



**Boroughbridge Primary School and Nursery
Meeting of the Full Governing Board held on
Thursday 19th September 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)
Stuart Martin (SM)
Stephen Brown (SB)
Timothy Collin (TC)
Charlotte Millns (CM)
Gemma Williams (GW)
Gillian Virden (GV).
Neil Ryder (NR)
Caron-Leigh Van Schalkwyk (CS)

In Attendance :

Carol Harris (LA Clerk to Governors)

Item No.		Action
	<p>All present were welcomed to the meeting held in School and Governors thanked for their attendance.</p> <p>The Chair updated Governors on the start to the year and the new building project. He noted that he has contacted Sue Turley regarding the continuation of the build and to express thanks for her support with this on behalf of the FGB. It was also reported that he has contacted the school advisor regarding Phase 2 and the possibility of mixed age classes should this not happen.</p>	

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	<p>A meeting is to be held on the 22nd October to look at planning going forward in order to avoid this. Sue Turley is to continue to look at information supplied to enable the further expansion plans.</p> <p>It was also reported that Lindsey Miller (school improvement advisor) had recently visited school to look at Safeguarding which was very positive, further dates for meetings have been sent to all Governors who were invited to join on any of these dates.</p>	
1.	<p>Apologies and reasons for absence.</p> <p>Apologies and reasons for absence were received and accepted from Callum Ivel (CI) and Marie Doyle (MD).</p>	
2.	<p>Election of Chair and Vice-Chair</p> <p>As previously discussed at the meeting 18th July 2024, no further nominations had been received for these roles. Governors unanimously voted to return Jules Preston to the role of Chair and Stephen Brown to the role of Vice-Chair.</p> <p>It was noted that the Chair had indicated previously that it would be likely that he would step down next year and so the meeting determined to set the term of office for both roles at 1 year to be reviewed at the first meeting of the 25/26 academic year.</p> <p>It was also decided that there was a need to look more closely at succession planning going forward.</p>	
3.	<p>Declaration of Interests</p> <p>GW explained the Well-being in Mind Initiative to Governors which aims to support mental health and wellbeing. This is looking at early intervention with a whole school approach. This offers large group sessions, consultancy, accessibility to support and CPD for staff.</p> <p>It was further explained how this will look in practice and how needs are targeted.</p> <p>GW and JP both declared a business interest in the project as both work with the trust involved in this provision.</p> <p>It was further explained how school can refer children directly depending on the need of the individual and how beneficial this will be for the whole school having this provision based on site particularly for staff consultation and direct support for children.</p>	
4.	<p>Confidentiality</p> <p>It was noted that the HT appraisal will be held on the 23rd October and Governors involved were asked to let the Chair know of availability.</p> <p>Governors were reminded that all discussions are to remain confidential to the meeting.</p>	

5.	<p>Notification of any Urgent Other Business.</p> <p>Governors were notified that the school PAN, wrap around care, wellbeing and introductions to Governors for new staff would be discussed under agenda item 10.</p>	
6.	<p>Approve Minutes of the last meeting – 18th July 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>Updates included;</p> <ul style="list-style-type: none"> As previously discussed, the new classrooms are now completed with snagging continuing. The new children have settled in well despite being in the gym initially. Thanks were expressed to all staff involved in the move. A good start to the year with a pleasant atmosphere and environment in school. <p><i>GC.- Has the mixing of some classes and these changes been successful so far?</i> <i>R.- Yes, all has gone well. Some children arrived at school who were not on the list from admissions however, these children have been accommodated and have fitted in well.</i></p> <p>The Chair reiterated the success of the build and the positive impact of this, also how the opening up of space has benefitted the whole school.</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>	
7.	<p>Governance</p> <ul style="list-style-type: none"> SLT Structure – The need to review this as school continues to expand was identified. It was agreed that the structure would remain as it is for this academic year however, there may be a need to look at KS1 and EYFS going forward with a further additional appointment to the SLT. Action – The Clerk to add this to the agenda for the meeting scheduled for the 6th November '24 as there may be a financial implication. <p>Discussion followed around this and it was agreed that the HT would put a proposal together to be considered at the November meeting.</p> <ul style="list-style-type: none"> Monitoring areas – It was noted that the HT and Chair are to meet to discuss the groupings and frequency of monitoring previously discussed. Further discussion followed around this with a need for clarity identified. With regard to the possible groupings, it was noted that there was a need for this to be led by the SDP. <p>Governors fed back their own personal experiences of this to the SLT with questions around how this could look in practice. Action – The Chair to look at this in detail and bring the proposed schedule to the next meeting. The Clerk to add this to the agenda for that meeting.</p>	<p>Clerk</p> <p>HT</p> <p>Chair/ Clerk</p>

	<ul style="list-style-type: none"> • Governor Training – The statutory training requirements for Governors had been shared with all prior to the meeting with Safeguarding a priority. All Governors need to complete and let Caron know when this has happened. • FGB Structure – A robust discussion followed around the need to increase the number of Governors due to the increase in size of the school as had previously been agreed. The Clerk advised that this was possible and outlined the process to achieve this. Action – the Clerk to confirm the procedure to initiate this and report to Governors at the next meeting. • Delegation Planner/Code of Conduct/Standing Orders/Scheme of delegation – It was noted that these documents were not on the NYES system and as such the Clerk had been unable to distribute these prior to the meeting for consideration and approval by the board. It was agreed that this could be carried forward to the next meeting. • SCR – It was reported that this was audited regularly with the HT and Chair due to meet to carry this out. The named Governor responsible for the SCR would be the Chair. • Agenda Cycle 2024/25 – This had been shared with all Governors who approved it with the understanding that this is a working document with items such as Governor monitoring yet to be added. • Panels and Committees – The Complaints panel was agreed to be SB, CM, GW and TC. Other panels or committees would be agreed as the need arose. • Forms for completion – Governors present completed the Business interest forms at the meeting. It was noted that the other necessary forms would need to be completed at the next meeting Action – The Clerk to investigate this and bring to the next meeting. 	<p>All Govs</p> <p>Clerk</p> <p>Clerk</p>
8.	<p>Head Teacher Updates</p> <p>The HT had shared her report with all Governors prior to the meeting. Governor Challenge included;</p> <p><i>GC.- I note that there are some children who have left the school, do we know why and where they have gone to?</i></p> <p><i>R.- We have received a mixture of feedback from these families. Some have moved areas with some being parental choice due to the changes in the school.</i></p> <p>Some discussion followed around this including how school looks at the offer for parents, potential for marketing and support for the HT and SLT with parental approach.</p> <p><i>GC.- Thank you to Caron for sorting the situation with the fire alarms.</i></p> <p><i>R,- We continue to monitor this and further fire drills are planned to ensure that this remains the case.</i></p>	

	<p><i>GC.- Regarding the appointment of new staff, did we receive applications from a mix of genders?</i> <i>R.- Yes, however it was interesting to note that few applications had been received from male teachers.</i></p> <p>A robust discussion followed around this and possible reasons behind the situation explored.</p> <p>Finance - It was reported that finance was positive, but a cautious approach continues. Discussion followed around census day and predicted funding going forward.</p> <p>Complaints – It was noted that no complaints had been received.</p> <p><i>GC.- How is the data regarding lateness following the introduction of the new strategy?</i> <i>R.- This appears to be much improved.</i></p> <p><i>GC.- How is the position regarding the outstanding debt?</i> <i>R.- This is also improved. There was no Y6 debt outstanding at the end of term. The policy remains however for those families in significant debt being refused access to wrap around care until some, or all, of the debt is paid. There is support in place for families in debt including the possibility of payment plans should they need and ask for it.</i></p> <p>MD had submitted questions to the HT prior to the meeting to which the HT had responded. These questions and responses were shared prior to the meeting with all Governors which the Chair then led Governors through at the meeting.</p>	
9.	<p>Policies for review and approval</p> <p>It was reported that some policies are currently being reviewed with the SLT awaiting NYC updates and any policies for Governor attention are available on the School Bus platform.</p> <p>One policy which had been identified was the Staff, Governors and Visitors allowances policy.</p>	
10.	<p>Any Other Business</p> <p>As noted under agenda item 5 as follows;</p> <ul style="list-style-type: none"> • School PAN – The HT explained the implications for the PAN review and that this needs to be set going forward. The HT recommended to Governors that the PAN remain at 30 however, this could be increased at a later time if it was deemed necessary. Discussion followed around the implications regarding the PAN with all Governors agreeing to leave the PAN at 30 for now. • Wrap around care – the Chair reminded Governors of their strategic role at this point in the meeting, particularly when looking at matters that affect their families directly. The HT reported that issues had arisen due to the increase and fluctuation of numbers of children attending this provision and explained that the current booking system gives little time to arrange additional staffing. It was also necessary to factor in staff wellbeing/ food provision etc. 	

	<p><i>GC.- What is the safe number of children with regards to current staff numbers?</i></p> <p>The HT went on to explain the situation fully, explaining the different scenarios and implications for these and the quality of provision offered.</p> <p>It was also noted that funding for wrap around care was changing which led to a discussion on pricing of clubs etc. The HT reported that she had met with after school staff who had prepared a plan.</p> <p>Governors recognised the issues around staffing for this provision and support the HT's recommendation to employ further staff once funding has been approved.</p> <ul style="list-style-type: none"> • Safeguarding – It was noted that a training course on CPOMS reporting was being attended by SB and GW. Both Governors to share this information with all Governors. • Induction for new staff – Governors felt that it was important to properly introduce themselves to new staff and parents and improve connections with the staff team. Action – GW to set this up. 	GW
11.	<p>Key Dates for Governor Attendance</p> <ul style="list-style-type: none"> • 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 add review of SLT to the agenda for the November meeting	Clerk
7.	To put together a proposal for the restructure of the SLT to be considered at the November meeting.	HT
7.	To prepare suggestions for Governor monitoring schedule and bring to the next meeting. The Clerk to add this to the agenda for that meeting.	Chair/Clerk
7.	To complete statutory training	All Gobs
7.	To investigate the process for the increase in Governors on the Instrument of Government.	Clerk
7.	To bring the statutory forms for completion at the next meeting.	Clerk
10.	To set up meeting for new staff/parents to meet FGB	GW

The meeting closed at 19.30 hrs.

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

Chair Initials.....