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| Minutes of a meeting of the Governing Body of Boroughbridge Primary School that was held at the school at 5.30pm on Thursday 1st February 2024. | | |
| Present: Jules Preston (Chair), Emma Ryan (Head), Stephen Brown (SB), Gemma Williams (GW), Callum Ivel (CL), Timothy Collin (TC), Stuart Martin (SM), Charlotte Millns (CM), Gillian Virden (GD)  In attendance: Brian Alker (Clerk to the Governing Body), Neil Ryder (NR), Caron-Leigh Van Schalkwyk (CS) (School business manager). | | |
| Minute No |  | Action |
| GB01/24  GB02/24  GB03/24  GB04/24  GB05/24  GB06/24  GB07/24  GB08/24  GB09/24  GB10/24  GB11/24  GB12/24  GB13/24  GB14/24  GB15/24 | The Chair and CS attended virtually.  The Chair welcomed GV as the new staff governor.  Apologies  There was an apology and reasons for absence from Marie Doyle.  Resolved: the apology was noted and consented too.  Confidentiality  Governors noted the rules about confidentiality.  Notification of other business  One item was notified relating to the proposed closure of the High School 6th form.  Declarations of interest  There were no declarations.  Minutes of 19th December 2023  Resolved: That the minutes of the meeting held on 19th December 2023 be agree as a true record of the meeting.  Matters arising from the minutes  GB141/23 The Head reported that a teaching assistant had shown interest in taking on additional administration hours and will start after half term.  GB145/23 Governors asked if the issue with the sink hole had been resolved and if not were there any Health & Safety (H&S) issues; the Head reported that it had not been resolved yet but there were no H&S issues as Yorkshire Water had fenced off the area.  Governors asked for an update on the school residential; the Head confirmed that the trip would take place around 13 pupils had now signed up,  Action tracker  A revised copy of the tracker had been sent to governors prior to the meeting.  The review of the structure of the governing body is in progress.  It was noted that that the physical development of the school had been included. Governors discussed how they would respond to any urgent decisions that may be needed. Governors expressed some concern around the progress on delivering the necessary improvements by September. The Chair has raised concerns with the LA and governors considered asking the Chair to escalate their concerns to a higher level if they are not satisfied with an update that was due on 19th February.  Resolved: Governors agreed to delegate any urgent decisions to The Chair, SB, and SM.  Pupil achievement and progress report  This item was moved up the agenda due to the need for NR to leave the meeting early. Governors had received a data report prior to the meeting.  NR reported that staff were a little disappointed with the latest data. He explained that pupil progress meetings were suggesting that teachers were being cautious with their grading of pupils and they are being given some guidance for the next data point. Pupil progress meetings have taken place for all pupils that are not at the expected level. Governors asked if the senior leaders were assured about the issues with the data; NR confirmed that the pupil progress meetings were showing examples of cautious marking and that the guidance being given to teachers should resolve the issue.  Governors noted that, apart from Maths, boys were significantly behind girls, they asked if this was a national issue; NR agreed to examine the national figures, he explained part of the issue may be parental engagement and support for boys.  Governors were assured that senior leaders are taking the necessary action to improve the data.  *NR left the meeting at this point.*  Staff wellbeing  This item was moved up the agenda as GW needed to leave early.  GW reported on the staff survey that had taken place in the autumn term. 22 questionnaires had been completed. The questions had been designed to measure stress levels. The results showed levels of high and moderate but no severe stress levels. GW will draft the narrative and the meet with the Head to consider the results and what actions could be taken to relieve stress levels. The full report will be presented at the next meeting of governors.  *GW left the meeting at this point.*  Date of next meeting  Resolved; the date of the next meeting was confirmed as 21st March 2024 at 5.30pm.  Heads report  The Head had sent a report prior to the meeting.  Governors discussed training. it was noted that the Head, Chair, and SB are considering governors essential training needs.  Governors noted that as pupil numbers (PP) rise there is a significant jump in pupil premium/SEND numbers they asked if this is due to word of mouth that the school has a reputation that attracts these pupils; the Head explained that this may be a small element of the increase but mainly it is due to new families moving into the area. The LA adviser has PP on the agenda for her next visit.  Attendance  It was reported that attendance was below the national average. A number of meetings are taking place with parents of pupils for which attendance is a concern.  It was noted that parents need to complete a form at reception if their child is late. This asks for the reason the pupil is late and what will be done to ensure it does not happen again. A governor had witnessed a parent becoming aggressive when being asked to complete the form. Governors considered if the process was of value measured against the disruption caused. It was noted that the school does have a code of conduct for parents and that parents can be banned from the school site for abusive behaviour.  Resolved: Governors agreed that a sign should be put in the reception area to explain that abusive behaviour will not be accepted.  The Head reported that persistent absence figures have improved with lots of support from other agencies. The major issue with absence is holidays during term time most of which are unauthorised. Governors were assured that the school was taking all the appropriate actions to improve attendance.  It was reported that the school had dealt with a compliant that went to stage 2 of the complaints policy. There were four main actions coming from the complaint all of which have been actioned.  No formal bullying complaints have been received but the school is monitoring some incidents.  The Head provided a staffing up date and requested that governors consider some additional caretaking support for four hours during the school day.  Resolved: Governors agreed to advertising for additional caretaker support after half term.  There had been a high level of unpaid staff absence. The Head confirmed she will be speaking to the staff involved to stress the disruption it causes to the running of the school.  It was noted that SEND and safeguarding reports had been received by governors prior to the meeting.  Finance  CS reported that the latest budget reports are in line with expectations.  The draft Schools Financial Value Statement (SFVS) had been sent to governors to review prior to the meeting.  Resolved: Governors agreed that the SFVS should be submitted to the local authority.  CS explained that any works costing under £1000 do not need to go through a procurement process. She asked for approval to use a contractor that was related to the Head for works of less than £1000 in a financial year.  Resolved:  Governors agreed that the school could use the contractor for works of less than £1000 (cumulative amount) during any financial year.  Governor monitoring  A staff wellbeing report had been covered earlier in the meeting.  The Chair has met with CM and MD as part of their induction.  It was agreed that CM will link up with early years and PHSE. MD will link with curriculum and data.  Other urgent business  Governors discussed the proposed closure if the High School 6th form. The head has spoken with the High School head and informed them of the increasing numbers at the primary school; however this is not likely to impact the High School for many years.  Impact of meeting  Governors had received a staff wellbeing report and considered further actions to reduce staff stress. They had received data and attendance reports and been reassured that the school was taking necessary action to address the issues identified.  The meeting closed at 19.55. | NR  GW/Head |

Signed:

Position:

Date:

Challenge/Support questions are in Red

Finance questions are in blue

Strategy questions are in green