

Gargrave C.E (V.C) Primary School

Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: Thursday 31st March 2022 (6.00 pm)

Location: Gargrave C.E (V.C) Primary School

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

Clerk: Sallie Wareham

1. Welcome and Prayer:

The Vice Chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 31st March 2022. Jane Dallas led an opening prayer.

2. Apologies for Absence:

Reverend Andrew Steer. Reasons for absence consented.

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

None.

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

Items 7,8,10 and 14 have been recorded in the confidential minutes file.

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

None

6. Formal approval of minutes from 10th February 2022:

The minutes of the meeting held on 10th February 2022 were unanimously approved as a correct record of that meeting and signed by the Vice 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:

These updates and discussions are included in the confidential minutes.

8. Headteacher Report

These updates and discussions are included in the confidential minutes.

9. Governor Visits:

Tom Finch has completed a visit with Ash Class.

Jane Ellis has completed visits with a focus on reading and phonics. She has completed a SEND visit and visited Apple class and sycamore (in place of Rev Steer).

Jane Dallas has booked a visit during the last week of term to visit Oak class.

Tom Finch to book a maths visit for Spring and Summer term. He has visited Ash class.

All reports to be uploaded on the shared TEAMS folder once written up.

10. School Improvement Plan

These updates and discussions are included in the confidential minutes.

11. School Strategic Plan

The Governors and school leaders considered the next steps to develop the 3 year strategic plan. Staff and Governors worked with a facilitator to identify priorities and the brainstorming efforts have been summarised. The common priorities were: Outdoor Learning, EYFS (School readiness) and Curriculum (including wellbeing and community). It was agreed that Jane Ellis would share the summary of the previous outcomes with staff.

ACTION JANE ELLIS

It was agreed that a further session with the same facilitator would be beneficial to determine a final written document that detailed the goals and priorities. This in turn can be translated into an operational plan of actions for the next 3 years.

ACTION HEADTEACHER

Governors wish to consider a parental survey during the Summer term, with a focus on wellbeing and positive behaviour. This will be discussed in more detail during the next meeting.

12. Premises, Health & Safety

Governors would like to proceed with a capital expenditure scheme to improve the lighting within school, changing the bulbs and fittings to LED. It was agreed to ask the school business manager to work on obtaining the 3 necessary quotes for consideration. If quotes are available before the May meeting, governors would be asked for approval via email and any decision, formally ratified at the next meeting.

13. Finance:

The review of contracted services will be carried forward to the next meeting.

Governors unanimously approved the retention of the Local Authority clerking service for 2022/23. The renewal for this service is agreed annually and starts on 1st April each year.

13b. Governor training and development:

The Governing Body received the resignation of Michael Smith. There is now a vacancy for a parent governor, which will be advertised after the Easter Holidays. The named safeguarding governor is now Jane Ellis. The website and staff notice boards will be updated accordingly. **ACTION SCHOOL OFFICE**

Jane Dallas attend training on 29th March on behalf of the governing body. She reported that the programme had been useful and she will follow up with the Headteacher. **ACTION JANE DALLAS**

A possible new governor has submitted a pen portrait of themselves for consideration by the board. Governors are satisfied that the individual will bring a huge range of desirable skills from the business sector including marketing and finance. Sam Harrison will be invited to the next meeting, where her formal co-option will be approved.

14. Safeguarding:

These updates and discussions are included in the confidential minutes.

15. Policies for review and approval:

The following policies were reviewed and adopted:

- Exclusion Policy
- GDPR suite of policies now updated and available online

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

- Identifying the next steps for the strategic planning for the school
- Staff willingness to help with Triangle Club
- Staff and pupil wellbeing is important as a curriculum and school priority.
- Quality of teaching
- Agreement of governors to appoint additional TA support staff
- Peer to Peer support
- Focus on SEN support and inclusion.
- LED lighting scheme
- Recent Governor training
- Phonics resourcing
- New governor to join the board.

17. Any other urgent business previously identified

None.

18. Dates of future meeting

Future meetings will be held on the following dates:

Thursday 19th May 2022

Thursday 14th July 2022

Close of meeting

Chair closed the meeting at 8.49pm