



**Boroughbridge Primary School and Nursery
Meeting of the Full Governing Board held on
Thursday 15th January 2026 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), and Sally Farrell (SF)

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 and reasons for absence were received and accepted from Stuart Martin (SM), Callum Ivel (CI), Caron-Leigh Van Schalkwyk (CVS) and Gemma Williams (GW).	
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.	

4.	<p>Notification of any Urgent Other Business.</p> <p>None declared</p>	
5.	<p>Approve Minutes of the last meeting – 27th November 2025 and matters arising including address Governor actions identified at the last meeting.</p> <p>It was noted that all actions had been addressed apart from the sharing of the link to the financial training, however, the Chair directed Governors to the Compliance Manager which offered specific, targeted training on all Governance including finance.</p> <p>Matters arising included an update from the Chair regarding the revised budget submission. It was noted that:</p> <ul style="list-style-type: none"> • The revised budget submission was based on an intake of 45 pupils. • This would possibly lead to a deficit in upcoming years; however, this budget had been submitted using data from the worst-case scenario. There will need to be a discussion around this going forward once more facts are known. • The budget can be changed if numbers stay as predicted again once final figures are known at which point we can look at this in more detail. • The possibility of redeveloping areas of the school was explained in detail alongside the implications of any budget surplus. It was recommended that this approach be explored further. • The potential hire of school facilities was discussed and cost benefits/impact explained. • The benefits of additional space created by proposed internal developments were explained with regards to the potential for two form entry. <p>Discussion followed around possible pupil numbers, implications for staffing, current physical space in school and the impact on the budget.</p> <p>All Governors agreed with the recommendations of the Chair and SLT to proceed with the suggested internal redevelopment.</p> <p>The minutes of the last meeting were agreed 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>Head Teacher’s Report</p> <p>The HT led Governors through the report and Executive Summary which had been shared with all Governors prior to the meeting. Points to note included:</p> <ul style="list-style-type: none"> • Regarding the SCR (Single Central Record), the HT noted that the Ofsted focus is now across the whole school including volunteers and Governors etc. The HT continues to monitor and update. Any data breaches including filtering and monitoring alerts are reported. • Increases in SEND and the stories behind this were fully explained. • SDP (School Development Plan) priorities were shared, and it was noted that this is a working document which the SLT continue to update. • The SEF (Self Evaluation Form) is currently in place; however, it was reported that the new Ofsted Framework needs to be addressed within the document. 	

	<ul style="list-style-type: none"> • Assessment and Foundation subjects, which were included in the actions from the previous inspection, continue as a priority. The HT further explained how this looks with the new Framework. Inclusion and Attendance will also be a focus. • Attendance is variable but slightly lower than at this point last year. Persistent absence is lower than last year. <p><i>GC.- Looking at whole school attendance specifically the group at 95%, how are we engaging with these families?</i> <i>R.- I (HT) am working closely with Mrs Oyston and the families concerned, along with other children. We continue to follow the Attendance Policy and associated procedures.</i></p> <p>Discussion followed around days in school and how this is measured against absence and attendance. Some families previously classed as persistent absence are much improved. All families continue to be supported and any absence addressed. It was also noted that any stories behind attendance data can be explained with a narrative behind the statistics.</p> <p><i>GC.- What is a realistic goal for attendance?</i> <i>R.- It should be above last year's figures and above National data where possible.</i></p> <ul style="list-style-type: none"> • Data – This report had been shared with Governors prior to the meeting. Staff explained how this data is collected, collated and moderated showing clearer results and percentage progress. Cohorts can clearly be identified and fluctuations shown. Differences in cohorts needs, speech and language etc can skew data. Again, stories behind this data can be evidenced and explained. This tracking will also enable discussion around data with Ofsted. Children with additional need are all provided for. • Children with EAL and contextual stories could feed into the 3-year rolling plan evidencing how school is changing to meet need. • SEND report – this had been shared prior to the meeting. The HT explained the context, the SEND register and the EHCP process to Governors in detail. Different levels of banding/funding were also explained. <p><i>GC.- Is the average attendance for pupils with SEND included in the benchmarking data?</i> <i>R.- Yes, and this will be coming available as Ofsted will be looking at this. The SLT are already investigating this.</i></p> <p>Governors asked if data around children working above should be represented in the SEND achievement data. It was explained that this was contained in the Whole School Data Report. It was noted that this may need to be contextual depending on the cohort. The SLT continue to look at this and the evidence to support positivity in data and results.</p>	
7.	<p>Governance</p> <ul style="list-style-type: none"> • MD led Governors through recent monitoring visits and explained that the reports are working documents with further visits planned. 	

	<ul style="list-style-type: none"> 3-Year Rolling Plan – SB explained the process so far and the ideas behind this going forward. This will be to start in September 2026. Action – The Chair, SB and the Clerk to meet on Tuesday 3rd February to discuss. 	Chair/ SB/ Clerk
8.	<p>Policies for review and approval</p> <p>It was explained that all policies for review are on the Compliance Manager to read and approve.</p>	
9.	<p>Any Other Business</p> <ul style="list-style-type: none"> Safeguarding Development Plan – This plan was discussed, particularly with a view to the children’s understanding of ‘Safeguarding’ and the terms used within the plan. Pupil voice will reflect this understanding and as such these terms/statements need to be made clear to the children to ensure fidelity of response across the school. Governors discussed this approach. SIA Visits – All Governors were invited to attend some, or all, of the upcoming visits by the school advisor and the benefits of Governor presence in school were explained. Governors were signposted to newsletters and also invited to events for parents. The Chair thanked all Governors and the Clerk for their support and attendance. <p>There was no further business to discuss.</p>	
10.	<p>Key Dates for Governor Attendance</p> <ul style="list-style-type: none"> ➤ FGB 26th February ➤ FGB 26th March ➤ FGB 7th May ➤ FGB 9th July Please note change of date <p>All meetings to be held on Thursdays at 5.30pm unless otherwise notified.</p>	

Agenda item	Action	By
8.	To meet to discuss 3-year Rolling Plan	Chair/SB/ Clerk

The meeting closed at 18.55 hrs.

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