



**Boroughbridge Primary School and Nursery
Meeting of the Full Governing Board held on
Thursday 3rd October 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)

Stephen Brown (SB)

Timothy Collin (TC)

Charlotte Millns (CM)

Gemma Williams (GW)

Marie Doyle

Callum Ivel

Gillian Virden (GV).

Neil Ryder (NR)

Caron-Leigh Van Schalkwyk (CS)

In Attendance :

Carol Harris (LA Clerk to Governors)

Item No.		Action
	All present were welcomed to the meeting held in School and Governors thanked for their attendance.	
1.	Apologies and reasons for absence. Apologies and reasons for absence were received and accepted from Stuart Martin.	
2.	Declaration of Interests None Declared	

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3.	<p>Confidentiality</p> <p>Governors were reminded about the usual rules around confidentiality and that that all discussions are to remain confidential to the meeting.</p>	
4.	<p>Notification of any Urgent Other Business.</p> <p>The Chair notified Governors that there was to be a discussion around GW's position on the board.</p>	
5.	<p>Approve Minutes of the last meeting – 19th September 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"> KCSiE training for Governors was still ongoing – Action - All Governors to let CS know when this is completed. It was noted that all training is to be completed in the first half-term so as to be clear when all training is done and due to be reviewed. Regarding the potential increase in the number of Governors, the Clerk explained the process by which the Board can apply to do this and the strategic role of Governors in relation to the increased number of children in school. Governors felt that it would be useful to undertake a skills audit to determine any gaps in skills amongst the existing Board and it was agreed that the Chair would send these out to all Governors for completion to be assessed at the meeting on the 23rd January. Action -Chair. The Clerk to add to the agenda for the January meeting. The meeting for staff and Governors was discussed with all agreeing that this was a good idea however, trying to fix a date that was suitable for the majority of Governors and staff proved problematic. It was decided that the HT would check the calendar and send suggested dates out to all Governors. Action – HT It was noted that the meetings scheduled for the 6th November and 5th December would need to be switched around to allow the Bursar time to prepare the data for the revised budget statement. <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>	<p>All Govs</p> <p>Chair/ Clerk</p> <p>HT</p>
6.	<p>Head Teacher's Report</p> <p>This report had been shared with all Governors prior to the meeting and Governor Challenge included:</p> <p><i>GC.- Looking at the figures for SEND numbers in school, there appears to be a significant increase compared to previous reports. Has this level of need increased significantly and how has this impacted staffing?</i></p>	

	<p><i>R.- 4 new Teaching assistants were appointed for September. Some children have arrived with EHCP's which school weren't aware of. The percentage growth in SEND is significantly higher compared to national data.</i></p> <p>Staff further explained the different levels of need and that the greater level of need percentages are significantly higher. It was noted that year groups have been split due to the need in these cohorts.</p> <p>Discussion followed around this and the financial support provided which has funded further staffing and the impact of this on the SDP.</p> <p><i>GC.- The 5 EHCPs noted as ongoing, will these attract further funding?</i></p> <p><i>R.- Yes, however, it may take some time before school receives this.</i></p> <p><i>GC.- Looking at the staffing structure, the SLT currently looks the same. Should we be looking to increase this team?</i></p> <p><i>R.- Yes, this will be on the agenda for the meeting in November where we will also need to look at succession planning.</i></p> <p><i>GC.- Do we also need to increase the SENCo provision?</i></p> <p><i>R.- The 2 days per week SENCo provision is adequate for now but is assessed regularly.</i></p> <p><i>GC.- Should staff be contacting parents outside of expected working hours, we are just concerned as to staff workload and wellbeing?</i></p> <p><i>R.- I (the HT) will speak to staff to remind them of the protocols.</i></p> <p>Discussion followed around this with the implications for the safeguarding of staff highlighted.</p> <p><i>GC.- Are there any further safeguarding updates?</i></p> <p><i>R.- Safeguarding scenarios are still being carried out including for Health and Safety. No new concerns have been identified. As mentioned at the last meeting Lindsey Miller had visited school and reported on the excellent safeguarding procedures in place.</i></p>	
7.	<p>SBM Report</p> <ul style="list-style-type: none"> • Premises – This report had been shared with all Governors prior to the meeting, updates included; <ul style="list-style-type: none"> ○ The Chair reported that CS had fulfilled the School Business Manager training and was now fully qualified. All Governors expressed their congratulations and gratitude to Caron for undertaking this training and for the immense support offered to school. <p><i>GC.- Following the recent issues with the fire alarm system, is this now fully functioning as it should?</i></p> <p><i>R.- Yes, all has been repaired and the alarms can be heard throughout school. Action points have been identified and actioned as a result of the recent fault with the system.</i></p> <p>This was further explained to Governors and that the recent issues with the alarm had shown up the parking issues around school as the fire service had been unable to access the school due to poor parking. It was important to note that this was a minor malfunction to the system, which was quickly identified and resolved, and which provided an opportunity for an unrehearsed and successful fire drill.</p>	

	<ul style="list-style-type: none"> ○ CS explained that there were now no further funds for spending on premises. <p><i>GC.- Is it possible to monitor spending for maintenance and have future risks been identified?</i></p> <p><i>R.- Yes, this is all in hand. CS, HT and the Chair are all to meet to look specifically at risk assessments and areas identified. No Health and Safety issues have been identified for this year.</i></p> <p>It was further explained that the Estate Management Plan, Risk Register, Action Plan and Emergency Response plan were all being reviewed with CS to check the policies for these and the Risk Strategy. Action – to arrange a meeting to look at this and bring to Governor monitoring groups and the Clerk to add the Risk Register to the agenda for the November meeting.</p> <p>Discussion followed around how to manage this effectively and how often this monitoring should be carried out. Action – The Chair to add this to the monitoring schedule.</p>	<p>HT/CS /Chair /Clerk</p> <p>Chair</p>
8.	<p>Governance</p> <ul style="list-style-type: none"> • Statutory Forms – all statutory forms were completed at the start of the meeting with the Code of Conduct, Instrument of Government and Standing orders to be approved via email following the meeting. The Scheme of Delegation was approved by all. • Co-opted Governor – GW explained that she may be required to miss 2 meetings due to increased work commitments and her concerns for the impact of this on her role on the Board. The Clerk outlined the statutory position and explained the options available. <p>Discussion followed around this with all Governors supporting the suggestion that GW remain as a Co-opted Governor receiving all documents for meetings for comment and sending apologies as necessary.</p> <p>It was noted that MD would now organise the Christmas cards for the staff from the Governors.</p> <ul style="list-style-type: none"> • Monitoring Schedule – The Chair explained the monitoring Schedule to Governors and how this was linked to the School Development Plan (SDP). It was noted that this document would be sent out to all Governors for comment and feedback. <p>The School Visits Policy which also looks at the frequency and purpose of Governor monitoring visits will also feed into this schedule.</p> <p>The Chair led Governors through this schedule explaining the suggested roles/groups and associated link Governors.</p> <p>Further discussion followed around what monitoring would look like in practice and how this would be recorded and reported.</p> <p>Action – Governors were asked to send any comments to the Chair within two weeks of the meeting.</p> <p><i>MD and TC left the meeting at 18.40 hrs</i></p> <ul style="list-style-type: none"> • FGB Structure – As previously discussed under agenda item 5, Governors felt that the structure of the FGB at this time was adequate and worked effectively 	<p>All Govs</p>

	<p>and efficiently. The suggested skills audit would be useful when looking further at this.</p> <ul style="list-style-type: none"> • Associate Member – The meeting determined to re-elect CM as an Associate Member of the Board to be reviewed in September 2026. 	
9.	<p>Policies for review and approval</p> <p>It was explained that all policies for review are on the school bus to read and approve.</p> <p>To support Governors with this the HT will send out a schedule of policies on an excel spreadsheet so that Governors are aware of the timescales for the approval of all necessary policies. Action - HT</p>	HT
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Looking at the future dates of meetings TC, GW and SB offered their apologies in advance for the next meeting. <p>There was no further business to discuss.</p>	
11.	<p>Key Dates for Governor Attendance</p> <ul style="list-style-type: none"> • FGB 6th November (SIP Focus) (Wednesday) • FGB 5th December (Finance) • 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
5.	To complete KCSiE/ Safeguarding training and let CS know when completed	All Govs
5.	To send out skills audit proforma from School Bus to all Governors for completion. The Clerk to add this to the agenda for the meeting scheduled for the 23 rd January 2025	Chair/Clerk
5.	To send suggested dates for a Governor/staff meeting to all Govs	HT
7.	To arrange a meeting to look at review of risk strategy etc.	HT/Chair/CS
7.	To add risk strategy monitoring to the Monitoring schedule.	Chair
7.	To add the Risk Register to the agenda for the November meeting	Clerk
8.	To send any comments/feedback for the Monitoring schedule to the Chair	All Govs
9.	To send policy schedule to all Govs	HT

The meeting closed at 18.55 hrs.

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

Chair Initials.....