Boroughbridge Primary School and Nursery
Meeting of the Full Governing Board held on
Thursday 26th February 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), Stuart Martin (SM), Callum Ivel (CI), Gillian Virden (GV), Gemma Williams (GW), Neil Ryder (NR), Sally Farrell (SF), and Caron-Leigh Van Schalkwyk (CVS)

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 Marie Doyle (MD)	
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.	**Notification of any Urgent Other Business.** The Chair notified Governors of a complaint that would likely be escalated to Stage 2 without sharing any details of the complaint as a panel would need to be formed. The	

	Clerk offered to recruit a Governor from another of her schools should the need arise. **Action -** Clerk	Clerk
5.	**Approve Minutes of the last meeting – 15th January 2026 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: • 3-Year Strategic Plan – SB explained the purpose of the plan and the reasoning for it. The HT further explained the role of the SLT feeding into the plan however, focus is currently on preparing the SEF as a priority. This was further explained particularly with its purpose for Ofsted. Discussion followed around this with staff feeling that this plan presented more of an operational function than strategic. Governors agreed that structured monitoring of the SDP would be more valuable. Discussion followed around how this may look in practice, and the requirements, and purpose of the document. Governors offered support with the updating of the SEF, however, the HT felt that current capacity allowed for this, but time and availability of cover to release staff was an issue. **Action –** The Clerk to contact Karen Butler for clarification regarding the requirements of the Strategic Plan. *GC.- On the SEF, is there anything that Governors need to aware of at this time?* *R.-The main focus needs to be evidencing what you see when monitoring and your knowledge of the school. Evidencing how we know that…… for example.* • Growth Funding – Update. The Chair notified Governors that a significant amount of Growth Funding has been allocated to the school which would have a positive impact on Year 3 of the budget. This puts the school in a stronger position for future development. Numbers for this year's Reception intake will be released on the 11th of April, and this growth funding will strengthen the school's position. The Chair further explained how this funding was allocated and should continue going forward however, it was noted that the school's share of this funding may change should other local schools also apply. CVS also explained the school's funding priorities. **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.	Clerk
6.	**Head Teacher's Report** The HT led Governors through the reports, including the Subject Impact Reports, which had been shared with all Governors prior to the meeting. Points to note included: • CVS had carried out an audit on the SCR (Single Central Record) with the support of HR. 3 data breaches had been identified with 1 reported and all actioned. Guest Wi-Fi is no longer available due to the tightening of filtering and monitoring across the school. Governors were assured that any issues have	

	been actioned and are confident that children are unable to access inappropriate online sites. • Staff CPD was explained. *GC.- Looking at the data on Page 2, do we have a comparison or any context from previous data? Do we reflect on resources needed to address this?* *R.- This is exactly the sort of information that is contained in the SEF, any changes are detailed and highlighted.* Discussion followed around Governor's awareness of this document and the contextual data and other information contained therein. How Governors can be assured that school is addressing these contextual changes was also explored. • Pupil Premium – Megan Oyston was thanked for her work regarding the PP offer. • Ofsted Webinar – Governors were signposted to this webinar **Action –** CVS to share the link. • Attendance – The HT shared the updated data with part-time attendance removed. A robust discussion followed around the benefits and drawbacks of this type of data.	CVS
7.	**SBM Report** CVS led Governors through these reports which had been shared with all Governors prior to the meeting. 7.1 School's Financial Value Statement (SFVS) – The Chair led Governors through this document and explained it's purpose. The need for additional funding to reinforce the aspirations of the school was identified. **All governors approved the SFVS** for submission. *GC.- Do we have a start date for the internal works discussed at the last meeting?* *R.- Yes, these are planned for Easter.* 7.2 Spring Term Monitoring Report – There were no further Governor comments to note. 7.3 Debt Report – The differences between Operational Debt and Outstanding debt were fully explained to Governors. It was recognised that debt in general is well managed by the team. It was noted that outstanding debts have been passed to County with a portion of the monies possibly being returned to school. Families continue to be supported by school with circumstances and discretion further explained. It was noted that school continues to follow policy for the families concerned including implications for safeguarding. Discussion followed around how this looks for all families on a case-by-case basis. Governors clarified how the cost of this is met by school. Governors were assured that CVS continues to monitor, address and respond to situations as they arise. *GC.- Are systems in place for new debt?* *R.- Yes, and this is included in the report.* CVS further explained how these measures are sustainable and effective.	

	All Governors agreed to write off the debt of one family with the Chair to sign this off. 7.4 Related Party Transaction (RPT) – This was explained fully to Governors with the circumstances around this. **All Governors approved the RPT.** Governors expressed their thanks to CVS for her diligence with Health and Safety matters and for all of her financial management and control.	
8.	**Governance** • **Governor monitoring –** Governors expressed their thanks for the excellent monitoring reports shared for this meeting, particularly to MD in her absence. GW highlighted the Wellbeing report and explained the successes and strategies to support this. The quality of all reports shared was noted and thanks expressed for such comprehensive reports. • **Wrap around care –** Wellbeing concerns were raised around covering of after and before school clubs by the SLT. It was discussed that accepting Nursery children into the clubs has added to this due to the increased ratios necessary. The need to look at risk management was identified. Discussion followed around how to strategically address risk, possibly including authorising CPD for existing staff. **All Governors agreed** to support the SLT's decisions around Nursery children attending wrap around care which is adding to the risk identified. *GW and CVS left the meeting at 19.15 hrs.* • **Governor CPD –** The Chair had circulated information around training he had recently attended, explaining specific aspects and particular highlights. The slides from this training were shared with all Governors. The Chair also recognised the commitment of Governors to the school, the implications for the assurance of progress and challenges for time as volunteers.	
9.	**Policies for review and approval** It was explained that all policies for review are on the Compliance Manager to read and approve. These included: 9.1 Code of Conduct – Staff 9.2 Disciplinary Policy 9.3 Resolving Issues at Work Policy and Procedure 9.4 School Hearing and Appeals Procedure **All Governors approved** the policies presented.	
10.	**Any Other Business** There was no further business to discuss.	

11.	**Key Dates for Governor Attendance** ➢ FGB 26th March ➢ FGB 7th May ➢ FGB 9th July – Please note the change of date. The Clerk to check that these dates are correct on Teams. All meetings to be held on Thursdays at 5.30pm unless otherwise notified.	

Agenda item	Action	By
4.	To investigate the possibility of recruiting a Governor from another local school for the complaints panel.	Clerk
5.	To contact Karen Butler for clarification around the Governance Strategic Plan	Clerk
6.	To share the link for the Ofsted webinar with all Governors.	CVS

The meeting closed at 19.30 hrs.

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