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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 21st March 2024. | | |
| Present: Jules Preston (Chair), Emma Ryan (Head), Marie Doyle (MD), Gemma Williams (GW), 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), Carol Harris (New Clerk from April). | | |
| Minute No |  | Action |
| GB16/24  GB17/24  GB18/24  GB19/24  GB20/24  GB21/24  GB22/24  GB23/24  GB24/24  GB25/24  GB26/24  GB27/24  GB28/24  GB29/24 | Apologies  There was an apology and reasons for absence from Stephen Brown and Callum Ivel.  Resolved: the apology was noted and consented too.  Confidentiality  Governors noted the rules about confidentiality.  Notification of other business  No items were notified.  Declarations of interest  There were no declarations.  Minutes of 1st February 2024  Resolved: That the minutes of the meeting held on 1st February 2024 be agree as a true record of the meeting.  Matters arising from the minutes  Governors asked for an update on the numbers of pupils that would be attending the school residential trip; it was confirmed that the numbers attending had increased to 19.  GB08/24 NR reported the national data figures for boys and girls in both KS1 and KS2 and how they differ from the schools data. A discussion took place, it was noted that data is co-hort specific and can alter depending on the ability of pupils in a particular co-hort. Governors asked how an Ofsted inspector would view areas where the schools data was not matching or bettering the national data; it was explained that the school would be able to show what work was being done to address.  Governors asked if the signage had been installed in the reception area regarding unacceptable abusive language directed at staff; the Head confirmed that the sign had been received and will be installed shortly. Governors asked if there had been further instances of bad language being directed at staff; it was confirmed that there had been further instances, the pressure on the office staff had been relieved by the appointment of additional support.  Action tracker  The Chair had reviewed the tracker; there were no items not already on the agenda. A self-evaluation exercise was still to be completed.  Date of next meeting  Resolved; the date of the next meeting was confirmed as 25th April 2024 at 5.30pm.  School Business Manager report  Governors had received a copy of the report prior to the meeting.  Governors confirmed that they had received log in details for the national College to enable them to complete outstanding training.  Governors asked for the current total number of pupils at the school; it was confirmed that the school continues to grow with the current total at 250, it was also confirmed that the school nursery is full. Admission numbers for September were looking good. It is likely that the school will take 43 pupils.  Governors discussed recruiting additional teachers and teaching assistants (TA) for September. It was noted that the school had applied for growth funding.  Resolved: Governors agreed that the school should advertise for 1.6 teachers and two TA’s to start in September.  It was confirmed that the IT contract with the high school would start shortly.  Governors noted that a letter had been sent to parents informing them that the school would be tightening up on parent’s debt. They asked if the school was following through with actions; it was confirmed that some pupils had been refused places at after school clubs until the debt was cleared. Governors asked if there were any safeguarding implications to the actions taken; it was confirmed that vulnerable pupils would not be prevented from attending clubs.  Governors noted receipt of the Risk Protection Arrangement (RPA) report. It was noted that the school cannot afford items on the fire risk assessment and they have been referred back to the local authority. Governors noted there was an issued of the fire alarm not been heard throughout the school and asked if the works needed to be completed as a priority; it was confirmed that the school had systems in place to ensure all pupils would know if there was a fire alarm and a recent test showed that all pupils were able to evacuate the school safely and quickly.  Governors noted that measures had been taken to improve staff attendance and they reviewed the staff absence scheme.  Resolved: Governors agreed to renew the staff absence scheme.  CS confirmed that she will be meeting with the Bursar to discuss the next year’s budget. The Chair agreed to join that meeting.  *CS left the meeting at this point.*  Heads report  The Head had sent a report prior to the meeting.  It was noted that pupil attendance had improved and was now above the national average.  Governors noted the teacher training that was taking place and asked if any of it would be appropriate for governors to help them understand their monitoring roles; the Head agreed to consult with subject leaders and report back with any training that may be appropriate.  Governors noted receipt of the school adviser reports that they received prior to the meeting. The teacher attending the launch of SACRE (the new RE syllabus) event in June will provide feedback on any key information  Governors received a safeguarding report prior to the meeting. They noted a referral had been made for drug abuse and asked if this related to a pupil or parent; the Head confirmed that the referral related to a parent.  The Head explained that the sports provider that the school currently (Sporting Influence) uses had become expensive. School leaders were considering less expensive options.  Policies  Governors considered the current complaints policy that they had received a copy of prior to the meeting. They noted it had been used recently and agreed that there was no need for amendment.  Governor monitoring  Staff wellbeing  GW’s written report had been received prior to the meeting.  It was noted that all staff had been invited to take part in the wellbeing survey on a voluntary basis. Governors discussed how to extend the work of the report. It was agreed that GW will meet with the Head and GV to discuss any possible actions following on from the report and the timing of any further surveys.  Information Technology (IT)  Governors noted the IT report received from TC prior to the meeting.  Governor monitoring structure  Governors had received a report from the Chair prior to the meeting. They agreed the suggested revised structure, with a lead governor responsible for each of the six monitoring areas.  Governor training  Training had been covered earlier in the meeting.  Other urgent business  There was no other business.  The meeting closed at 19.45. | Head  CS  Chair  Head  GW/Head  /GV |

Signed:

Position:

Date:

Challenge/Support questions are in Red

Finance questions are in blue

Strategy questions are in green