

Gargrave C.E (V.C) Primary School

Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: 13th November 2024 at 6pm.

Location: Gargrave Primary School

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

Clerk: Sallie Wareham

1. Welcome and Prayer:

The vice chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 13th November 2024.

Jane Dallas led the governors in prayer.

2. Apologies for absence:

Consented apologies were received from Rev Steer, Claire Davey, Tom Finch

3. Declarations of interest for items on the agenda:

None

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

None were identified.

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

Governors agreed that the following items would be recorded in the confidential minutes file:

Part of item 8

Part of item 10

Item 12

6. Formal approval of minutes from 25th September 2024 and Matters arising from previous meetings not covered elsewhere in the agenda:

The minutes of the meeting held on 25th September 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

Review of Action Log

Date	Item	Update
Sept 2024	Revisit the provision for nursery age children	Recorded in confidential minutes
Sept 2024	Circulate the Related Party transaction	Completed. Action closed
Sept 2024	To consider whether TMP as a potential change of use for the pre-school building has any merit.	Governors not pursuing. Action closed
Sept 2024	Viability plan for including Nursery age children in the EYFS unit.	Recorded in confidential minutes

Sept 2024	Add GS to the account with Belvoir	Completed. Action closed
Sept 2024	Possibility for Gargrave to join the Smartphone Free Childhood movement.	HT has signed up.
Sept 2024	Provide a breakdown on the Persistently absent pupils	Completed. Action closed
Sept 2024	To suggest a calendar of GB meetings for approval	Completed. Action closed

The children took place in the Remembrance Sunday service and laying of wreaths, their sensible, calm and respectful behaviour was noticed by the governors and thanks will be passed on to the children.

7. Governing Body membership

The list held by NYC was reviewed and confirmed as correct, subject to the updating of the email address for Jane Ellis and Claire Davey. **ACTION CLERK**

8. Finance

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

The start budget had anticipated pay increases of 3.5% for teachers and 6% for support staff. The actual settlement was 5.5% for teachers and £1290 pro rata for support staff and 2.5% for higher grades.

The government pay grant more than covers the additional cost above the 3.5% that had been budgeted.

Whilst there is a small saving against budget for support staff, after the grant has been applied, the employers NI costs will increase in April 2025, as will some grading changes for GTA and ATA staff which will add costs.

Governors noted the current financial position and the pleasing improvement from the start budget. The in-year position is now forecast to have a small carry forward balance of £8,300. The governors remain focussed on initiatives to save money and end the year in balance.

Increasing income and reducing costs will remain a priority.

Capital expenditure was discussed in response to the presented figure of £13,800 of planned expenditure on a commercial oven. The current oven is still operational; however, it has already been repaired and it seems sensible to earmark this capital balance for the eventual replacement.

Laptops are nearing the end of their useable life. The estimate for replacement is £5,000.

Funding options are being explored within school to establish if expenditure on the oven and laptops is possible during this financial year.

The bursar is still working on the final revised budget, and this will be circulated for approval via email before the deadline by the HT and CofG.

Related Party Transactions (RPT)

Governors ratified the decision to approve the RPT via email.

Letting Agency Services

GS gave a verbal update of the current position.

Gavin Smith has been added as authorised operator on the Belvoir account.

Belvoir will not price match the next nearest competitor, however they have agreed to reduce fees from 13.5% down to 10%.

Governors agreed that the contract will remain with Belvoir and authorised GS to sign the necessary paperwork in consultation with the school business manager.

ACTION GS

Link Governor

Gavin Smith was appointed as link governor for Finance.

9. Reports and Curriculum Focus

Writing

ND gave an overview of writing in school. The language rich texts are inspiring the children. All the staff are enthusiastic about the texts within Literacy tree.

Writer of the week is now awarded to encourage and reward the pupils.

Governors undertook a book scrutiny to assure themselves that that the agreed curriculum is being delivered.

Rev Steer has visited with a focus on monitoring of the Single Central Record, his written report will follow, however he found no concerns.

ACTION REV STEER

Jane Dallas will visit during November to monitor her subject areas.

The HT requested that a governor conduct a website audit next term. It was agreed that GS would undertake this task.

ACTION GS

10. 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.

School attendance is currently 96.35% to end of October 2024.

Staffing

Governors were sad to learn of the death of Peter Thomas. He has been a great supporter of the school and its spiritual development, leading sessions with teaching staff and pupil workshops.

Performance Management annual reviews have been completed for all the staff. Reviews have been positive. The HT commented that it is always an uplifting experience to spend quality time talking to each member about their role and contributions.

Church School Distinctiveness

Children are learning about generosity and compassion this half term.

Class collective worship is being held in November for each class.

Every pupil was encouraged to take part in Harvest festival, this allowed the pupils the chance to support local needs including the church food bank and Milton House care home.

Oak class have attended Ilkley Literature Festival and enjoyed hearing from an author, David Almond; his novel 'skelleg' is the next class novel. Raving reader continues and % for each year group are shared during worship to try and motivate children to read of five times a week.

Monitoring of maths is positive and fidelity to the agreed approach was evidenced. Oracy in maths is the focus for the future year. Year 2 and year 4 are the focus year groups for times tables and oracy.

The RE curriculum plan for 2 years has been written, this uses the RE resource from NATRE (National Association for Teachers of Religious Education) and supports the north Yorkshire agreed syllabus.

Parents have been into school to meet teachers for their first parents meeting. This allowed the opportunity for teachers to share how they are settling into the new school year. Writing books were sent home prior to the meeting for parents to enjoy and look through at their leisure. These were chosen as this is our priority.

Music tuition by specialist staff has been well received with new pupils learning accordion and violin, in addition to the piano.

Extra-curricular activities continue to be provided by staff through a variety of activities including Young Voices, running, homework and Lego clubs. Triangle club and KANGA sports continue to be popular.

Data highlighting the excellent outcomes from year six pupils in July 2024 was shared and celebrated. The combined % of children achieving the expected standard or higher was 85%, compared to a national average of 61%.

Q: What was the writing result?

A: the result was 11 out of 13 pupils meeting the age-related expectations, with 1 child at greater depth.

Governors congratulated pupils and staff on a fantastic set of results.

11. Safeguarding

The HT continues to monitor issues and concerns using CPOMS.

The safeguarding visit report by the school improvement advisor was received and noted. It was recommended that the named governor for safeguarding, Rev Steer, undertake refresher safeguarding training. **ACTION REV STEER**

There were a small number of other recommendations and actions, which are ongoing in school.

The HT has completed the Prevent Risk Assessment.

Governors noted that the biennial safeguarding audit is due to be completed and sent by 28th February 2025.

The Clerk reminded governors that they need to complete safeguarding training and print their certificate for the school office.

GS, JD, JE, ND, and the HT all confirmed they had completed the training.

It was noted that the Clerk has up to date training on Safeguarding and Prevent.

School office to resend the link to CD, CC, TF, and Rev Steer.

ACTION SCHOOL OFFICE

Jane Dallas and Sarah Peel will attend the Safer Recruitment refresher training on 4th February 2025.

12. Academisation

This item is recorded in the confidential minutes folder.

13. Premises and Health and Safety

The Building Condition report was received and noted.

Fire Risk Assessment has been completed by HANDS. The recommended actions are ongoing in school.

Belvoir have completed an inspection and governors approved expenditure for a replacement pane of glass in the bathroom window.

The condition of some of the school benches was considered. There may be an opportunity to re-home some benches from a local business.

ACTION GS

14. Policies for review and approval:

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

- Budget Management
- Staff Pay

15. Any other urgent business previously identified

No additional items were identified.

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

- Provision for early years to meet the needs of the community.
- Possibility of improved transition and School readiness by extending the age range of school
- Commitment to Smartphone free childhood movement
- Date for academy discussion and vote
- Implementation of writer of the week award
- Commitment to writing.
- Extra-curricular activities
- Improvements to the in-year budget position

17. Dates of future meeting

The calendar of meeting was agreed as follows:

Wednesday 15th January 2025 6pm – Extraordinary Meeting

Wednesday 22nd January 2025 6pm

Wednesday 19th March 2025 6pm

Wednesday 7th May 2025 6pm

Tuesday 15th July 2025 6pm

Close of meeting

The chair closed the meeting at 8.10pm

Governors are warmly invited to join the Nativity on Thursday 12th December at 1.15pm at Church.

Action Log

Date	Item	Review Date	Action Owner
Nov 2024	Undertake public consultation on the age range of children in school		HT
Nov 2024	To write a business plan for the delivery of nursery provision		Working party
Nov 2024	Undertake Website Audit in summer term		GS
Nov 2024	Complete Safeguarding training		Rev Steer
Nov 2024	To update the email addresses held by NYC for CD and JE		Clerk
Nov 2024	To arrange for new contract with Belvoir to be signed		GS
Nov 2024	Provide written report from SCR/Safeguarding visit		Rev Steer
Nov 2024	Re-send link to safeguarding training to CD, CC, TF and Rev Steer		School Office
Nov 2024	Investigate possibility of pre-loved benches for school grounds		GS