



**Boroughbridge Primary School and Nursery  
Meeting of the Full Governing Board held on  
Thursday 27<sup>th</sup> November 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), Timothy Collin (TC), Marie Doyle (MD), Gillian Virden (GV), Neil Ryder (NR), Sally Farrell (SF), and Caron-Leigh Van Schalkwyk (CVS) (*On Teams*)

In Attendance :

Carol Harris (LA Clerk to Governors)  
Angela Ratcliffe (AR) (*LA Bursar, on Teams*)

Item No.		Action
	All present were welcomed to the meeting held in School and Governors thanked for their attendance.	
1.	<b>Apologies and reasons for absence.</b>  Apologies and reasons for absence were received and accepted from Stuart Martin (SM), Callum Ivel (CI), and Gemma Williams (GW).	
2.	<b>Declaration of Interests</b> None Declared	
3.	<b>Confidentiality</b>  Governors were reminded about the usual rules around confidentiality and that that all discussions are to remain confidential to the meeting.	

4.	<p><b>Notification of any Urgent Other Business.</b></p> <p>The Chair notified Governors that the HT’s performance management appraisal had been successfully carried out with new targets agreed for the current and next academic year. The panel had consisted of JP, SB and the school’s advisor Stuart Anslow. Thanks were expressed to the HT for all of her hard work in maintaining the growth and strategic development of the school.</p>	
5.	<p><b>Approve Minutes of the last meeting – 25<sup>th</sup> September 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>• It was noted that all Statutory Governor training was now completed.</li> </ul> <p><b>The minutes of the last meeting were agreed</b> as a true and accurate record of the meeting and signed by the Chair to be returned to the Governor file in school.</p>	
6.	<p><b>Head Teacher’s Report</b></p> <p>The HT led Governors through the report which had been shared with all Governors prior to the meeting. Points to note included:</p> <ul style="list-style-type: none"> <li>• Whole school attendance is above National data however Autumn 1 is slightly lower than last year. PP and EAL children are also showing slightly lower. SEND children on part-time timetables can also skew this data and how this can affect attendance was also explained. Governors were notified that there was to be an Attendance meeting with Lindsey Miller the following week. It was important to note that children dipping below 75% attendance are supported and school continues to follow policy and procedures for these families.</li> <li>• <b>Safeguarding Updates</b> – were shared and it was noted that all training is completed with a comprehensive list included in the report, and that Smoothwall notifications are continually being monitored and checked.</li> <li>• <b>Data</b> – Reports from summer assessments were shared with a separate report attached. Details around the new Y8 reading test were explained and it was noted that this will have little impact on our current Y6. Other year groups have been identified for additional interventions.</li> <li>• <b>Pupil Premium (PP) Strategy</b> – Was explained and the impact that this has for the children.</li> </ul> <p><i>GC.- Do we have to be specific about how this money is spent? R.- Yes, this spending is accounted for and is used to support families with things like wrap around care provision, and trips for example. Other resources can benefit the wider school, but all of the allocation is spent and has to be reported.</i></p> <p>Discussion followed around this and the impact on individual children and other groups in school.</p> <p>The breakdown of the PP and also Sports Premium strategy are detailed in the report, and it was noted that CVS tracks this spending closely.</p>	

	<ul style="list-style-type: none"> <li>• <b>Staffing</b> – Governors were notified that additional SENDCo hours had been allocated to meet need. Further hours have been allocated for Afterschool club staffing; a MAT leave and subsequent job share also detailed. It was noted that Afterschool Club is thriving with a full-time supervisor, however, challenges remain regarding the staffing with the SLT and other staff members supporting where necessary.</li> </ul> <p><i>GC.- Have we seen an increase in nursery numbers as a result of the additional wrap around care?</i></p> <p><i>R.- No, not as yet but nursery funding allocation is different.</i></p> <p><i>GC.- Are there any further updates regarding the free breakfast club provision?</i></p> <p><i>R.- It appears that every child will be offered half an hour free provision but as yet there is no funding for this.</i></p> <p>The HT confirmed that all teaching staff performance management had been completed.</p>	
7.	<p><b>SBM Report</b></p> <p><i>CVS and Angela Ratcliffe (AR) (Bursar) joined the meeting at 18.00 hrs.</i></p> <p>All financial reports including benchmarking had been shared with all Governors prior to the meeting. CVS and AR led Governors through these reports explaining that:</p> <ul style="list-style-type: none"> <li>• The Budget reflects where we should be from the Start Budget.</li> <li>• Any lines that differed from the budget and any significant variances were explained.</li> <li>• The impact of Nursery funding on budget setting and the hours provided were lower than predicted.</li> <li>• Additional grants and associated variances regarding costs were fully explained. This included EHCP funding and associated staff costs, additional PP funding and fundraising. Changes to the bank account has also increased interest received.</li> <li>• April to October figures are actual with the rest of the year predicted.</li> <li>• Additional maintenance costs will impact next year’s budget.</li> <li>• Some unspent Capital funding was due to lower costs than predicted which may feed into the revenue budget.</li> </ul> <p><i>GC.- Are we still on target with the Growth funding still unknown?</i></p> <p><i>R.- School’s carry forward is positive which gives us a buffer with time to react to situations that may arise without taking the growth funding into consideration.</i></p> <p>The Chair explained the position going forward looking at one scenario of a single form entry. The SLT would prefer a two-form intake which would require growth and capital funding. Looking at the timelines, there is no further funding available for this year (September 2026) but may be available the following year.</p> <ul style="list-style-type: none"> <li>• The capital spending had been on the kitchen and gym refurbishment, and this may allow for a carry forward next year. This was further explained as some of this had been funded by a grant for the wrap around care.</li> <li>• Looking at the live budgets, Governors were directed to the summary report.</li> </ul> <p>It was noted that the Revised budget needed to be submitted to the LA by the 31<sup>st</sup> December 2025.</p>	

Governors explored the additional scenarios for a 30-pupil intake and a 45-pupil intake into reception and the impact that this would have on the budget factoring in both the associated costs and income.

- The position for the year end was explained further and how this is driven by the October census. The time lag in funding was also detailed. Pay awards have also impacted the budget with pupil funding and additional funding applied for.
- Future funding profiles regarding EHCPs, Y6 leavers, school meals etc were detailed and it was noted that both CVS and the HT work closely with the bursar providing information ensuring the current position is accurate.
- Contracts are also reviewed as part of the Revised Budget process.
- Looking forward, should numbers remain as predicted, we could be looking at an in-year deficit in year 3 on the budget with the first two years based on actual pupil numbers.
- Looking at the 45 children scenario there would be additional costs due to the time lag as funding won't be applied until the following year. This scenario shows a significant deficit in year 2 so would illustrate the need for growth funding. This scenario would provide little benefit due to these additional costs which will also affect the PAN.

Governors asked for clarity around using revenue funding to provide additional classrooms, however, neither of these scenarios appear to be attractive if growth funding isn't received within the necessary time scale.

It was explained that the criteria for growth funding are unknown. In January we will know how many children have put us as first choice for September Reception 2026.

Further discussion followed around additional planning applications in the local area and concerns were raised around school places for these children.

Governors asked for further clarity around the submission of this budget and were advised that the budget can be submitted with changes being able to be made going forward.

A robust discussion followed around how strategically Governors could approve this budget without knowing all of the variables for each scenario. Governors felt that this budget added weight to the need for growth funding to maintain the strategic goals and standards of the school.

It was determined that a working group may be needed to look at this, potentially submitting worse case scenario demonstrating the need for additional support.

Governors asked for further clarity around the position going forward. It was explained that the position would worsen without additional funding.

Governors were reminded that this is the revised budget based on the situation and numbers as they stand. The Start Budget next April would be the one for addressing the strategic changes discussed. Timescales to carry out works on additional space is less of an issue than the funding.

	<p>The Chair led a discussion looking at the way forward and the Bursar reminded Governors that a decision on this budget <b>presented needed to be made by the 22<sup>nd</sup> of December 2025</b> for submission to County by the 31<sup>st</sup>.</p> <p>It was reported that there was training available for Finance Structure and Funding, <b>Action</b> – The Chair to share the link.</p> <p><i>AR left the meeting at 18.52 hrs</i></p> <p>Governors further discussed the options available and strategically, where do we want school to be? This discussion included:</p> <ul style="list-style-type: none"> <li>➤ Communication around intent going forward with the wider school community and local area,</li> <li>➤ Options for 2 form entry,</li> <li>➤ Current and potential classroom structure.</li> </ul> <p>Governors agreed to submit the revised budget adding additional costs associated with 45 pupils and a 45-pupil intake with the assumption of no growth funding factored in. Governors delegated responsibility of this to the Chair who will liaise with the SLT.</p> <ul style="list-style-type: none"> <li>• Contracts for the year were approved including the changed provider for grounds maintenance.</li> <li>• Benchmarking showed no significant differences or concerns.</li> </ul>	Chair
8.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Governor link reports had been shared prior to the meeting including TC’s report following a monitoring visit to look at IT and Cyber Security.</li> <li>• It was noted that JP and SB were to meet to review the 3-year rolling Governance strategic plan to report at the next meeting. <b>Action</b> – JP and SB and the Clerk to add to the agenda for that meeting.</li> </ul>	JP/SB/ Clerk
9.	<p><b>Policies for review and approval</b></p> <p>It was explained that all policies for review are on the Compliance Manager to read and approve.</p>	
10.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• The Clerk updated Governors regarding her position with the Clerking Service and her intention to continue working with the school.</li> <li>• SB fed back regarding the new Ofsted Framework and shared the link with all Governors for information. It was noted that we are not in the window yet but could be next academic year.</li> <li>• The Chair thanked all Governors and the Clerk for their support and attendance.</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 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 Thursdays at 5.30pm unless otherwise notified.</p>	
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Agenda item	Action	By
7.	To share financial training link with all Govs.	Chair
8.	To meet to finalise 3-year rolling strategic plan and the Clerk to add to the agenda for the next meeting.	JP/SB/ Clerk

The meeting closed at 19.30 hrs.

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