

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 06/17

BOROUGHBRIDGE PRIMARY SCHOOL AND NURSERY
FULL GOVERNING BOARD

SUMMARY MINUTES
Meeting held at Boroughbridge Primary School.

21st June 2017

CORE FUNCTIONS OF A GOVERNING BOARD:

- Ensuring Clarity of vision , ethos and strategic direction
- Holding the Headteacher to account for educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent

ISSUES RAISED BY GOVERNORS ARE DETAILED IN BOLD

(1) **Present :-**

C. Brocklesby, J. Charlesworth, C. Fenny (Joint Chairman), S. Godley, S. Hodgson, J. Wade and R. Young.

In Attendance :-

S. Loach - Clerk
A. Scott – Deputy Head
C. Jenkinson - Teacher

(2) **Apologies**

Apologies for absence were submitted, and accepted, from M. Kelly (Joint Chairman), G. Lee (Head) and R. Simpson (Associate Governor).

(3) **Confidentiality**

The discussion in relation to the MAT would be considered as a confidential item.

(4) **Declarations of Interest**

There were no declarations of interest.

(5) **Urgent Business**

None was identified.

(6) **Minutes**





.....Chairman

11/7/17.....Date

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 06/17

RESOLVED that the minutes of the FGB Meeting held on 10th May 2017 were taken as read, and signed by the Chairman as a correct record.

(7) **Actions from Last Meeting**

Review SDP Plans – details were provided at the previous meeting and there had been no significant changes since then.

MAT – a confidential discussion on the implications for the school would be undertaken later in the meeting.

Car parking Problems outside the school

Zig-Zag restrictions were to be provided along the whole frontage on the road outside school, with double yellow lines in place to prevent parking on either side. Communication with parents would need to encourage them to walk their children to school, where possible, as parking in the area would be very limited. It was noted that the staff car park would not be opened up for parents use because of safeguarding issues.

It was also noted that Stepping Stones only had one allocated space in the staff car park and this arrangement would continue, therefore, **there would be no additional parking provided for their staff and service users. It was considered that it was the responsibility of the Highways Authority to inform Stepping Stones of the new parking restrictions that would be in place at the front of the school. It was felt that dropping off for Stepping Stones should not be a major issue as their main times differed to those of the school.**

RESOLVED that the restrictions be welcomed and the car parking arrangements, as detailed, be adopted.

Data – Data Governors Julia Charlesworth and Rachel Simpson would meet with the Head and Assistant Head to consider the best use of data created through the new tracking system, prior to the next meeting and provide feedback at that meeting.

Lottery Bid – The old swimming pool had now been removed and plans for the development of the area, as reported at the previous meeting, were to be submitted on Wednesday 28th June, and these would then be shared with the School Council for discussion. The Pool had been removed by Grounds Maintenance staff and there were no utility connections in place. Further details on the progress of this initiative would be submitted to subsequent meetings.

It was noted that £3.5k had been provided for a gazebo, however, following recent trespass and vandalism incidents it was not thought that this would be a viable idea, as it would be likely to attract those problems. It was suggested that the funding would be better utilised in upgrading the boys' toilets as that was becoming essential.

Issues relating to one recent vandalism incident were discussed and it was noted that the police were not going to investigate the matter, however, a crime number had been provided to enable an insurance claim to be submitted. Improvements to CCTV were being considered and **it was noted that Boroughbridge Town Council were also considering improvements to CCTV in the town**

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 06/17

and the possibility of a joint initiative, in respect of this, could be investigated. Rob Young agreed to co-ordinate this.

(8) **MAT**

A confidential discussion on the implications for the school was undertaken later in the meeting.

(9) **Finance**

Start Budget 2017/18

A revised budget sheet was circulated that indicated a carry forward to 2018/19 of -£6637, which was a variance of -£10359.

It had been noted that the previous budget statement had not included the salary of Tara O'Neil, the MSA. The budget also included the 0.5 teaching post, which had yet to be appointed to. It was noted that the initial interview process had not identified a suitable candidate, but further interviews were due to take place shortly.

An update was provided in relation to the position of Stepping Stones continued presence on school grounds. It was noted that, following legal clarification, the school could not currently ask them to vacate the premises nor could the rent be changed. In terms of the school opening its own After School care facilities it was stated that Governors needed to develop a plan to move forward. **The issue of liability should a Stepping Stones' child be injured while on school grounds, and Governors emphasised that the issue had to be resolved.**

Governors considered this an opportune part of the meeting to discuss the school's development of an After School Club, and the following issues were discussed in respect of that:-

- A questionnaire relating to the provision had not yet gone out to parents, as this had yet to be finalised.
- **It was suggested that the circulation, and return, of the questionnaire, was undertaken within a very tight deadline, to ensure that, if the response indicated that this was required, it could be in place for the beginning of the new school year, with advertising of the new facilities in place before the end of the summer term. An advert was ready to be published.**
- **It was stated that the After School Club would need to offer a degree of flexibility to parents to ensure that it met their needs appropriately.**
- The facility would require NVQ level 3 staff to operate, with two staff for every 30 children.
- It was noted that the school's Breakfast Club was becoming more and more popular with increasing numbers of children now attending.

RESOLVED that the questionnaire be circulated to parents as soon as possible, with a view to advertising the After School Club facilities before school breaks up for the summer, and these being in place from the beginning of the new school year.

Governors continued with their discussion of finance issues.

Reducing Costs

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 06/17

A discussion took place regarding the potential for further reducing costs within school and the following issues and points were outlined:-

- It was noted that, currently, the costs associated with providing supply cover for trips, sporting events, etc. were not built into the charges made to parents in respect of their children taking part in these and consideration was being given to adding that element in.
- The number of trips and visits was fairly substantial and the potential for making these more focussed, but fewer, was being explored. This would reduce the amount of supply costs and would also reduce the amount of time that Admin Staff spent chasing unpaid fees in relation to these. This would also provide additional time for Admin Staff to consider where potential savings could be made in terms of purchasing and contracts.
- **Issues around contributions for trips, visits, sporting events, etc., from parents, were discussed. It was noted that, for swimming in particular, the contributions were not matching the cost of the provision. Various ways of addressing the situation had been considered but it was noted that, as swimming was part of the curriculum, payments could not be made compulsory.** All options were currently being considered as to how to address this issue, and further details would be shared with Governors in due course. A number of suggestions were submitted by Governors and these would be explored.
- Details of the apprenticeship levy were outlined, and it was noted that this was taken, at source, from all schools to pay for the training costs of apprentices in schools.
- Details of the additional 0.5 teaching position, and how this fitted into the current staffing structure following recent staffing changes, were provided.

RESOLVED that the report be noted, and the updated budget for 2017/18, as detailed, be adopted

(10) **School Improvement – Headteacher’s Report**

This had been circulated prior to the meeting and was presented by the Assistant Head.

Progress on SDP

Details were provided at the previous meeting.

Pupil Achievement and Progress Data

A meeting had been arranged between relevant Data Governors and the Head and Assistant Head to develop an appropriate strategy in respect of the use of data, using the new system.

Complaints

There had been one complaint which had been concluded satisfactorily through the Head.

Bullying Incidents/Racist Incidents

There had been none reported.

Attendance

In line with previous requests from Governors attendance had been broken down into various groups to allow comparisons to be undertaken. In particular, attendance in relation to Pupil Premium pupils was outlined, and the following issues were raised:-

- Pupil Premium attendance for 2016/17 (to date) had been 94.5% in comparison to the whole school figure of 96.3%
- Pupil Premium attendance was broken down into termly figures – Autumn – 95%, Spring – 94.4%, Summer (to date) – 91%
- It was noted that the attendance figures were above the national average, and were much higher than those identified at the recent OFSTED inspection, due to an anomaly in the figures which was subsequently identified. The school continued to try and improve the attendance of Pupil Premium children.
- Details of how the attendance of a small number of children, the effect on the figures, the reasons behind those absences and how they were being addressed, were outlined.
- The attendance figures for 2015/16 for Pupil Premium children had been higher (98.9%) but it was noted that the children within the group differed to last year and had different issues.
- Attendance figures for the Pupil Premium children, for the school year, to date, were broken down into the respective year groups as follows: Year 1 – 97.1%; Year 2 – 96.53%; Year 3 – 97.3%; Year 4 – 88%; Year 5 – 93.7%; Year 6 – 98.8%
- Figures would be updated at the conclusion of the school year.

The Joint Chairman outlined the action points that emerged from the previously reported External Review of Governance for the Governing Board, highlighting the action points that resulted, and how these had been addressed:-

Pupil Premium

A report was circulated prior to the Meeting and the school's Pupil Premium lead, Cassie Jenkinson, provided the following details in relation to that:-

The Homework Club was well attended, with around 20 children regularly attending, and 25% of those being Pupil Premium children. This was encouraging those children to complete their homework, which was not always the case previously, which, in turn, improved their self-esteem.

The Breakfast Club utilises Pupil Premium funding (around £3k) but this has a high attendance by Pupil Premium children, ensures their attendance and provides a relaxed atmosphere to ensure they are calmer when coming into school. Consideration was being given to how to track this better in terms of the funding relating to improved attendance.

In relation to closing the gap in interaction and communication throughout EYFS and KS1 additional support was in place, through 2 ATAs, who were trained to lead on programmes (ECAT and EKLAN), with Pupil Premium funding used, in part, to fund these posts. The interventions are helping to improve speech and language skills and it was noted that data showed that there had been a 50% increase in the Pupil Premium children achieving age related expectations in English skills as a result.

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 06/17

Issues around Pupil Premium being able to talk about their feelings in a controlled way, assisting to raise their resilience and self-esteem were outlined. It was noted that those children, in particular, were affected by this, and particular issues in Year 5 were highlighted, with work involving EMS, SEND experts and the Healthy Child Team assisting in addressing this. It was noted that the interventions were having a positive effect on the Pupil Premium children

In relation to Pupil Premium children closing the gap on their peers in the core subjects, it was noted that this was continually tracked through the data produced, with interventions put in place where appropriate and extra support sourced. Pupil Premium funding was targeted at this to assist with the provision of the support and additional funding, from the LA, had been the subject of a bid from the school, the result of which was awaited. Details of how the interventions had improved performance for those pupils were highlighted as follows:-

- Reading – Pupil Premium pupils achieving age related expectations – 2015/16 – 24% - 2016/17 – 50%
- Writing – Pupil Premium pupils achieving age related expectations – 2015/16 – 38% - 2016/17 – 50%
- Maths – Pupil Premium pupils achieving age related expectations – 2015/16 – 56% - 2016/17 – 56% - This remained well ahead of the national average

The various interventions and strategies were having a significant impact on attainment and the benefits of the work done with these pupils over the previous 3 years was beginning to be reflected.

Pupil Premium children were being provided with access to school trips and out of school experiences which had great benefits for those children. Details of access to Gym Club and the additional Gym Club in Harrogate were outlined. It was noted that £5k of Pupil Premium funding was dedicated to this, but the benefits from boosting confidence and independence skills warranted this.

Details of the Pupil Premium funding that had been required to support a high needs pupil were provided, with 1-1 support, off the premises, being given.

The school had a large proportion of Pupil Premium children, 27 from a roll of 186, which generates funding of £41.3k. It was expected that funding levels would fall to around £30k next year due to a fall in the number of Pupil Premium children in school.

The issue of parents not applying for FSM and the impact that had on Pupil Premium funding, due to the universal FSM policy currently in place, was discussed. It was noted that efforts continued to try and encourage eligible parents to apply but success was limited due to there still being a stigma associated with this. It was suggested that consideration be given to some kind of incentive being introduced in relation to such applications.

Sports Premium

An update would be provided at the next meeting.

HR/Staffing


.....Chairman
11/7/17.....Date

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 06/17

There were no issues to update at this meeting.

EDA Report

There had been no visit from the EDA this term, probably due to the close proximity of the recent OFSTED inspection. The Assistant Head stated that she would find out when the next visit was to take place and inform Governors accordingly.

The following issues and questions were raised by Governors were raised in relation to the report:-

In terms of teaching and learning and assessment what evidence was there that the tracking system is robust? The Assistant Head responded outlining how data was checked against national figures, area figures and those of the cluster schools. External moderation took place for Year 6 children and there were dedicated moderators among the staff who assisted in identifying and addressing any areas of concern. Governors also assisted with the monitoring and checking of data and it was again noted that a meeting was to take place between relevant Governors and the Head/Assistant Head in respect of the best way of using the data.

Had the performance management of TAs been introduced, and, if so, what impact was this having? Although this had not yet been introduced the details outlined above, in relation to Pupil Premium, emphasised the positive impact that TAs were having in school.

Had details from the Pupil Voice surveys been evaluated and published? No – this had yet to be completed.

EYFS – impact of 30 hours free for working parents – The Assistant Head stated that impacts could be seen in terms of speech and language development for some of the more vulnerable children, however, this was likely to lead to a widening of the gap between those children that were entitled to this and those that were not. She emphasised that this was working well for those children who were eligible for this.

School Council – meetings and development – It was noted that there had been several meetings, however, the link Governor had not been aware of these and it was stated that a more effective two-way communication was required. The School Council minutes were available on the school's website. Issues discussed recently included:-

- The Lottery project
- The Pupil Voice survey
- Support for charities – support for the children involved in recent terrorist attacks had been considered and contributions to Manchester Children's Hospital had been agreed. The "Send My Friend to School" initiative was also being supported which provides access to education for children who did not automatically receive that.

It was noted that the link Governor would work with the School Council in relation to the results of the Pupil Voice survey.

Progress on music provision – In School and After School Club – It was noted that, in school, this was going from strength to strength, with the dedicated music teacher, Mrs Roberts, having a

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 06/17

significant impact on how music was taught to the children, and the development of their interest in relation to that. It was noted that her teaching also provided valuable CPD for the other teachers. Details of Year 5's recent involvement in the musical production of Noah at Kirk Hammerton School were provided. In relation to the After School Club, it was noted that this had not developed as anticipated, with numbers attending dropping significantly since it was introduced. **In respect of this it was suggested that invitations to attend the After School Club should be extended to the cluster schools as this was likely to boost numbers attending, and would offset the small subsidy in place for this provision.**

RESOLVED:-

- (i) That the attendance data be welcomed;
- (ii) That the Pupil Premium strategy and details of how that is being implemented be welcomed and noted;
- (iii) That further consideration be given as to how to incentivise applications for free school meals;
- (iv) That consideration be given to extending the After School Music Club to the cluster schools; and
- (v) That the issues raised in the report be noted, and any action identified be undertaken accordingly.

(12) **Ceiling Repairs**

The Assistant Head outlined an additional item in relation to the ceiling repairs that were to take place, in the KS2 area of the school, during the summer holidays, and the difficulties faced in clearing the classrooms to carry the repairs out. The following issues were highlighted:-

- MASS would pay for the repairs and decoration
- The main issue related to the movement and storage of furniture and resources, particularly as the repairs would commence on the first Monday following the school closing for the summer.
- All five KS2 classrooms and a number of ancillary rooms would need to be emptied. It was noted that storage was also potentially difficult as the most appropriate storage space, the Gym, was due to have its flooring revamped at the same time.
- In respect of storage space it was suggested that the repairs to the gym floor should be put off until the first half-term of the new school year, allowing sufficient space to be created.
- The issue of moving everything was still a significant factor, however, and it was noted that staff would be unable to do this. In response it was suggested that volunteers be sought to move the resources and furniture over the week-end before the work commences and the workforce carrying out the repairs be approached to determine whether they would also assist with this. It was also considered appropriate that quotes be obtained from removal firms for carrying this out, should the first suggestions not prove to be appropriate.

RESOLVED that the issues raised be noted and volunteers be sought to move the resources and furniture over the week-end before the work commences, the workforce carrying out the repairs be approached to determine whether they would also assist with this, and quotes be obtained from removal firms for carrying this out.

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 06/17

(13) **Governor Monitoring/Link**

Link Reports

None were available to report to this meeting.

Review of SDP priorities

Details had been discussed, extensively, earlier in the meeting

Governing Board Action Plan

This remained under review.

Safeguarding / Health and Safety

The issue regarding the trespass and damage incidents had been reported earlier in the meeting.

RESOLVED that the reports be noted.

(14) **Other Governor Issues**

Non-Link Governor Visits

Details of a school trip involving C. Brocklesby, M. Kelly and R. Young would be reported to a subsequent meeting.

CPD

The Pupil Premium training for Governors was taking place on 29th June at the school, between 5 and 7pm, with Governors from other invited schools also attending.

It was noted that the review returns from Governors would be required prior to the next meeting so that these could be analysed and evaluated.

RESOLVED that the issues highlighted be noted.

(15) **Other Business**

None to report.

(19) **Meeting Dates**

RESOLVED that the next meeting of the Governing Board would be held on Tuesday 11th July 2017 at 5.30pm

IMPACT OF THE MEETING ON PUPIL ACHEIVEMENT

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 06/17

The Meeting included detailed discussion on:-

- Data – the processing of that and how it was used
- The development of an outdoor area
- Pupil Premium Strategy – how this was benefitting Pupil Premium children
- The development of in-house After School facilities
- The employment of 0.5 of a teaching post and the staff structure
- Further discussion on joining a MAT

ACTIONS ARISING FROM THIS MEETING

That a questionnaire be circulated to parents as soon as possible, with a view to advertising the After School Club facilities before school breaks up for the summer, and these being in place from the beginning of the new school year.

That the possibility of a joint initiative with Boroughbridge Town Council, in respect of CCTV provision be investigated

That further consideration be given as to how to incentivise applications for free school meals.

That consideration be given to extending the After School Music Club to the cluster schools.

That in relation to the ceiling repairs, volunteers be sought to move the resources and furniture over the week-end before the work commences, the workforce carrying out the repairs be approached to determine whether they would also assist with this, and quotes be obtained from removal firms for carrying this out.

That Governors return their various review documents prior to the meeting on 11th July.





.....Chairman

11/7/17.....Date