

# Gargrave C.E (V.C) Primary School

## Governing Body

### Minutes of Meeting of the Full Governing Body

**Date and Time:** Thursday 22<sup>nd</sup> September 2022 (6.00 pm)

**Location:** Gargrave Primary School

**Present:** Sarah Peel, Nicola Abbey, Natalie Dawson, Jane Ellis, Jane Dallas, Sam Harrison and Reverend Andrew Steer.

**Clerk:** Sallie Wareham

#### 1. Welcome and Prayer:

The clerk opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 22<sup>nd</sup> September 2022. Reverend Andrew Steer led an opening prayer.

Governors welcomed Natalie Dawson to the meeting. She will replace Nicola Abbey as Staff Governor during her maternity leave.

#### 2. Apologies for Absence:

Chris Gormley and Tom Finch: Reasons for absence were consented.

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

None

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

Part of item 11 has been recorded in the confidential minutes file.

#### 5. Election of Chair and Vice Chair:

Governors agreed that the Chairman and Vice Chairman role would each be for a one year term of office.

Reverend Andrew Steer nominated Jane Ellis as Chairman. This nomination was seconded by Nicola Abbey. All governors present approved the appointment by show of hands. Jane Ellis is duly elected Chairman for a one year term.

*Jane Ellis took the Chair for the remainder of the meeting*

Jane Ellis nominated Tom Finch as Vice Chairman. This nomination was seconded by Sarah Peel. All governors present approved the appointment by show of hands. Tom Finch is duly elected as Vice Chairman for a one year term.

#### 6. Identification of urgent items to be included on agenda:

The Chair informed the governing body members that she had received the resignation of Chris Gormley. This will be included for discussion during item 15, together with an update on governor recruitment.

## 7. Formal approval of minutes from 19th July 2022:

The minutes of the meeting held on 18th July 2022 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**

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

It was confirmed that Miss Spensley will take over responsibility for writing while Mrs Abbey is on maternity leave.

Governors agreed to conduct a writing book scrutiny during the next meeting.

The lighting scheme installation has been completed during the summer holidays.

PJ Developments visited during July to finalise the specifications for the outdoor learning space. The "Hopkins Library" quote received is £32,580. There is a small overspend, which will be met from Bungalow reserves. The project and expenditure were unanimously approved.

## 9. Governor compliance:

- NGA Code of Conduct re-issued to all Governors in advance of the meeting and accepted by all present. All acceptances were recorded by the Clerk. Clerk to follow up with Tom Finch at the next meeting.
- Scheme of delegation to headteacher is included within the Budget Management policy. Governors approved the delegated spending limits for the Headteacher.
- Governors appointed Jane Ellis, Jane Dallas and Reverend Steer to the HT performance management committee. A provisional date has been set for this meeting of 29<sup>th</sup> September 2022, with Lee Talbot supporting from the diocese.
- Declaration of business and personal interests were made by all governors present at the meeting. Clerk to follow up with Tom Finch at the next meeting.
- Annual declaration of gifts and hospitality for year 2021/22 was made in person by those present. The Chair has recorded a nil return for the file.
- The Complaints committee membership and Disciplinary committee membership will consist of 3 members. This is decided by listing governors alphabetically and drawing on the first three available members, starting with letter N and working down the alphabetical list.
- Governor monitoring schedule was agreed. Class governors and subject governors will make termly visits to monitor within school.
- The volunteer Privacy notice was re-issued to all Governors in advance of the meeting and is available on TEAMS
- Governors agreed to hold the following specific responsibilities:

Assessment, Monitoring and review	All Governors	Early Years	Jane Ellis
Safeguarding	Jane Ellis	Educational Visits	Reverend Andrew Steer
Health and Safety	Sam Harrison	RE	Reverend Andrew Steer
Equality	Jane Ellis	Triangle Club (out of school provision)	Parent Governors
PTA Liason	Parent Governors	Reading and Phonics	Jane Ellis
Writing	Jane Dallas	Maths	Tom Finch
Special Educational Needs	Jane Ellis	Other Curriculum Subjects	All Governors
Pupil Premuim	Sam Harrison		

Class governors will be:  
Apple Class – Jane Ellis  
Ash Class – Tom Finch  
Willow Class – Reverend Andrew Steer  
Sycamore Class – Sam Harrison  
Oak Class – Jane Dallas

## 10. Policies for review and approval:

The following policies were reviewed and after discussion and questions were adopted:

- Charging and Remission Policy, including the revised fees for Triangle Club
- Keeping children Safe in Education
- Safeguarding (Child Protection) Policy
- Attendance Policy

### Q. How are persistent absences managed within school?

A. Working with parents is key to improving attendance. There are often unique circumstances that are affecting the family and school will put bespoke support in place if necessary, for example collecting a child each morning.

### Q. What happens if vulnerable pupils are absent?

A. School has a policy of first day contact. This means that if any child is unexpectedly absent, a call home is made at 9.15am. If there is no answer and contact is not made during the morning a record is made of all attempts. For vulnerable pupils who have a named social worker, they are informed as soon as possible. School staff are well trained and confident to escalate to outside agencies if worried about a pupil or family. CPOMS and SIMS are used to record full details.

The following policies will be carried forward to the next meeting:

- Budget Management
- Staff Pay policy

## 11. Headteacher Report

The full report from Sarah Peel is available on TEAMS and was available to board members prior to the meeting.

The final draft of the strategic plan was shared with governors. The plan has been worked on by staff and governors during 2022. The views of parents and children have also been taken into consideration via questionnaires and pupil voice.

### Q. There is a broad statement relating to quality of education. Who ensures that the pupils and staff have the knowledge that they need? How can the governing body understand this better and challenge where necessary?

A. There is a large operational document to accompany the statement of priorities. This document provides the detail of how the objectives will be met, including actions planned for the 3 year period. Leaders have broken down each of the goals into smaller units for individual staff to have ownership. Governors can investigate with thorough questioning during visits and book scrutiny to understand the progress being made towards the overall strategic objectives.

**Q. Is diversity part of the curriculum?**

A. It's not a specific subject area but it is included in R.E, PSHE and is included broadly in all subjects.

**Q. Has the school considered a linking partnership with a setting in a different area?**

A. Yes it has been considered and if a suitable partner school was interested in a partnership, this would be welcomed.

**Q. Will the plan be reviewed?**

A. Yes, there are review points built into the operational plan. It is important to measure against milestones and review appropriateness.

Pupil outcomes were reviewed and analysed. There is clear evidence that maths and reading are strengths for the children in school and that teaching in these areas is strong. Writing remains a weaker area, with less progress being made by children between KS1 and KS2.

**Q. Do you know why this is?**

A. Writing is a subject that children find hard. Children lost momentum during the lockdown periods of home schooling and this subject has taken the longest to recover both here and nationally.

**Q. If writing is a whole school priority and the focus is on that subject area, how will you make sure that maths and reading don't suffer?**

A. The intention is to keep these subjects stable and carry on doing what we know is working

The remaining governor question is included in the confidential minutes.

## **12. Pupil Premium**

A strategic statement was made available to governors before the meeting. Sam Harrison has been appointed as the link governor for pupil premium and will review the document with Sarah Peel. The final statement will require governing body approval during the next meeting.

**ACTION SAM HARRISON & HEADTEACHER**

## **13. Sports Premium**

The Sports Premium report was made available to governors before the meeting. This document was approved by governors and is available on the website.

## **14. Safeguarding**

Governors have all received an electronic copy of the following policies:

- Keeping Children Safe in Education Sept 2022
- Inspecting Safeguarding in early years, education and skills settings.
- Working together to Safeguard Children
- Working Together to improve attendance.

The headteacher asked that governors be particularly vigilant when monitoring and to think "it could happen here, it could happen anywhere".

All Governors signed and dated the school's hard copy of the policy documents to confirm that they have read and understood the policy and guidance.

The School designated Safeguarding Leads (DSL) are: Sarah Peel, Natalie Dawson, Sharon Aldous and Nicola Abbey.

### **15. Any other urgent business previously identified**

Governors have reluctantly accepted the resignation of Chris Gormley. The entire board thanks Chris for his hard work and service.

Following the recent parent governor recruitment, there has been one applicant. Mr Chris Cowgill will be invited to the next meeting and he will be confirmed as a parent governor.

There is one vacancy remaining on the governing body for a parent governor.

### **16. Dates of future meeting**

Future meetings will be held on the following dates:

Wednesday 30<sup>th</sup> November 2022

Monday 23<sup>rd</sup> January 2023

Wednesday 22<sup>nd</sup> March 2023

Wednesday 24<sup>th</sup> May 2023

Wednesday 12<sup>th</sup> July 2023

### **Close of meeting**

Chairman closed the meeting at 8.10pm