



Minutes of Meeting of the Full Governing Body

Date and Time: 19th March 2025 at 6pm.
Location: Gargrave Primary School

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

In attendance: Clerk: Sallie Wareham; Rachel Holme: Maths Lead **joined the meeting for item 8 only*;
Karen Taylor: Bursar **joined the meeting via TEAMS for item 7 only*.

1. Welcome and Prayer:

The chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 19th March 2025.

Jane Dallas led the governors in prayer.

2. Apologies for absence:

Consented apologies were received from Rev Steer.

Tom Finch was absent from the meeting.

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:

Item 11, academisation.

6. Formal approval of minutes from 22nd January and Matters arising from previous meetings not covered elsewhere in the agenda:

The minutes of the meeting held on 22nd 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	To write a business plan for the delivery of nursery provision	An update was provided. Ongoing.
Nov 2024	Undertake Website Audit in summer term (GS)	To revisit in Summer.
Nov 2024	Complete Safeguarding training (CD, CC, TF & Rev Steer)	CD has completed this. Remind others again.
Nov 2024	Provide written report from SCR/Safeguarding visit (Rev Steer)	Visit report in school. Action Closed
Jan 2025	Investigate possibility of reconditioned oven (HT/Cook)	Ongoing
Jan 2025	To provide a breakdown of the premises costs to governors	Completed and included in January minutes. Action Closed
Jan 2025	Clerk to liaise with school office to record the DOI made by GS at the meeting	Completed. Action Closed
Jan 2025	HT to circulate biennial safeguarding audit to governors and request input.	Completed. Action Closed.



7. Finance

The February 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 year end position is now forecast to have a carry forward balance of £16,006. The governors remain focussed on initiatives to save money and end the year in balance.

Increasing income and reducing costs will remain a priority.

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 to the Local Authority by 31st March. After careful consideration of the information, governors approved the document.

Capital expenditure.

The HT is obtaining quotes for the replacement oven via the YPO procurement frameworks. It is hoped that the oven will last a while longer, however, the school needs to be prepared in the event of full oven failure.

The bursar will be working on the budget forecasting for the next year and made governors aware that the government has announced the pupil funding formulas and grants to mitigate the costs of the NINO increase.

SLA's and Contracts

Q: What is covered in the grounds maintenance contract?

A: The HT agreed to share the specification of the contract with the named governor for Health & Safety.

ACTION HT

8. Reports and Curriculum Focus

Maths

Rachel Holme, Maths lead, was welcomed by governors to the meeting and gave an overview of Maths in school.

Maths No Problem is the curriculum package used in KS1 and KS2. The EYFS follows White Rose maths.

Learning happens incrementally through the school as the children progress through year groups. Units of learning follow on logically from each other. The structured curriculum is skilfully adapted by class teachers to ensure that learning is secure before moving on.

The next steps and action plan is focused on fluency and times table knowledge.

There were no questions.

Governors thanked Rachel for her report.



Rev Steer's safeguarding visit report following his Autumn term visit with a focus on monitoring of the Single Central Record, was shared with governors at the meeting.

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 95.06% to end of February 2025.

EYFS

The sub-committee have met virtually weekly to track progress towards key milestones. "Little Apples" nursery will be opening in the summer term to 4 pupils for 15 hours each.

The existing provision has been improved by installing a nappy changing area and a new sink.

The letters and policies have been prepared using ideas from local schools and Local Authority.

Church School Distinctiveness

The values in focus this half term are perseverance and justice. These are referred to during the end of the week worship. Christian values permeate the school life and should be evident when governors visit.

Writing

Staff are continuing to use Literacy Tree as the basis for writing throughout school. This ensures curriculum coverage, as well as access to a range of high-quality texts.

Through book looks, staff have recognised that children are writing more frequently and are being exposed to grammar elements much more than previously. Teachers are also sharing high quality examples of shared writing more often, so that children are able to see what they should aim towards. This is having a positive impact on their writing.

Reading

Phonics lessons and interventions in EYFS and KS1 have been monitored, there has been an opportunity for staff to observe each other as well as discuss the progress of children. children have been identified who are now benefiting from daily interventions. Daily reading is still a high priority across school. Group reading across year 1 is being delivered weekly. The library is open to children at lunch times and is being used frequently.

SEND contextual information.

There are 13 children in school on the SEN register, including 2 children in school who have an Education, Health & Care Plan (EHCP). A child on the SEN register will have an Individual Education Plan (IEP). School has held an IEP focus week at the start of this half term. This is where plans are shared with parents and children, so that they are aware of their child's targets and progress towards these targets each term.

Sport and Educational Visits

Visits are starting to take place for the year: Year 6 have been to London for the day; Year 5 walk to Malham and stay overnight in the YHA; Year 3 and Year 4 are going to Sandylands for a sporting activity.

The pupils have completed a rugby personal challenge. The year 5's also went to a rugby event at Skipton RUFC. This was a final event after coaching in school. The event did not have enough adults.



organising and this meant that our pupils had a lot of waiting around for very little time playing the game. Reflecting on the large travel costs school has decided not to take part in this event again. A letter was sent to the organisers expressing the disappointment that led to the decision. A number of pupils have represented the school in cross-country events and three have qualified for the North Yorkshire finals. A further 7 have qualified for Keighley and Craven inter- areas finals.

14 pupils took part in the Young Voices choir ensemble in Manchester. The children worked hard and practised the songs every week for three months. On the day, they were joined by pupils from 30 other school at Manchester Coop Live arena and performed in front of a packed audience. The atmosphere was amazing, and the children sang their hearts out.

Governors commended the singers for their commitment and exemplary behaviour both leading up to and during the trip.

The HT sought support from governors to administer the SATS which are fast approaching. Jane Dallas has agreed to assist during SATS week 12th – 15th May.

Data

Internal test data following internal summative tests was shared with governors.

School Improvement Visit

Lee Talbot (external adviser from the Diocese) has visited with a focus on RE. His written report was made available to governors prior to the meeting. He has recommended visiting again to support with SIAMS preparation.

10. Safeguarding

The HT continues to monitor issues and concerns using CPOMS.

Governors noted that the deadline for the biennial safeguarding audit has been extended to 31st March. The final document was shared with governors in between meetings and approved via email.

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

ACTION CC, TF and REV STEER

The written report from Rev Steer's Autumn safeguarding visit was shared with governors.

Jane Dallas and Natalie Dawson attended Safer Recruitment refresher training on 4th February 2025. Rev Steer attended link governor safeguarding training on 4th February 2025.

11. Academisation

This item is recorded in the confidential minutes file.

12. Premises and Health and Safety

The Building Condition report for the pre-school building was received and noted. The LA are willing to transfer the building to the school, on the proviso that all repairs are completed by the school.

Governors considered "why" the school might want to take on the building.

Governors agreed to consider the report further and discuss again during the next meeting. **ACTION CLERK**



The Chair of governors will contact the LA strategic planning team to challenge the assumptions made in their report regarding legal obligations as landlord. **ACTION CofG**

13. Policies for review and approval:

The following policies, procedures and documents were reviewed and after discussion and comments, were adopted:

- Substance misuse policy
- Assessment policy

EYFS documentation:

- personal Information and consent
- Parental agreement form,
- Sunscreen Consent form,
- Fees, charging and non-payment policy.
- Nursery welcome letter
- Nursery offer letter.

14. Any other urgent business previously identified

No additional items were identified.

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

- Excitement about the Future of the school
- Celebrating the Young Voices parental feedback.
- Celebrating the success of the London trip
- Positive financial position
- Diverse curriculum opportunities
- Dynamic staff team working together.
- Passionate subject leader report.

16. Dates of future meeting

The calendar of meeting was confirmed as follows:

Wednesday 7th May 2025 6pm

Tuesday 15th July 2025 6pm

Close of meeting

The chair closed the meeting at 19:45pm

Action Log

Date	Item	Review Date	Action Owner
Nov 2024	Undertake Website Audit in summer term		GS
Nov 2024	Complete Safeguarding training		Reminder given to CC, TF and Rev Steer
Jan 2025	Investigate possibility of reconditioned oven		HT/Cook
April 2025	Share grounds maintenance contract specification with CC		HT
April 2025	Clarify academy conversions costs with YC, and who is responsible for paying them.		HT
April 2025	Include pre-school building discussion on agenda		Clerk
April 2025	Write to LA to challenge the report and gather more information		Chair



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