

Minutes of a meeting of the Governing Body of Boroughbridge Primary School that was held at the school at 5.30pm on Thursday 4th May 2023.

Present: Emma Ryan (Head), Jules Preston (Chair), Sarah Rowe (SR), Stephen Brown (SB), Janet Seymour (JS), Callum Ivel (CL), Gemma Williams (GW), Timothy Collin (TC)

In attendance: Brian Alker (Clerk to the Governing Body), Caron-Leigh Van Schalkwyk (School business manager), Angela (bursar) attended virtually,

Minute No		Action
GB35/23	<p><u>Apologies</u></p> <p>There was an apology and reason for absence received from Stuart Martin (SM).</p> <p>Resolved: the apologies were noted and consented too.</p> <p>It was noted that TC would be late arriving.</p>	
GB36/23	<p><u>Confidentiality</u></p> <p>Governors noted the rules about confidentiality.</p>	
GB37/23	<p><u>Declarations of interest</u></p> <p>There were no declarations.</p>	
GB38/23	<p><u>Other urgent business</u></p> <p>There was no other business notified to be taken at the end of the meeting.</p>	
GB39/23	<p><u>Minutes</u></p> <p>Resolved: That the minutes of the meeting held on 10th March 2023 be agree as a true record of the meeting.</p>	
GB40/23	<p><u>Matters arising from the minutes</u></p> <p>There were no items that would not be covered under other agenda items.</p>	
GB41/23	<p><u>Finance</u></p> <p>Governors had received a proposed start budget and three year forecast prior to the meeting. The bursar gave an overview of the figures, explaining how the budget had been formulated.</p>	

	<p>that the register needs to be a manageable size.</p> <p>Resolved: It was agreed that SB's recommendations be followed. The register will be made accessible to all governors to populate their individual areas of responsibility. The register to be brought back to the July governors meeting.</p>	
GB43/23	<p><u>Date of next meeting</u></p> <p>Resolved; the date of the next meeting was confirmed as 8th June 2023 at 5.30pm.</p>	All gov.
GB44/23	<p><u>School Business Manager (SBM) report</u></p> <p>The report had been provided to governors prior to the meeting.</p> <p>It was noted that all staff safeguarding training was up to date.</p> <p>Consideration is being given to moving swimming lessons to the Crown hotel as this would reduce time out of school and transport costs. The Head explained it is planned to provide swimming for all year 4 pupils for the whole of the autumn term and for years 5 & 6 pupils who are not confident swimmers. <u>Governors asked if the plan meets the schools obligation under the national curriculum;</u> the Head confirmed that the plan meets the needs of the curriculum.</p> <p>The school has successfully recruited one full time and two part time teachers for September. The number and quality of the applicants had been of a high standard. <u>Governors asked if any of the new recruits brought any specialist skills;</u> the Head confirmed that they had skills in PE and drama.</p> <p>There had been some issues with the fire alarm and the LA had agreed to replace it. The gym ceiling is due to be replaced and a further review of the state of the chimney has taken place.</p> <p>17 pupils are due to start the nursery in September together with 10 pupils currently attending.</p>	
GB45/23	<p><u>Heads report</u></p> <p>The report had been sent to governors prior to the meeting. The Head provided a summary of the highlights including:</p> <p>Improvements in the absence and persistent absence figures have been seen. The figures will be above the national average.</p>	

	<p>Recruitment to staff for an after school club is taking place but to date no response has been received. Governors suggested including the post in the school newsletter and possibly asking for volunteers.</p> <p><u>Governors noted that no instances of bullying had been recorded and asked if the school underreports incidents;</u> the Head will review and ensure all instances are recorded even if they are resolved quickly.</p> <p><u>Governors asked if the school conducts exit interviews/surveys for pupils that leave the school mid-year to establish the reasons for leaving;</u> the Head confirmed the school does but rarely gets any response. Governors suggested that parents might be more responsive to someone other than the Head asking the question. It was agreed that the Chair would take on the responsibility.</p>	Head
GB46/23	<p><u>Safeguarding</u></p> <p>It was noted that the completed safeguarding audit had been to the safeguarding board and governors.</p> <p>JS provided a safeguarding scenario for governors to check their knowledge of what actions they would take.</p>	
GB47/23	<p><u>Policy reviews</u></p> <p>There were none to review at this meeting.</p>	
GB48/23	<p><u>Governor monitoring reports</u></p> <p>There were no reports to be considered at this meeting.</p>	
GB49/23	<p><u>Governor board</u></p> <p>A governing board review is planned to be on the agenda for the July meeting.</p>	
GB50/23	<p><u>Other business.</u></p> <p>The Head gave details of a family cycle day that will start from the school.</p> <p><u>Governors asked if they should still be exploring academy status;</u> GW reported that she had heard nothing further regarding the proposed LA led academy. Governors agreed that they would reconsider academy possibilities when the school was in a stronger position.</p>	
GB51/23	<p><u>Impact of meeting</u></p> <p>Governors had reviewed the school finances and agreed</p>	

	<p>a plan to recover the deficit. They had also agreed a plan to improve the school facilities to accommodate the expected intake of pupils in September.</p> <p>The meeting closed at 20.00.</p>	
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Signed:

Position:

Date:

Challenge/Support questions are in Red

Finance questions are in blue

Strategy questions are in green