

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

**Meeting held at Boroughbridge Primary School.**

**15<sup>th</sup> November 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, S. Godley, M. Kelly (Joint Chairman), G.Lee (Head) and R. Young

**In Attendance :-**

S. Loach - Clerk  
A. Scott – Deputy Head  
K. Lea - Teacher

(2) **Apologies**

Apologies for absence were submitted, and accepted, from C. Fenny (Joint Chairman) and R. Simpson

(3) **Confidentiality**

Information within the report on data (relating to individual children), the report on staffing issues and the report on the SWOT Analysis in respect of the MAT were considered to be confidential. Any confidential issues discussed at the meeting were the subject of a separate, confidential minute.

(4) **Interests and Statutory Requirements**

Joint Chair of Governors, M. Kelly, declared an interest in respect of her being Chair of Governors at Moorside Infants School and Moorside Junior School in relation to any discussions that took place in relation to those schools.

(5) **Urgent Business**

There was no urgent business to report

**Boroughbridge Primary School and Nursery Governing Board**  
**MINUTE NO. 11/17**

(6) **Year 6 SATS Data**

Katie Lea discussed the reported data for 2016/17 with Governors, details of which had been circulated prior to the meeting, and the following issues were highlighted:-

- The acronyms within the report were explained
- Attainment had improved for reading and maths but had dipped slightly for writing. Writing had been externally moderated, however, and an inspection would take account of work in books and other factors.
- The information within the report also provided a comparison to similar cohorts at national and local authority levels. An explanation of how to interpret the data was provided with zero being the average.
- It was noted that the details indicated that the school's children had attained results close to the average, with no significant peaks or troughs in that data.
- Teaching staff were fully aware of individual pupil performance.
- The position regarding the school being categorised as 'coasting' was explained and it was emphasised that the school was not near that position currently. It was also emphasised that there was a huge gulf between the current data and that of unsatisfactory performance, and the school would be fully aware of that, if it was the case.
- It was acknowledged that the SATS data had been disappointing. A number of factors were outlined for that including SEN children, those coming from different settings, a number of children not finishing their tests, a number of children answering the 'greater depth' questions correctly but then failing on the more ordinary questions.
- The results were above the national average for writing and maths, but slightly below for reading. No-one had achieved 'greater depth' for combined reading, writing and maths.
- Consideration was being given to developing exam technique to try and avoid the issue of the more ordinary questions being answered incorrectly.
- **Would similar schools, with whom the comparison was undertaken, not also have SEN and transient children at similar levels?** It was stated in response that the area had a high proportion of these pupils in relation to the cohort, and, the number of additional pupils receiving extra funding from Pupil Premium, in other areas, should also be taken into account. A number of the school's children had also slipped up on their test technique, rather than not having the knowledge, as the practice test results were not reflected in the final results. Other schools could be devoting larger amounts of time to test technique but that was not necessarily of great advantage to developing a child's overall knowledge. There were also some extenuating circumstances for some of the children which led to them not attaining as high a position as expected.
- Issues in relation to the current Year 6 pupils and their test prospects were outlined. It was emphasised that this year's cohort had a number of issues to overcome and whilst their progress data would be satisfactory, their attainment data was likely to be low. It was emphasised that wherever possible the class would be separated into smaller groups to enable teaching to be delivered according to their specific needs. A large amount of practice testing, and operating under test conditions, would also be undertaken with a view to boosting their confidence in those circumstances.
- The next meeting for Data Governors would look at this position in greater depth, highlighting the progress that is being made and how the gaps are being addressed. Tracking was being developed and comparison against other children, from similar settings would continue to be developed and utilised. It was considered that this would assist in providing a

**Boroughbridge Primary School and Nursery Governing Board**  
**MINUTE NO. 11/17**

boost to the children operating, currently, at just below expected levels, to ensure that they meet those levels.

- It was noted that schools now decide their own assessment criteria, and Boroughbridge ensure that children are achieving all the appropriate standards to be considered as working at age related levels, however, this may not be the case for all schools.
- The school was improving in terms of tracking pupils through school which was having a positive effect on individuals, in terms of interventions, to ensure that those just below age related expectations were achieving that level. These systems and processes would continue to be developed to ensure that the children were achieving as high as possible.

**RESOLVED** that the issues raised be noted, any actions identified be undertaken as stated and further consideration of the data and proposals for the current Year 6 cohort be undertaken at forthcoming meetings with the data Governors.

(7) **Minutes**

**RESOLVED** that the minutes of the FGB Meetings held on 27<sup>th</sup> September 2017 and 31<sup>st</sup> October 2017 were taken as read, and signed by the Chairman as a correct record, subject to an alteration to Minute 8, line one, of the 27<sup>th</sup> September minutes, which should read 2017-18.

Arising from those minutes the following issues were raised:-

- Details of the protocol that should be used when Governors were to present at a meeting via tele-link or video conferencing were outlined – the main aspects being that they should be visible, and should remain visible for the whole meeting, and should be communicating from a secure location.
- The Governors' Monitoring and agenda cycles should be developed to correlate to the priorities set out in the School Development Plan.
- The Scheme of Delegation, as published by the NGA, had been adopted and would be published on the website. There were only a few updates from the previous year which was already on the website.

(8) **Actions from Last Meeting**

That a SWOT analysis be undertaken in relation to the school joining a MAT – This was the subject of a later, confidential agenda item.

Undertake a review of how the alternative swimming provision has developed – There had been a reduction in costs in terms of the provision through reduced transport costs, however, a number of parents were still not contributing for the provision of their child's swimming lessons, and the school had a duty to provide lessons for those that could not swim. It was noted that the collection of monies was working better for some year groups than others and the admin office was working hard to obtain outstanding payments. The school was continuing to work hard to address this issue.

Consideration of the developing SDP – this was provided in the Headteacher's report, later in the meeting.

Year 6 residential visit in summer 2018 – Consideration was being given to an overnight stay in London, including visits to a museum, a show, historical sites, etc., however this had yet to be

finalised and it was expected that the final details would be in place for Governors to consider at their next meeting.

A review of how the After School Club arrangements are developing – Applications had been submitted but no appointment has been made as yet. Further adverts have gone out in relation to the operation of the Club. The High School had also been contacted to determine whether a Sixth Form student undertaking a child care course would be able to assist with this provision as part of their studies and this had been received with some enthusiasm. Currently the school was unable to offer this provision until these issues were sorted out.

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

**School Development Plan**

The current School Development for 2017-18 had been circulated prior to the meeting. The Head stated that the Plan had been developed alongside teachers and account had been taken of all data and information. The plan would provide guidance to how each element was being developed and how, and when, targets were being met. Some elements of the Plan were still at the development stage

The Plan was considered to be self-explanatory and would be the subject of further consideration by the Joint Chairs of Governors at forthcoming meetings with the Head.

Budgetary Implications – There had been an increase in the budget due to a pupil receiving an EHCPs. In view of this support was to be provided to ensure that the funding was directed towards that child with a fixed term 0.5 GTA position being created for Year 6. Current TAs would also be utilised in other classes.

**Staffing Matters**

This issue was considered to be confidential and, as such, was the subject of a separate confidential minute.

**Performance Management**

This issue was considered to be confidential and, as such, was the subject of a separate confidential minute

**Premises**

A number of repairs had been carried out in school through the MASS Scheme.

**RESOLVED** that the reports highlighted be noted.

(10) **Policies**

The following policies had been reviewed:-

- Performance Related Pay

**Boroughbridge Primary School and Nursery Governing Board**  
**MINUTE NO. 11/17**

- Safeguarding - this would require further review when the updated policy from the LA was published
- Complaints – the Polish version would also require updating
- Attendance
- Absence
- Governors' Allowances Policy and Protocol

The publication of policies on the school's website was to be reviewed, as part of the overhaul of the web site (see later item). Only strategic policies, and those deemed appropriate by the Head and Deputy Head, would appear in full on the web site to cut down on the confusion caused by the myriad of policies that currently appear there. Reference would be made to all policies and details would be provided on request.

**RESOLVED** that the reviewed policies be adopted as detailed and the publication of policies on the school web site be undertaken as outlined.

(11) **School Web Site**

The Chairman outlined how a comprehensive overhaul of the school's web site was to be undertaken to ensure that information could be easily obtained and that it reflected the professional design of the school's brochure.

It was noted that the current website was compliant in terms of the information provided, however, it was considered appropriate to re-design and re-focus the current provision to make it more 'user friendly'.

The costs for this would be determined and an overhaul carried out.

**RESOLVED** that an overhaul of the school's web site be carried out in response to the issues raised.

(12) **Governor Monitoring/Link**

**SIP Governor Monitoring/Link**

Reports were currently being prepared by Governors but there were none to submit to this meeting.

**Health and Safety/Safeguarding**

The Head stated that she would need to consider the Health and Safety procedures and documentation alongside the Health and Safety Governor, Rob Young, to ensure that the school was fully compliant. Arrangements would be made for a meeting in respect of this.

**RESOLVED** that the reports be noted.

(14) **Other Governor Issues**

**Non-Link Governor Visits**

Governors outlined the following:-

**Boroughbridge Primary School and Nursery Governing Board**  
**MINUTE NO. 11/17**

Governors in attendance at the recent Remembrance Day Parade, commented on the impeccable turnout and behaviour of the representatives of the school (Emily and Kiera from Year 6), and agreed that they had been a credit to the school.

**Governing Board Action Plan**

The Joint Chairmen are to meet with the Head to ensure that the Action Plan correlates with the School development Plan, and also with the improvement areas highlighted by OFSTED.

The Chair emphasised the need to address the issue of better engaging with parents. Governors were invited to provide ideas on how this issue might be addressed, particularly in relation to the harder to reach parents, to the Chairs of Governors. It was suggested that parents should be targeted when their children first come into school, or earlier in their school life, to ensure that a relationship is developed as soon as possible.

**CPD**

Details of discussions at the latest GSINS were outlined. It was noted that the issue of data protection had been considered and it was agreed that details to Governors would need to be sent via a secure process and to secure e-mail addresses. The Chair outlined the process that was to be implemented to address this. Separate secure folders would be created within the electronic documents system to ensure that only Governors had access to these. Governors' documents would only be sent to Headteacher, Chair of Governors and Governors e-mail addresses. The separate secure folders within the electronic documents system were only accessible by Governors. The Chair would ensure that all Governors could access the address and folders.

**Impact of new homes on school roll**

A Governor provided details of a report he had received regarding the potential impact on the school roll of housing development taking place in the area. The Head requested that the details be shared with her.

**RESOLVED** that the issues raised be noted.


(19) **Next Meeting**

**RESOLVED** that the next meeting of the Governing Board would be held on Wednesday 13<sup>th</sup> December 2017 at 5.30pm

Meetings for the remainder of the 2017/18 school year were highlighted as follows:-

All Wednesdays at 5.30pm

- 21<sup>st</sup> February 2018
- 28<sup>th</sup> March 2018
- 16<sup>th</sup> May 2018
- 20<sup>th</sup> June 2018
- 11<sup>th</sup> July 2018

  
.....Chairman  
17-1-18  
.....Date



**Boroughbridge Primary School and Nursery Governing Board**  
**MINUTE NO. 11/17**

**IMPACT OF THE MEETING ON PUPIL ACHEIVEMENT**

The Meeting included detailed discussion on:-

- School Development Plan/Staffing matters
- Pupil data – attainment and progression
- Safeguarding/Health and Safety
- Swimming lesson provision
- Residential visits
- The development of in-house After School facilities
- Consideration of MAT
- Development of School Web Site
- Consideration of parental engagement

**ACTIONS ARISING FROM THIS MEETING**

Further consideration of the data and proposals for the current Year 6 cohort be undertaken at forthcoming meetings with the data Governors

Submit finalised details for this year's Year 6 residential visit for Governors to consider.

Implement a revised process for the publication of policies on the school's website.

Review, refresh and republish the school's website

Consider a strategy for parental engagement

Ensure that Governors are accessing the secure system for sharing documents for Governors' meetings

Implement a new, secure system for sharing documents for Governors' Meetings.

Continue to consider the potential of joining a MAT

Monitor the progress of the development of an After School Club in school/

