

**Boroughbridge Primary School and Nursery**

**Meeting of the Full Governing Body held on**

**Thursday 16th May 2024 at 5.30pm in School**

**Minutes**

**Core Functions of the Governing Board**

1. Ensuring the vision, ethos and strategic direction of the school are clearly defined

2. Ensuring the Head teacher performs his or her responsibilities for the educational performance of the school

3. Ensuring the sound, proper and effective use of the school’s financial resources

4. Ensuring that the Safeguarding and promotion of the welfare of children and the wider School community, are at the forefront of our priorities.

Present;

Jules Preston (JP) (Chair)

Emma Ryan (Head Teacher) (HT)

Stephen Brown (SB)

Timothy Collin (TC)

Callum Ivel (CI) (*On Teams)*

Marie Doyle (MD)

Stuart Martin (SM)

Gillian Virden (GV)

Charlotte Millins (CM)

In Attendance :

Carol Harris (LA Clerk to Governors)

Caron-Leigh Van Schalkwyk (CS) (School business manager) Attended via Teams

Angela Ratcliffe (AR) (Bursar) – Attended via Teams

Neil Ryder

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| Item No. |  | Action |
| 1. | All present were welcomed to the meeting held in School and Governors thanked for their attendance.  The Chair also reminded Governors of the purpose of the meeting including Finance and the future development of the school. |  |
| 2. | **Apologies and reasons for absence.**  Apologies and reasons for absence were received and accepted from Gemma Williams (GW) |  |
| 3. | **Confidentiality and Declaration of Interests**  The Chair reminded all Governors of the need for confidentiality and the board determined that no part of the meeting needed to be recorded in confidential minutes.  There were no new declarations of interest. |  |
| 4. | **Notification of any Urgent Other Business.**  None declared. |  |
| 5. | **Approve Minutes of the last meeting – 25th April 2024 and matters arising including address Governor actions identified at the last meeting.**  Matters arising included;   * It was reported that the Charity Bike Ride had been a huge success and had been well supported with over 90 attendees. A considerable amount had been raised and actions identified for the next event. * The report from the SACRE training would be moved to the next meeting as the training was after the date of this meeting. * Feedback from the staff would be discussed under the HT report with all other actions also to be addressed later on this agenda.   **The minutes of the last meeting were agreed** as a true and accurate record of the meeting and signed by the Chair to be returned to the Governor file in school. |  |
| 6. | **Finance**  AR led Governors through the Start Budget reports which had been shared with all Governors prior to the meeting.  It was explained that the figures were based on NYC projections, predicted staffing levels and the potential increase on roll going forward. This also included the changes to staffing suggested by Governors at the last meeting.  Concerns were raised should school not receive the growth funding as predicted. The funding lag would inevitably impact the first year’s budget prediction. Following years may break even with the current numbers predicted on roll. If numbers fluctuate and no growth funding is received, then we may be looking at a deficit position going forward. It was noted that there were no further updates from the growth funding applications however, the application had raised further questions regarding predicted numbers and classroom structure before they would commit to providing funding.  Discussion followed around the funding and the current classroom spaces and structure.  Pupil numbers are a concern, the associated costs projected may lead to a deficit going forward, Sue Turley has indicated that there may be additional funding awarded.  All Governors thanked AR for her hard work in preparing the Start Budget which **All Governors approved** for submission.  *GC.- Have the recently appointed new staff been taken on on fixed term/permanent contracts?*  *R.- There are a mixture within the new contracts which allows for flexibility depending on the budget going forward.*  *AR left the meeting at 17.54* |  |
| 7. | **SBM Report**  CS led Governors through the report which had been shared with all Governors prior to the meeting.  It was noted that;   * Regarding the **Training requirements** for Governors – All Governors need to do the statutory training annually with some further training for individual subject areas. The Chair explained these requirements fully and the reasoning behind this. * **Debt management** – The historic background of these debts, the management of this and the way that data is represented at the year-end were explained fully.   Discussion followed around the following up of this debt. **All Governors agreed** to the writing off of some of this debt as identified by CS.  The need was identified for a policy that covered the different aspects of parental debt. Systems may need to be modified to account for this.  *GC.- Are there other systems that we could use?*  *R.- Yes, we could possibly look at other systems as difficulties have been identified just using Parent Pay.*  *GC.- Are there perhaps other Apps available?*  *R.- This is not a quick fix, it would be a lengthy process to move everything across. We are monitoring the situation closely.*  Discussion followed around this, Parent Pay was explained in detail and main issues were identified as;   1. To investigate other Apps to introduce for a gradual migration in the medium term. 2. To look at how we manage the existing debt particularly around wrap-around care, school meals and Nursery etc. 3. A need for a strategy to manage debt.   Further discussion followed around this including a possible structured repayment system and the implications for children attending wrap around care and clubs.  **All Governors agreed that**   1. The outstanding debt from current Year 6 needs to be priority. 2. If necessary, outstanding debt can be escalated to County. 3. The withdrawal of some provision (such as after school club) for parents with outstanding debt is an option.   **All Governors agreed** the policy wording. **Action –** To inform parents of the policy ensuring that it is made clear that it is some parents not all.   * **School Building-** It was reported that money had been ring-fenced for replacing the lighting. School has been quoted £14 970 which is less than previous quotes and will offer a £5 700 saving on electricity. **All Governors agreed** for CS to action this.   The splitting of the classroom was going ahead with a project proposal to be submitted. Governors offered support at the premises meeting on the 3rd June should the HT feel it is necessary. **Action –** All Governors to notify HT of availability should support be required.  The budget for the premises plan was discussed, SM reported that he would be available to attend the meeting and would report back at the next meeting. **Action –** The Clerk to add this to the agenda.   * **After School Club –** It was reported that due to the increasing numbers at the clubs, additional staff may be required at peak times. **All Governors agreed** for the HT to arrange as required. It was also reported that there was need to advertise for a member of support staff as one member of staff has indicated that they are to step down at the end of the summer term.   *GC.- Do we use Facebook for marketing purposes?*  *R.- Yes, we do have a Facebook page which is good for celebrating the school, but this does need to be monitored.*  Governors thanked CS for her report and continued support of the Board. | CS  All Govs  Clerk |
| 8. | **Head Teacher’s Report**  The HT led Governors through this report which had been shared prior to the meeting.  The key points included;   * **Safeguarding-** It was reported that;  1. there had been an increase in EHCP numbers. 2. that all Safeguarding training was up to date. 3. The Child Protection Policy had been updated.  * **Staff Wellbeing report –** The HT reported that staff had found this a useful process and had provided honest feedback. Staff replying to emails out of hours was also discussed with staff along with parent’s expectations. It was noted that a policy is needed which all staff will follow and there was need to look at the use of personal phones regarding GDPR.   Discussion followed around this and the use of Dojo and the parents using this platform.   * **Exclusions –** One exclusion was reported to Governors. * **Walk to School Day –** It was reported that this had been well supported and organised. Difficulties had been identified for some children walking to school and the need for a path or some form of improved access was recognised. The date for the next Walking to School Day had been set for the 14th June.   School had been named on the Stray Ferret/radio as School of the Week, discussion around this followed.   * **Complaints Policy –** It was noted that this policy had be reworked and would need to be approved under policies later on the agenda. * **PSA –** A meeting has been arranged with Sally Price, the Pupil Support Advisor at Moorside School regarding the possibility of a PSA role and to look at the Nurture provision at Moorside. |  |
| 9. | **Governance**   * It was noted that the date of the next meeting had been **moved to Tuesday 18th June 2024.** * As previously noted, the SACRE training feedback to follow as training isn’t until the 14th June. * Governor training had been discussed under agenda item 7. |  |
| 10. | **Policies**  It was reported that some policies are currently being reviewed and will be available on the School Bus platform.   * **Complaints policy – All Governors approved** this amended policy. |  |
| 11. | **Any Other Business**  There was no further business to discuss. |  |
| 12. | **Key Dates for Governor Attendance**   * FGB **Tuesday** 18th June * FGB 18th July   All meetings to be held on Thursdays at 5.30pm unless otherwise notified. |  |

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| Agenda item | Action | By |
| 7. | To inform parents of Debt management policy. | CS |
| 7. | To notify the HT of availability to support at the premises meeting on the 3rd June. | All Govs |
| 7. | To add feedback from the premises meeting to the agenda for the next FGB meeting. | Clerk |
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The meeting closed at 19.00 hrs.

Minutes signed as a correct record by………………………………………………..(Chair) Date……………………………………