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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 Tuesday 19th December 2023. | | |
| Present: Jules Preston (Chair),Stephen Brown (SB),Gemma Williams (GW), Callum Ivel (CL), Timothy Collin (TC), Stuart Martin (SM), Sarah Rowe (SR), Marie Doyle (MD), Charlotte Millns (CM), Emma Ryan (Head).  In attendance: Brian Alker (Clerk to the Governing Body), Neil Ryder (NR), Caron-Leigh Van Schalkwyk (CS) (School business manager) and Angela (Bursar). CS and the Bursar attended virtually. | | |
| Minute No |  | Action |
| GB136/23  GB137/23  GB138/23  GB139/23  GB140/23  GB141/23  GB142/23  GB143/23  GB144/23  GB145/23  GB146/23 | Appointment of associate member  Resolved: Governors agreed to appoint Charlotte Millns for a term of one year.  Apologies  There was an apology and reasons for absence from Callum Ivel.  Resolved: the apology was noted and consented too.  Confidentiality  Governors noted the rules about confidentiality.  Declarations of interest  There were no declarations.  Minutes of 23rd November 2023  Resolved: That the minutes of the meeting held on 23rd November 2023 be agree as a true record of the meeting.  Matters arising from the minutes  Governors asked if there was a timeframe for appointing an administration assistant; the Head confirmed that an appointment was likely to be made in early January 2024.  SB confirmed that he had met with the Chair to discuss the 360 degree review.  GB130/23 The Head had provided an update on the school residential prior to the meeting. It was noted that so far only 10 pupils had booked for this years trip Governors discussed opening the residential to Y5 and Y6 in 2024/25 and suggested holding a parents evening to explain the benefits of attending and what activities take place on the residential. Governors asked about the possibility of merging the trip with another school; It was explained that this would raise a number of safeguarding issues. It was agreed that the Head would provide a further update at the February meeting.  Date of next meeting  Resolved; the date of the next meeting was confirmed as 1st February 2024 at 5.30pm.  Published Admission Number (PAN)  The Head had sent a report prior to the meeting. It was noted that the advice received from the Local Authority (LA) recommended keeping the PAN at 30.  Resolved Governors agreed to retain the figure of 30 for the PAN.  Finance  Governors noted the wrap around care report provided by SB. He had confirmed that financially the after and before school clubs were breaking even and recommended that the after school club opening hours be extended to 6.00pm as this will be a future legal requirement.  Resolved: Governors agreed to extend the after school club opening hours to 6.00pm at no extra cost to parents.  A budget monitoring and proposed revised forecast had been sent to governors prior to the meeting; the Bursar provided an overview of the variances compared to the budget that had been agreed in April.  Governors asked if the other income item included wrap around care and rental income; this was confirmed. Governors asked how the amount of pupil premium income had been calculated for 2024/25; the Bursar explained how this had been estimated based on the schools current data.  *SM gave his apologies and left the meeting at this point.*  The Bursar explained that energy costs were calculated based on information and forecasts by the LA energy team. They were forecasting a significant drop in gas prices. Governors had a short discussion around the issue of deprivation and the impact of this upon school funding and the demographics of the population that the school serves.  *NR arrived at the meeting at this point.*  Governors asked how, due to varied experience in teaching staff, the cost of teachers had been calculated; It was explained that for less experienced teachers it was assumed that they would progress on the pay scale. Discussions were held with the Head regarding more experienced staff. For any new recruits it had been estimated that they would start mid-way on the pay scale.  Governors asked if there was any risk of funds not used at the year-end being clawed back by the LA; the Bursar confirmed that this was not a risk. It was thought it would be useful to have a plan for how any excess funds could be used to improve the school.  The Bursar provided a brief overview of the capital budget and explained the capital funding for the school building project will not affect the capital budget.  Governors asked what the key risks were to the budget; the Bursar suggested that the main risks were that the government may not fully fund staff pay rises, and that governors need to keep the nursery pupil numbers under review.  Governors asked if local housing developments had been considered when considering pupil number growth; the Head explained that splitting year one into two classes gave capacity for growth.  It was noted that the proposed budget forecast shows a much healthier position compared to previous years.  Resolved: Governors agreed the revised budget forecast.  *The Bursar left the meeting at this point.*  It was agreed that the Head, Chair, and Vice Chair would meet in February to review the structure of the school, including governance and staffing with the aim of producing a discussion paper for the May governors meeting.  Other urgent business  School parking  The Head explained that the LA had indicated that they were happy for parents to park on both sides of the road outside the school as it slows down the traffic. Governors expressed their concern at the decision having seen a number of children crossing between parked cars. The Chair had emailed the LA to express his disappointment with their decision to take no action to ensure the safety of pupils. Governors noted the school had made many efforts to improve the safety of pupils at pick up and drop off times. They suggested asking parents to individually contact the LA or police if they had similar concerns to the governors.  Sink holes  It was noted that two sink holes had appeared in the field used by the football club. Yorkshire water are repairing the ground and the works should be completed by January for the football club when they return from the Christmas break.  Complaints committee  It was reported that the complaints committee had met to consider a stage two complaint. The school had followed its complaints procedure and the process concluded. There were no recommendations for governors to consider following the completion of the process.  Impact of meeting  A revised budget forecast had been discussed and agreed.  The board had appointed an associate member to assist with healthy schools.  The meeting closed at 19.45. | Chair/Head/  SB |

Signed:

Position:

Date:

Challenge/Support questions are in Red

Finance questions are in blue

Strategy questions are in green