Staff Pay policy
- Charging and Remission Policy
- Intimate Care Policy
- General complaints policy (including leaflet) and how to deal with persistent complainants
- Keeping children Safe in Education (Child Protection)

It was noted that the Charging policy will need to be updated and republished once the new fee structure has been given final approval.

16. Effectiveness of meeting: What impact has this meeting had on the staff and pupils at our Nursery?

- Governors feel confident that decisions made about the budget will ensure a quality learning environment.
- Governors are reassured that Safeguarding is effective at this school.

17. Any Other Business previously identified:

None

18. Date for next meeting of Full Governing Body:

The proposed dates for forthcoming meetings are:

Tuesday 29th November – 6pm at Nursery

Tuesday 21st February 2023 – 6pm at Nursery

Tuesday 18th April 2023 - 6pm at Nursery

Tuesday 6th June 2023 - 6pm at Nursery

Tuesday 11th July 2023 - 6pm at Nursery

The Chair declared the meeting closed at 8.23pm