

**BOROUGHBRIDGE PRIMARY SCHOOL AND NURSERY**  
**FULL GOVERNING BOARD**

**Meeting held at Boroughbridge Primary School.**

**27<sup>th</sup> September 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, J. Evans, C. Fenny (Joint Chairman), S. Godley, M. Kelly (Joint Chairman), G.Lee (Head) and R. Simpson

**In Attendance :-**

S. Loach - Clerk  
A. Scott – Deputy Head

(2) **Apologies**

Apologies for absence were submitted, and accepted, from R. Young

(3) **Confidentiality**

There were no confidential issues.

(4) **Interests and Statutory Requirements**

Registration of Interests forms and declaration of gifts and hospitality forms were circulated for Governors to complete and return to the school. There were no declarations of interest.

Statutory declarations in respect of safeguarding were available for Governors to sign in the School Office.

(5) **Urgent Business**

After School club – charging proposals.

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(6) **Minutes**

**RESOLVED** that the minutes of the FGB Meeting held on 11<sup>th</sup> July 2017 were taken as read, and signed by the Chairman as a correct record.

(7) **Actions from Last Meeting**

That a replacement be sought for the Staff Governor vacancy – Jess Evans had been appointed as the new Staff Governor. It was noted that Jess Wade who had left on maternity leave had recently had a baby girl. Governors welcomed Jess Evans to the Governing Board and the news about Jess Wade.

That a suitable Associate Governor be sought to shadow Claire Brocklesby so that her role can be handed over following her resignation at the end of the 2017/18 academic year – It was noted that Joint Chair – M. Kelly was undertaking this and the situation was on-going. An update would be provided later in the meeting.

That Governors complete the Skills Audit and return to the Clerk, and the Self Evaluation and return to the Joint Chairmen, as soon as possible – This had been completed and returned by the majority of Governors. An update would be provided later in the meeting.

That the Head and Deputy Head move forward with advertising for an After School Club provider for the school, to commence in September 2017, and determine whether that proposition will be feasible from the responses received. – This had been undertaken and there had been a sufficient response for interviews to take place shortly with a view to commencing the After School Club following October half-term. The After School Club would be operated as a school facility rather, than a separate enterprise, for a fixed term, initially, to determine how successful it proves to be. A letter would be sent out to parents shortly advising them of the proposal. A Policy for the operation of the Club was currently being developed, and discussions later in the meeting would help to steer that.

That a SWOT analysis be undertaken in relation to the school joining a MAT – This was awaiting further progress

That the Head and Deputy Head consider alternative swimming lesson provision scenarios, to diminish the funding losses currently experienced, and report back to the Governing Board on these – An alternative swimming provision had been introduced with the youngest children and poorest swimmers being provided with lessons, in line with the requirements of the national curriculum. Transport costs had been reduced as a result. It was noted that parents would be informed of the required level of swimming that was required through the provision of lessons, and swimming instructors would be utilised to issue certificates indicating when a child had achieved that level. A review of how the alternative provision has developed will take place once this is bedded in.

(8) School Improvement – Headteacher’s Report

**School Development Plan**

The draft School Development for 201-18 had been circulated prior to the meeting. The Head stated that the Plan was still a work in progress and further discussions on this would be undertaken at subsequent meetings, when it was completed. Governors were invited to consider the details provided prior to the next meeting.

The draft of the report highlighted the following key areas for development:-

Outcomes for pupils:-

Continue to improve outcomes for all groups in reading, writing, SPaG and maths, to at least national standard.

Increase percentage of children making outstanding progress over time.

Continue to close achievement gap for vulnerable and low attaining pupils.

Middle and Subject Leadership:-

Source professional development for subject leadership of foundation subjects.

Measure impact of middle leadership via interestingly detailed action planning.

Teaching and Learning:-

Improve quality of teaching so that an increasing amount of learning is outstanding.

Source opportunities to further enrich KS1 and KS2 curriculum.

Ensure progress in foundation subjects at least matches that of Maths and English.

Priorities:-

Improve outcomes for pupils

Further develop teaching, learning and assessment to improve outcomes for all pupils

Ensure leadership and management continue to improve outcomes

Enhance personal development, behaviour and welfare across school.

Effectiveness of the Early Years provision.

**A Governor asked whether the SDP reflected the issue relating to ensuring that high achievers were being extended sufficiently, as highlighted by OFSTED.** In response it was noted that although the issue may have been discussed with Governors and the Inspector, this was not reflected in the final OFSTED report. It was emphasised, however, that the SDP did provide appropriate leverage for high achievers to be extended in their learning.

### **Staffing Structure**

A copy of the current staffing structure had been circulated to Governors prior to the Meeting.

Clarification was provided in respect of the days being worked by a member of staff and in relation to an issue around PE provision, which was explained as being outreach work alongside Queen Ethelburga's School.

**RESOLVED** that the draft SDP and staffing structure be noted, with further consideration of the developing SDP to be undertaken at subsequent meetings.

### **(9) Residential Visits**

The Head outlined that a residential visit would be arranged for Year 6 pupils, towards the end of the school year. It was expected that this would be in Northumberland but it had yet to be determined whether this would be to Holy Island, as per the usual arrangements.

**RESOLVED** that further details be provided to the Governing Board once the precise location had been determined, but the visit be approved, in principle.

### **(10) Scheme of Delegation – remit of responsibilities**

A document detailing the areas of responsibility within the school, those that the Governing Board were responsible for and those which the Board could legally delegate, and to whom, had been circulated prior to the meeting.

The report highlighted the functions that were the responsibility of:-

The Full Governing Board  
Resource Governors or School Improvement Governors  
Individual Governors  
The Head.

It was noted that the Head could further delegate some of her responsibilities.

It was acknowledged that this was a complex document that may benefit from further consideration at subsequent meetings once Governors had considered the contents.

**RESOLVED** that the report be noted.

### **(11) Governing Board Meetings – Agenda Cycle**

A document providing details of the meeting of the Governing Board for the 2017-18 School Year and details of issues to be considered at those meetings, was circulated prior to the meeting.

**RESOLVED:-**

- (i) That the issues to be considered at the 2017-18 meetings be noted;

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- (ii) That any issues that require consideration at those meetings be added to the cycle as the year develops; and  
(iii) That the meetings be held as follows:-

All Wednesdays, at 5.30pm

15 November 2017  
13 December 2017  
21 February 2018  
28 March 2018  
16 May 2018  
20 June 2018  
11 July 2018

(12) **Policies**

- Budget Management Policy and Scheme of Delegation

A revised Budget Management Policy was circulated. This reflected the position of the Governing Board in terms of there no longer been any Committees. Details of the responsibility of the Office Manager, the bursar, the Head and staff were also outlined. It was noted that the Policy was fairly restrictive in terms of claiming back for expenses incurred, for both staff and Governors, when purchasing items for the school, on trips, etc.

The Scheme of Delegation within the Policy document defined the level of spending that could be undertaken by the Head without having to consult the Governing Board.

**RESOLVED** that the reviewed Budget Management Policy and Scheme of Delegation be adopted.

(13) **Governor Monitoring/Link**

**Governing Board Action Plan - Planning**

The Action Plan was an evolving document that was based upon the previous external review of Governance and OFSTED reports, together with the priorities for the school, the School Development Plan and emerging priorities. Parental engagement would continue to be undertaken in respect of the Plan, ensuring that it correlated to the needs of parents, children, staff and the SDP.

Mary Kelly, Colin Fenny and Sally Godley had been delegated to oversee this work.

**Safeguarding**

Safeguarding Governor, Sally Godley, outlined a number of minor issues that had arisen from trespassers visiting the school site during the evening and night and leaving items that the children should not come into contact with. It was noted that every effort was been made to deter trespassers, however, it was very difficult to control as the public could easily gain access to the school grounds. It was stated that, generally, there had been an increase in Anti-Social Behaviour in the Boroughbridge area recently and the Head and Joint Chairman were to attend a meeting in relation to that.

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**Health and Safety**

Rob Young had now taken on the responsibility of Health and Safety Governor, but, unfortunately was unable to attend this meeting.

An issue had arisen following the leaking ceiling, whereby the floor had started to raise in parts, creating a tripping hazard. The affected areas had been cordoned off and quotes sought for replacing the damaged flooring.

Issues around trespassers on the school grounds, as detailed above, also had Health and Safety implications.

**RESOLVED** that the reports be noted.

(14) **Other Governor Issues**

**Non-Link Governor Visits**

Governors outlined the following:-

Clare Brocklesby stated she would provide reports relating to the Askham Bryan visit and year 6 Exit Interviews in due course. Rachel Simpson stated she would also provide reports in respect of her visits to Early Years and in relation to the school's data system.

In respect of the Year 6 Exit Interviews it was noted that an initial view of the details had indicated that the children had little concern in terms of moving up to the High School but suggested that more preparation days were required. They had been very complimentary in respect of their time at Boroughbridge, particularly the teachers and residential visits.

A Governor suggested that the release of balloons by those leaving the school, at the end of term, should be ended due to the environmental difficulties created by this. The Head stated that she would refer this matter to the School Council.

**CPD**

The latest GSINS was taking place on 28<sup>th</sup> September and Sally Godley, Colin Fenny and Mary Kelly would attend on behalf of the Governing Board.

A training session was being arranged in relation to Headteacher Performance Management which would be open to staff and Governors to attend. Representatives from Moorside Schools would also be attending, and invites would be extended to representatives of other schools.

**Mary Kelly, declared an interest in respect of her being Chair of Governors at Moorside Infants School and Associate Governor at Moorside Junior School**

The session would be arranged for Wednesday 1<sup>st</sup> November 2017, between 5pm and 7pm, and would be held at Boroughbridge Primary.

Governors were encouraged to continue to undertake the Modern Governor on-line training.

Mary Kelly stated that she would assist Jess Evans with identifying and undertaking new Governor training.

### **Vacancies and Recruitment**

Mary Kelly stated that she had given consideration to the recruitment of potential Governors in view of the expected forthcoming turnover of Governors. She had made enquiries on the SGOSS (Governors for Schools) and Inspiring Governance websites, and had identified, and contacted, potential Governors. Account would be taken of the skills' audit to determine the recruitment of new Associate Governors.

### **Governors' Handbook**

An updated version of the Handbook had been circulated prior to the Meeting.

It was noted that the following alterations were required:-

Vice-Chairman – change from Sally Godley to Julia Charlesworth

Staff Governor – change from Jess Wade to Jess Evans

It was also noted that the bursar for the school had reverted back to Angela Clarkson.

### **Skills' Audit**

The results of the audit had been circulated prior to the meeting and would now be evaluated.

### **Code of Conduct**

A Code of Conduct for Governors was circulated. Each Governor signed up to the Code. The signed document would be kept in school alongside other Governors' documents.

**RESOLVED** that the issues highlighted be noted and action identified be undertaken accordingly.

### (15) **Other Business**

#### **After School Club – Times and charging structure**

The Head and Deputy Head sought guidance from Governors in respect of a time and pricing structure for the proposed After School Club.

The matter was discussed and the following issues and points were raised:-

- The Club should close at 5.45pm
- Charging should be £5 for children collected by 4.30pm, £8 for children collected after 4.30pm up to closing.
- A limit should be identified for the number of late collections – possibly three times than barred – as these would have a significant impact on the viability of the provision.

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- The Club would operate from the Dining Hall and would have access to the KS1 playground. The Dining Hall could be “zoned off” for different provisions
- There would be no food offering apart from maybe a small snack

**RESOLVED** that the above details be incorporated in the business plan for the After School Club, with a review of how it is operating undertaken after the Christmas holidays.

**Potential Provision of Holiday Clubs**

A Governor suggested that the provision of holiday clubs at the school, operating in a similar manner to the After School and Breakfast Clubs, thereby providing a complete ‘wrap-around’ care service, should be considered.

**RESOLVED** that the provision of school organised holiday clubs be considered at a subsequent meeting.

**15 hours Nursery Funding**

A concern raised by the Deputy Head regarding an anomaly in respect of the take up of the funded nursery places was clarified.

**RESOLVED** that this be noted.

(19) **Next Meeting**

**RESOLVED** that the next meeting of the Governing Board would be held on Wednesday 15<sup>th</sup> November 2017 at 5.30pm

**IMPACT OF THE MEETING ON PUPIL ACHEIVEMENT**

The Meeting included detailed discussion on:-

- School Development Plan/Staffing structure
- Safeguarding/Health and Safety
- Swimming lesson provision
- Residential visits
- Budget Monitoring
- The development of in-house After School facilities
- Monitoring visits – data/Early Years/exit interviews/visits
- Budget Monit

**ACTIONS ARISING FROM THIS MEETING**

That a SWOT analysis be undertaken in relation to the school joining a MAT



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Undertake a review of how the alternative swimming provision has developed once this is bedded in.

Further consideration of the developing SDP be undertaken at subsequent meetings.

Further details be provided to the Governing Board in respect of the Year 6 residential visit in summer 2018 once the precise location had been determined

A review of how the After School Club is operating be undertaken after the Christmas holidays

That Governors provide relevant monitoring reports to subsequent meetings.

That further updates be provided in respect of the skills' audit, the Governing Board Action Plan and the recruitment of Associate Governors.

15-11-17  
.....Chairman  
MKW