

Gargrave C.E (V.C) Primary School

Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: 28th September 2023 at 6pm.
Location: Gargrave Primary School in Oak Classroom

Present: Sarah Peel, Natalie Dawson, Jane Ellis, Jane Dallas, Claire Davey, Tom Finch and Chris Cowgill

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 28th September 2023.

2. Apologies for absence:

Apologies received from Reverend Steer. 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 12 has been recorded in the confidential minutes file.

5. Election of Chair and Vice Chair

Chris Cowgill nominated Jane Ellis as Chairman. This nomination was seconded by Jane Dallas. 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 Chris Cowgill. 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:

None

7. Formal approval of minutes from 12th July 2023:

The minutes of the meeting held on 12th July 2023 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:

The Parental questionnaire was discussed, and feedback received. There was a disappointing response from parents as only 9 responses were received. After discussion and in response to questions, the Headteacher will reconsider the format and the method of distribution to try to attract a greater number of responses. Parents once again recognised the value of the outdoor learning opportunities at Gargrave.

The grand opening of the library is scheduled for 24th October. Governors are all warmly invited to attend. A vote of thanks was extended to Jane and Phil Ellis and Chris Cowgill, who completed the landscaping during the holiday.

The perimeter fencing has been completed. The School have noticed a safety issue which has been reported to the Canal and River Trust. The Headteacher is awaiting their further response.

After a considerable number of reminders, the storm damage will be rectified by the insurance company. The work will be undertaken out of normal school hours.

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 Rev Steer at the next meeting.
- The annual revisions to the Budget Management policy have not yet been released by NYC and as such the governors were comfortable with the scheme of delegation currently in place and will consider any revised delegated spending limits for the Headteacher when they are confirmed by NYC
- Governors appointed Jane Ellis, Jane Dallas and Tom Finch to the HT performance management committee. A provisional date has been set for this meeting of 3rd October 2023, 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 Rev Steer at the next meeting.
- Annual declaration of gifts and hospitality for year 2022/23 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 and suitable members, starting with letter N and working down the alphabetical list.
- 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:

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|-----------------------------------|------------------|---|-----------------------|
| Assessment, Monitoring and review | All Governors | Early Years | Jane Ellis |
| Safeguarding | Jane Ellis | Educational Visits | Reverend Andrew Steer |
| Health and Safety | Chris Cowgill | 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 Premium | Claire Davey | | |

Governors reviewed the monitoring schedule and the workload of governors. It was agreed that named governors would not be appointed for each class.

Q: Will each teacher still have some time with a governor? This question is asked from a wellbeing perspective.

A. Yes, all class teachers are subject leaders.

Governors agreed that a termly visit would be manageable.

10. Governing Body membership and training

There is one vacancy on the board for a parent governor. This was advertised on the recent newsletter, but no candidates have come forward.

Governors received and noted the governor update briefing paper issued by the Diocese.

Jane Ellis made members aware that the diocese is offering six training sessions over the year. The training is held online, in the evening, for 1 hour.

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|--------------------------------|--------------------------------------|
| 5 th October 2023 | The Academies Programme |
| 14 th November 2023 | Monitoring Collective Worship |
| 30 th January 2024 | Disadvantaged Pupils |
| 20 th February 2024 | Monitoring R.E |
| 14 th May 2024 | Monitoring the Impact of your Vision |
| 2 nd July 2024 | HT Appraisal |

Booking can be made online and the sessions are foc.

11. Finance

The bungalow audited accounts were received and noted.

Rents were discussed and it was agreed that Belvoir (letting agents) would be asked to undertake a rent review. The governors will consider this during the next meeting. **ACTION SCHOOL OFFICE**

The monitoring report will be available during the November meeting.

12. Headteacher Report

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

The HT report was available to the governing body in advance of the meeting.

The vision statement and ethos were discussed. Governors considered the curriculum and the wider experiences offered. The Headteacher asked governors to think about any contacts they might have with inspiring members of the community who could be invited in to speak to children.

The Headteacher talked governors through her report and invited questions.

Q. Could the website be updated to have a page showing upcoming events? This question was asked in response to feedback from parents that they don't always about events taking place in school.

A. There is already a calendar which needs updating. **ACTION SCHOOL OFFICE**

Q. Has there been any negative feedback from the changes to the school day?

A.No, parents are happy with the revised start and end times to the school day.

Reports from the LA from last term were reviewed. There are actions for school to incorporate into the SIP.

The **Strategic plan** was discussed.

- Writing remains the highest priority for the school. Raising the profile of writing across the school and whole curriculum
- Learning beyond the classroom to enhance the curriculum.
- Encouraging a wider range of community stakeholders to support the school.
- Mental health and wellbeing curriculum to support emotional development.
- Inclusive and safe environment for all to celebrate our diverse world.

Maintaining the high standards in maths will be a focus as the classes are mixed age and the delivery of maths needs to be in single year groups. Support from the maths hub is ongoing.

Q.How do you know that children remember more from blocked curriculum? This question was asked in response to the HT's assertion in her report that children know and remember more in science as a result of the blocked curriculum.

A.Children tell us and are able to retain more information. Children take a test at the start and end of each module which confirms their knowledge and ability to retain it.

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

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 2023
- Child Protection Policy

Governors have been asked to complete a quiz to test their knowledge. HT to send a link. **ACTION HT**

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

Governors signed a paper copy of the Child Protection policy and manual.

There were 5 actions highlighted from the NYC Safeguarding Partnership school safeguarding audit (ratified by full governors on 23rd Jan 2023). Progress towards completion of these actions was reviewed by the HT as part of the annual safeguarding report. This report was shared with governors. There were no questions.

A school drug education policy needs to be developed.

ACTION HT

15. Premises and Health and Safety

Nothing to review.

16. Academisation overview

The governors agreed to carry this item forward to an extraordinary meeting, where all governors are in attendance and the only item of business is the future direction of the school. This meeting will be held on 25th October 2023 at 5pm in school.

17. Policies for review and approval:

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

- Keeping children Safe in Education
- Safeguarding (Child Protection) Policy
- Parental Leave Policy
- Online safety

The following policies, although on the agenda, were not available for governors to approve:

- Budget Management
- Staff Pay Policy
- Charging and Remissions policy

These will be carried forward to the next meeting.

18. Any other urgent business previously identified

None

19. Dates of future meeting

Future meetings will be held on the following dates:

Wednesday 25th October 2023

Thursday 23rd November 2023

Wednesday 31st January 2024

Wednesday 24th April 2024

Wednesday 22nd May 2024

Monday 15th July 2024

Close of meeting

Chair closed the meeting at 8.18pm