



**Boroughbridge Primary School and Nursery  
Meeting of the Full Governing Board held on  
Thursday 17<sup>th</sup> July 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) (*On Teams*)
- Tim Collin (TC)
- Charlotte Millns (CM)
- Gillian Virden (GV)
- Gemma Williams (GW)
- Marie Doyle (MD)
- 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 in school and Governors thanked for their attendance.</p> <p>At this point the meeting determined to discuss the situation regarding the changes in the positions of some Governors due to various factors.</p> <p>The Chair reported that CM was stepping down as an Associate Member of the FGB due to relocation in the near future and that GW had indicated that she would be stepping down as a Co-opted Governor from the date of this meeting due to work commitments.</p>	

Chair Initials.....

	<p>It was further noted that due to GW’s unique skill set and expertise, the Chair had suggested that she remain as an Associate Member of the Board to which she had agreed.</p> <p>At this point SB stepped down as Parent Governor as his term was due to expire in September and was duly appointed as a Co-opted Governor as there was now a vacancy.</p> <p>Following the recent recruitment for a potential Parent Governor, to become effective once the Parent Governor vacancy had been approved, it was reported that Sally Farrell (SF) would become the new Parent Governor, as the only nomination, with the Chair undertaking her induction once the appointment process was complete.</p> <p>All appointments would be effective as of the date of this meeting. <b>Action</b> – The Clerk to update the NYES system and send new appointment details to CVS.</p>	
<p>1.</p>	<p><b>Apologies and reasons for absence.</b></p> <p>GW and CM had both previously notified the Chair that they may be slightly late to the meeting due to work commitments. This was duly noted and approved.</p> <p>There were no apologies as all Governors were present or to arrive later in the meeting.</p>	
<p>2.</p>	<p><b>Declaration of Interests</b> None Declared</p> <p>A Governor explained that he had been approached by another school to become a Governor there and asked if this would represent a conflict of interest. The Clerk assured Governors that it is possible to be a Governor on two school’s FGBs however, it would need to be recorded on the websites of both schools including details of the roles and responsibilities of the Governor.</p> <p>The Chair also reminded Governors of his long-standing interest with an NHS service that the school currently buys into, CAMHS, under his directorship. The Clerk noted that this was included on the relevant Business Interest form in the file, to be updated at the first meeting back in September.</p>	
<p>3.</p>	<p><b>Confidentiality</b></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>	
<p>4.</p>	<p><b>Notification of any Urgent Other Business.</b></p> <p>None declared.</p>	

<p>5.</p>	<p><b>Approve Minutes of the last meeting – 15<sup>th</sup> May 2025 and matters arising including address Governor actions identified at the last meeting.</b></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"> <li>• CVS reported that no payments had been made regarding the outstanding debt which had been escalated to county, following the appropriate policy.</li> <li>• The Governor Monitoring schedule was shared as hard copies with Governors at the meeting. It was suggested that SF undertake Finance responsibility with CI covering SEND, data and Pupil Premium.</li> </ul> <p>Discussion followed around the allocation of subject areas and succession planning.</p> <p><i>GC.- How does this schedule align with the SDP?</i>  <i>R.- This aligns with all priorities within the SDP. Dates of further meetings with the SEAs etc will be added to the schedule once known so that Governors can attend those sessions should they wish.</i></p> <p>Further discussion followed around this schedule and subjects not specifically included as these would come under the umbrella of ‘Curriculum’. The Chair explained this further and how this works in practice. It is important that Governors are assured that school continues to monitor all subjects within the curriculum.</p> <p><i>CM joined the meeting at 18.00 hrs</i></p> <p><b>The minutes of the last meeting were agreed</b> as a true and accurate record of the meeting and were signed by the Chair to be returned to the Governor file.</p>	
<p>6.</p>	<p><b>SBM Report</b></p> <p>CVS led Governors through this report which had been shared prior to the meeting.</p> <p>Updates included:</p> <ul style="list-style-type: none"> <li>• <b>Debt Management</b> – the amount of debt remaining continues to fluctuate however, it is important to note that school continues to follow all policies and procedures. Governors were informed that schools are not allowed to stop providing school meals where parents are in a debt position, however, access to clubs etc where further debt is likely to occur can be withdrawn. The figures involved were explained to Governors as was the role of ARBOR, the new payment system.</li> </ul> <p>School continues to ensure that no further debt is accrued, families in need were discussed with PP funding fully explained.</p> <p>Further discussion followed around mitigating circumstances with the SLT’s responsibilities referring to After School Club and Extended School policies. Ways for families to address their outstanding debt and the approach by school to support these families was also explained.</p> <p>A robust discussion followed around the debt recovery system and policies followed. It was important to note that families forwarded to County now come under County policies and this is no longer the responsibility of the FGB or the</p>	

	<p>SLT. If County decide to write off these debts, then school will receive none of the monies owing.</p> <p>The SBM reported that two more families will need to be reported to Debt Recovery. All Governors agreed and advised the SBM to continue to follow policy.</p> <ul style="list-style-type: none"> <li>• <b>Summer schedule of works</b> – It was reported that the fire alarm upgrade is ongoing throughout school, this was fully explained, and it was noted that this will include all of the new buildings in the new panel.</li> <li>• <b>ARBOR</b> – It was reported that school had moved over to this new system completely with the App proving problematic in some areas. The reasoning behind moving to this particular system was fully explained and that it should improve as more schools move across with glitches ironed out. Feedback from parents would be useful which should offer more benefits going forward.</li> </ul> <p><i>GC.- Would it be possible to have a digital system for reporting a child's absence that day?</i></p> <p><i>R.- Yes, this is something that we are looking into.</i></p> <ul style="list-style-type: none"> <li>• <b>Charging Policy</b> – This is all staying the same apart from some of the wording will need to be amended. This will be reviewed in April. At the moment After School Club and grants are covering the costs of wrap around care provision.</li> </ul>	
<p>7.</p>	<p><b>Head Teacher's report</b></p> <p>This report had been shared prior to the meeting, the HT invited challenge from the Governors regarding all aspects of the report.</p> <p><i>GC.- Please can you clarify regarding the fines for non-attendance?</i></p> <p><i>R.- All attendance data is now collated by the LA (Local Authority), we have no data as to how much is collected through fines.</i></p> <p><i>GC.- How is data collected regarding attendance?</i></p> <p><i>R.- Most parents complete a holiday request form which is then reported.</i></p> <p>A robust discussion followed around this with strategies to address this in other schools explained. Governors supported the SLT with whatever strategy they felt most comfortable with.</p> <p>Further discussion followed around attendance data reporting and the fining of families.</p> <p><b>Data-</b> Congratulations and thanks were offered to GV and staff for the excellent KS2 SATs results.</p> <p><i>GC.- Looking at the data, it appears that teacher assessment is slightly higher than actual results?</i></p> <p><i>R.- This shows that the children performed better in the classroom, and met expected, than in the test situation.</i></p> <p><i>GC- In terms of Greater Depth (GD) did we have any?</i></p> <p><i>R.- Not in the Teacher assessments however, some children achieved this in the test.</i></p>	

Staff went on to explain how the data is reported using combined scores and how scores can affect overall results depending on the individual test papers presented to the children.

*GC.- Where do you feel any weaker points are?*

*R.- We will carry out a full data analysis in November which will show this and will then feed into the SDP. Pupil progress will also highlight this which can be cohort dependent. The Subject Leads (SL) are already looking at this for next year.*

**Writing** – was discussed across school and how this is managed across the curriculum. How different cohorts tackle problems in maths was also discussed. Staff explained this fully and how teacher assessments can be a useful tool alongside testing data. It was important to note that the impact of lockdowns is still influencing data. The levels used to report the children’s attainment were fully explained and how these are included in reports sent home to parents.

*GC.- Are there particular cohorts causing most concern?*

*R.- Yes, performance data shows which year groups have the greatest need which is constantly monitored with strategies employed to address this.*

*GC.- Are you confident that school has the resources to support this need?*

*R.- We have assessed and identified areas of need. As a result, some classes have been split and additional support provided.*

Staff continued to explain how and the reasoning behind the different class sizes and structure to be organised for next year however, further expansion may not allow for this.

*GC.- Were the Y1 phonics scores as expected?*

*R.- Yes, we are aware of the stories behind individual children’s scores some of which were disappointing. Staff are already addressing this.*

The HT then led Governors through the Executive Summary contained in her report which included:

Safeguarding Summary:

- All bullying and racism incidents have been different individuals each time, so no repeat offenders.
- As the year has progressed, we have continued to see those on CP decrease but CIN increase.
- Families with Early Help continues to be high
- SEN & EHCPs have remained similar.
- Those needing SALT and CAHMS has remained the similar for the summer term.
- 1 LAC has relocated, and PP numbers have increased.
- Overall attendance has been better than the previous year and better than National Average. Attendance in Summer 2 has dipped since Summer 1. Mainly due to more families going on holiday.
- 111.5 days in total has been missed through authorised/unauthorised holidays and other absences this half term.

- FSM continues to be our lowest attending vulnerable group, closely followed by PP.
- % of persistent absence is significantly better compared to last year by 19 pupils (9.2%)

*GC.- Looking at PP children's attendance, could this be addressed by inviting pupils to attend wrap around care?*

*R.- Yes, this is something we already look to encourage.*

*GC.- With pupil numbers likely to increase further, and further developments planned with more potential influx, do we need to be looking at additional capacity potential if these children are sent our way by county? Are they likely to provide additional funding?*

*R.- This will take time to happen, and the LA will also look at the expansion of other local schools however, the capital need to achieve this may be too great so it will be something to monitor.*

Governors expressed concerns around the physical space at other schools and the impact for Boroughbridge Primary with a robust discussion following around this. Implications for the wider infrastructure without further investment were also discussed. It was noted that school continues to work with the Parish Council looking at funding and capacity.

The Chair summed up the responsibilities of the school as part of the community and how, as individuals, Governors can represent their views. There appeared to be a lack of clarity and support from County.

- **Subject Lead (SL) Reports-** The HT explained the new streamlined format which were included in her report. Governor responsibility remains to monitor statements made which link into the SDP and monitoring schedule. It was noted that Governors will need to know what they are coming in to look for. Governors fed back that it would be useful for the SL reports to include next steps, possibly looking forward into the Autumn term.

*GC.- Regarding the change of PE provider, do you feel that this has been beneficial?*

*R.- Yes, I (HT) have monitored lessons, and planning is now aligned between the staff and provider. The consistent approach has also had a positive impact.*

*GC.- The SL reports show a list of areas covered but not the impact. Could this be included in next year's report?*

*R.- Absolutely yes, this is a good point.*

The staff fully explained the Pupil Premium and Sports Premium provision and spending which is also detailed in the report.

*GC.- Regarding the 'swimming top up' have we used Sports Premium funding for this?*

*R.- We can only use Sports Premium funding to support children who haven't met the required standard for their age group.*

Discussion followed around this and the impact for the children.

	<p>Further spending on extra-curricular activities such as clubs etc was fully explained.</p> <p><i>GC.- Looking at the anomaly in the data, please can you explain this and is it being challenged?</i></p> <p>Staff fully explained this to Governors and how school addresses this in the classroom. Just looking at headline data against progress doesn't always show the true picture. Patterns and trends in the classroom can be cohort dependent and identified by staff for support.</p> <p><i>GW joined the meeting at 19.15 hrs</i></p>	
<p>8.</p>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• It was noted that the updates and actions around the Parent Governor and Co-opted Governor positions had been addressed at the start of the meeting. The appointment of GW as an Associate Member to the Board was confirmed with CVS and NR's appointments as Associate Members also renewed until July '26.</li> <li>• <b>Training/CPD</b> – It was noted that MD had attended a recent webinar looking at the English/writing framework with her report shared with all Governors prior to the meeting. She fed back that this had proven useful and that practice in school was already ahead of this new framework. Sarah Rowe (SR/SL) was praised for the achievements already in school with progress, planning, targeted lessons and streamlined expectations all marrying with the new framework. It was reported that Sarah was also offering CPD across the school for all teaching staff and support staff enabling consistent support for all children across the school. The strategies used in the classroom were also discussed along with the benefits of this holistic approach across all subjects. Links to NYES training were sent out to all Governors by the Chair which also included the KCSiE updates for this September. It was also noted that the Annual Governance Conference could be useful. Please let CVS know if you would like to attend as this is chargeable. <b>Action</b> – All Governors, the Clerk to send the information and links to SB.</li> <li>• <b>Monitoring Schedule</b> – it was agreed that this would be sent out to all Governors once the dates of SEA visits were known and data added.</li> <li>• <b>Skills Audit</b> – It was agreed that this would be sent out to all Governors for completion over the summer to be returned to SB by the 31<sup>st</sup> August 2025. <b>Action</b> – All Governors. It was noted that this version of the skills audit had also been shared to Teams prior to this meeting.</li> </ul>	<p>All Govs</p>
<p>9.</p>	<p><b>Policies for review and approval</b></p> <p>It was explained that all policies for review are on the school bus to read and approve.</p> <p>It was noted that the Chair had signed off the following policies which had been read and approved by all Governors on the School Bus:</p> <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> <li>• Complaints Policy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Admissions Policy</li> <li>• After School and Breakfast Club Policies</li> </ul>	
10.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Risk Strategy</b> – A recent incident had highlighted the need for improved communication across the school which has already been addressed. It was also recognised that Forest School and outside areas needed to be added to this policy. Diagrams for utility meters need to be shared more widely and updated. This isolated incident also highlighted the need for emergency procedures for incidents/situations not already specified in the policy. All emergency procedures are now updated and enhanced where necessary including that of the Defib stored in school. There was also the need to have this Defib registered and the implications for this were discussed.</li> </ul> <p>CVS also informed Governors that Nursery numbers for September are likely to be low with implications for the budget going forward. At this stage this was just for information but needed to be noted on the Risk Register.</p> <ul style="list-style-type: none"> <li>• <b>Staff Wellbeing Awards</b> – GW asked Governors for support in providing these awards for staff.</li> <li>• <b>Thank you</b> – The Chair expressed gratitude on behalf of the FGB to CM and GW who were stepping down from their respective roles on the Board.</li> </ul> <p>There was no further business to discuss.</p>	
11.	<p><b>Key Dates for Governor Attendance</b></p> <ul style="list-style-type: none"> <li>• FGB 18<sup>th</sup> September 2025</li> <li>• FGB 16<sup>th</sup> October</li> <li>• FGB 27<sup>th</sup> November</li> <li>• FGB 15<sup>th</sup> January 2026</li> <li>• FGB 26<sup>th</sup> February</li> <li>• FGB 26<sup>th</sup> March</li> <li>• FGB 7<sup>th</sup> May</li> <li>• FGB 2<sup>nd</sup> July</li> </ul> <p>All meetings to be held on <b>Thursdays at 5.30pm</b> unless otherwise notified.</p>	

Agenda item	Action	By
8.	To complete skills audit and return to SB by 31 <sup>st</sup> August	All Govs
8.	To send SB links and info for Governance Conference.	Clerk

The meeting closed at 19.50hrs.

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

Chair Initials.....