

Gargrave C.E (V.C) Primary School

Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: 22nd May 2024 at 6pm.
Location: Gargrave Primary School, Ash Classroom

Present: Sarah Peel, Jane Ellis, Natalie Dawson, Tom Finch, Chris Cowgill and Gavin Smith.

Clerk: Sallie Wareham
Observer: Jane Dallas

1. Welcome and Prayer:

The chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 22nd May 2024.

Jane Dallas led the governors in prayer.

2. Apologies for absence:

Consented apologies were received from Reverend Steer and Claire Davey

3. Declarations of interest for items on the agenda:

None

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

It was agreed that parts of item 11, parts of item 13 and item 14 would be recorded in the confidential minutes file.

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

The Term of Office of Jane Dallas has expired. Jane has indicated her willingness to serve again for a further 4 year term. The requisite nomination form will be completed by Chair and returned to the diocese. Jane Dallas participated in this meeting as an observer. **ACTION JE**

Bungalow audited accounts were received and approved. Governors asked for clarification of an amount paid in advance of £99. (The school administrator confirmed before the minutes were prepared that this accounting adjustment shown as a debtor is the payment of the monthly management fee to Belvoir. Rents and fees paid in March cover the month of April, hence we have one month's rent (£750) in advance (shown as a creditor) and a month's management fee paid in advance which is the £99 debtor.)

6. Formal approval of minutes from 18th April 2024:

The minutes of the meeting held on 18th April 2024 were unanimously approved as a correct record of those meetings 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:

The HT confirmed that the letter to parents informing them of the new Triangle Club fees had been sent.

CD has completed the website audit and her report to school will follow.

ACTION CD

8. Reports and Curriculum Focus

Jane Dallas has visited in April with a focus on writing. Her monitoring report is available in TEAMS. Jane Dallas will visit again and meet with the Senior Education Adviser on 24th June.

Tom Finch will visit on 24th June with a focus on Maths.

Jane Ellis will visit in June to review the upcoming SEND parental questionnaire results with ND and will then provide a written report based on the results.

Jane Ellis has arranged to meet the SLT for reading and phonics in July for the end of year review.

Pupil Voice will be carried out by Jane Ellis, Gavin Smith and Jane Dallas in June with a focus on safety, PHSE, curriculum, wellbeing, and safeguarding. The questions that were used last year were considered and some changes were proposed, these were then approved by governors.

Claire Davy will visit in July with a focus on Pupil Premium.

Reverend Steer will visit this term with a focus on RE.

Ways to improve the number of responses from parents to the parent voice questionnaire were considered. Governors value the feedback of parents and would like more families to share their views. The school will send a note to parents to remind them of the outcomes from last year's parent voice before launching the new questionnaire. Paper copies and electronic version will be available.

9. Governing Body training and development

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.

2nd July 2024

HT Appraisal

Booking can be made online with ESP via the school office and the sessions are foc.

Succession planning was discussed for leadership roles within the governing body. Jane Ellis gave an overview of the time commitment that is required to be chair. Governors continue to consider if they have the time to take on the role from September when Jane Ellis stands down.

10. Finance

The final outturn and start budgets were made available to governors ahead of the meeting. Questions were invited.

Year end and start budget

Governors noted that they had been over optimistic in the level of savings that were likely to be achieved while the start budget was being finalised. The final carry forward figure is £24,289, resulting in a projected shortfall for 2024/25 of -£21,000.

Electricity expenditure continue to be problematic, with estimated usage figures provided from the energy team being very high compared to actual use. An issue with billing accuracy when the supplier was changed has been resolved. This area of expenditure will be monitored carefully.

School Meal prices

The HT proposed that the meal cost be increased to £2.95.

Governors received information from the bursar to support this increase.

After careful consideration the increase was approved and will take effect from September 2024. Jane Ellis will write to inform parents.

ACTION JANE ELLIS

Capital funding of £11,000 has been carried forward. The HT identified that the toilets were as in need of a refurb and this work is at the top of the list for capital expenditure.

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

11. Headteacher Report

The full report from Sarah Peel is available on TEAMS and was available to governing body members prior to the meeting. She provided a verbal summary of her written report, and questions were invited.

Governor Question: Could the RE leader provide a curriculum report to governors?

A.Yes, the syllabus is changing and the subject leader will be asked to provide a report to governors with an overview of the changes and implementation.

The HT thanked governors for their support with a school trip to visit a Jewish Synagogue, and a Hindu Temple on 20th May.

The HT thanked governors for their support with the administration of the SATS for during W/C 13th May 2024.

School Improvement Plan

Progress made during the year was reviewed by governors.

Writing remains a focus for improvement. The Senior Education Adviser is due in school on 24th June and 1st July to evaluate writing and plan next steps. Governor monitoring is planned for 24th June.

Staff have evaluated progress across key areas, including: Behaviour and Wellbeing; Engagement and Partnerships, and an updated document was produced.

Governors commented on the variety of ways that children at this school can learn and the opportunities that they have. The HT confirmed that the children are reminded that they are very privileged to live in this wonderful community.

Governor Question: Is there a daily period of silent reading for each pupil?

A.No; reading happens everyday, however it is not timetabled silent reading.

Governors would like to seek the views of staff from a wellbeing perspective. The shift away from class link governors making visits, has meant that there has been less opportunity for govern/staff interaction and feedback.

The Clerk was asked to provide a suggested list of questions from the NGA.

ACTION CLERK

All pupils visited Wild Explorers for a day. This was a fabulous opportunity for the pupils to learn about themselves and direct themselves in a variety of outdoor activities.

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

12. Safeguarding

The HT continues to monitor issues and concerns using CPOMS.

One class teacher attended paediatric first aid update training.

Children across school have completed an anonymous survey about "Growing up in North Yorkshire". The themes are broad and included questions on: community, health and nutrition, wellbeing, substance use and abuse. The children enjoyed completing the survey and feedback will be provided to school.

13. Premises and Health and Safety

Reports from the HANDS team were received and noted. The named governor for H&S has reviewed the reports.

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

14. Academisation overview

This item is included in the confidential minutes.

15. Policies for review and approval:

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

- Charging and Remissions
- Early Years

Although it was on the agenda, the following policy was carried forward:

- Curriculum

16. Any other urgent business previously identified

No additional items were identified.

17. How have we impacted on our vision?

- positive feedback on outdoor learning visits
- Staff commitment to widening the children's experience via educational visits (London/Bradford)
- Successful SATS season
- Budget
- Launch of Good Samaritan award
- Progress on the SIP and SIAMS

18. Dates of future meeting

Future meetings will be held on the following dates:

Monday 15th July 2024

Close of meeting

The chair closed the meeting at 8.25pm