

Gargrave C.E (V.C) Primary School

Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: 23rd November 2023 at 6pm.

Location: Gargrave Primary School

Present: Sarah Peel, Natalie Dawson, Jane Dallas, Tom Finch, Reverend Steer and Gavin Smith

Clerk: Sallie Wareham

School Bursar, Karen Taylor, joined the meeting remotely for item 11.

1. Welcome and Prayer:

The vice chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 23rd November 2023.

2. Apologies for absence:

Apologies received from Jane Ellis Reasons for absence were consented.

Claire Davey and Chris Cowgill were absent from the meeting. The Clerk was asked to follow up and remind both about the next meeting date.

3. Declarations of interest for items on the agenda:

None

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

Part of item 11 and item 12 have been recorded in the confidential minutes file.

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

None were identified.

6. Formal approval of minutes from 28th September and 25th October 2023:

The minutes of the meeting held on 28th September and 25th October 2023 were unanimously approved as a correct record of those meetings 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:

The repairs are now underway following the recent leak, the Insurance company are managing the work.

The school office has been working on the website calendar functionality and for the time being it was decided to remove the calendar. Online information is supported by the governors, and they would like to find a way to share information online with parents.

It was suggested that the IT technician could support the school by providing data on email readership and website traffic.

It was further agreed that the school office would trial sending out important dates to parents in paper format.

8. Governor compliance

- NGA Code of was accepted by Rev Steer and Gavin Smith.
- Declaration of business and personal interests were made by Rev Steer and Gavin Smith.
- Annual declaration of gifts and hospitality for year 2022/23 were made by Rev Steer.

9. Reports on Governor Visits

Nicola Abbey, Writing Leader, will share her report during the next meeting.

Jane Dallas has visited with a focus on writing. Her report is available in TEAMS. She commented on the quality texts available from Literacy Tree and the excellent training that the staff have undertaken.

Governors will undertake a book scrutiny during the next meeting.

Jane Ellis has visited with a focus on SEND. Her report is available in TEAMS.

Jane Ellis has visited with a focus on Safeguarding. Her scrutiny of the Single Central Record is available in TEAMS.

Reverend Steer has visited with a focus on RE. He provided a verbal overview and will follow up with his written monitoring report.

Claire Davey is due to visit with a focus on Pupil Premium before the end of term.

10. Governing Body membership and training

Gavin Smith will undertake the introduction to governance training.

Members of the governing body were reminded that the diocese is offering training sessions over the year. The training is held online, in the evening, for 1 hour.

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

Finance papers were made available to governors in advance of the meeting.

Karen Taylor joined the meeting remotely.

Bungalow rents were discussed, and the rent review from Belvoir (letting agents) was received. The current market rate is £850.

Governors noted the current rent was set at £750 per month and they unanimously approved an increase of £50 to take place at the annual review point in summer 2024. The school business manager will inform the letting agent, who will issue the statutory paperwork to the tenants. **ACTION SBM**

Governor Question: How are school notified of the possibility of grant funding? Could someone in school be responsible for searching for these funding opportunities? Could businesses be invited to sponsor equipment and trees?

A.Nothing is in place at the moment, ad-hoc grants are applied for when staff become aware of them, this can be considered in the future. **ACTION GAVIN SMITH & HEADTEACHER**

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

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 has worked with the Diocese to reflect on the school's vision and values. Reverend Steer has supported the reflections and offered his insight into the vision and its context linking to slavery. The core text and message will change to the Good Samaritan Story, and this is work in progress. The words "Whatever you do, work at it with all your heart as if working for the Lord" have been dropped.

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

13. Safeguarding

HT to resend link to the safeguarding knowledge quiz.

ACTION HEADTEACHER

The HT shared the report from the recent LA visit focused on Safeguarding and Attendance. There were a number of actions identified, which are ongoing.

14. Premises and Health and Safety

The Canal and Rivers Trust have now responded to concerns raised regarding the new fencing. They have installed some warning signs.

The full review by HANDS (March 2023) to be revisited by Chris Cowgill with the School Business Manager.

ACTION CHRIS COWGILL & SBM

15. Academisation overview

There were no updates.

16. Policies for review and approval:

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

- Budget Management
- Staff Pay Policy
- SEND
- Homework Policy

- Charging and Remissions policy

It was agreed that the HT would review the policy schedule.

ACTION HT

17. Headteacher Performance Management:

The HT performance management has taken place with support from the diocese. There were no recommendations for the governing body to consider because the headteachers' pay grade is at the top of the ISR for the school.

18. Any other urgent business previously identified

None

19. How have we helped our children flourish

- Governor's meeting are always child focused
- Use of outdoors and commitment to expanding resources
- Prudent financial management
- Diocese training on vision and values. One concentrated focus, with real value to the school
- School Trips, enrichment for children. Broad curriculum
- Proactive approach to the development of writing
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20. Dates of future meeting

Future meetings will be held on the following dates:

Wednesday 31st January 2024

Wednesday 24th April 2024

Wednesday 22nd May 2024

Monday 15th July 2024

Close of meeting

The vice chair closed the meeting at 8.20pm