

Minutes of a meeting of the Governing Body of Boroughbridge Primary School that was held at the school at 5.30pm on Thursday 21st September 2023.

Present: Jules Preston (Chair), Sarah Rowe (SR), Stephen Brown (SB), Callum Ivel (CL), Gemma Williams (GW), Timothy Collin (TC), Stuart Martin (SM).

In attendance: Brian Alker (Clerk to the Governing Body), Neil Ryder (NR), Caron-Leigh Van Schalkwyk (CS) (School business manager) attended virtually.

Minute No		Action
GB89/23	<p><u>Apologies</u></p> <p>There was an apology from the Head; NR was attending in her place.</p> <p>It was noted that TC would be late arriving.</p> <p>The Chair recorded his thanks to Janet Seymour who had retired as the local authority governor. It was suggested that the schools thanks for her service should be recorded in the school newsletter.</p> <p>Resolved: the apology was noted and consented too.</p>	
GB90/23	<p><u>School maintenance report</u></p> <p>The Chair brought forward this item to allow CS to leave the meeting early.</p> <p>The report had been sent to governors prior to the meeting.</p> <p>Part of the discussions under this item is subject to a confidential minute.</p> <p>It was noted that governors needed to agree to move funds that had been unused for maintenance in the last year to the premises budget for this year.</p> <p>Resolved: Governors agreed to move the unspent maintenance funds of £3331 from last year to the 20023/24 premises budget.</p> <p>It was noted that the school now has an asset management plan and policy in place.</p> <p>There is a balance from the previous year's maintenance budget and about £1300 left from the grant to improve the school. The highest priority for this year is to improve the kitchen. Other areas in need of attention are removal of equipment no longer in use in the gym. <u>Governors</u></p>	

	<p><u>asked if the floor in the gym was in a good state of repair</u>; it was explained that it was safe for general use but not good enough to hire out.</p> <p>It was agreed that no major spending decisions should be made until the final building plans for the school were known.</p> <p><i>CS left the meeting at this point.</i></p>	
GB91/23	<p><u>Confidentiality</u></p> <p>Governors noted the rules about confidentiality.</p>	
GB92/23	<p><u>Declarations of interest</u></p> <p>There were no declarations.</p>	
GB93/23	<p><u>Other urgent business</u></p> <p>There was one item notified regarding parking outside the school.</p>	
GB94/23	<p><u>Minutes</u></p> <p>Resolved: That the minutes of the meeting held on 13th July 2023 be agree as a true record of the meeting.</p>	
GB95/23	<p><u>Matters arising from the minutes</u></p> <p>It was noted that the item regarding PHSE has been included on the action tracker.</p> <p>The vacant LA governor position was discussed. A current governor will consider moving into the LA position after the result of the parent governor election is known.</p> <p><i>TC arrived at the meeting.</i></p>	
GB96/23	<p><u>Date of next meeting</u></p> <p>Resolved; the date of the next meeting was confirmed as 19th October 2023 at 5.30pm. Governors also agreed proposed dates for the rest of the school year that had been circulated prior to the meeting.</p>	
GB97/23	<p><u>Action tracker</u></p> <p>The tracker had been provided to governors prior to the meeting.</p> <p><u>Governors asked if there was an update on providing</u></p>	

<p>GB98/23</p>	<p><u>information to parents in different languages</u>; SR explained that she considered engaging EAL students from York university but the travel is too far for them to be interested. The university has offered the school the use of its translation service. Governors suggested notes are put on correspondence asking parents who would like any documents translating into a different language to contact the school. SR will take this forward.</p> <p><u>Policies</u></p> <p>It was noted that the Charging and Remissions policy shown on the agenda had recently been reviewed and agreed.</p> <p>Resolved: Governors agreed the following polices:</p> <ul style="list-style-type: none"> • Budget Management • NYC HR policies • Safeguarding/Child Protection 	<p>SR</p>
<p>GB99/23</p>	<p><u>Other business</u></p> <p>The Chair brought this item forward to ensure it could be discussed at this meeting.</p> <p>Governors were concerned for the safety of pupils due to parents parking on both sides of the road outside the school entrance. The school has considered solutions such as changing pick up and drop off times for pupils but this was thought to be impracticable due to siblings at the school being in different classes. The Chair has reminded the town council of the need to have double yellow lines on one side of the road. It was agreed that the Chair and Head will keep up the pressure on the town council and the local authority for a solution.</p>	<p>Chair/ Head</p>
<p>GB100/23</p>	<p><u>Heads report</u></p> <p>NR reported that he and the Head had produced the School Evaluation Form (SEF). He provided an overview of how the SEF had been produced, Learning walks during the last year had shown good quality work being produced but this had not been seen in the end of year results. <u>Governors asked if the school can identify how pupils had performed in each question in the previous year's SATS</u>; NR confirmed that the results for each question are being analysed and areas of weakness identified. Governors noted that although there were areas of weakness the results had improved over the last two years with results for writing well above the national average.</p> <p>Governors had received the School Improvement Plan</p>	

	<p>(SIP) prior to the meeting. <u>Governors noted there was little in the SIP regarding parents</u>; NR explained that the school is reviewing the amount of homework. It is recognised that some parents want guidance and the school is looking at ways to provide it.</p> <p><u>Governors noted that the documents they received suggest that staffing at the school is low compared to similar schools</u>; it was explained that the figures related to the previous year and staffing numbers have increased. It was noted that if funds allow the school could benefit from the recruitment of a receptionist. The Chair will discuss engaging further administrative support with the Head.</p> <p>It was agreed that a governor meeting plan should tie in data review cycles with governor meetings.</p> <p>Governors agreed that the leadership team had identified and were working to improve areas of weakness.</p>	<p>Chair</p> <p>Chair</p>
GB101/23	<p><u>Governor agenda cycle/plan</u></p> <p>The Clerk advised the meeting that he was available to meet with the Head and Chair to discuss a strategy for the year. The Chair will speak to the Head to arrange a meeting.</p>	Chair
GB102/23	<p><u>Staff structure</u></p> <p>NR confirmed that there had been no staff structure changes since the last meeting.</p>	
GB103/23	<p><u>Governor board evaluation</u></p> <p>It was agreed that SB will collate the Chairs 360 degree review.</p>	SB
GB104/23	<p><u>Governor monitoring</u></p> <p>There were no reports to consider at this meeting.</p> <p>Delegation of monitoring areas was deferred to the November meeting. Current arrangements will stay in place until November.</p>	
GB105/23	<p><u>Impact of meeting</u></p> <p>Governors had agreed to press the LA and town council for solutions to parking issues for the safety of pupils. They had also agreed actions in the school improvement plan and set in motion a review of the governing board via a Chairs 360 degree review</p>	

	The meeting closed at 20.00.	
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Signed:

Position:

Date:

Challenge/Support questions are in Red

Finance questions are in blue

Strategy questions are in green