

**Boroughbridge Primary School and Nursery**

**Meeting of the Full Governing Board held on**

**Thursday 15th May 2025 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)

Stuart Martin (SM)

Callum Ivel (CI)

Tim Collin (TC)

Charlotte Millns (CM)

Gillian Virden (GV)

Gemma Williams (GW)

Neil Ryder (NR)

Caron-Leigh Van Schalkwyk (CVS)

In Attendance :

Carol Harris (LA Clerk to Governors)

Angela Ratcliffe (LA Bursar) *On Teams*

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| 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 Marie Doyle (MD). GW had previously notified the Chair that she may be slightly late to the meeting due to work commitments. |  |
| 2. | **Declaration of Interests**  None Declared |  |
| 3. | **Confidentiality**  Governors were reminded about the usual rules around confidentiality and that that all discussions are to remain confidential to the meeting.  Any items to remain confidential and be recorded in confidential minutes will be identified at that time. |  |
| 4. | **Notification of any Urgent Other Business.**  None declared. |  |
| 1. 55. | **Approve Minutes of the last meeting – 6th March 2025 and matters arising including address Governor actions identified at the last meeting.**  It was noted that all actions had been addressed and that there were no matters arising.  Updates included;   * The meeting with Lindsey Miller, to which all Governors were invited at the last meeting, was for the whole day with feedback arranged for 1.30. This would have a PE and Art focus.   **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. |  |
| 7. | **Head Teacher’s Updates**  The meeting determined that this report should be presented and discussed prior to the SBM/Finance report as this may have an impact for the budget.  This report and all associated documents had been shared with all Governors prior to the meeting, the HT led Governors through the Executive Summary highlighting that;   * There was a new format for the report and how this now looks for data tracking. * **Safeguarding** –   Any bullying and racism incidents have been addressed and were confidentially reported to Governors.  As the year has progressed, children have moved from child protection status to child in need.  Early Help referrals have increased significantly.  SEND & EHCPs have remained at similar levels.  Those children needing SALT and CAHMS has doubled.  Pupil Premium and LAC numbers have remained consistent.  Overall attendance has been better than the previous year and better than National Average at 96%. 281 days in total has been missed through authorised/unauthorised holidays and other absences. Children in receipt of Free School Meals are our lowest attending vulnerable group, closely followed by Pupil Premium children. This remains an area for focus. The percentage of persistent absence is significantly improved compared to last year by 23 pupils (8.49%).  *GC.- What time period is this data collected over?*  *R.- This is for the academic year to date.*  Gaps in attendance were further explained to Governors and details of the support offered to parents. There is a significant number of children on 100% attendance. Wellbeing and support for families continues to be a focus.  *GC.- Is there anything we, as Governors, can do to encourage families to take up free school meals for example, could we offer a free breakfast club?*  *R.- This data is now tracked and offering a free breakfast club could be a benefit to those families however, staffing could be a concern should all of those families take up the offer.*   * **PAN (Published Admission Number)–** The HT led Governors in discussion around the PAN and explained how this is dependent on the expansion of the school. It was noted that there had been 40+ applications for places in Reception for September 2025. Based on the current predicted numbers we would need to recruit 1 FTE (Full Time Equivalent) teacher for 2026 and another for 2027.   The classroom structure has been factored into the budget going forward.  *GW joined the meeting at 17.55 hrs*   * **SLT (Senior Leadership Team)-** The HT explained the proposals for the restructure of this team with NR increasing his SLT hours. Further staffing redeployment was also explained.   *GC.- Was Lindsey Miller concerned about the level of need currently in school?*  *R.- No, she recognised that we were meeting the needs of pupils with the current plan.* |  |
| 6. | **SBM Report and Finance**  This report had been shared with all Governors prior to the meeting along with the Start Budget documents.  AR led Governors through the reports highlighting;   * Details of last year’s carry forward which was a significant amount, this was also better than predicted. Significant budget savings were made in several areas including energy.   **All Governors thanked CVS and the SLT for the excellent financial management in making these savings and driving this ethos throughout the school.**   * It was reported that CVS had been very influential in the budget setting and thanks again were expressed for her input, particularly for checking the budget, predictions and funding figures. * The Capital budget figure was reported which will be left to carry forward to next year. Variances included IT provision and extra funding for furniture which will now come out of next year’s budget.   *GC.- To put this into context, how are we doing in comparison to other local schools?*  *R.- There have been no changes in policy regarding central funding so with the statutory increases such as pay and National Insurance most other schools are not in such a strong position. Most are facing a deficit budget position with no improvements in funding predicted.*   * Other variances and changes in the different scenarios were fully explained. * Pupil numbers directly drive the budget and funding levels were also explained in detail. Nursery funding is more difficult to forecast going forward as this is based on termly funding. This is the area that is most likely to change.   *GC.- Funding for SEND looks likely to drop, is this correct?*  *R.- This is based on EHCP (Educational Health Care Plan) levels and children who attract additional funding. Additional support for these children is also factored into the budget. Some assumptions are made regarding the mobility of pupils with EHCP funding.*   * Pupil Premium and SEND funding is also difficult to predict however this can be adjusted in the Revised Budget in the autumn once intake numbers are known. * Staffing funding was explained with the proposed additional teaching staff factored into this budget.   *GC.- On page 2 of the document, regarding the increase in the FTE Teacher, are we confident that clerical support will meet need due to the increase in numbers?*  *R.- We are keeping office staff as set in this budget however we may need to look at this going forward.*  The HT went on to explain how planned changes in systems will address this ie. Parent App which will have appositive impact on staff workload. We can also support additional hours for staff should this be necessary. Moving to ARBOR will also help existing staff to share the workload.  Discussion followed around the management of new staff hours and how this looks in practice.   * It was important to note that Growth Funding hasn’t been factored into this budget   *GC.- Will the school’s financial position affect the allocation of growth funding?*  *R.- No, numbers drive the budget so growth funding shouldn’t be impacted.*  Discussion followed around this, costings of staffing and ratios for pupil numbers. Governors felt that a cautious approach was appropriate and how future planning for further housing development would be important particularly when looking at strategic government plans. It was agreed that this would be a question for Sue Turley at her next visit.  The Chair led Governors in discussion around the start budget and asked of any areas of concern in approving this budget looking at figures going forward. Further discussion followed around the potential for falling pupil numbers in the future. Costs of supply teachers, how this is covered within the current staff body, how this is also managed with staff absence insurance and the redeployment of part-time staff were fully explained.   * The Capital budget was detailed for Governors and how this is calculated. This was used for the wrap around provision, fire alarm upgrade, gym remodel, toilets and ICT hardware such as laptops. We can transfer from the revenue budget should there be a shortfall. * Funding for equipment for the new classroom was further explained. Further discussion followed around grants available and applied for.   **All Governors approved the Start Budget for submission.**  Governors thanked AR for all of her help with the budget and financial support; AR left the meeting.   * **Debt recovery –** CVS led Governors through the situation regarding outstanding and historic debt.   Discussion followed around family situations and the school’s policies and procedures for debt management. It was noted that the families currently in debt to school do not have access to any of the clubs. It was felt that it was important to recognise safeguarding concerns, that these are actioned accordingly and that this must remain a consideration.  Governors discussed the options and policy was referred to. It was also discussed that ARBOR and it’s booking systems should improve the situation however, last minute bookings could still cause problems,  **Governors agreed to follow policy** and CVS to advise parents of the decision made. **Action –** CVS  It was also agreed that the policy will need to be reviewed regularly to ensure that it remains fit for purpose. | CVS |
| 8. | **Governance**   * **Parent/co-opted Governor positions –** The Chair expressed his intention to continue as Co-opted Governor should the board re-elect him as his term was due to end on the 15th June 2025.   The Clerk informed Governors that TC’s term of office was also due to end this year on the 30th September 2025. **The meeting determined to** re-elect both JP and TC as Co-opted Governors from the end of their existing terms. **Action –** The Clerk to update NYC systems and send dates to CVS for the website.  Further discussion followed around the position of SB as Parent Governor, he would no longer be eligible to stand again at the end of his term as he will no longer be a parent of a child at the school at that point, this being the 30th September 2025. GW offered to stand down as Co-opted Governor and apply for the vacancy. **Action –** The HT to notify parents of the Parent Governor vacancy and initiate the process for the nomination for the role.   * **Training –** It was reported that no new training had been undertaken.   *GC.- Is any of the training that we do in our professional roles transferable to our Governor role?*  *R. No, we need to undertake NYC or NGA training.*   * **Governor Monitoring schedule –** The Chair circulated the schedule and asked all Governors to review and feedback directly to the Chair. **Action –** To add to the agenda for the next meeting for updating. **Governors approved the schedule** which the HT and NR will also review and tie into the SIP (School Improvement Plan) for the next meeting. * **Governor monitoring Reports –** These reports had been shared with Governors prior to the meeting. There were no further comments or challenge to note. MD had submitted questions prior to the meeting which the Clerk will forward to the HT and Chair for comment.   CI reported that he had monitored the Spring Term data and that all looked positive, Governors were reassured that the SLT and staff were fulfilling their responsibilities for the performance of the school.  It was noted that SM and CVS had carried out Health and Safety Monitoring and that they had met with the new H&S advisor. Again, all positive. | Clerk  HT  Clerk/HT/  NR |
| 9. | **Policies for review and approval**  It was explained that all policies for review are on the school bus to read and approve.  It was noted that the Chair had signed off the Transport Policy as part of the sustainability plan. |  |
| 10. | **Any Other Business**  The Chair reported that there had been a positive meeting with Sue Turley. It was noted that;   * There would be no additional financial support for September 2026 with no 106 monies forthcoming until 2027 once the next development phases are complete. * She had responded positively to the proposed structure of the school and the general future of the school. * Toilets were not a priority according to NYC with school to fund any further necessary changes or development. * Assured the Chair that Governors would be informed of the decision regarding phase 2 by September 2025 or early in the academic year. * That she was looking at different financial scenarios going forward.   Governors discussed these points and felt that, now school is at capacity that this would add more weight to the application for more funding for growth.  There was no further business to discuss. |  |
| 11. | **Key Dates for Governor Attendance**   * 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 advise parents regarding the decision made around Debt Recovery as laid out in the school policy. | CVS |
| 8. | To update NYC systems re re-election of JP and TC and to send info to CVS. | Clerk |
| 8. | To initiate the process for the nomination of a Parent Governor. | HT |
| 8. | To add Governor Monitoring schedule to the agenda for the next meeting, HT and NR to tie into SIP. | Clerk/HT  /NR |
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The meeting closed at 19.35 hrs.

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