

**Boroughbridge Primary School and Nursery**

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

**Tuesday 18th June2024 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)

Callum Ivel (CI)

Marie Doyle (MD)

Stuart Martin (SM)

Gillian Virden (GV)

Charlotte Millns (CM)

Gemma Williams (GW)

In Attendance :

Carol Harris (LA Clerk to Governors)

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

Neil Ryder (NR)

|  |  |  |
| --- | --- | --- |
| Item No. |  | Action  |
| 1. | All present were welcomed to the meeting held in School and Governors thanked for their attendance.  |  |
| 2.  | **Apologies and reasons for absence.**Apologies and reasons for absence were received and accepted from Stephen Brown and Timothy Collin. |  |
| 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.GW declared that she is an employee of the Leeds York Partnership Foundation Trust within the Research and Development Team and had facilitated a conversation between the School’s SLT and representatives of the Child Oriented Mental Health Innovation Collaborative (COMIC). It is important to note that GW received no financial benefit from this interaction. |  |
| 4. | **Notification of any Urgent Other Business.**There would be a need to look at the elections for the Chair and Vice-Chair roles for September with a view to succession planning. |  |
| 5. | **Approve Minutes of the last meeting – 18th May 2024 and matters arising including address Governor actions identified at the last meeting.** It was noted that all actions had been completed and that there were no matters arising.**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. | **SBM Report**CS led Governors through the report which had been shared with all Governors prior to the meeting.It was noted that;* Works had been approved to remove asbestos in the boiler room area. This would be at a cost of £35 000 which is to be funded by the LA. Governors were informed of an upcoming initial meeting scheduled for Monday.
* The outstanding debt amount had been significantly reduced with the remaining debt being addressed. Level 2 Debt letters are being issued according to policy.
* Staffing changes are as discussed at the previous meeting with staff attendance down for a variety of reasons. Staff absence is a concern which the HT explained fully to Governors.

*GC.- Have we needed to use supply for this?**R.- No, this has been covered in house as we currently have (supervised) student teachers in school with the SLT also covering where necessary.**GC.- Concerns were raised around the exclusion situation and the wellbeing of staff. Do staff need any further support from Governors?**R.- Health Assured provides confidential support for staff. The SLT and HT also ensure that all staff are supported and listened to.*A robust discussion followed around the concerns for the child(ren)’s wellbeing involved in the current exclusion situation and for that of the staff. All Governors offered support for the SLT should it be needed.*GC.- Regarding the works to the boiler room, is there a likely impact on the school?**R.- We should know more about this following the meeting on Monday, but no these works should have no impact on the school.** **Premises Meeting- Feedback –** It was felt that this had been an interesting meeting. It was explained that the SLT and Governors had met with the LA, delegated contractor and architect. The process was further explained with detail included in the SBM report. It was noted that the decision had been made to move the Summer Camp to the High School so as to not hold up the development. Discussion followed around the implications for potential lost income and for Safeguarding.

Asbestos – a project manager will be overseeing the works to demolish the old building.It was explained that the new building is modular and as such there may be difficulties with access for delivery and installation. The classroom should be in place by mid-July with the main works, including the relocation of services, carried out around school hours. It was noted that there may be implications for Stepping Stones Nursery who have also been attending meetings and that the shared electricity supply is being split.All is currently on target however; it was recognised that there was a need to ensure that a caretaker is in place to be the point of contact for the developers.It was also noted that there may be a need to co-ordinate works with the contractor involved in the splitting of the classroom.School staff are pleased with the proposed schedule of works.Further discussion followed around potential difficulties regarding access for contractors.Governors thanked Sue Turley for her support with the project.Sue Turley has asked for further details around numbers on roll, classroom structure and proposed staffing levels. The HT fully explained the the proposed restructure of classrooms based on current applications for the school and the implications for the entry systems including the proposed phases and timescales for development.The meeting determined that Governors would look at Phase 1 at the next meeting in July and Phase 2 at the first meeting in the Autumn term **Action –** The Clerk to add these to the relevant agendas.Further discussion followed around the implications for this and the existing spaces in school. Governors thanked CS for her report and continued support of the Board. CS left the meeting at 18.05 hrs. | Clerk |
| 7.  | **Head Teacher’s Report**The HT led Governors through this report which had been shared prior to the meeting. The key points included; * It was noted that attendance has dipped slightly. Further details were shared with Governors.

*GC.- Is this due to an increase in families taking holidays in term time?**R.- It seems that economic conditions are worse for some families this year.*The HT went on to explain how holidays and related absences are calculated and how some absences can be authorised while others not. She also explained the impact of training days and how these have been managed to allow for staff training, report writing etc. Governors expressed some concerns for parents managing childcare with further discussion following around the taking of holidays and how school can address this going forward.*GC.- Looking at the figures for exclusions, is there anything to learn from these situations in particular, working with outside agencies?**R.- We have received little support from the SEND Hub who have suggested we move to fixed term exclusions. Some of these children have already received significant support with school continuing to follow all policies and procedures.*A robust discussion followed around the SEND Hub and lack of support offered to school. Concerns were also expressed around children being educated elsewhere. All Governors agreed to explore the option to initiate the complaints procedure. **Action –** HT* **Data -** NR led Governors through the Data report shared with all Governors prior to the meeting.

*GC.- Please can you explain the data for years 2 and 4 as this appears to be lower?*This data and interventions were fully explained to Governors. Anomalies were explained in detail with the stories behind the data in particular cohorts. It was noted that discussions are ongoing with staff to address the dips in progress in some areas.*GC.- This particular cohort have previously been identified, can we catch these children up and maintain progress?**R.- The lower performing groups have been identified as needing smaller class sizes which is being addressed with the proposed building restructure.*The impact of further factors such as covid and class turbulence were explained in detail.The need was identified to split classes appropriately to ensure that all children’s needs are met and will include individualised teacher time. Attendance can also impact this progress. It was noted that pupil progress meetings are ongoing with staff.Further discussion followed around the provision for these children.The proposed class structure for 24/25 was explained to Governors. Discussion followed around support for progress within SEND/EAL pupils.The published data from the multiplication check and results from the Phonics Screening were also explained.All Governors agreed that it was important to include the narrative behind the data and that, as a whole, the data looked positive. | HT |
| 8. | **Governance*** The date of the next meeting was confirmed as the 18th July 2024 at 5.30pm
* The report from the SACRE training would be brought to Governors at the next meeting.
* Governor training remains as that previously identified, with KCSiE and relevant updates as a priority.
* Governor monitoring – It was noted that any monitoring reports would be presented at the next FGB meeting. The HT, Chair and Clerk are meeting on the 1st July to look at suggested monitoring schedules which will be shared with all Governors once finalised.
* SIA report (had been shared with all Governors prior to the meeting) It was felt that this had been a positive and supportive visit with a focus on assessment and foundation subjects. The advisor also appreciated that the school’s journey was still ongoing while recognising how far the school had already come.

*GC.- Will this still continue into the new classroom structure?**R.- Yes, absolutely.** Wellbeing Report – GW led Governors through this report which had been shared prior to the meeting. It was noted that any identified actions would begin in September and that staff had responded positively to the report. There were some concerns expressed regarding the missing of some subjects in order to carry out this programme fully which will be addressed once need has been assessed.

*GC.- How will the impact of this programme be measured?**R.- This will be through pupil voice, self-questioning etc. The children may be asked to design a poster or flier for example. We will look at how the children engaged, did they feel that they had learnt something new, staff feedback will be invaluable. We are encouraging young people to look at research into interventions and support for wellbeing and encouraging questioning skills in the children.*Further discussion followed around the benefits of this to the whole school community. |  |
| 9. | **Policies**It was reported that some policies are currently being reviewed and will be available on the School Bus platform.* **Admissions Policy –** This policy is on the School Bus platform for review.

It was noted that this system is an easy way for Governors to read and approve policies however, it was asked that policies be perhaps included in the SBM report going forward in order that Governors know which policies to look for. **Action -** CS | CS |
| 10. | **Any Other Business*** **PSA Role –** This role, identified at the last meeting as a possible benefit to the existing system, was explained to Governors. The HT reported that she had attended a meeting with Sally Price, the PSA at Moorside School, and that there was a need to look at how such a role or a version of such, would benefit the school. With the predicted increase in numbers going forward this will need to be reviewed.

Further discussion followed around this and future planning for the SLT.* Concerns were raised regarding a recent SEND coffee morning and implications of the use of the ‘Late Form’. The HT explained the reasoning behind the strategies employed and Governors agreed that future coffee mornings may need to be structured.
* **Chair and Vice-Chair elections –** It was recognised that the elections for both roles would be held as usual at the start of the Autumn term. The Chair indicated that he would be happy to stand again should the FGB feel that it would be of benefit to the Board. Governors were also asked to consider nominations for the roles and that this would be brought for discussion at the July meeting. **Action –** The Clerk to add this to the agenda for the next meeting. All Governors expressed their thanks to the Chair for his continued support of the school.
 | Clerk |
| 11. | **Key Dates for Governor Attendance*** FGB 18th July

All meetings to be held on Thursdays at 5.30pm unless otherwise notified. |  |

|  |  |  |
| --- | --- | --- |
| Agenda item | Action | By |
| 6. | To add Phases 1 and 2 to the July and Autumn 1 agendas. | Clerk |
| 7. | To look at initiating the complaints procedure regarding the lack of support from the SEND Hub. | HT |
| 9. | To include any policies for review in the SBM report. | CS |
| 10. | To add nominations for Chair/Vice-chair to the agenda for the next meeting. | Clerk |

The meeting closed at 19.20 hrs.

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