



Boroughbridge Primary School and Nursery Meeting of the Full Governing Board held on Thursday 5th December 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)

Marie Doyle (MD)

Callum Ivel (CI) – On Teams

Gillian Virden (GV)

Stuart Martin (SM)

Caron-Leigh Van Schalkwyk (CVS)

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 introduced the purpose of the meeting and explained that;</p> <ul style="list-style-type: none">• The HT performance management review had been carried out with support from Donna Makepiece (LA) Thanks were expressed to the HT for maintaining the excellent ethos of the school despite all of the changes and for the continued outstanding provision for the children. It was suggested that a 360° review be carried out at a point in the future which the HT welcomed.	

Chair Initials.....

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	<ul style="list-style-type: none"> Meetings had taken place looking at attendance with Lindsey Miller the reports from which have been shared on the Teams Governor drive. It was felt that it would be useful to discuss these reports at the next meeting Action – The Clerk to add to the agenda for the next meeting. A meeting to look at the performance of the school had also been very positive with all data and targets examined. It was important to note that school continues to strive for improvement and that the SDP going forward may need a 5 year strategic plan as an action. The SLT had met with the Town Council, police and Highways regarding the parking situation around school with little resolved. Cones placed outside school, with the permission of the police, have thus far been effective. Some parents have been issued tickets with the HT requesting further information from the police including the number of these tickets. Discussion followed around the parking difficulties and implications for the issuing of tickets to parents. 	Clerk
1.	<p>Apologies and reasons for absence.</p> <p>Apologies and reasons for absence were received and accepted from Gemma Williams (GW) and Neil Ryder (NR).</p>	
2.	<p>Declaration of Interests</p> <p>None Declared</p>	
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>Prevent Training – It was noted that this continues to be a priority, all Governors confirmed that this had been completed.</p>	
5.	<p>Approve Minutes of the last meeting – 3rd October 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"> All required Governor training had been completed. Action – the Clerk to send the skills audit template to the Chair. Staff meetings are currently on a Wednesday to which Governors were invited to join after school. It was determined that it would be useful to add the Risk Strategy to the end of FGB meetings in the event that any items discussed needed to be added. Action - Clerk 	<p>Clerk</p> <p>Clerk</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>Finance</p> <p>The Budget Reports had been shared with all Governors prior to the meeting.</p> <p>The Chair passed apologies to the Board from the Bursar as she had been unable to attend the meeting.</p> <p>The Chair led Governors through the headlines noting that, the balance going forward was significantly higher than that predicted due to several factors which were fully explained. Governors agreed that there would be a need to look at this in more detail and potentially increase staffing levels at the After School Club. The budget currently looks healthy.</p> <p><i>GC.- Are the new increases in NI contributions factored into this budget?</i> <i>R.- We are currently waiting to hear if there will be funding available to cover this. It is not currently factored in until this is known. A 3% increase for support staff has been factored in.</i></p> <p>Discussion followed around the ad hoc use of wrap around care and the impact of this on staffing provision for clubs.</p> <p><i>GC.- How are we looking with the outstanding debt recovery?</i> <i>R.- We have recently appointed a finance assistant who can help with some of this workload.</i></p> <p>The role of this appointment and the candidate appointed were further explained to Governors.</p> <p><i>GC.- Are these new debts or historic?</i> <i>R.- Some and some, there is less new debt.</i></p> <p><i>GC.- If we look to legal means to reclaim any outstanding debt this could affect parent's credit rating, do parents fully understand this?</i> <i>R.- The decision ultimately lies with NYC as to how to proceed with debt recovery. This may be necessary with some families, policies are referred to, followed and explained fully to parents.</i></p> <p><i>GC.- Have these parents been refused access to clubs as a result of the increasing debt?</i> <i>R.- Yes, school continues to follow policy and procedures in these instances.</i></p> <p>It was further explained that the system was being moved to ARBOR which will manage the payment system more effectively. It was also noted that charges will be made prior to the child attending the clubs rather than retrospectively as it is now. Parents will be unable to book further sessions until payment is made.</p> <p>Discussion followed around this, the implications for parents and for the school staff.</p>	

	<p><i>GC.- Considering the likely increase in Pupil Premium (PP) funding we need to ensure that our PP strategy is robust and fit for purpose.</i></p> <p><i>R.- CM has visited school for monitoring and this report has been shared on Teams for information. It was reported that the strategy has been validated along with all policies and procedures.</i></p> <p>All Governors approved the Revised Budget Statement for submission.</p> <p>The Chair updated Governors regarding the ongoing build issues. The meeting determined that options need to be explored and planning for the different scenarios put in place. Phase 2 is also a consideration and was discussed.</p> <p>Further discussion followed around the infrastructure of the school in relation to pupil numbers and the implications for the PAN including the knock-on effect further up the school. It was important to note that the KS1 PAN can't go over 30.</p> <p>It was reported that numbers are increasing and that ideally, school would need 60 to enable 2 form entry.</p> <p>A robust discussion followed around the implications of this should school need to turn children away and the funding for Phase 2. There are currently 267 children on roll with 239-287 forecast going forward.</p> <p>It was suggested that the SLT look at various options/scenarios for consideration at the next FGB meeting on the 23rd January 2025. Action – HT, the Clerk to add to the agenda for that meeting. It was recognised that there would be a need to consider SEND and LAC when looking at admissions which could have implications for the PAN going forward.</p> <p>The HT reported that the current situation with the split classes was working well.</p> <p>Benchmarking – This report had been shared with all Governors prior to the meeting.</p> <p>This report shows that, in comparison to similar schools, spending on premises is slightly higher. It was further explained that there was a potential need to tender for the cleaning contract with school looking at the options for cleaning agencies.</p> <p>Discussion followed around how schools are compared for Benchmarking when not like for like.</p> <p>Governors agreed that no change was necessary for the cleaning contract and that this would be reviewed on an annual basis. There was also no need to increase the premises budget for caretaking due to the recent excellent appointment and efficiency of the caretaker.</p> <p>Spending on Resources, particularly energy costs were also explained in detail as this is also shown as high in the benchmarking report.</p>	<p>HT/ Clerk</p>
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7.	<p>Head Teacher's Report</p> <p>This report had been shared with all Governors prior to the meeting. Governor Challenge included;</p> <p><i>GC.- Are there priority areas linked to the SIP for Governor monitoring?</i></p> <p><i>R.- Yes, at the Autumn Term Planning Meeting it was noted that the layout of the SIP made the 5 priorities clear for Governor monitoring. It was also noted that Safeguarding and Wellbeing could be split.</i></p> <p><i>GC.- When is Governor monitoring most beneficial to the team. We are concerned about the number of Governors taking up staff time as much of the effective monitoring would need face to face meetings. Would it be useful to have a calendar/schedule for monitoring visits?</i></p> <p><i>R.- Yes, that would be really helpful, and this could tie into the external moderation visits ie. Lindsey Miller etc. The SLT have put together a subject focus for each half-term which we could also tie in.</i></p> <p>Action – The Chair to meet with the SLT to prepare a plan/calendar to present to Governors.</p> <p>The HT explained the potential Pastoral/parent support role to Governors and that this would need to be advertised.</p> <p>It was confirmed that the appraisal process for teaching staff had been successfully completed with new targets set for staff.</p> <p>There were no new Safeguarding concerns to report to Governors and any bullying and potential racist incidents were explained fully.</p> <p><i>GC.- Looking at the data for persistent absence, is this one family?</i></p> <p>Persistent absence figures were fully explained to Governors including patterns identified, holidays in term time along with new procedures in place to support families with attendance. Successes in improved attendance are celebrated.</p> <p><i>GC.- Is there any correlation between absence and debt?</i></p> <p><i>R.- This is not something we have noticed however it would be useful to investigate this.</i></p> <p>It was discussed that is important to recognise the home circumstances of some of the families and to build a picture of need to be able to support these families if necessary.</p>	Chair/ SLT
8.	<p>SBM Report</p> <p>Health and Safety Report – This report had been shared with all Governors prior to the meeting. It was explained that this is a new format which consolidates everything into one document. CVS explained fully how this looks and works in practice.</p> <p>The Risk Register is also a new template taken from the School Bus and is very specific. It works well with information for Governors including implications for finances. One priority risk identified is the need for access to ICT and computers for all children. Other risks are classed as tolerable.</p>	

	<p>Reasons for the Risk Register and the thinking behind it were further explained and how this is managed. It is important to note that most of the identified risk is operational and is managed by the SLT, Governors need to be aware of any strategic and significant increase in risk. It is mainly an operational tool. It will also assist in the monitoring and management of risk and will be useful for a different perspective and questioning reflection of risk.</p> <p>It was noted that the wording 'School Business Manager's report' on agendas may cause some confusion for Governors when looking for this information. It was decided to include this on future agendas as 'School Business manager – Updates;'. Action – Clerk</p> <p>It was noted that the new H&S Report covers staff stress levels which may impact wellbeing, adjustments have been made to support incidences of staff illness.</p> <p><i>GC.- Thinking about staff illness, has the situation improved regarding parental contact with staff, are parents aware of the potential stress points?</i> <i>R.- This has been addressed in the last newsletter, parental expectation needs to be managed particularly with SEND pupils for example. There is a fine balance between support for parents and staff wellbeing.</i></p> <p>The situation and actions taken by the school were fully explained to Governors which was followed by a robust discussion with Governors offering support if needed.</p> <p>Long Term Plans were explained to Governors and how all of the information around these was now available on the Teams channel for reference.</p>	Clerk
9.	<p>Governance</p> <ul style="list-style-type: none"> • Review of SLT – The meeting determined to look at this at the January meeting. Action – The SLT to meet to discuss to present at the next meeting and the Clerk to add to the agenda. • Governor Training – was confirmed as completed to date. It was explained how Governor Training is being aligned. • SIA Report – It was noted that the ATPM report had been shared for all on Teams to discuss in January as previously discussed. • Governor Monitoring – It was noted that these reports had been shared on Teams for Governor information. 	SLT/ Clerk
10.	<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> <ul style="list-style-type: none"> • Health and Safety Policy – to be approved at the January meeting, Clerk to add to the agenda for this meeting. • Pay Policy – All approved • Budget Management Policy – All approved. 	Clerk

11.	Any Other Business <ul style="list-style-type: none"> The Clerk explained a potential situation at another of her schools (without sharing any detail) which may lead to a complaint being made. NYC had suggested that it may be useful to invite Governors from another school to sit on one of the required committees and so asked if any Governor would volunteer to support this. JP and SB both offered support with this should it be necessary. The Chair asked if it would be possible to move the start time of the meeting due to be held on the 6th March to 6pm due to a prior commitment – All Governors agreed. 	
12.	Key Dates for Governor Attendance <ul style="list-style-type: none"> FGB 23rd January 2025 FGB 6th March – This meeting to start at the slightly later time of 6pm 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
Introduction	To add Attendance meeting report for discussion to the agenda for the next meeting.	Clerk
5.	To send the skills audit template to the Chair.	Clerk
5.	To add the Risk Strategy to the agendas for meetings going forward.	Clerk
6.	To look at different scenarios for the infrastructure of the school in relation to pupil numbers for discussion at the next FGB meeting. The Clerk to add to the agenda for that meeting.	HT/ Clerk
7.	To meet with the SLT to prepare a Governor monitoring schedule.	Chair/SLT
8	To rename SBM report as SBM Updates on agendas going forward.	Clerk
9.	To meet to look at the SLT structure to present to the next meeting and to add this to the agenda.	SLT/ Clerk

The meeting closed at 19.45 hrs.

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

Chair Initials.....