

# Brougham Street Nursery School Governing Body

## Minutes of Meeting of the Full Governing Body

**Date and Time:** Wednesday 7th September 2022 at 6.00pm  
**Location:** Brougham Street Nursery School

### **Present:**

Ian Turvey, Michael Pettavel, Daisy Cairns, Jennifer Dean, Alison Stewart, Katherine Sandercock and Ann-Marie Merifield

Clerk: Sallie Lloyd

### **1. Opening:**

Ian Turvey opened the meeting of the Brougham Street Nursery School Governing Body at 6.00pm on 7th September 2022.

Governors welcomed Alison Stewart, co-head to the meeting, following her successful appointment to the role.

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

Charlotte Robson and Jonathan Carter

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

None

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

Governors agreed to include items 7 and 11 in the confidential minutes file.

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

Michael requested that he provide a finance update to governors. The Chair agreed to include this item in agenda point 11 and record in the confidential minutes.

Michael informed the governing body that he wished to share details relating to the Nursery Class admissions. The Chair agreed to include this in agenda point 11 and record in the confidential minutes.

### **6. Approval of Minutes from 5th July 2022:**

The minutes of the meeting held on 5th July 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:**

This agenda item has been recorded in the confidential minutes.

### **8. Governor Compliance**

- NGA Code of Conduct re-issued to all Governors in advance of the meeting and accepted by all present. Clerk to follow up with absent members and report back at next meeting.
- Standing Orders including scheme of delegation to Headteacher were adopted in 2020 and there are no material changes to the document this Autumn. Governors appointed Charlotte Robson to the HT performance management committee to replace Heather Mason. The other committee member remain as Jonathan Carter and Anne-Marie Merifield.

- It was agreed that Ruth Mason would be employed, if available, to support the governors with the HT performance management. **ACTION HEADTEACHER**
- Declaration of business and personal interests were made by all governors present at the meeting. Clerk to follow up with absent members and report back at next meeting.
- Annual declaration of gifts and hospitality for year 2021/22 was made in person by those present and remotely by absent members. The Chair has recorded a return for the file including one small gift given to a staff member by a parent as a leaving gift.
- Governor monitoring schedule discussed and visits booked for Health and Safety and governor induction. Ian Turvey to meet finance officers during the Autumn term.
- The Complaints committee membership will consist of Jenny Dean, Katherine Sandercock and Anne-Marie Merifield.
- Governors were issued electronically with the volunteer Privacy notice for the nursery.
- It was agreed that Jenny Dean would continue as the named Health and Safety governor; Jonathan Carter would continue as the named Safeguarding governor; Anne-Marie Merifield would continue as the named SEN governor. It was further agreed that for governor development and succession planning it would be useful for other governors to shadow these roles. This will be carried forward to the next meeting.

## 9. Review Governor training and development

There is 1 Current vacancy for an LA governor on the Governing body. It was agreed that Ian Turvey would put himself forward for consideration. The clerk was asked to send the relevant application process to Michael. **ACTION CLERK**

A programme of governor training courses for the Autumn term was provided to governors. The booking process via the school office was confirmed for new governors.

## 10. Policies for Review:

The following policies were discussed but the formal approval to be carried forward to the next meeting:

- 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)

All policies are available to governors on the shared TEAMS folder A comprehensive list of statutory policies can be found on the DfE website.

## 11. Any Other Business:

This agenda item has been recorded in the confidential minutes.

## 12. Date for next meeting of Full Governing Body:

The dates for forthcoming meetings are:

Tuesday 4<sup>th</sup> October – 6pm at Nursery

Tuesday 29<sup>th</sup> November – 6pm at Nursery

Tuesday 21<sup>st</sup> February 2023 – 6pm at Nursery

Tuesday 18<sup>th</sup> April 2023 - 6pm at Nursery

Tuesday 6<sup>th</sup> June 2023 - 6pm at Nursery

Tuesday 11<sup>th</sup> July 2023 - 6pm at Nursery

The Chair declared the meeting closed at 7.25pm

