



**Boroughbridge Primary School and Nursery
Meeting of the Full Governing Board held on
Thursday 25th September 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) (Vice-Chair)
- Stuart Martin (SM)
- Callum Ivel (CI)
- Tim Collin (TC)
- Gillian Virden (GV)
- Gemma Williams (GW)
- Marie Doyle (MD)
- Sally Farrell (SF)
- Neil Ryder (NR)
- Caron-Leigh Van Schalkwyk (CVS) (*On Teams*)

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. SF was welcomed to the Board as Parent Governor and introduced to the Board.	

1.	<p>Apologies and reasons for absence.</p> <p>There were no apologies as all Governors were present.</p>	
2.	<p>Election of Chair and Vice-Chair</p> <p>The Clerk took the Chair for this item.</p> <ul style="list-style-type: none"> • The procedure for the election of these roles was explained and approved by Governors as discussed at the July meeting. • It was agreed that the terms of office for these roles would remain at 1 year and to be reviewed at the first meeting of the academic year 26/27. • Election of Chair - JP was nominated as potential Chair. There being no other nominations, Governors were asked to consider his appointment and vote on the nomination. JP was elected unanimously and was duly appointed. • Election of Vice-Chair – One nomination had been received prior to the meeting for this role. The Governors were asked to consider the appointment of SB and vote on the nomination. SB was elected unanimously and duly appointed as Vice-Chair of the Board. <p>The Chair thanked Governors for their continued support and further noted the importance of succession planning going forward.</p>	
3.	<p>Declaration of Interests</p> <p>None Declared</p>	
4.	<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>	
5.	<p>Notification of any Urgent Other Business.</p> <p>None declared.</p>	
6.	<p>Approve Minutes of the last meeting – 17th July 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 Chair informed Governors that he would be attending the Governor Conference which he had found useful previously. It was noted that he would report back at the next meeting. <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>	

7.	<p>Head Teacher's Updates</p> <ul style="list-style-type: none"> ● Premises- The Chair updated Governors regarding the visit by Sue Turley and explained the situation following the meeting held earlier today. It was noted that: <ul style="list-style-type: none"> ➤ numbers are likely to be as predicted ➤ A 2-class intake would not be sustainable going forward at the current predicted numbers and even if numbers were to increase, school still wouldn't meet the required criteria. ➤ In her view, school would be unlikely to receive any additional funding for classrooms for next September (2026) but didn't specifically rule out further funding for September '27. ➤ Governors present at the meeting also made representations however this seems to be the likely scenario. ➤ The impact of this may mean that we have to turn away families as there will only be places for a single form entry. ➤ 64% of the current intake are actually from the school's catchment area. ➤ Planning within the district includes all schools in the area with monies being allocated to other schools identified for redevelopment. <p>A robust discussion followed with other Governors feeding back information from the meeting. It was discussed that school will be restricted to the PAN of 30 in Reception and class structures throughout school will also be impacted. Significant concerns were expressed to Sue Turley regarding the capacity of other schools to cater for the increasing numbers of developments in Boroughbridge. The HT explained further implications for existing families at the school.</p> <p>Further discussion followed around:</p> <ul style="list-style-type: none"> ➤ the position for siblings of children already in school, ➤ implications for children with SEND ➤ Numbers of children in catchment attending other schools which is currently at 50%, staff explained this further in some detail. ➤ The impact already on Nursery and Reception families. <p>It was noted that Section 106 monies, which contribute towards infrastructure in schools, won't become available for some years.</p> <p>Further concerns were raised over the physical space in school currently, with the SLT explaining this in full with regard to class numbers and the implications for existing children and numbers going forward.</p> <p>A further discussion followed around this with a marketing strategy and PR exercise to address this.</p> <p>The Chair suggested that the SLT prepare a summary of the implications of this decision and the impact for the upcoming meeting scheduled for the 26th February 2026 so that Governors can support the preparation of an action plan once the census numbers are known and confirmed. Action – HT and SLT. Clerk to add to the agenda for that meeting.</p>	HT/ SLT/ Clerk
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	<p><i>GC.- Do we have any children from our nursery who don't then apply for Reception here?</i> <i>R.- We had one child this year.</i></p> <ul style="list-style-type: none"> • Finance – It was determined that this would be looked at in detail at the next meeting. It was explained that school was still waiting to hear about growth funding. It was agreed that SF would take on the Finance monitoring later in the year and was shadowing the Chair currently as part of the formal induction process. <p><i>GC.- Was there a financial impact due to the unfortunate cancellation of the Summer Camp this year due to the fire alarm upgrade?</i></p> <p>CVS and the HT explained this fully to Governors.</p>	
<p>8.</p>	<p>SBM – Updates The School Business Manager had shared these updates on Teams prior to the meeting. CVS led Governors through these updates explaining that:</p> <ul style="list-style-type: none"> • Every room in school is now covered by the Fire Alarm system, and the fire doors have been updated as recommended. • The kitchen door now has fob access • The Fire Risk Assessment is now being met. • Some issues around anti-social behaviour outside of school were noted. • A Related Party Transaction approval was needed regarding building works which was fully explained to Governors – All Governors approved. 	
<p>9.</p>	<p>Governance</p> <ul style="list-style-type: none"> • Review SLT structure – The HT explained the benefits of the current structure to Governors who all agreed to continue with this approach. • Monitoring – this was now clear with the new schedule which had been shared with all Governors in July. It was noted that SEA visits could be linked into monitoring, the dates of which the HT has shared. All Governors were invited to attend these visits which are for the full day so can join for all or part depending on availability. Monitoring reports need to be evidenced and shared with the FGB. It was noted that GW would attend the Inclusion visit in January. <p><i>GC.- Is there a minimum requirement for monitoring?</i> <i>R.- Not as such, the schedule does suggest a timescale however this will be subject dependent, some areas such a safeguarding/SEND for example will need more regular meetings or visits. Governors just need to be assured that school are fulfilling the objectives within the SDP.</i></p> <p>Discussion followed around how this can look in practice and the extent of staff involvement in the process.</p> <p><i>GC.- We have identified that we need a named Governor for the Medicines and Allergens in school policy, who should this be?</i> <i>R.- It would make sense that this is the Safeguarding Governor so SB.</i></p>	

	<ul style="list-style-type: none"> • Confirm Statutory Governor Training – JP and SB led Governors through the updates to KCSiE document. CVS was asked to let Governors know of all Statutory training. CVS confirmed that this was in hand and would be available to all Governors for completion on the National College platform and would need to be completed by the end of this half-term ie. the 31st of October. <p><i>GC.- Regarding Safer Recruitment, how many Governors do we need to complete this? R.- I (HT) have completed the NYC Safer Recruitment training which was the 2-day course, it would be beneficial for other Governors to also complete.</i></p> <p><i>GC.- Apologies, going back to the classroom structure, will this impact staffing?</i> The HT fully explained how this will look going forward with little immediate impact.</p> <ul style="list-style-type: none"> • Review FGB Structure – All Governors felt that the current FGB structure was right for the school. • Skills Audit – SB led Governors through his report following the recent Skills Audit which had been shared with all Governors prior to the meeting. He explained the spread of skills and asked how new Governors were able to access opportunities to gain experience. Governors discussed how this could be achieved through shadowing more experienced Governors and targeted training. The skills audit highlighted any areas for development; however, the Clerk explained this further assuring Governors that they were not expected to have experience in every area identified on the audit. It was noted that this had been a useful exercise and an appropriate tool when looking at succession planning. • Statutory Documents – These documents including the Code of Conduct, Standing Orders, Scheme of Delegation, Financial Delegation to the HT, and Agenda Cycle were all approved. It was noted that there are hard copies of all of these documents in the file in CVS’ office for reference at any time. Governors completed the Business Interest Forms/Register of Gifts and Hospitality and Self-declaration forms during the meeting. <p>Governors expressed some concern regarding the legislation and wording in the safeguarding documents when looking at alternative provision. It was noted that there were significant gaps in the assurance and requirements of these providers.</p> <ul style="list-style-type: none"> • SCR- It was noted that the HT had audited this document, checks were carried out and updated as necessary. • Committees – Governors determined to appoint these committees as and when required. However, it was advised that it was necessary to appoint a complaints committee. It was agreed that SB, TC and GW would be appointed to this committee. 	<p>All Govs</p>
<p>10.</p>	<p>Policies for review and approval</p> <p>CVS informed Governors that school had moved across to the National College and all policies now came via the new system. This will now be Compliance Manager rather than the school bus. Governors should receive notifications of policies to approve.</p>	

10.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Staf wellbeing award – The HT asked Governors if this was in hand. CI offered to arrange a gift which GW offered to collect. Thanks were expressed to both. • Clerking – The Clerk notified Governors of her intention to leave the Clerking Service and explained the process. Governors expressed their thanks for her support thus far. <p>There was no further business to discuss.</p>	
11.	<p>Key Dates for Governor Attendance</p> <ul style="list-style-type: none"> • FGB 16th October • FGB 27th November • FGB 15th January 2026 • FGB 26th February • FGB 26th March • FGB 7th May • FGB 2nd July <p>All meetings to be held on Thursdays at 5.30pm unless otherwise notified.</p>	

Agenda item	Action	By
9.	To complete statutory training on the National College by 31/10/25	All Govs

The meeting closed at 19. 10hrs.

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