Boroughbridge Primary School and Nursery
Meeting of the Full Governing Board held on Thursday 26th March 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 Steve Brown (SB) and Callum Ivel (CI)	
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.** It was noted that Staff wellbeing, particularly in view of the recent complaint, will need to be discussed.	
5.	**Approve Minutes of the last meeting – 26th February 2026 and matters arising including address Governor actions identified at the last meeting.** It was noted that all actions had been addressed and completed, and that there were no matters arising. Updates included: • 3-Year Strategic Plan – It was noted that the Clerk had sent SB and the Chair clarification around the purpose of this document and an example from another school to guide the process. This would be brought before the next meeting scheduled for the 7th May 2026. **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.	
6.	**Head Teacher's Report** The HT led Governors through the report which had been shared with all Governors prior to the meeting. Points to note included: • Updates were provided on Single Central Record, data breaches, when CCTV has been viewed and the latest Smooth wall and filtering alerts. • Safeguarding updates show a decrease in SEN and no change in EHCPs, SALT, pupils with visual impairment, Pupil Premium (PP) and those on CP. • It was noted that one Stage 2 complaint had been resolved with one further parental concern being investigated by the Chair currently. No details of this were shared so as not to prejudice the process should this lead to a complaint. • Pupil Premium and Sports Premium were included in the report. • Attendance remains above the national average, however, is slightly below the primary school data. It is now slightly lower than last year with persistent absence considerably reduced. School continues to follow policy while supporting those families. • Staffing – Regarding after school club, it was reported that interviews were being carried out over the coming days. *GC. – Are we continuing with the current strategy including allowing places for Nursery children?* *R.- Where we have a level 3 staff member this is fine; however, nursery parents will need to be consulted if we cannot continue to support this provision. Once we have completed the recruitment process, we will have a better idea of how this will look.* *GC.- Are any of these candidates level 3 qualified?* *R.- Yes, some of those being interviewed tomorrow.*	

	Discussion followed around this provision including the potential impact on families with siblings. The SLT are currently covering however, staff training is a focus particularly for the level 3 cover with other similar qualifications being explored. *GC.- Looking at the Spring Data report, there seems to be quite a divide in the data between Y2 and then years 4 and 5, do we know why?* *R.- There are different cohorts of children in Y4/5 with a wide range of ability and need.* Staff explained this further and how this is being supported. The subjects and place in the term for these was also explained and how this looks across the key stages. *GC.- Please can you explain what the combined number represents?* *R.- This is the Reading, Writing and maths data which is assessed on a pass/fail basis.* How data is collected and recorded was fully explained including how class sizes can impact this. *GC.- Please can you explain about the sensory space development?* *R.- This has now been redeveloped and renamed as the Meadow Space.* • It was noted that Lindsey Miller's (LM) (School's SEA) report had been shared along with the HT's report. Actions identified within this report are being addressed. There was a gap identified regarding training for the PP lead which LM is actioning. MD explained that it was possible to sign up for PP updates via the Gov.uk website **Action –** MD to send link to HT.	MD

7.	**Governance**
	• **Complaint Update –** The outcome of the recent stage 2 complaint was reported to Governors. Governors and staff expressed their immense gratitude to MD, GW, and David Harrington (DH) who chaired the panel. **Action-** The Chair to write to DH to thank him for his support with the process. GW fed back observations from the process which included:
	  ○ The misunderstanding of some of the terminology around SEND provision including the term 'Universal offer'.
	  ○ The timing of the hearing being arranged for a Friday afternoon being unfortunate for staff involved in the process and the impact on their wellbeing as a result.
	  ○ The understanding that some of the timing of the correspondence with the complainant around the SEND provision had been unfortunate.
	  ○ That the exceptional inclusivity and provision for SEND pupils at Boroughbridge School was evident and that Kelly Hawkes (KH) (SENDCo) is instrumental in the comprehensive provision for all SEND children.
	
	Thanks were again offered to all of those involved.
	
	• **Governor monitoring**
	  ○ **Health and Safety Report –** It was noted that SM and CVS meet regularly to assess H&S monitoring and that there was nothing new to report at this time.
	Continued following the presentation of Policies and Finance matters (Agenda item 8)
		Chair

	○ **Ofsted Webinar –** TC led Governors through his observations having attended this training. The content of the webinar was explained including the need for evidence-based monitoring and issues that may arise regarding part-time timetables, off rolling and alternative provision as examples. Governors were assured that school are covering these areas with the HT actioning areas identified to feed back to staff. The Clerk offered to provide examples of strategic questions and explained the purpose of strategic challenge. **Action –** The Clerk to share examples on the Teams channel for Governor information. Governors suggested to share pupil/parent voice and maintain written evidence/records of this. Discussion followed around Ofsted visits and requirements for Governors.	Clerk
8.	**Policies for review and approval** *(This item was discussed under agenda item 7 to allow CVS and GW to leave the meeting early as previously arranged with the Chair)* It was explained that all policies for review are on the Compliance Manager to read and approve. These included: • Equality and Diversity • Charging and remissions • ECT (Early Careers Teacher) Induction Policy – The Chair explained further about this policy including Governor's responsibilities. Governors asked for further clarity around the monitoring and accountability for this. Discussion followed around this with staff explaining the ECT process. • Admissions – This policy had been circulated prior to the meeting, and it was noted that there were no changes to this other than the relevant dates therein. **All Governors approved this policy.** CVS informed Governors of a proposal to install EV chargers at school. It was explained that there would be no cost to the school for this however, school needed to sign a contract to allow the installation company to advertise their products on or via school media. It was noted that there were several steps to carry out to investigate this proposal including seeking permission from landlords. Potential for staff use was also explained. Governors clarified how this was likely to look in practice. It was noted that funding options expire at the end of March and future implications for the school; including maintenance costs and length of contract were discussed. **All governors agreed** to apply for the funding. **Finance updates included:** • Governors were assured that the accounts for the Friends of Boroughbridge School have been audited and signed off. • The additional funding received has had a positive impact on the budget position going forward. *GW left the meeting at 18.40 hrs*	

	• The Chair expressed concern regarding the language used in the Child Friendly Drug and Alcohol policy. This was explained by staff. • The Safeguarding and Antibullying Policy and all of the above policies **had been approved by the Chair prior to the meeting** with the exception of the Admissions Policy approved above by the FGB. *CVS left the meeting at 18.45 hrs*	
9.	**Any Other Business** • **SATs –** Governors were asked if it would be possible to support school with the invigilation of these. They would start w/c Monday 11th May. The process of the administration of the tests was explained. • Implications for Boroughbridge children with regards to secondary school places were discussed. There was no further business to discuss.	
10.	**Key Dates for Governor Attendance** ➢ 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
6.	To send the link to the PP updates on the Gov.uk website to the HT.	MD
7.	To write to David Harrington thanking him for his support with the stage 2 panel.	Chair
7.	To share strategic questions on the Teams channel.	Clerk

The meeting closed at 19.00 hrs.

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