

Gargrave C.E (V.C) Primary School

Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: 25th September 2024 at 6pm.

Location: Gargrave Primary School

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

Clerk: Sallie Wareham

1. Welcome and Prayer:

The outgoing chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 25th September 2024.

Rev Steer led the governors in prayer.

5. Election of Chair and Vice Chair

Governors thanked Jane Ellis for her 10 years as chair of governors. Jane has been both dedicated and diligent; executing responsibilities as chair with humility and good humour. She leaves big shoes to fill and will be missed.

Chris Cowgill nominated Claire Davey as Chair. This nomination was seconded by Jane Dallas. All governors present approved the appointment by show of hands. Claire Davey is duly elected as chair for a one year term.

Claire Davey took the Chair for the remainder of the meeting

Jane Ellis nominated Gavin Smith as Vice Chair. This nomination was seconded by Chris Cowgill. All governors present approved the appointment by show of hands. Gavin is duly elected as Vice Chair for a one year term.

3. Apologies for absence:

All governors were present

4. Declarations of interest for items on the agenda:

None

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

None were identified

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

None

7. Formal approval of minutes from 15th July 2024 and Matters arising from previous meetings not covered elsewhere in the agenda:

The minutes of the meeting held on 15th July 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

8. 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.
- Governors appointed Jane Ellis, Jane Dallas and Gavin Smith to the HT performance management committee. A provisional date has been set for this meeting of 1st October 2024 with Lee Talbot supporting from the diocese.
- Declaration of business and personal interests were made by all governors present at the meeting.
- Annual declaration of gifts and hospitality for year 2023/24 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:

Assessment, Monitoring and review	All Governors	Early Years	Jane Ellis & Jane Dallas
Safeguarding	Reverend Andrew Steer	Educational Visits	Reverend Andrew Steer
Health and Safety	Chris Cowgill	RE	Reverend Andrew Steer
Equality	Jane Dallas	Triangle Club (out of school provision)	Parent Governors
PTA Liason	Parent Governors	Reading and Phonics	Jane Dallas
Writing	Jane Dallas	Maths	Tom Finch
Special Educational Needs	Jane Dallas	Other Curriculum Subjects	All Governors
Pupil Premium	Claire Davey		

9. Governing Body membership

The list held by NYC was reviewed. There were no changes except for the new appointments of Chair and Vice Chair. These will be updated by the Clerk.

10. Finance

The August monitoring statements were made available to governors ahead of the meeting. Questions were invited.

Governors noted that additional income of £10,860 has been received to cover the teacher pay awards. There was also additional income from an insurance claim of £2512, SEN income of £1750, PP income of £2570, Claim for Mat leave cover £6000, and UIFSM £2284

The report detailed additional expenditure on staffing of £7950 (net after adjustment for teacher pay awards)

The overall impact is an improvement from the start budget position of £32,457. the pay award for support staff has yet to be agreed.

Related Party Transactions

The HT will circulate the completed form to governors for approval.

ACTION HT

Letting Agency Services

GS gave a verbal update of the information he has collected so far. He is still waiting for a view from Belvoir on whether they will price match the next nearest competitor.

HT to add Gavin Smith as an authorised operator on the Belvoir account.

ACTION HT

11. Reports and Curriculum Focus

The new RE syllabus has been launched to school leaders. Mrs Dawson attended the LA event and has cascaded the curriculum changes to the staff team. Lee talbot from the Diocese has supported with the changes and suggested resources for staff.

Mrs Dawson presented a sample of the resources to governors and all agreed it appears to be a thought provoking and interesting curriculum.

12. 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.

There are currently 89 pupils on roll, 12 started in September into reception class.

The HT will provide a breakdown on the persistently absent pupils for the next meeting. **ACTION HT**

Q: How long does it take for a child to receive a diagnosis of Autism?

A: It can take up to 4 years to assess, diagnose and implement funded support in school.

The school has achieved the platinum sport award as a recognition of the 5 years of GOLD and looking at the impact on their physical literacy.

Aims and Objectives

The **Strategic plan** was discussed. The priorities were confirmed:

- A diverse curriculum that engages, excites and builds knowledge so that all pupils flourish
- A safe and nurturing environment that allows all members of our school community pupils to develop and work in a supportive, collaborative way. Encouraging a wider range of community stakeholders to support the school.
- A strong alliance between school, parents and the wider community

School Development Plan

The updated document was shared with governors. The main aims were summarised as follows:

- “ Spelling curriculum improves word knowledge across the school.
- “ Ensure provision for children under 4 years old.
- “ Extra-curricular activities support wider range of interests.
- “ Foundation subjects in particular RE, art and computing builds knowledge to meet the curricular goals.
- “ The Christian vision for the school reflected through the story of the Good Samaritan is understood by all.
- “ Celebrate our diverse world from the village of Gargrave and beyond.

Governors raised the question whether the school could support the Smartphone Free Childhood movement and include it in the SDP as part of wellbeing, health and e-safety?
All the governors supported this initiative, and the HT will research and feedback.

ACTION HT

Sports Premium Impact Report

The approval of the Sports Premium impact report was ratified, following circulation via email and acceptance electronically by governors.

SATS

Punctuation and grammar papers were shared for information.

13. Safeguarding

The HT continues to monitor issues and concerns using CPOMS.

Governors have all received an electronic copy of the following policies:

Keeping Children Safe in Education Sept 2024

Child Protection Policy

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 no other updates.

14. Academisation

This item is recorded in the confidential minutes folder

15. Premises and Health and Safety

This item is recorded in the confidential minutes folder

16. Policies for review and approval:

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

- Keeping children Safe in Education 2024
- Safeguarding (Child Protection) Policy 2024
- Admissions policy including approval of the PAN (18 children per year group)
- Appraisal

Although on the agenda the following policies were not available for review:

- Budget Management
- Staff Pay

17. Any other urgent business previously identified

No additional items were identified other than those already discussed during agenda item 5.

18. How have we impacted on our vision? Effectiveness of meeting.

- RE Curriculum resources
- Provision for early years to meet the needs of the community.
- Adaptability for individual children. Always putting children first
- Moving the GB forward with the appointment of a new CofG and Vice Chair
- Strategic plan and vision.

19. Dates of future meeting

The Clerk was asked to suggest a calendar of meetings for the academic year. **ACTION CLERK**

Close of meeting

The chair closed the meeting at 8.10pm

Action Log

Date	Item	Review Date	Action Owner
Sept 2024	Revisit the provision for nursery age children		All
Sept 2024	Circulate the Related Party transaction		
Sept 2024	To consider whether TMP as a potential change of use for the pre-school building has any merit.		ND
Sept 2024	Viability plan for including Nursery age children in the EYFS unit.		CD & HT
Sept 2024	Add GS to the account with Belvoir		HT
Sept 2024	Possibility for Gargrave to join the Smartphone Free Childhood movement.		HT
Sept 2024	Provide a breakdown on the Persistently absent pupils		HT
Sept 2024	To suggest a calendar of GB meetings for approval		Clerk