

Minutes of a meeting of the Governing Body of Boroughbridge Primary School that was held at the school at 5.30pm on Thursday 23rd November 2023.

Present: Stephen Brown (SB), Callum Ivel (CL), Timothy Collin (TC), Stuart Martin (SM), Sarah Rowe (SR), Emma Ryan (Head) (attended virtually)

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

Minute No		Action
GB120/23	<p><u>Apologies</u></p> <p>There were apologies and reasons for absence from Jules Preston (JP) and Gemma Williams (GW).</p> <p>Resolved: the apologies was noted and consented too.</p> <p>In the absence of JP Stephen Brown Chaired the meeting.</p>	
GB121/23	<p><u>Confidentiality</u></p> <p>Governors noted the rules about confidentiality.</p>	
GB122/23	<p><u>Declarations of interest</u></p> <p>There were no declarations.</p>	
GB123/23	<p><u>Governor appointments</u></p> <p>SB explained that the process of offering GW a Co-opted Governor's post had strayed away from what had been agreed at the previous Board meeting, in that GW had not applied for the parent governor post and her offer of a Co-opted Governor's post was based upon her applying for the Parent Governor role and then being offered a Co-opted role should she not have been successfully re-appointed. The election had taken place with three nominations</p> <p>The successful candidate in the parent election was Marie Doyle.</p> <p>It was confirmed that SM had been put forward by the local authority (LA) as the candidate for their governor post.</p> <p>SB asked governors to consider SM for the LA governor post and GW for the than vacant governor co-opted post.</p>	

	<p>Resolved: Governors agreed to appoint SM as the LA governor and GW for the Co-opted post.</p> <p>The Head reported that the school was working towards obtaining the Healthy schools award and that a lead governor was needed. She explained that the runner up in the parent election had the skills needed. Governors considered appointing an additional governor. The Clerk advised that this would need a change in the schools constitution alternatively they could appoint an associate member of the board.</p> <p>It was agreed that the SB should approach the election winner and confirm that she wanted to take up the post, if so, he will then approach the election runner up to see if she would be interested in becoming an associate member.</p>	
GB124/23	<p><u>Minutes of 19th October 2023</u></p> <p>It was noted that the fire alarm action on page one of the minutes from the previous meeting should have recorded as an action for SM, rather than SB.</p> <p>Resolved: That the minutes of the meeting held on 19th October 2023 be agree as a true record of the meeting subject to the above amendment.</p>	SB
GB125/23	<p><u>Matters arising from the minutes</u></p> <p>GB115/23 It was confirmed that governors had read and understood 'Keeping Children Safe in Education.</p> <p>GB107/23 SM reported that fire warden training for staff had been completed. He had accompanied the LA representative in a walk around the school. It was considered that the alarm system was old but functional. It will need updating if the school expansion plans go ahead. <u>Governors asked if anything had been considered concerning the class where the alarm could not be heard;</u> it was explained that a system was in place to ensure fire wardens sweep all the classes to ensure they are evacuated. It had been noted that the school had many more fire extinguishers than it needed. It had been agreed that the number will be reduced by removing some when they are due for service.</p> <p>GB111/23 Messages had been sent to parents requesting them to consider safer parking outside the school, unfortunately they had no effect. No reply had been received for assistance from the LA highways. The school has alerted the parish council and they have provided a letter supporting restrictions to be put in place. NR is taking a solution forward.</p>	NR

	<p>GB119/23 The Head provided a proposal to increase the schools admin hours for a third member of staff to cover 10 hours a week. <u>Governors asked if the hours to be covered had been considered</u>; the Head confirmed that the hours between 10 and 12 were being considered but there could be some flexibility for the right candidate. It was considered that a parent at the school would not be appropriate due to the nature of the position.</p> <p>Resolved: Governors agreed that the Head should advertise for a part time administration assistant as detailed in her proposal.</p> <p>SB explained that he will report back to the next meeting on the cost of additional hours at the breakfast and after school clubs. One issue identified was that if any staff were ill the Head or NR were needed to cover. Governors considered if it would be possible to offer staff time off in lieu to cover any absence at the after school club. This was considered possible if their classes could be covered when they took the time off.</p> <p>Resolved: Governors agreed that staff could be offered time off in lieu to cover staff absence at the after school club.</p> <p>SB will meet with CS to consider attendance numbers and finance of the clubs and will report back to the next meeting.</p>	<p>SB</p> <p>SB/CS</p>
GB126/23	<p><u>Date of next meeting</u></p> <p>Resolved; the date of the next meeting was confirmed as 19th December 2023 at 5.30pm.</p>	
GB127/23	<p><u>School maintenance report</u></p> <p>The report had been sent to governors prior to the meeting.</p> <p>Governors consider the 5 options in the report to reduce the cost of cleaning at the school. They agreed to proceed with option 4 in the report.</p> <p>It was noted that the LA had funded repairs to the chimney at the school.</p> <p>There was some concern about the plans for extending the school. Completion of works and handover was planned for the weekend before the Autumn term starts, any delay in the works would mean buildings not being ready of the start of term. The tender process appeared a little long, <u>governors questioned if this could be shortened</u>; CS will take this forward with the LA.</p>	

<p>GB128/23</p>	<p>Governors considered the possibility that hirers of the school grounds should be issued with keys. Governors informed CS that they would be uncomfortable with anyone not employed by the school being issued with keys.</p> <p>Governors considered TLR and SENCO allowances for teachers.</p> <p>Resolved: Governors agreed the recommended TLR and SENCO allowances.</p> <p><i>TC left the meeting at this point.</i></p> <p>SR reported that due to the increasing number of pupils at the school she had applied for funding to purchase additional Little Wandle resources and had been successful receiving a grant of £1000.</p> <p><u>Budget</u></p> <p>A report had been sent to governors prior to the meeting.</p> <p>It was noted that the school may have to contribute to the installation of an electric gate.</p> <p>A meeting date is being arrange with the bursar. CS or the Head will confirm it with SB when it is finalised.</p> <p><i>CS left the meeting at this point.</i></p>	<p>CS/Head</p>
<p>GB129/23</p>	<p><u>Heads report</u></p> <p>The report had been sent prior to the meeting.</p> <p>It was noted that the attendance figures show little change compared to the previous half term.</p> <p>It was confirmed that all teacher and support staff performance management meetings had taken place.</p> <p>Some pupils that the school had considered were in need of additional support have had extra funding refused. <u>Governors asked if the school could appeal the decisions;</u> the Head confirmed that appeals are being considered.</p>	
<p>GB130/23</p>	<p><u>School residential</u></p> <p>The Head provided details of the proposed school residential.</p> <p><u>Governors asked if there was a minimum number for e booking;</u> the Head explained that she would book a low number of places as it was easier to book extra if</p>	

<p>GB131/23</p>	<p>needed than to cancel places. The school will have to pay for pupils booked who don't attend. <u>Governors asked how the cost compared to the previous year</u>; it was explained that the cost was the same. Governors asked the Head to investigate the cancelation policy and then give parents a payment deadline. <u>Governors asked if financial support was available to disadvantaged pupils to enable them to attend</u>; it was confirmed that the school would provide support. <u>They asked if any pupils that would qualify for support were not applying to go on the residential</u>; the Head did not have that information but would investigate.</p> <p>Resolved: Governors approved the residential with the proviso that enough pupils apply to attend.</p> <p><u>Governor monitoring</u></p> <p>Reports for attendance and finance monitoring sent prior to the meeting were noted.</p> <p>Governor monitoring responsibilities will be reviewed at the next meeting.</p>	<p>Head</p> <p>Head</p>
<p>GB132/23</p>	<p><u>Chairs 360 review</u></p> <p>SB had sent his report to governors prior to the meeting. Governors had been very supportive of the Chair in his role. SB will share the detail of the responses with the Chair. It was recommended that this process should take place on an annual basis.</p>	<p>SB</p>
<p>GB133/23</p>	<p><u>Heads appraisal</u></p> <p><i>NR and SR left the meeting at this point.</i></p> <p>SM reported that the appraisal had taken place all the previous year's objectives had been met and new ones for the current year set.</p>	
<p>GB134/23</p>	<p><u>Other urgent business</u></p> <p>There was no other business.</p>	
<p>GB135/23</p>	<p><u>Impact of meeting</u></p> <p>Timings regarding the building works to expand the school had been questioned.</p> <p>Consideration had been given to appoint an associate member to assist with healthy schools.</p> <p>School residential had been discussed and approved.</p>	

	The meeting closed at 19.45.	
--	------------------------------	--

Signed:

Position:

Date:

Challenge/Support questions are in Red

Finance questions are in blue

Strategy questions are in green