



Minutes of Meeting of the Full Governing Body

Date and Time: 22nd January 2025 at 6pm.
Location: Gargrave Primary School

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

Clerk: Sallie Wareham

1. Welcome and Prayer:

The chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 22nd January 2025.

Rev Andrew led the governors in prayer.

Long serving governor, Jane Ellis has completed her term of office and retired from the GB. Her dedication and service since 2016 has been appreciated by staff, children and fellow governors. Jane's knowledge and commitment will be hard to replace and sorely missed.

2. Apologies for absence:

All governors were present.

3. Declarations of interest for items on the agenda:

Although not relevant to this agenda, GS made a declaration of a new ongoing personal interest. GS is related to a member of the facilities staff team.

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 10, Safeguarding

Item 11, academisation.

6. Formal approval of minutes from 13th November 2024 and 15th January 2025 and Matters arising from previous meetings not covered elsewhere in the agenda:

The minutes of the meetings held on 13th November 2024 and 15th January 2025 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
Nov 2024	Undertake public consultation on the age range of children in school	Completed. Action Closed.
Nov 2024	To write a business plan for the delivery of nursery provision	Ongoing
Nov 2024	Complete Safeguarding training	Reminder given to CD, CC, TF and Rev Steer
Nov 2024	To update the email addresses held by NYC for CD and JE	Completed. Action Closed



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Nov 2024	To arrange for new contract with Belvoir to be signed	Completed. Action Closed
Nov 2024	Provide written report from SCR/Safeguarding visit	Reminder given to Rev Steer
Nov 2024	Re-send link to safeguarding training to CD, CC, TF and Rev Steer	Completed.
Nov 2024	Investigate possibility of pre-loved benches for school grounds	Completed. Action Closed

Governors thanked Computershare for their generosity in supplying 5 benches to the school. Further thanks to Chris Cowgill and Gavin Smith for transporting the benches to school grounds.

7. Finance

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

Revenue Expenditure

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 £8,400. 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.

Capital expenditure was discussed in response to the presented figure of £13,800 of planned expenditure on a commercial oven. The new cook will be asked for a view on oven providers and potential for sourcing a reconditioned oven.

The HT has gone ahead with the purchase of 14 new laptops. The PTA have contributed £2000 towards the purchase, which in total was £4930.

Benchmarking

Benchmarking is a good way of comparing a school's performance against other similar schools, which can provide insights into potential areas where a school could become more efficient. This is particularly important following the Covid pandemic, which has brought about huge financial challenges for schools. It is therefore more important than ever, for schools to be able to use tools and techniques like benchmarking to help them make the most of the resources they have.

Q: Premises costs have increased by 10%. What has driven the increase?

A: The Bursar provided a breakdown which highlights the rising costs of the cleaning and maintenance services as the underlying reasons for the increase.

	22/23	23/24	24/25
Maintenance	8037	6665	8075
Grounds	3829	3985	4015
Cleaning contract	25215	29310	28545
	<u>37081</u>	<u>39960</u>	<u>40635</u>



8. Reports and Curriculum Focus

Computing

The HT gave an overview of computing in school. The school is accessing curriculum support from National Centre for Computing Education. All the content is free to use and can be adapted for individual schools. The new computers in school are set up to support the delivery of this curriculum. Internet safety is a key message throughout the computing curriculum.

Q: What about computing in early years?

A: It is not part of the EYFS curriculum.

Rev Steer's was reminded to submit his written report following his Autumn term visit with a focus on monitoring of the Single Central Record.

ACTION REV STEER

9. 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 96.09% to end of December 2024.

Staffing

The LA are changing the banding for teaching assistants. This will allow greater uplift to general teaching assistants salary range and increase the advanced teaching assistant salary. No other grades are affected. This is already reflected in the budget.

EYFS

The application to extend the age range of school to the Diocese was successful.

The statutory consultation has been completed and notes shared with governors. The overwhelming support for the proposal was noted. The plan is to open in April 2025. Staff are visiting settings to look at curriculum and structures.

The different constitution set ups for delivery of a school-based nursery were evaluated.

Governor led

Children attending a Governor Led Nursery are not considered to be pupils of the school. Governor Led Nurseries are run by the school Governing Body.

provision is L3 led and does not require formal change to the age range of the school.

Admission to a Governor Led Nursery is separate from admission to the school.

Direct school led

Children attending a maintained nursery class are considered pupils of the school; however, admission to a school nursery is completely separate from admission to Reception, and a place in reception is not guaranteed.

Maintained nursery classes provide care and education for children as part of the school in which they are based. They are led by a qualified teacher.

Maintained nursery classes have to meet the same Ofsted standards as all other registered settings and provide care and education to meet the needs of all children.



Q: Are staff happy with the proposed changes?

A: Staff views were considered as part of the consultation and key staff are due to visit another local provider to observe provision.

After careful consideration of the information provided, governors voted unanimously to proceed with Governor led Nursery provision, to open in April 2025.

Church School Distinctiveness

Our values this half term are perseverance and justice. We have shared individual pupil books where the pupils think about this in different ways, looking out, looking up, looking within. Class collective worship continues for this term. Class worship is one of our best attended events.

Growing Up in North Yorkshire Survey

This survey is provided by the LA and the reports are comprehensive. Outcomes were shared with governors.

Curriculum

Writing - The quality of the weekly shared writing, as part of Writer of the Week, shows that the standard is improving. The pupils know it is a focus area for everyone.

Reading - Reading morning for parents in Apple and Ash was well attended and the staff explained the school approach to teaching phonics.

Maths - The curriculum structure is good overall. The challenge is when pupils are unable to access the curriculum for a year group. This means that class teachers must make adjustments.

Educational Visits - Visits are starting to take place for the year. Year 6 go to London for the day in March 2025 and Year 5 walk to Malham and stay overnight in the YHA. Year 3 and Year 4 are going to Sandylands for a sporting activity.

Sport

The pupils have completed a football personal challenge.

Year 5 have been given an extra opportunity to learn rugby through Skipton RUFC.

Keighley and Craven cross-county has been promoted afterschool, and 14 pupils have taken part.

Swimming has finished for the year. This year school has reduced the financial loss which they attribute to the timing of the request for voluntary contributions prior to the summer term. In 2023/24 the shortfall was over £1000; this year it is £417. Some swimming (extra for those not at expected standard) can be paid from the Sport Premium funding and therefore the underlying position is break even.

10. Safeguarding

The HT continues to monitor issues and concerns using CPOMS. Behaviour data was shared with governors. It was pleasing that numbers of incidents have not increased since the previous year.

Governors noted that the biennial safeguarding audit is due to be completed and sent by 28th February 2025. The final document will be shared with governors via email, and they will be given the opportunity to contribute before approving.

ACTION HT

The Clerk reminded to CD, CC, TF, and Rev Steer. that they need to complete safeguarding training and print their certificate for the school office.

ACTION CD, CC, TF and REV STEER

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



Rev Steer will attend the link governor safeguarding training on 4th February 2025.

The remainder of this agenda item is recorded in the confidential minutes folder.

11. Academisation

This item was recorded in the confidential minutes.

12. Premises and Health and Safety

The Fire Risk Assessment was received and noted. The recommended actions are ongoing in school.

13. Policies for review and approval:

There were no policies for review.

14. Any other urgent business previously identified

No additional items were identified.

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

- Balanced, stable budget position.
- Exciting and challenging computing curriculum.
- Reflections on Christmas celebrations.
- Children's responses to the new outdoor seating.
- Positive direction of travel towards academisation.
- Children knowing how to keep themselves safe (Growing up in Yorkshire survey).
- Early Years expansion.
- Children learning how to be resilient and self-aware.

16. Dates of future meeting

The calendar of meeting was confirmed as follows:

Wednesday 19th March 2025 6pm

Wednesday 7th May 2025 6pm

Tuesday 15th July 2025 6pm

Close of meeting

The chair closed the meeting at 19:50pm

Action Log

Date	Item	Review Date	Action Owner
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		Reminder given to CD, CC, TF and Rev Steer
Nov 2024	Provide written report from SCR/Safeguarding visit		Rev Steer
Jan 2025	Investigate possibility of reconditioned oven		HT/Cook
Jan 2025	To provide a breakdown of the premises costs to governors		Bursar
Jan 2025	Clerk to liaise with school office to record the DOI made by GS at the meeting		Clerk
Jan 2025	HT to circulate biennial safeguarding audit to governors and request input.		HT and Governors



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