



**Boroughbridge Primary School and Nursery
Meeting of the Full Governing Board held on
Thursday 23rd January 2025 at 5.30pm on Teams**

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)
Stuart Martin (SM)
Charlotte Millns (CM)
Gemma Williams (GW)
Marie Doyle (MD)
Callum Ivel (CI)
Gillian Virden (GV).
Neil Ryder (NR)
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 on Teams and Governors thanked for their attendance.</p> <p>The Chair shared updates with Governors in his introduction to the meeting which included;</p> <ul style="list-style-type: none">• All Governors are invited to join with staff at staff meetings to be held on Wednesdays at 3.30pm for an informal chat and introduction to staff members.	

Chair Initials.....

	<ul style="list-style-type: none"> • Updates regarding Phase 2 of the building project will follow later in the meeting. 	
1.	<p>Apologies and reasons for absence.</p> <p>All Governors were present at the meeting.</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> <p>Any items to remain confidential and be recorded in confidential minutes will be identified at that time.</p>	
4.	<p>Notification of any Urgent Other Business.</p> <p>The Chair notified Governors that there was to be a discussion around;</p> <ul style="list-style-type: none"> • DBS policy/checking amongst staff • A Breakfast Initiative for discussion • Board effectiveness and • Recent social media comments to be addressed. 	
5.	<p>Approve Minutes of the last meeting – 5th December 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"> • The Skills audit previously discussed looks to be a useful tool and is something for the board to consider going forward. <p>The minutes of the last meeting were agreed as a true and accurate record of the meeting and will be signed by the Chair to be returned to the Governor file in school.</p>	
6.	<p>Head Teacher's Interim Report</p> <p>This report, including the Attendance meeting report, had been shared with all Governors prior to the meeting, the HT led Governors through the report highlighting that;</p> <ul style="list-style-type: none"> • There have been significant increases in Safeguarding concerns, SEND pupil numbers, EHCP applications, Pupil Premium numbers, and Child Protection referrals resulting in increasing pressures on SLT time and resources. Specific concerns were explained further to Governors. • The Wellbeing in Mind Programme has started with questionnaires completed. 	

	<ul style="list-style-type: none"> • The Safeguarding Audit is ongoing and nearing completion to be brought to the next meeting Action – The Clerk to add to the agenda for that meeting. <p><i>GC.- Why do you think we have seen such a significant increase in the various concerns that you have mentioned?</i></p> <p><i>R.- Some of these are linked to social housing, we have better assessment and monitoring, and it seems the same across the board in all schools, we are seeing similar patterns.</i></p> <p><i>GC.- How do we compare with other settings?</i></p> <p><i>R.- We are in a lower percentage for Pupil Premium numbers comparatively which can affect funding applications however, our SEND percentages are higher than others.</i></p> <p><i>GC.- Do we know how many children for the September intake are already in our nursery and if any of those have a SEND?</i></p> <p><i>R.- We have been advised that 40 children have applied for a first-choice place, some of whom may have additional need. Fewer children with additional needs will be leaving from Y6 this year.</i></p> <ul style="list-style-type: none"> • The SLT met with Sue Turley regarding the continuing expansion plans and options however, it doesn't look like any further development will happen this year. The HT explained that it was felt that school can maintain it's current position however, single year group classes would be the target which is what we will hope to achieve for this September. Plans for the classroom structure were explained further to Governors and the need to be mindful of class sizes as some may be larger than others going forward. There is clearly the need for the additional classroom, but Sue Turley has assured us that this won't happen this year. <p>The SLT continues to look at other options for spaces already existing in school to repurpose requiring some remodelling. There is no funding available for this currently, but we are hopeful that some may be allocated and as such we are seeking quotes to carry out these works to send to Sue Turley. If not, we may need to look at the budget to support this. There is also a need for additional toilets which again, we are looking into costings.</p> <p>Options around the 40 potential children for September and implications should the SLT only accept the number indicated by the PAN were discussed at length. It was agreed that the various options had merits, and that additional support was needed from the LA however working on the assumption that nothing will happen for this year but may potentially for September 2026.</p> <p><i>GC.- If we insisted that we only take the 30 children on our PAN, what would be the position for the other children that may not get a place?</i></p> <p><i>R.- This would depend on how many other first choice places are left at other schools and this may have implications for siblings of children already in the school.</i></p> <p>The implications of this were further explained in depth and it was noted that there may still be problems associated with this should families go to appeal.</p>	Clerk
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	<p>SB led Governors in discussion around the implications for the school and numbers going forward. It was agreed that there was a need to hold NYC accountable and engage in further dialogue to try and resolve the situation. Numbers are likely to plateau in a few years, do we or will we need to continue to grow at this pace? Governors agreed that the school is now at a point where we do have the choice. From a teaching perspective how do we allocate classes ensuring that staff are managed fairly and how will staff view this? From the parent's perspective, we need to be aware of how this looks for their children in the varying sized classes.</p> <p>A robust discussion followed around these points and the various scenarios presented.</p> <p><i>GC.- What would be the main impact of only admitting the PAN of 30? R.- We would only need one teacher, and we couldn't accept other children into that class. With 40 children we would need two teachers and then would look to grow these classes. The Government model shows that 2 form entry is more cost effective.</i></p> <p>The implications for the different scenarios, deadlines for decision making and possible redundancy costs were all discussed at length. Governors determined that more knowledge of parameters was necessary however, it appeared that numbers predicted by county were in line with school's own predictions. The necessity for fixed term contracts for new teaching staff was an option however, the drawbacks associated with this were explained.</p> <p>Governors agreed that a cautious but optimistic approach is necessary and that the SLT need to do whatever is necessary to achieve the desired outcomes for this year with a view to looking at this again for September '26.</p> <p>The Chair summed up that there was a need to prepare estimates for the different scenarios, to look at possibly recruiting for additional teaching staff and the associated costs. There was a need for more information before a final decision can be made particularly regarding the different scenarios around the impact of 40 children, 30 children and even a model with 50 children. It would help if we could better understand the financial position which would also add weight to the discussion to be had with County. It was agreed to look at this further at the meeting on the 6th March. Action - The SLT to prepare the various models and the Clerk to add this to the agenda for that meeting.</p>	SLT/ Clerk
7.	<p>SBM Updates</p> <p>The documents relevant to these updates had been shared with all Governors prior to the meeting.</p> <p>It was noted that;</p> <ul style="list-style-type: none"> • The Contract Renewal Schedule presented was approved by Governors. • SFVS – The Chair led Governors through this document explaining the implications of the report. It was noted that there was a need to amend the pupil numbers to 280 based on the predicted numbers going forward in section 9. 	

	<p><i>GC.- There appear to be some inconsistencies within the report regarding the numbers, please can we check that the figures are accurate?</i></p> <p><i>R.- Yes, these are the figures given to us from NYC and are realistic.</i></p> <p>All Governors approved the SFVS for submission.</p>	
8.	<p>Governance</p> <ul style="list-style-type: none"> • Review of SLT – The Chair explained the current structure and capacity with the additional demands as previously discussed. The HT led Governors through the plan and further explained the issues experienced by the team. As school continues to grow the SLT are becoming more stretched, and now need to explore other options. The HT led Governors through some of the scenarios and the implications for the team were discussed. Governors suggested that these scenarios be built into the models regarding the possible structure as previously discussed under agenda item 6. Action – The HT to add the SLT structure to these models. <p>Governors agreed with this approach with a robust discussion following around how to assess and address the priorities and needs of the school.</p> <ul style="list-style-type: none"> • Governor Monitoring – It was noted that any monitoring reports had been shared on Teams for information. A draft Monitoring schedule had also been shared and the Chair asked if Governors could let him know of any changes to subject areas or specific areas that Governors wished to continue to monitor. The Chair will then collate and produce a schedule which he will email to all for approval at the next meeting, Action – All Governors 	<p>HT</p> <p>All Govs</p>
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> <ul style="list-style-type: none"> • Health and Safety Policy – This policy was approved. 	
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Breakfast Initiative – The HT explained the ideas behind this government initiative and expressed concerns as to the logistics of making this work on such a large scale. A robust discussion followed around the wrap around care provision in general looking at the issues with parking, staffing and implications for attendance. It was noted that it is already difficult to recruit staff for before and after school clubs. <p><i>GC.- Are we assured that children deregulating and who come to your attention before lunch have had access to breakfast?</i></p> <p><i>R.- Some families will approach school and make us aware and school staff are also very aware of need and will provide toast etc as part of small group interventions. The new parent support advisor is also settling into role and getting to know our children and families.</i></p>	

	<p><i>GC.- Could this initiative funding be used to further support this approach and do we perhaps need to look at better systems for booking breakfast club?</i></p> <p><i>R.- Existing staff in school do help out where they can however ratios could become a problem if numbers do increase significantly. In this case we would need to look at a more formal pre-booking system.</i></p> <p>Perhaps there is the need to look at readvertising for wrap-around care staff possibly offering other hours in school and amalgamating some posts where appropriate in order to make this more attractive. It was also discussed that such posts be advertised more widely.</p> <ul style="list-style-type: none"> • Parking – It was noted that this remains an issue and school continue to monitor the situation. The staggered drop off worked during the bad weather however, this is not sustainable long term. • Social media Comments- The HT explained the situation to Governors regarding negative comments posted and the impact that these have had on staff and the whole school community. <p>Various solutions were discussed including approaching the admin of the group to address the school's concerns. It was also agreed that;</p> <ul style="list-style-type: none"> ○ Our Newsletters will continue to celebrate the positives and success. ○ Support staff to understand that this isn't the general view and to perhaps leave the conversations. ○ Approach the Admin of the sites as part of the community ○ Address the issues before the rhetoric builds, before it leads to misinterpretation ○ Year group parents' representatives, however, it was noted that this idea had previously proven unsuccessful <p>Governors agreed that the Chair would speak to the admin of the groups involved to address the issues initially. Action – Chair</p> <ul style="list-style-type: none"> • Measuring Board effectiveness – It was agreed to add this to the agenda for the next meeting. Action – Clerk <p>All Governors expressed their thanks to the whole school staff for their excellent response to keeping the school open during the recent bad weather. It was noted that there had been many positive comments from parents. Please pass thanks to all.</p> <p>There was no further business to discuss.</p>	<p>Chair</p> <p>Clerk</p>
11.	<p>Key Dates for Governor Attendance</p> <ul style="list-style-type: none"> • 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
6.	To add the Safeguarding Audit to the agenda for the next meeting.	Clerk
6.	To prepare the different models suggested and to add to the agenda for the next mtg.	SLT/Clerk
8.	To add the options for the SLT restructure to the above models for consideration.	HT
8.	To check the monitoring schedule and let the Chair know of any changes.	All Gvs
10.	To speak to the admin of the Facebook groups involved in the recent negative comments	Chair
10.	To add the measuring board effectiveness to the agenda for the next meeting.	Clerk

The meeting closed at 19.50 hrs.

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