

Minutes of a meeting of the Governing Body of Boroughbridge Primary School that was held at the school at 5.30pm on Thursday 13th July 2023.

Present: Emma Ryan (Head), Jules Preston (Chair), Sarah Rowe (SR), Stephen Brown (SB), Callum Ivel (CL), Gemma Williams (GW), Timothy Collin (TC), Stuart Martin (SM).

In attendance: Brian Alker (Clerk to the Governing Body), Caron-Leigh Van Schalkwyk (CS) (School business manager) attended virtually.

Minute No		Action
GB72/23	<p><u>Apologies</u></p> <p>There were apologies and reasons for absence received from Janet Seymour and Callum Ivel.</p> <p>SM reported that it was likely that he would have to leave the meeting before it ended</p> <p>Resolved: the apology was noted and consented too.</p>	Head/GW
GB73/23	<p><u>Confidentiality</u></p> <p>Governors noted the rules about confidentiality.</p>	
GB74/23	<p><u>Declarations of interest</u></p> <p>There were no declarations.</p>	
GB75/23	<p><u>Other urgent business</u></p> <p>It was noted that the Head and GW had attended some mental health training concerning pupils following this the school will be reviewing its PHSE provision to establish if it is fit for purpose. The Head and GW will conduct a review and produce an action plan for November.</p>	
GB76/23	<p><u>Minutes</u></p> <p>Resolved: That the minutes of the meeting held on 8th June 2023 be agree as a true record of the meeting.</p>	
GB77/23	<p><u>Matters arising from the minutes</u></p> <p>There were no matters arising not covered by agenda items.</p>	

GB78/23	<p><u>Date of next meeting</u></p> <p>Resolved; the date of the next meeting was confirmed as 21st September 2023 at 5.30pm.</p>	
GB79/23	<p><u>School Business Manager (SBM) report</u></p> <p>The report had been provided to governors prior to the meeting.</p> <p>CS reported on works at the school that would take place in the summer. A new electric controlled gate would cost £10-12000; governors agreed that this would not be the best use of the schools limited funds. CS will look at the cost of providing a gate with a key pad entry system. <u>Governors asked if the approved new fencing when installed will ensure that the school grounds are all fenced in</u>; this was confirmed.</p> <p>A budget for the sensory provision has been approved but the funds can only be used on capital items.</p> <p>The school is waiting for approval from the local authority (LA) building regulations before starting the short term building works that need completing for September.</p> <p>A revised budget is now available on TEAMS for governors to review. This shows a surplus for year 3. <u>Governors asked where the additional funding had come from</u>; the Head explained when she had provided predicted numbers of pupils to the LA, it had been suggested that the school should apply for additional funds available to a growing school, the Head had applied and it had been approved.</p> <p><u>Governors asked if any funding had been received to enable vulnerable pupils to attend the summer camp</u>; it was confirmed that the LA have funded some places for vulnerable pupils.</p> <p><i>CS left the meeting at this point.</i></p>	CS
GB80/23	<p><u>Heads report</u></p> <p>The report had been sent to governors prior to the meeting.</p> <p>It was noted that the attendance figure had shown a slight dip, Governors asked if the reason was known; the Head explained that there had been an outbreak of chicken pox and also some new pupils had started at the school with existing attendance issues.</p> <p>The impact of Y1 phonics interventions could be seen in</p>	

	<p>the improved data.</p> <p>The Head reported that the Y6 SATs results for reading, maths and the combined subjects were all below the national average. <u>Governors asked what was the schools perception of the tests;</u> the Head explained that the reading paper was particularly hard; however it was the same test across the country. It was explained that only 15 pupils at the school had been at the school since the reception class and a high proportion (9) had joined the school in the last year. <u>Governors asked if the 15 pupils had better results than the rest of the class;</u> the Head explained that the results are currently being reviewed to establish any trends. The school will also be considering the impact of interventions and review what changes can be made to improve the results in future years. The School development plan is being updated for September.</p> <p><u>Governors asked if staff feel they are well trained;</u> the Head explained that she thought teachers would feel they had a good level of training but that teaching assistants (TA's) may feel that they would benefit from more training. <u>Governors asked if TA's have a development plan;</u> it was confirmed that it is part of their performance management process, however few ask for training during the process. The Head will look to direct them to training possibilities throughout the process and consider if better feedback from teachers training could be provided.</p>	<p>Head</p> <p>Head</p>
GB81/23	<p><u>Governor monitoring</u></p> <p>Governors considered the link governor roles and agreed to continue with the current named linked governors.</p> <p>SB reported on his review of the before and after school clubs. He had reviewed the performance with CS. The breakfast club was showing a small profit. The loses for the after school club had been reduced. He had agreed to review the provision again in October. Governors noted that a good range of activities were taking place in the after school club.</p>	SB
GB82/23	<p><i>SM left the meeting at this point.</i></p> <p><u>Safeguarding</u></p> <p>A report had been sent to governors prior to the meeting.</p> <p><u>Governors asked what systems are in place at the school for pupils to report any safeguarding concerns;</u> the Head explained that teachers conduct emotional check in's with pupils at which any issues can be</p>	

	discussed.	
GB83/23	<p><u>Governors asked if parents information about on line safety</u>; the Head provided some examples of information sent to parents and she was continually looking for new resources so that parents are not getting repeated information. The parent governors confirmed that they had received a good amount of safeguarding information from the school.</p> <p><u>Chair and Vice Chair elections</u></p> <p>It was noted that the Chair and Vice Chair had been elected on a two year term in the previous year and that no elections were needed this year.</p>	
GB84/23	<p><u>Governing board evaluation</u></p> <p>It was noted the GW's parent governor term of office will end in the next term.</p> <p>The Chair will send governors a 360 degree review survey and SB will co-ordinate the results.</p> <p>The Head will be preparing a Y6 questionnaire to which governors can contribute.</p>	<p>Head</p> <p>Chair/SB</p>
GB85/23	<p><u>Performance management</u></p> <p>It was noted that the Heads interim performance review had taken place. Other staff reviews will be completed by 31st October.</p>	
GB86/23	<p><u>Risk register</u></p> <p>SB and CS had met to review the input into the proposed register. They had agreed categories and put a lead governor name against each area. This enables the school to have a strategy to manage risks. It was suggested that there be a quarterly report back to governors.</p> <p>Resolved: Governors agreed the risk register.</p>	
GB87/23	<p><u>Other business.</u></p> <p>It was noted that, following the schools review of rent for the use of the grounds, the football club had contacted the council as they believed the school was being unreasonable. They were also unhappy about not being able to use the school car park. Governors noted that there was little that could be done about the car park as leaving it unlocked would leave the school building unsecure.</p>	SB/CS

GB88/23	<p><u>Impact of meeting</u></p> <p>Governors had considered safeguarding and health and safety issues to keep pupils safe. They had received data reports and considered plans to improve future pupil performance. Governors had taken action to review pupils mental health and agreed a risk register for the school.</p> <p>The meeting closed at 20.00.</p>	
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Signed:

Position:

Date:

Challenge/Support questions are in Red

Finance questions are in blue

Strategy questions are in green