

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

## Governing Body

### Minutes of Meeting of the Full Governing Body

**Date and Time:** 23<sup>rd</sup> January 2023 at 6pm.

**Location:** Gargrave Primary School

**Present:** Sarah Peel, Natalie Dawson, Jane Ellis, Jane Dallas, Tom Finch and Lee Talbot.

**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 23<sup>rd</sup> January 2023. 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 8, item 9 and part of item 12 have been recorded in the confidential minutes file.

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

The Chair informed the governing body that she had received the resignation of Sam Harrison. The governing body agreed to include this during item 13.

#### 6. Formal approval of minutes from 30<sup>th</sup> November 2022:

The minutes of the meeting held on 30<sup>th</sup> November 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:

NONE

#### 8. Academisation overview

The Headteacher advised that there is a desire from government to accelerate academisations and that all schools to be part of a MAT or a stand alone academy by 2030. Governors agreed that they should increase their understanding before considering further. Governors are proud of the school's identity and values as a Church school and would seek reassurance from any potential Academy partner that these important characteristics would be preserved.

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

## 9. Headteacher Report

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

Attendance continues to be a focus within school. The current figures of 92.2% are matched nationally. School leaders are focused on attendance for vulnerable pupils as those who are registered for Pupil Premium are the lowest attending data group.

### Q. What are the underlying reasons for the absences?

A. It varies, however there has been instances of Scarlet Fever and Chicken Pox so far this term in addition to family holidays.

Governors noted that no parents attended the Behaviour Policy drop in, hosted in school.

The governors agreed to undertake a book scrutiny of Geography and Science during the next meeting

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

## 10. School Improvement Plan

Carried forward to next meeting

## 11. Premises and Health and Safety

The NYCC HANDS team have completed a walk around and a paperwork check. They noted a few items that require attention, and these are ongoing actions for the headteacher.

Jane Ellis has begun to explore the possibility of grant funding for the Hopkins Library landscaping works.

## 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 the Local Authority by 31st March.

Jane Ellis and Sarah Peel have finished this review and it was approved by governors.

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

## 13. Review Governor training and development

The Governing Body received the resignation of Sam Harrison. There is now a vacancy for a co-opted governor. The named governor for Health and Safety and Pupil Premium will be appointed at the next meeting.

The governors have received an expression of interest from a potential new governor and after discussion, Jane Ellis nominated Claire Davey as a co-opted governor. This nomination was seconded by Jane Dallas. All governors present approved the appointment by show of hands. Claire Davey is duly elected as a governors for a four year term

There is one vacancy on the board for a parent governor. The School has had no response to the January governor recruitment and will continue to communicate with parents and try and attract applicants

#### **14. Reports on Governor Visits**

Jane Ellis has completed an SEN learning walk and her monitoring report is available in the shared folder on TEAMS.

Jane Ellis will visit Sycamore class on 8<sup>th</sup> February.

Tom Finch will visit to monitor Maths on 7<sup>th</sup> February.

Jane Ellis will visit Apple class on 1<sup>st</sup> March.

The headteacher's performance management review will take place on 1<sup>st</sup> February at 10.40am. Jane Ellis and Jane Dallas will undertake the review.

The planned monitoring of Reading and Phonics has not taken place during the first half term due to staff sickness. These visits will be re-booked as soon as possible.

Governors were reminded that templates are available for class and subject monitoring and also collective worship.

#### **15. Safeguarding**

Staff have completed refresher training on: food allergies, cyber security, PREVENT, Safeguarding and GDPR.

Sarah Peel has completed the School safeguarding audit. A list of actions is available on the shared folder on TEAMS. This audit was approved by governors and will be submitted before the deadline of 31<sup>st</sup> March.

**ACTION HEADTEACHER**

#### **16. Policies for review and approval:**

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

- Health and Safety
- Allergens
- Medical

#### **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.
- By considering academisation governors have committed to exploring options that offer the best opportunities for children, families, and staff at Gargrave Primary School.
- The Hopkins library is almost complete and demonstrates the school's commitment to the promotion of reading for pleasure.

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

NONE

## **19. Dates of future meeting**

Future meetings will be held on the following dates:

Wednesday 22<sup>nd</sup> March 2023 in Ash classroom

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

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

## **Close of meeting**

Chair closed the meeting at 8.00pm