# Boroughbridge Primary School and Nursery
# Meeting of the Full Governing Board held on Thursday 7th May 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), Stuart Martin (SM), Callum Ivel (CI), Gillian Virden (GV), Neil Ryder (NR), Sally Farrell (SF), and Caron-Leigh Van Schalkwyk (CVS)

In Attendance :
Carol Harris (LA Clerk to Governors)
Angela Ratcliffe (LA Bursar) *On Teams*

| Item No. | | Action |
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| | All present were welcomed to the meeting held in School and Governors thanked for their attendance. | |
| 1. | **Apologies and reasons for absence.**<br><br>Apologies and reasons for absence were received and accepted from Gemma Williams (GW) | |
| 2. | **Declaration of Interests**<br>It was noted that CI has recently taken up a HT position at a school in Castleford. It was agreed that this would be unlikely to present a conflict of nor pecuniary interest in his current role as co-opted Governor on this board and so no further action is necessary once the Business Interest form is updated. | |
| 3. | **Confidentiality** | |

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| | Governors were reminded about the usual rules around confidentiality and that that all discussions are to remain confidential to the meeting.<br><br>Any discussion around the recent Ofsted visit and subsequent feedback would remain confidential to this meeting. | |
| 4. | **Notification of any Urgent Other Business.**<br><br>None declared. | |
| 5. | **Approve Minutes of the last meeting – 26th February 2026 and matters arising including address Governor actions identified at the last meeting.**<br><br>It was noted that all actions had been addressed and completed, and that there were no matters arising.<br><br>It was noted that the Clerk has mistakenly included SB and CI as present at the meeting when apologies had been received and accepted. This was changed at the meeting and initialled by the Chair.<br><br>**The minutes of the last meeting were agreed** as a true and accurate record of the meeting, with the noted amendments, and signed by the Chair to be returned to the Governor file in school. | |
| 6. | **SBM Report and Finance**<br>*Angela Ratcliffe, (Bursar) (AR) joined the meeting at 17.40 hrs on Teams.*<br>The Chair introduced the Finance reports, which had been shared with all Governors prior to the meeting, and briefly outlined the current position.<br><br>AR led Governors through these reports which were also shared on screen during the meeting. The process was explained, the implications of the 3-year projections and how this is calculated. AR further explained:<br><br>• The line-by-line detail and specifically, how pupil numbers drive the budget.<br>• The October census also leads into this budget which has been calculated on a single form entry scenario with 251 pupils.<br>• Nursery funding is based on a termly census and the number of hours those children are attending.<br>• SEND funding, as well as Pupil Premium (PP), also feeds into this budget.<br>• Staffing costs and implications were fully explained and how school are meeting the SEND need and provision.<br>• The funding forecast remains consistent however, inflation and pay awards will increase costs.<br>• A significant amount was transferred from the revenue budget to the Capital budget for specific projects. | |

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| | *GC.- SEND funding, will this remain consistent, how do we prepare if numbers were to change significantly?*<br><br>*R.- SEND funding will decrease due to the children attracting this funding leaving the school. However, costs may rise due to the need for SEND staffing and the delay in funding through the EHCP process.*<br><br>*GC.- Please can you explain the Nursery funding in relation to numbers attending?*<br><br>*R.- Nursery is funded termly directly responding to the numbers attending and the hours that these children do. These hours are funded by central funding and by parents.*<br><br>AR further explained that CVS has provided the forecast for these figures which are included in the detailed budget report. CVS also explained how this may look going forward following the current trend.<br><br>The HT led a conversation around staffing and the implications for the budget going forward. This also included the balance between experienced staff and potential future recruitment needs. Governors discussed the implications of this for staffing and the budget.<br><br>*GC.- Is Growth Funding likely to continue?*<br><br>*R.- No, this is not predicted to continue. Pupil numbers as they are may not qualify anyway. There will be no need for additional classes of staffing based on current numbers.*<br><br>Governors discussed the 3-year strategic plan and how future developments may need to be factored in.<br><br>*GC.- Is this budget based on the worse case scenario?*<br><br>*R.- We need to be aware going forward particularly regarding SEND funding and the implications for staffing costs. We would always set a prudent budget.*<br><br>Governors noted that this budget was an improvement on last year's due to the diligence and excellent financial management of CVS and the team, and reduction in the costs of resources.<br><br>The Chair summed up the current budget position and longer-term priorities with the strategic position in mind.<br><br>AR led Governors through the Capital Budget reports explaining:<br><br>• Any surplus and funds transferred from the Revenue Budget including projects identified and those already completed.<br>• Some monies will be clawed back by County for some projects including the fire doors for example.<br>• A rolling IT budget has been identified and provided for. | |

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| | • Some projects may need to be funded directly from the Revenue budget going forward.<br><br>*GC.- Is transferring monies from the Revenue Budget to Capital a school decision?*<br><br>*R.- If the project is over £5 000 then this needs to be discussed under the accounting principles and classed as capital spending.*<br><br>**All governors present approved the Start Budget for submission.**<br><br>CVS and AR were thanked by all Governors for their attendance at the meeting and for all of their hard work in producing the information for the budget reports.<br><br>• **Outturn –** It was noted that the figures are correct as of today with a report to follow. Carry forward figures won't change.<br>*AR left the meeting at 18.15 hrs.*<br>The HT further explained the Capital funding spending on the KS1 playground and alterations to the outside space<br>• Debt Recovery Update - CVS reported that this is an improving picture and that the new systems are working. Referring outstanding debt to County has not been successful with them writing off debt. Operational debt has considerably reduced.<br>Concerns around wrap around care systems for booking and charging were explained further.<br>*GC.- At what point do some of these concerns become Safeguarding issues?*<br>*R.- We track all incidences and log any concerns following relevant procedure and policy in these cases.*<br>Discussion followed how best to support families but also manage debt. The PP strategy could be employed in some cases with family situations impacting support offered. It is important to note that policy and strategies seem to be working and that school continues to follow policy and procedures around outstanding debt and recovery. | |
| 7. | **Head Teacher's Interim Updates**<br>The HT led Governors through the executive summary in her report, shared prior to the meeting, explaining:<br>• Pupil numbers with implications for the PAN. Governors discussed this at length with the waiting list/appeals process further explained. Implications for staffing, siblings of children already in school, pupil numbers, and SEND were explored. No further expansion works would be necessary as things stand.<br>A robust discussion followed around this and the strategic position regarding admissions.<br>• Safeguarding – It was reported that there were no significant updates to note. The acronyms contained in the report were explained. The CCTV log was also explained regarding specific incidents and near misses, all of which the HT logs according to policy.<br>• Attendance – continues to be above national figures.<br>*GC.- The National attendance average referred to, is this for 25/26?*<br>*R.- This is emailed to the DfE monthly so yes, national data is up to date.*<br>Persistent absence is improved. | |

- Staffing – The staffing structure was explained alongside the classroom structure. It was noted that transition may impact this plan going forward.

*GC.- Is the data for children on part-time timetables included in the attendance figures?*
*R.- Yes, even though they are fulfilling their personal targets and expectations they are still classed as absent. Such children can impact the attendance data.*

*GC.- Are the strategies in place for the targeting of individual children and families regarding attendance working?*
*R.- Yes.* These strategies and implications across the school were fully explained.

*GC.- Is the national average data whole school attendance?*
*R.- Yes, it is.*

*GC.- Early Years look to have a higher attendance, is this the case?*
*R.- This is very much cohort dependent, and the attendance strategy has positively influenced some cohorts more than others. The awareness of the importance of attendance is generally heightened across the school.*

- Ofsted Update- Following the recent Ofsted inspection, the HT and Chair led the Governors in discussion around some of the findings and judgements.

The Chair summed up the discussion and asked how these actions would feed into the School Development Plan (SDP). The HT explained how this is detailed within her report. This was explained further and the strategies employed to address Ofsted comments.

*GC.- Are we confident as Governors that, strategically, this is not going to impact our successful culture of inclusion at the cost of improving data?*
A robust discussion followed around this and the strategy of improvement already in place. The SDP will be reviewed to reflect some of the Ofsted comments and will be presented to governors at the first meeting of the next academic year.
Further support and assessment from Ofsted going forward was also fully explained.

Governors felt that:

- Ofsted didn't reflect on the excellent inclusion and SEND as strengths of the school.
- School leadership, including Governance, is also outstanding but also not recognised by the inspectors.
- Working with an HMI inspector and peer schools to address Ofsted comments, including the action plan in the HT report, will improve data going forward.
- The SEF is already taking into account areas of strength and identified actions.

Governors assured the HT and SLT that as far as accountability to Governors is concerned, progress management is outstanding and that the ethos of the school shouldn't be impacted.
A robust discussion followed around the report, actions contained within, and implications for parents. Governors agreed to send a letter to parents once the report was published explaining what the new judgements mean.

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| | Governors congratulated the SLT on a positive outcome and recognised the hard work and efforts of whole staff team during the visit which reflected the outstanding ethos of the whole school. The Chair added his thanks and congratulations to the team. | |
| 8. | **Governance**<br>It was noted that:<br>• All governor CPD was up to date.<br>• Governor monitoring visits had had to be postponed due to the recent inspection. It was reported that these would now restart with reports to be shared on the Governor Teams channel. | |
| 9. | **Policies for review and approval**<br>All policies are available for review on Compliance Manager, National College. | |
| 10. | **Any Other Business**<br>• The meeting determined that there was nothing to add to the Risk Strategy from the meeting.<br>• Governors were informed that school had received a letter from Highways regarding parking opposite school, specifically the coned area. The Chair reported that he had responded on behalf of the FGB explaining the school's position and the reasoning behind the cones and that he was still awaiting a response. It was noted that this was for information only at this stage however, Governors agreed with the Chair's approach.<br><br>There was no further business to discuss. | |
| 11. | **Key Dates for Governor Attendance**<br><br>• FGB 9th July – Please note the change of date. The Clerk to check that these dates are correct on Teams.<br><br>All meetings to be held on Thursdays at 5.30pm unless otherwise notified. | |

| Agenda item | Action | By |
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The meeting closed at 19.50 hrs.

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