

**Boroughbridge Primary School Governing Body – Full Governing Body**  
**MINUTE NO. 04/15**

**BOROUGHBRIDGE PRIMARY SCHOOL & NURSERY GOVERNING BODY**  
**FULL GOVERNING BODY**

Meeting held at Boroughbridge Primary School & Nursery

14<sup>th</sup> April 2015

1. **Present:-**

M.Kelly (Chairman), C. Brocklesby, P. Brown, J. Charlesworth, C. Fenny,  
S.Hodgson, C.Jenkinson, G. Lee, A. Rhodes A. Scott, L. Nowak

**In Attendance:-**

Alison Scott, Deputy Head  
Laura Nowak, Senior Leadership Team

Taking Minutes – H. Astbury (and in capacity as School Business Manager)  
taking the minutes in the absence of the Clerk but was not acting as Clerk.  
The NYCC Clerking Service was unable to supply a Clerk during our Clerk's  
sick leave.

2. **Apologies:-**

Apologies were received and accepted from R. Young.

3. **Complaints Policy Training**

M.K presented training on the Complaints Policy. NYCC and Department for  
Education have updated their models this year. School has adopted NYCC  
policy. This Policy replaces the previous one on the school website. MK to  
inform parents / Carers via Parent Pay. HA to place poster on Parents / Carers  
notice board. Head to co-ordinate staff training to ensure all staff trained by  
the end of this term.

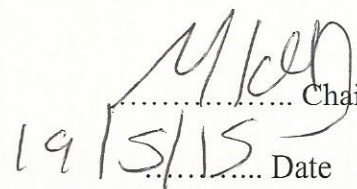
Two Folders containing: Full Policy information, Complainants Leaflet,  
Procedure Information for Governors & Staff (including template letters), DfE  
Toolkit and Complaint Scenarios were to be kept in Admin Office and SLT  
Office. A laminated Flowchart is to be placed in Admin Office, Staff Room &  
SLT Office.

M.K suggested that the school should instigate a complaints policy for pupils,  
perhaps utilising School Council. SLT lead by LN (School Council lead)  
should review this.

L. Nowak left the meeting after the training.

4. **Declarations of Interest**

None received.

  
..... Chairman  
19/5/15 ..... Date

## 5. Confidentiality

Any items considered to be confidential would be the subject of a separate, confidential minute.

## 6. Urgent Business

There was no urgent business to be highlighted at the meeting but an update since the last meeting would be reported at item 10.

## 7. Minutes

**RESOLVED** that the minutes of the Meeting held on 10<sup>th</sup> March were taken as read, and signed by the Chairmen (C. Brocklesby) as a correct record.

## 8. Review of Policies

The following polices have been reviewed:

Governor Monitoring – Link Visit Policy

Governor School Visits Policy (Non-Monitoring / Link Visits)

These have been updated to reflect:

- Governors Monitoring of all their three core functions
- That not all Governors Visits are formal / monitoring visits but are still important to record.

MK to send an E Copy to all Governors and put hard copies of report forms with Governor Sign in sheets kept in admin Office. MK reminded Governors that they are required to carry out one formal monitoring visit per term.

## 9. Update from Governors SIN Meeting

### Governors' Annual Statement

M.K advised that Governing Bodies are now required to publish this at the end of the academic year instead of the Governors' Annual Report. A template was given to all Governors

## 10. Update since last Meeting


### (i) Staffing Structure for 2015/16

Due to a teacher resignation, projected pupil numbers and pupil with assigned TA leaving, the staffing structure needs to be reviewed.

**Governing Body Agreed that** M.K and C.B to meet with Head and Deputy the next day to plan requirements / review and plan new staffing Structure.

### (ii) Specialist Leaders in Education

Head advised that the school could put forward members of staff for these. Thought would be given to this.

  
..... Chairman  
19/5/15 ..... Date



**(iii) School Website**

J.C asked what would happen if there were problems with this. H.Astbury advised that as the service was managed by Schools ICT they had procedures in place to deal with any problems. School also utilises a local back-up.

(iv) Pupil Premium Training should be booked for governors who wished to attend.

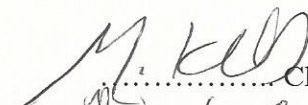
**(v) Governor Files**

M.K advised that the Governor Files: National Handbook, Local Handbook, Monitoring, CPD and CPD Session Notes were now being kept in SLT Office. These were available for governors to add to and use as appropriate.

**11. Dates of Next Meetings**

Tuesday 19<sup>th</sup> May – Full Governing Body (Resources)

Tuesday 16<sup>th</sup> June – Full Governing Body (Development)

  
..... Chairman  
19/5/16  
..... Date