

Minutes of a meeting of the Governing Body of Boroughbridge Primary School that was held at the school at 5.30pm on Thursday 8th June 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 (CS) (School business manager), Neil Ryder (NR).

Minute No		Action
GB53/23	<p><u>Apologies</u></p> <p>There was an apology and reason for absence received from Janet Seymour.</p> <p>Resolved: the apology was noted and consented too.</p>	Chair
GB54/23	<p><u>Confidentiality</u></p> <p>Governors noted the rules about confidentiality.</p>	
GB55/23	<p><u>Declarations of interest</u></p> <p>There were no declarations.</p>	
GB56/23	<p><u>Other urgent business</u></p> <p>There were two items relating to finance and the arrangements for September which would be taken early on the agenda.</p>	
GB57/23	<p><u>Minutes</u></p> <p>Resolved: That the minutes of the meeting held on 4th May 2023 be agree as a true record of the meeting.</p>	
GB58/23	<p><u>Matters arising from the minutes</u></p> <p>GB41/23 The Chair will be meeting the bursar in the next week and will discuss the reasons for the reduction in expenditure shown in year 3 of the budget forecast.</p>	
GB59/23	<p><u>Finance</u></p> <p>The Chair and Head will be meeting the local authority finance team to discuss the deficit forecast for year 3. Governors agreed that the main reason for the deficit is the growing numbers at the school and the time lag in receiving funding. There were some adjustments that</p>	

<p>GB60/23</p>	<p>could possibly be made to reduce the deficit.</p> <p><u>September arrangements</u></p> <p>The Head reported on a meeting with the LA project manager regarding the schools need to expand. The refurbishment of buildings is likely to take longer than expected with high costs. An option to demolish the buildings and rebuild is considered to be a cheaper option but it will not be ready until September 2024. Quotes will be obtained for both refurbishment and rebuild. The Head outlined the planned adaptation of the reception class as a interim solution for September 2023. <u>Governors asked if all options had been explored for September 2023</u>; the Head confirmed that other options had been considered. The proposed plan will work and improve the fabric of the school in the long term.</p> <p>Resolved: Governors agreed to use up to £125,000 S106 funding currently available to make the interim changes.</p> <p>The LA will report back to the school with costed long term solutions by the end of June. <u>Governors asked how definite the completion date of September 2024 was</u>; it was explained that it is unlikely that the options will include a definite completion date.</p> <p><u>Governors asked if the planned fence around the forest school area was still going ahead</u>; this was confirmed.</p> <p>The Chair reported that he had recently attended a town council meeting and three local councillors had requested to be kept up to date regarding the development to increase the size of the school.</p>	
<p>GB61/23</p>	<p><u>Action tracker</u></p> <p>It was noted that actions on the tracker have been completed. The Chair will update and reissue the document.</p>	<p>Chair</p>
<p>GB62/23</p>	<p><u>Date of next meeting</u></p> <p>Resolved; the date of the next meeting was confirmed as 13th July 2023 at 5.30pm.</p>	
<p>GB63/23</p>	<p><u>School Business Manager (SBM) report</u></p> <p>The report had been provided to governors prior to the meeting.</p> <p>CS reported that the school kitchen had been inspected earlier in the day. The result was that improvements</p>	

<p>GB64/23</p>	<p>were needed including a deep clean and improved flooring. Some of the work will be undertaken in this half term. Further discussions were needed regarding the cost of the upgrade.</p> <p>It was reported that a new fire alarm will be installed this month. The school is considering some changes to the rent charged to the football club as this has not increased for several years. A replacement gate is needed due to the use of the football club. Governors agreed that an increase in fees was needed to at least cover the cost of installing a new gate.</p> <p>SB will meet with CS at the end of the month for an update regarding the after school clubs.</p> <p>Governors thanked CS for the work she was doing to improve the school.</p> <p><u>Heads report</u></p> <p>The report had been sent to governors prior to the meeting.</p> <p>It was noted that there had been no significant changes to the attendance figures since the last meeting. <u>Governors asked if there were any specific issues with attendance</u>; the Head explained that one SEN pupil only attends for two days a week and that this has an effect on the figure.</p> <p>It was noted that the Head and Chair had met to discuss progress towards school improvement plan targets.</p> <p>No bullying incidents had been recorded. One complaint regarding school meals had been resolved. The gate on the KS2 playground is now locked at the end of the school day due to safeguarding reasons this resulted in a complaint from a parent wanting to use the gate to pick up one of their children from an afterschool club. A response has been sent explaining the reason for the closure.</p>	<p>SB/CS</p>
<p>GB65/23</p>	<p><u>Safeguarding</u></p> <p>The Head reported that all referrals from the previous year have now been closed. Of 27 made this year 13 were currently open with 12 working with early help.</p> <p><u>Governors asked how staff would react to a pupil expressing a safeguarding concern but asking them not to tell their parents</u>; the head confirmed that staff would not promise not to tell anyone. They would consider if it was a safeguarding issue and take the appropriate action.</p>	

<p>GB66/23</p> <p>GB67/23</p> <p>GB68/23</p> <p>GB69/23</p>	<p><u>Governors noted that safeguarding referrals are not always instigated by the school, they asked if the staff ever review these cases to check that the school had not noticed anything that could have resulted in the school making a referral</u>; the Head explained that the school had not reviewed these cases. She will review them and consider if the school could have reasonably taken any earlier action.</p> <p>It was reported that staff continue to receive safeguarding scenarios twice every half term as part of their ongoing training.</p> <p>Governors discussed access to documents for parents that do not speak English this followed a parent not realising that the school was closed at half term. CS will consider possible solutions.</p> <p><u>School improvement plan</u></p> <p>Governors had received a report showing progress towards targets prior to the meeting and had no issues.</p> <p><u>Policy reviews</u></p> <p>Policies had been sent to governors prior to the meeting. It was noted that the complaints policy will be updated.</p> <p><u>Governor monitoring reports</u></p> <p>The following reports had been sent to governors prior to the meeting:</p> <p>Attendance Finance Maintenance</p> <p>Governors noted that as the chimney survey had indicated that there was no imminent danger from the chimney collapsing, no funding was available from the LA to make any repairs. Governors were concerned regarding the state of the chimney, it was noted that the last time anyone had got on the roof to examine it was march 2021. It was agreed that CS will contact the LA to get advice on how to resolve the issue.</p> <p>TC reported on a number of activities for pupils that could take place during the summer holiday. The school will provide details to parents via the school newsletter.</p> <p><u>Governor board</u></p> <p>A governing board review is planned to be on the agenda for the July meeting.</p>	<p>Head</p> <p>CS</p> <p>CS</p>
---	---	---------------------------------

GB70/23	<p><u>Other business.</u></p> <p><u>Governors asked about the data for one co-hort that was indicating that pupils were performing below the national average</u>; the Head explained that there were a high number of SEN pupils in that co-hort and that long term plans are being considered to close the gap.</p> <p>It was noted that governors need to review the cost of school meals. It was agreed that the Head would email a recommendation for governors to consider.</p>	Head
GB71/23	<p><u>Impact of meeting</u></p> <p>Governors had considered safeguarding and health and safety issues to keep pupils safe. They had also agreed a plan to ensure pupils can be accommodated at the school from September.</p> <p>The meeting closed at 19.50.</p>	

Signed:

Position:

Date:

Challenge/Support questions are in Red

Finance questions are in blue

Strategy questions are in green