

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

## Governing Body

### Minutes of Meeting of the Full Governing Body

**Date and Time:** 30<sup>th</sup> November 2022 at 6pm.

**Location:** Gargrave Primary School

**Present:** Sarah Peel, Natalie Dawson, Jane Ellis, Jane Dallas, Sam Harrison and Tom Finch.

**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 30<sup>th</sup> November 2022. Jane Dallas led an opening prayer.

#### 2. Apologies for absence:

Reverend Andrew Steer and Chris Cowgill: Reasons for absence were consented.

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

None

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

Part of item 9, part of item 12 and item 15 have been recorded in the confidential minutes file.

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

The Chair informed the governing body members that she had an update to present on the Bungalow account. This will be included for discussion during item 12.

#### 6. Formal approval of minutes from 22<sup>nd</sup> September 2022:

The minutes of the meeting held on 22<sup>nd</sup> September 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**

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

Work is progressing on the outdoor learning space. The "Hopkins Library" is approximately half way through and once completed governors and school leaders will need to plan for the landscaping necessary around the new building.

Sam Harrison and Sarah Peel have reviewed the Pupil Premium statement for 2022 – 2025 and published the revised document on the school website. This was ratified by the full governing body during the meeting.

#### 8. Governor compliance:

Tom Finch signed the following declarations: NGA Code of Conduct and declaration of business interests. He confirmed a nil return for the gifts and hospitalities disclosure.

The Governing body, having held a parent governor election in accordance with procedures outlined in NYCC policy documents and the Standing Orders of Gargrave Primary School, confirmed Chris Cowgill as a new parent governor. Chris is duly appointed for a four-year term.

## 9. Headteacher Report

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

Governors were delighted to receive a verbal update on the success of the year 6 residential trip. A huge thank you was given to all staff who make the trip possible, staying away from their own families and being on call 24/7. The children benefit immensely from the trip; bonding as a group and increased confidence being mentioned in the feedback by almost all of the children.

Governors agreed that staff who attend a residential have a day in-lieu. This should be agreed mutually. This is an addition to the leave policy.

### Q. What action is taken by school to address absence and lateness?

A. Absences without good reason are recorded as unauthorised. A tracker is provided to parents at the end of the year, with their child's report.

Letters are sent home to explain the impact. There is a disruption to a child's learning when they miss school during term time. The rest of the class continues to progress and schools do not have resources to support children to catch up after an unauthorised absence.

School has a first day contact policy, which means that pupils who are not in school by 9.15am receive a call home to check where they are.

Overall attendance for Gargrave Primary School is above the national average.

### Q. Writing is a top priority, identified on the School Improvement plan. What is happening in school?

A. Staff are continuing to build on the knowledge that children already have. Handwriting is a strength of the pupils. Spelling and writing stamina are concerns shared across all year groups and this will be the focus of the January training day. Staff undertake book scrutiny and regular monitoring is happening.

### Q. What is the uptake for extra curricular clubs like?

A. The after-school offer has been widened to include Spanish, Football, Dodgeball, crafts and Young Voices. The numbers attending are good and the feedback has been encouraging.

### Q. How is Bullying data reported to governors?

A. It is included as part of the HT report. During governor visits governors can monitor the records that show actions taken to support the victim and perpetrator.

The remainder of this item is included in the confidential minutes.

## 10. School Improvement Plan

The 3 year strategic plan was discussed alongside the School Improvement plan (SIP). It was agreed that governor visits in the late Spring and Summer term would look at the impact of the strategy.

The SIP is presented as an action plan arranged using the same 3 heading as the strategic plan.

The key aims will now be shared with parents.

**ACTION HEADTEACHER**

The school improvement officer has completed the first visit of the year with a focus on Safeguarding. Jane Ellis and Jane Dallas joined this visit and have written a comprehensive report to share with the governing body, this is available in TEAMS. The report from the LA will follow.

The remaining 2 visit days are due to be planned in early December and will take place in Spring and Summer terms.

## 11. Premises and Health and Safety

The NYCC HANDS team will visit in January to complete a walk around and a paperwork check. Sam Harrison will join this visit.

Volunteers from Skipton Building Society provided a day of gardening and clearing in the school grounds. They made headway in and around the polytunnel and their help is much appreciated.

## 12. Finance

### School Financial Value Standards (SFVS)

SFVS is an annual review of the measures in place to ensure financial competence and adherence to procedures. This review and its findings must be sent to Ian Morton at the Local Authority by 31st March. Jane Ellis and Sarah Peel have begun this review and the findings will be made available to governors during the next meeting.

The remainder of this item is included in the confidential minutes.

## 13. Review Governor training and development

There is one vacancy on the board for a parent governor. The School office will make necessary arrangements to advertise for a new parent governor in January 2022. **ACTION SCHOOL OFFICE**

In order to provide the families with a greater understanding of the parent governor role, Jane Dallas will write a personal note for inclusion in the newsletter. **ACTION JANE DALLAS**

Sam Harrison will attend new governor training on 10<sup>th</sup> February and 10<sup>th</sup> March 2023.

Potential dates to be shared with Chris Cowgill and booked if possible. **ACTION CHRIS COWGILL**

## 14. Reports on Governor Visits

The diocese has asked school to focus on collective worship and for governors to monitor and find evidence that this is a Church school. The question will be asked during the SIAMS inspection "How do you know this is a church school?". Governors were all invited to attend collective worship and to combine this visit with their next class visit. Jane Ellis has adapted the monitoring form and will add it to the TEAMS folder for everyone to access and use. **ACTION ALL GOVERNORS**

Sam Harrison will visit Sycamore class on 6<sup>th</sup> December.

Jane Dallas to visit Oak class on 8<sup>th</sup> December.

Tom Finch will make arrangements to spend a full day in school, visiting Ash class and monitoring Maths.

Rev Andrew Steer will need to re-arrange his visit to Willow class.

## 15. Safeguarding

This item is included in the confidential minutes.

## 16. Policies for review and approval:

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

- Budget Management
- Staff Pay policy
- Developing performance policy
- Code of Conduct 2022
- Attendance 2022
- Hearing and Appeals procedure
- Procedures for supporting pupils with medical conditions
- Behaviour policy 2022-23
- Re-organisation, redundancy and redeployment policy
- Charging and remissions 2022
- Staff appraisal policy

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

- Governors feel confident that decisions made about the budget will ensure a quality learning environment.
- Governors are reassured that Safeguarding is effective at this school.
- Governors are clear and focused on the strategy of the school
- Governors are motivated to challenge the inadequate SEND funding and demand what is fair for pupils and staff at this school.

## 18. Any other urgent business previously identified

NONE

## 19. Dates of future meeting

Future meetings will be held on the following dates:

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

All governors are invited to the school nativity play and carol service on 8<sup>th</sup> December at 1.30pm at St Andrews Church.

Chair closed the meeting at 8.30pm