



**Boroughbridge Primary School and Nursery
Meeting of the Full Governing Body held on
Thursday 18th July 2024 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) *On Teams*
Marie Doyle (MD) *On Teams*
Stuart Martin (SM)
Stephen Brown (SB)
Timothy Collin (TC)
Charlotte Millns (CM)
Gemma Williams (GW)
Neil Ryder (NR)

In Attendance :

Carol Harris (LA Clerk to Governors)

Item No.		Action
1.	All present were welcomed to the meeting held in School and Governors thanked for their attendance. The Chair explained the purpose of today's meeting.	
2.	Apologies and reasons for absence. Apologies and reasons for absence were received and accepted from Caron-Leigh Van Schalkwyk (CS) and Gillian Virden (GV).	

Chair Initials.....

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3.	<p>Confidentiality and Declaration of Interests</p> <p>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.</p>	
4.	<p>Notification of any Urgent Other Business.</p> <p>The Chair reported that he had met with the Town Council and the police regarding 'Operation Traffic'. It was noted that the police had visited school and were supportive of issues identified. Councillor McNeil is looking at a path from the car park to the road and general road safety around the school. The council are currently looking at feasibility and police suggested that they may raise funding for this. It was suggested that parents may notice an increased police presence at certain times in the day however, unless there are incidences of speeding, this is an education role not enforcement.</p> <p>Discussion followed around this, and incidents experienced by some parents were reported to Governors. The Chair continues to liaise with the Council and Police.</p>	
5.	<p>Approve Minutes of the last meeting – 18th June 2024 and matters arising including address Governor actions identified at the last meeting.</p> <p>It was noted that all actions had been addressed and that there were no matters arising.</p> <p>Regarding the nominations for Chair and Vice-Chair roles, it was determined that no further nominations had been received and as such, these would be ratified at the Governance meeting in September.</p> <p>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.</p>	
6.	<p>Correspondence</p> <ul style="list-style-type: none"> Governors were informed that an email had been received from Mr Norman expressing concerns regarding the proposed classroom restructure from September. As this email had been addressed to Governors the SLT had decided to share it to all Governors for information. It was noted that, should this have been escalated to a complaint that it would have been necessary to form a panel from outside this Board. <p>It was reported that the HT and NR had met with parents and that the situation had been resolved. The parents had asked however, that communication around such changes be improved and that further information could have been added to the newsletter.</p> <p>The reasoning behind these changes had been explained to the parents and the careful consideration around the groupings of children within the classes.</p> <p>Discussion followed around this with Governors supporting the approach of the SLT with the decision making and processes involved.</p>	

	<p>Governors agreed that there needed to be more notice of meetings for parents, and it was suggested that there could be an events page on the website possibly involving the PTA.</p> <p>Further discussion followed around transition meetings and that it needed to be made clear whether meetings were for consultation purposes or for information sharing.</p> <p><i>GC.- Do you feel that this possible breakdown in communication could be a result of the rapid growth of the school? Do we need to acknowledge this?</i></p> <p>A robust discussion followed around this point and how school needs to be aware of this. It was suggested to include an information section on the ParentApps with further discussion around the possibility of a named person as a contact point for parents and suggestions around how this may look particularly in view of the continued growth of the school going forward.</p>	
7.	<p>SBM Report</p> <p>The HT led Governors through CS's report which had been shared prior to the meeting. It was noted that;</p> <ul style="list-style-type: none"> The foundations were in for the new building and that there were to be further progress meetings to be held on the 6th August at 9.30 am, the 23rd August at 9.30 am and the 3rd September at 9.30 should any Governor wish to attend. <p><i>GC.- The tree survey didn't indicate any issues?</i> <i>R.- No, this was all fine.</i></p> <p>Some concerns were raised over the building handover and the timings of this. Governors offered support for the move Action – The HT to let Governors know if and when such support may be needed.</p> <ul style="list-style-type: none"> Phase 2 – This is currently under review and Governors will need to look at this again in September. Following from previous discussion, it was noted that there was a need to communicate any significant changes to parents in good time. <p><i>GC.- Do we have a contingency if Phase 2 doesn't happen? Is there NYC funding for further expansion?</i> <i>R.- This would be referred back to NYC to sort as there would be an implication for the intake of pupils going forward in order to preserve current class sizes.</i></p> <ul style="list-style-type: none"> Growth Funding – It was reported that school had received a significant amount of additional funding which had had a positive impact on the budget going forward. Finance- The Chair reported that outstanding debt from parents remains a concern. The HT further explained the figures and that a plan was in place for some of the families. It was noted that this debt was primarily accrued from Breakfast and After school clubs. <p><i>GC.- Do these families now have restricted access to these clubs?</i></p>	HT

	<p><i>R.- Yes, however some parents are disputing the need for this measure.</i></p> <p><i>GC.- Is much of this debt from Y6 families?</i></p> <p><i>R.- Caron continues to chase this.</i></p>	
8.	<p>Head Teacher's Report</p> <p>The HT led Governors through this report which had been shared prior to the meeting. The key points included;</p> <ul style="list-style-type: none"> • Attendance is above National figures, the two children who were missing in education have now started at a new school which has improved attendance data. <p><i>GC.- Are we communicating the change in PE provider and the reasoning behind this to parents?</i></p> <p><i>R.- Yes, I (HT) will let the parents know what is planned.</i></p> <p><i>GC.- Are we confident that the kitchen/dining area have capacity and space for the increase in numbers?</i></p> <p><i>R.- This is something we will need to assess once we know take up. We can use the gym for packed lunches if we need to.</i></p> <p><i>GC.- Looking at the data for KS1 Phonics, are these results as expected?</i></p> <p><i>R.- No, we knew of some children who have made good progress but didn't pass the screening.</i></p> <p>The HT and NR further explained the stories and anomalies behind this data.</p> <p><i>GC.- Regarding the statutory reporting, are these exclusions the same child and are these exclusions to do with the other reported incidents?</i></p> <p>The HT explained the data around this noting that the exclusions are one child however, strategies used to support this child and reduce the exclusions are proving successful. The HT went on to explain the racist incidents included in the report and the strategies and policies being applied to address this.</p> <p><i>GC.- There appears to be an increasing trend in persistent absence figures, should we be concerned?</i></p> <p><i>R.- Holiday requests have risen significantly; this could be due to the increase in fines due to be applied from September.</i></p> <p>The impact of absence due to holidays was explained in detail, how this is communicated to parents and then reported to Governors. It was noted that only 4 children across the school had attained 100% attendance.</p> <p>How school measures absenteeism was discussed in detail. The electronic registration system and codes were also explained.</p> <p><i>GC.- Well done to Y4 on the multiplication test results.</i></p> <p><i>R.- Yes, we are really pleased for these children.</i></p>	

	<ul style="list-style-type: none"> Impact Assessment reports – These reports had been shared with all Governors, for all subjects, prior to the meeting. Governors discussed the need for these reports and relevant information. Governors felt that these were a huge amount of work for staff which offer little strategic information and that relevant results offered more strategic value. SDP- The HT led Governors through the next steps in the SDP which will be taken forward into the next year's review. Anything highlighted in red were action points to carry forward into the new plan. HT appraisal – It was noted that this needed to be completed by December 31st and as such Governors would need to form a panel at the Governance meeting in September. Action – The Clerk to add this to the agenda for that meeting. 	Clerk
	<p>Governance</p> <ul style="list-style-type: none"> SACRE training report – This had been shared with all Governors prior to the meeting. Governor training – It was noted that there had been an update to the requirements for Governors when reading the KCSiE documents. Governors are now required to read any updates and Part 2 of the document. Safeguarding – SB led Governors through feedback from recent Safeguarding training. He reported that it had been extremely useful however it had raised questions as to the effective monitoring of Safeguarding in school. It was important to note that this was not in any way a questioning of practice, procedures or policies in the school but a self-evaluation process of the monitoring and improvement of this. Further discussion followed around this. Monitoring – The Chair explained the strategic role of Governors in ensuring that school is delivering quality provision and the assurance of quality in all areas. He further explained the ideas around a monitoring group for similar subject monitoring and how this may look. A monitoring plan to tie into the proposed agenda schedule was discussed. The HT reported that there would be 5 visits from the SIA next year which could tie into Governor monitoring areas. It was agreed that monitoring needs to be focussed and targeted. Action – The Clerk to add the Governor monitoring plan to the agenda for the meeting in September. Associate Members – The thinking behind the appointment of NR and CS as Associate Members of the Board was explained to Governors. All Governors approved these appointments. 	Clerk
10.	<p>Policies</p> <p>It was reported that some policies are currently being reviewed and any policies for Governor attention are available on the School Bus platform.</p>	
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> Staff wellbeing budget – GW explained the current system for the recognition of staff wellbeing, how gifts are obtained and allocated to staff and the difficulties around maintaining this. Governors felt that it was not appropriate to allocate funding for this however, SM and CM offered to help GW with the sourcing of such gifts and maintenance of this provision. 	

	Governors expressed their congratulations to all for a successful year and thanks in recognition of the significant achievements and progress made by the whole school team.	
11.	Key Dates for Governor Attendance <ul style="list-style-type: none"> FGB 19th September 2024 (Strategic/Governance focus) FGB 3rd October FGB 6th November (Finance focus) (Wednesday) FGB 5th December (SIP focus) FGB 23rd January 2025 FGB 6th March FGB 15th May (Finance focus) FGB 17th July (SIP focus) <p>All meetings to be held on Thursdays at 5.30pm unless otherwise notified.</p>	

Agenda item	Action	By
7.	To let Governors know when and if support may be needed for the classroom move.	HT
8.	To add panel for HT appraisal to agenda for September meeting.	Clerk
9.	To add Governor monitoring plan to the agenda for the next meeting.	Clerk

The meeting closed at 19.35 hrs.

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