

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

## Governing Body

### Minutes of Meeting of the Full Governing Body

**Date and Time:** 31<sup>st</sup> January 2024 at 6pm.  
**Location:** Gargrave Primary School, Ash Classroom

**Present:** Sarah Peel, Jane Ellis, Natalie Dawson, Jane Dallas, Tom Finch, Reverend Steer, Claire Davey, Chris Cowgill and Gavin Smith.

Clerk: Sallie Wareham  
English Lead: Nicola Abbey (left meeting after item 8 at 6:30pm)

#### 1. Welcome and Prayer:

The chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 31<sup>st</sup> January 2024.

The chair approved a change to the order of business, to move reports to the first item of business.

#### 2. Apologies for absence:

None

#### 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 has 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 23<sup>rd</sup> November 2023:

The minutes of the meeting held on 23<sup>rd</sup> November 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:

None

#### 8. Reports and Curriculum Focus

Governors welcomed Nicola Abbey, writing Leader, and received her report. The school's approach to teaching writing was presented. Mrs Abbey explained how the school has adapted its approach from the Phillip Webb scheme to the Literacy Tree. This new package is better for teacher workload and the whole school have undertaken training, with support from the named governor for writing, Jane Dallas.

Literacy Tree is personalised by teachers to reflect the needs of the class.

Writing has been the subject of pupil voice and children were able to express their enthusiasm for writing to staff and governors. Children are proud to share their writing with adults.

Monitoring by the school improvement adviser has taken place and the outcomes were positive. This report will be shared at the next governing body meeting.

Marking the children's work is undertaken live, during the lesson. This enables teachers to address gaps and misconceptions while the learning is happening.

Teachers are keen to focus on spelling as a next step, together with moderating writing with another local school.

**Governor Question:** How are staff finding the marking workload?

A. The most impactful way to "mark" children's work is during the lesson. Staff are finding that being responsive to children in this way is a better use of their time.

**Governor Question:** Have you had to purchase new texts?

A. Yes, there was some money in the library fund, which has been used for expenditure on new books.

Governors undertook a book scrutiny and were impressed with the amount and quality of written work. There was clear evidence of the assertions made during the presentation.

Governors thanked Mrs Abbey for her time and detailed report.

Jane Ellis has visited with a focus on Safeguarding. Her monitoring report is available in TEAMS. The purpose of the visit was to revisit the actions from the safeguarding audit, undertaken in Spring 2023.

Tom Finch has visited with a focus on Maths. His monitoring is available in TEAMS.

In response to questions the HT explained the challenge of teaching Maths in a mixed age class. The curriculum is delivered so that children learn in small incremental steps. The maths topic for year 3 may be different to the topic for year 4 and so the class teacher is delivering two lessons simultaneously. School has responded to these difficulties by creating some capacity to teach the children in their defined year groups during maths lessons.

Reverend Steer has visited with a focus on RE, governors value visiting places of worship and wish to resume this. His written monitoring report is available on TEAMS.

Claire Davey has met the HT to discuss Pupil Premium and the impact of the supplementary funding on pupil outcomes, consequently the plan has been updated. CD to share her written report as soon as possible.

**ACTION CD**

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

## **9. Governing Body training and development**

The Clerk followed up the final skills audit responses. Once received the Clerk will send the collated report via email and include a discussion on training needs during the next meeting in April.

**ACTION CLERK**

Succession planning was discussed. The Clerk was asked to send dates for Effective Chair to all governors.

**ACTION CLERK**

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.

20 <sup>th</sup> February 2024	Monitoring R.E
14 <sup>th</sup> May 2024	Monitoring the Impact of your Vision.
2 <sup>nd</sup> July 2024	HT Appraisal

Booking can be made online and the sessions are foc.

## 10. Finance

The monitoring report from December 2023 was made available to governors in advance of the meeting, together with a summary report, showing the key points to note.

The FMS traded service provides the expertise of the bursar, who is on hand to support the governors in navigating the financial statements.

**Governor Question:** Has there been any improvement in the accurate tracking of energy expenditure?  
A. Energy is procured via the LA. If the spring/summer weather is warm, the bills will reduce and there may be some underspend on energy at the year end. The bursar is continuing to monitor closely.

CD will visit school and review the future budget with the HT and bursar.

### 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.

CD and GS will conduct this review, and it will be sent via email to governors for review and approval.

## 11. Headteacher Report

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

**Governor Question:** Is there a system that reports absence?  
A. SIMS generates all attendance data.

Data was presented to governors for core subject areas – Maths, reading and writing.

**Governor Question:** Where do the targets come from?  
A. These are from the National data from last year.

There is a dip in the year 4 maths achievement figures between July 2023 and January 2024. Although this is only 2 children, school are aware and working hard with children to make maths more secure for all pupils.

The School Improvement Plan was shared with governors. This is the operational plan that sits alongside the three-year strategic plan.

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

## **12. Safeguarding**

Governors confirmed that they have all completed the Safeguarding quiz.

The safeguarding audit from Spring has been reviewed by the named safeguarding governor during a recent visit. (see minute 8)

Governors asked the staff governors (ND & SP) to ask the staff team if there are any measures that can be taken to improve wellbeing?

**ACTION ND & HEADTEACHER**

## **13. Premises and Health and Safety**

The procurement of cleaning and caretaking services will be carried forward to the next meeting.

Finger guards need to be replaced on some doors in school. Expenditure was approved for this.

Statutory electrical testing has been completed at the Bungalow. There is a small amount of remedial work necessary; expenditure will be taken from the bungalow account.

The storm damage and repairs are now almost complete, and the affected area is now back in use by pupils.

## **14. Academisation overview**

There were no updates.

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

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

- Admissions 23/24/25
- Discipline Policy
- Allegations against staff
- parental leave
- Pay progression for pay policy.
- Recruitment and selection policy
- Re-organisation, redundancy and re-deployment policy
- Children Missing Education
- Whistleblowing Policy
- Assessment Policy
- Workplace substance misuse

The HT confirmed that she has updated the policy review schedule.

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

None

## **17. How have we helped our children flourish**

- Celebration of the proactive approach to the development of writing
- Positive impact of new writing scheme on teacher workload

- Responsive changes to the teaching of maths, having impact. Accepting things that need to change.
- Agreement to make temporary staff permanent demonstrates how valued the staff are.
- Staff being willing to take on more hours and extra responsibility is encouraging and a testament to their professionalism and teamwork.
- Financial stability within the budget demonstrates prudent financial management.

Governors thanked the children and staff for the superb Christmas events. The children conducted themselves with maturity.

### **18. Dates of future meeting**

Future meetings will be held on the following dates:

Wednesday 24<sup>th</sup> April 2024

Wednesday 22<sup>nd</sup> May 2024

Monday 15<sup>th</sup> July 2024

### **Close of meeting**

The chair closed the meeting at 8.20pm