

Gargrave C.E (V.C) Primary School

Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: Thursday 25th November 2021 (6.00 pm)
Location: Gargrave Primary School

Present: Sarah Peel, Nicola Abbey, Jane Ellis, Chris Gormley and Jane Dallas

Clerk: Sallie Wareham

1. Welcome and Prayer:

The Chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 25th November 2021. Jane Dallas led an opening prayer.

2. Apologies for Absence:

Michael Smith, Tom Finch and Reverend Andrew Steer. Reasons for absence consented.

3. Declarations of interest for ANY items on the agenda:

Sarah Peel and Nicola Abbey – item 13 Finance - staff salaries

4. Identification of confidential items to be excluded from public minutes:

Items 5, 9,11 & 13 have been recorded in the confidential minutes file.

5. Identification of urgent items to be included on agenda:

The Headteacher raised two urgent items for consideration by the governing body. The Chair agreed to discuss these at the start of the meeting. The discussions and decisions are recorded in the confidential minutes.

6. Formal approval of minutes from 7th October 2021:

The minutes of the meeting held on 7th October 2021 were unanimously approved as a correct record of that meeting and signed by the Chair. These minutes can now be published on the website.

ACTION SCHOOL OFFICE

7. Matters arising from previous meetings not covered elsewhere in the agenda:

Jane Ellis updated with governors with the following matters arising:

- Confirming dates with the chosen strategy setting facilitator is proving difficult for the January training day. Headteacher to make suggestion of a twilight session instead.

8. Ofsted Report

The report is now published and has been shared with families and the wider community. The final report reflected the factual amendments sent by the Headteacher. School leaders and governors feel it is a fair and accurate reflection of the school's strengths and areas for development. The Craven Herald have promised to include a feature in the near future.

9. Headteacher Report

These updates and discussions are included in the confidential minutes.

10. Governor Visits:

Jane Ellis has visited Apple Class and her report is available in the TEAMS folder.

Reading, Phonics and SEN focussed visits are planned for early December.

11. School Improvement Plan

These updates and discussions are included in the confidential minutes.

12. Premises, Health & Safety

HANDS have completed a visit this term. The Health and Safety policy has been updated.

A written report will follow of any recommendations from the visit. Verbal feedback was received and there was a recommendation to include more detail on accident forms in future.

13. Finance:

Rachel Richardson (RR) provided a detailed monitoring report and a revised budget report for the governors to scrutinise.

Further details are included in the confidential minutes.

Governors approved the 3 year budget forecast and it is now ready to be submitted by 31.12.2021

14. Governor training and development:

Governors will review the outcomes of the skills audit at their next meeting.

There is currently one vacancy for a co-opted governor.

15. Safeguarding:

The LA safeguarding Audit will take place on Thursday 2nd December. Michael Smith will join this review in school.

School is now using online software to record and monitor safeguarding concerns. The package is used widely across the education sector and is called CPOMS. Staff have all been trained and the introduction has been a success.

16. Policies for review and approval:

None

17. What has been covered that impacts directly on our vision?

- A GOOD rating from Ofsted has given the school the confidence to move forward
- Reading for Pleasure project
- CPOMS – safeguarding
- Early discussions on energy efficiency and environmental concerns
- Budget approval
- School Improvement Plan

18. Any other urgent business previously identified

Already considered during item 5.

19. Dates of future meeting

Future meetings will be held on the following dates:

Thursday 10th February 2022

Thursday 31st March 2022

Thursday 19th May 2022

Thursday 14th July 2022

Close of meeting

Chair closed the meeting at 8.35pm