



**Boroughbridge Primary School and Nursery
Meeting of the Full Governing Board held on
Thursday 6th March 2025 at 6pm 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)
Charlotte Millns (CM)
Gemma Williams (GW)
Marie Doyle (MD)
Gillian Virden (GV).
Neil Ryder (NR)
Caron-Leigh Van Schalkwyk (CVS)

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 were received and accepted from Stuart Martin, Callum Ivel and Tim Collin.	
2.	Declaration of Interests None Declared	
3.	Confidentiality	

Chair Initials.....

	<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 the Clerk had information to share around the Ofsted consultation, to be discussed at the end of the meeting.</p>	
5.	<p>Approve Minutes of the last meeting – 23rd January 2025 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 SLT restructure proposals are ongoing. It was noted that more information was needed to complete this regarding the outcome of the school restructure review and budget figures. • The monitoring schedule is being finalised due to the need to discuss with the SLT and to tie in with the SDP priorities. <p>Some discussion followed around how this will look in practice to link in with staff and visits by the SEA. The HT further explained the process to Governors including further visits by the Safeguarding advisor.</p> <p>It was noted that Lindsey Miller’s next visit has been arranged for the 21st May to which all Governors were invited to attend. This could be any part or all of the session. The Chair added that he had found the experience during his recent visit very valuable.</p> <ul style="list-style-type: none"> • Regarding the negative comments about school on social media it was noted that this had been addressed and resolved. A letter had been sent out to all parents and the administrator of the site had been approached. It was agreed that going forward the school would issue more regular updates for parents and celebrate successes. <p>Discussion followed around the issues addressed and Governors suggested that further factual information should perhaps be shared with parents to address any issues on the app, newsletters etc. before matters are taken out of context. It was noted that concerns raised via the suggestion box are responded to immediately by the HT via the weekly newsletter. Governors also queried the value of a space provided for parent information.</p> <p>The minutes of the last meeting were agreed as a true and accurate record of the meeting and were signed by the Chair to be returned to the Governor file.</p>	
6.	<p>Head Teacher’s Report</p> <p>This report and all associated documents 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"> • Safeguarding – The information regarding individuals and families is changing almost daily, however, school continues to monitor and address accordingly. A robust discussion followed around how safeguarding information is presented to Governors. Governors felt that more clarity would be useful regarding the journeys of some children and families without obviously identifying those concerned. The HT further explained the significant changes in numbers fully. Governors felt that an executive summary would be useful to explain the changes and outcomes for children and families with the key headlines identified. <p>Action – The HT to look at this for the next meeting and the Clerk to add this to the agenda for that meeting.</p> <p>Governors agreed that this approach would enable a better understanding of the context of the data.</p> <ul style="list-style-type: none"> • Safeguarding Audit – Governors thanked the HT and CVS for producing such a comprehensive document and recognised the input from all stakeholders. The HT led Governors through the report. <p><i>GC.- There don't seem to be many actions identified in the report, is this correct?</i> <i>R.- There are a few actions that we have identified but the majority will be added once the document is submitted as we understand it. We have already identified that communication between School and Stepping Stones Nursery (adjacent to school) needs to be improved when looking at fire drills for example.</i></p> <p><i>GC.- Firstly, well done on such a comprehensive document. Looking at some of the previous data, do you feel that this will improve communication regarding the culture of Safeguarding?</i> <i>R.- Some of the responses from the children in the questionnaires indicated that a percentage of the children were unfamiliar with the language when asking about safety in school. This needs unpicking and further evidence gathered by staff. We need to understand the context of the children's responses. The SLT are meeting to discuss this particular issue, and a parent/child questionnaire has been suggested.</i></p> <p>Discussion followed around this and the SLT explained plans going forward.</p> <p>It was noted that Kellie Osbourne's (Safeguarding Advisor) report had been very positive which had also been shared with Governors.</p> <p>All Governors approved the Safeguarding Audit for submission.</p> <ul style="list-style-type: none"> • School Structure Review – The Chair led the discussion around this noting that the finance team are still working on the predicted figures for 27/28 projection. The reasoning behind this consultation was fully explained. Looking at the different scenarios presented to Governors prior to the meeting, it was felt that the second scenario involving the 40/40 data was the preferred option by school. The HT further explained the reasoning behind the different scenarios including the potential for growth within each option. 	<p>HT/ Clerk</p>
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	<p>A robust discussion followed around the implications for the PAN, class sizes, budget implications and the potential for further building development.</p> <p>It was noted that Sue Turley was not committing to further support and that although school is applying now for further growth funding, the position won't be known until September. It would be beneficial to know numbers for September as any new starters can have a significant impact on the budget.</p> <p>Governors recognised that single age classes remain the priority, the preferred scenario regarding the school's strategic vision agreed and the compromises associated with the decision identified.</p> <p>School is already preparing provision for additional children with quotes being sought for additional toilets and creation of more classroom space.</p> <p>Governors agreed that scenario two was the preferred option recognising the financial risk and impact on the budget. Once the budget is revised using this model and Governors are provided with a realistic scenario then a decision can be made as to the most effective way forward which will still allow school to continue to grow. Once this information is received and final numbers for September released the Chair will update Governors and keep them informed.</p> <p>All Governors agreed that scenario two would provide the model to inform the budget.</p> <p>It was noted that a meeting with Sue Turley had been scheduled for the 7th May once numbers were known for September.</p> <ul style="list-style-type: none"> • SIP Priorities – The HT explained the RAG rating in the report. The Chair explained how this will be used to inform the Governor monitoring schedule. • Quality of Teaching and Learning – The HT reported that the SLT have been monitoring interventions and practice which were all good. MD fed back that all had been positive during her monitoring visit and recent learning walk. <p>It was noted that Kim Sinclair had retired at half-term after serving an impressive 38 years as a valued member of staff. She had been presented with a gift and gratitude on behalf of the Board.</p>	
7.	<p>SBM Updates</p> <p>CVS reported that;</p> <ul style="list-style-type: none"> • The repairs to the roof were underway following the identification of a problem last term. • The gym and PE cupboard are also currently being refurbished which will enable Breakfast and After Schools clubs to be held in the gym, the cupboard becoming the kitchen area. This was possible due to the receipt of a grant to fund this. The gym will still be used as a gym during the day. <p><i>GC.- Has the outstanding debt situation been resolved?</i></p> <p><i>R.- This is much improved and is much lower with payment plans in place for some parents. We continue to work with families to resolve any difficulties.</i></p>	

	<ul style="list-style-type: none"> The recent appointment of a finance assistant has proven very successful which is having a positive impact for both staff and parents. Governor training is all up to date. Training has been synchronised with all Governors now completing the statutory training at the same time in September/October. CVS will let Governors know of any upcoming training requirements. 	
8.	<p>Governance</p> <ul style="list-style-type: none"> Parent/Co-opted Governor positions – The Chair explained the situation regarding his position as Co-opted Governor on the Board indicating that he would be willing to continue in this role for another year. The implications for SB as a Parent Governor were also explained due to the end of this term of office in September. A robust discussion followed during which several suggestions were discussed. The meeting determined to discuss this further at the next meeting in May Action – The Clerk to add this to the agenda for the next meeting. It was decided to inform parents of the Parent Governor vacancy, with the potential for an election, after the FGB meeting in May. <p><i>MD left the meeting at 19.37</i></p> <p>After a consultation amongst Governors regarding the best day of the week for FGB meetings for next year, the Board determined to leave the meetings on a Thursday with the time to be confirmed.</p> <ul style="list-style-type: none"> Measuring Board Effectiveness- The Chair had shared a proforma for Governor self-evaluation prior to the meeting. It was agreed to resend this to all Governors for completion over the summer break, all information will be sent with the document for completion. Action - Chair 	<p>Clerk</p> <p>Chair</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>	
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> Risk Strategy – It was recognised that staff absence is having an impact on finances and wellbeing amongst staff covering these absences. A robust discussion followed around this with Governors agreeing that this needed to be recognised on the Risk Strategy. Ofsted – The Clerk notified Governors of the Ofsted consultation to look at new aspects for inspections. It was recognised that these new criteria could have a negative impact for school management, and it was suggested that all Governors have a look at this consultation and comment if they felt it appropriate. Action – The Clerk to send the link to all Governors. <p>There was no further business to discuss.</p>	Clerk

11.	Key Dates for Governor Attendance <ul style="list-style-type: none"> FGB 15th May (Finance focus) FGB 17th July (SIP focus) All meetings to be held on Thursdays at 5.30pm unless otherwise notified.	
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Agenda item	Action	By
6.	To create an exec. summary report for safeguarding reporting and to add this to the agenda for the next meeting.	HT/Clerk
8.	To add Co-opted/Parent Governor roles to the agenda for the next meeting	Clerk
8.	To resend the Governor effectiveness proforma to all Governors for completion over the summer.	Chair
10.	To send the Ofsted consultation link to all Governors.	Clerk

The meeting closed at 20.05 hrs.

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