



## Minutes of Meeting of the Full Governing Body

**Date and Time:** 9<sup>th</sup> July 2025 at 6pm.  
**Location:** Gargrave Primary School

**Present:** Sarah Peel (Headteacher), Claire Davey (Chair of Governors), Natalie Dawson, Chris Cowgill, Jane Dallas, Tom Finch, Rev Andrew Steer, and Gavin Smith.

**In attendance:** Clerk: Marion Moraghan

### 1. Welcome and Preliminaries:

The chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 9<sup>th</sup> July 2025.

Rev Andrew Steer led the governors in prayer.

### Apologies for absence:

There were no absences.

### Declarations of interest for items on the agenda:

None declared.

### Identification of urgent items to be included on agenda:

See Item 10 below.

### 2. 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 8, academisation.

### 3. Formal approval of minutes from 7<sup>th</sup> May 2025 and matters arising from previous meetings not covered elsewhere in the agenda:

The minutes and confidential minutes of the meeting held on 7<sup>th</sup> May 2025 were unanimously approved as a correct record of that meeting and will be 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 Website Audit in summer term (GS)	Completed. Issues identified with links not working and whether all content was needed. New action agreed to check if school will need new website on becoming an academy (HT)
Jan 2025	Investigate possibility of reconditioned oven as replacement for the present oven. (HT/Cook)	HT/Cook to continue to review.
May 2025	Rev Steer to provide a copy of safeguarding training certificate to the Clerk and school office.	Completed
May 2025	TF to forward a copy of safeguarding training certificate to the Clerk and school office.	Completed
May 2025	Clarify academy conversions costs with YC, and who is responsible for paying them.(HT)	Completed. YC has confirmed reasonable costs will not be passed on to the school unless decision made not to academise.
May 2025	HT to convene the interview/recruitment panel for teacher recruitment.	Completed



Gargrave C.E (V.C) Primary School  
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May 2025	Capture pupil voice (HT to liaise with all governors and agree a date for pupil voice)	Completed
May 2025	Capture parent voice. (HT to liaise with all governors and agree questions for parent voice.)	Completed
May 2025	Clarify timeline towards conversion with Yorkshire Causeway. (Chair and HT)	Completed. December timeline confirmed

#### 4. Finance

The May monitoring statement was made available to governors ahead of the meeting. Questions were invited.

Sarah Peel highlighted the success of the application to expand the before school club from 8 to 16 places. This had resulted in £10,560 in government funding which will enable additional staff to be employed.

Governors noted the current financial position and the pleasing improvement from the start budget. Everything had been scrutinised over the past year. Sarah Peel advised that NYC had arranged a meeting to discuss the forecast deficit in 26/27, but this was not until October. The school had a plan in place, and it was hoped that the academy would provide more support going forward.

Sarah Peel highlighted the proposed increases in charges from September for school meals, Triangle Club, nursery and lettings, as set out in her report. The proposed increases were all in the region of 5%. Governors acknowledged the need to keep increases to the minimum required and that the cost of Triangle Club had been raised as a concern in the parent voice responses. However, the proposed increases reflected the increased costs including staffing, NI and inflation. Governors agreed the following increased charges:

Lunches £3.10

Triangle Club am £5.50

Triangle Club pm £13.00

Nursery £5.36 ph

Lettings £12.50

#### 5. Headteacher Report

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

##### Staffing

A teaching assistant (TA) had resigned since the report was written. Discussions would be had with staff to see if the vacancy could be covered internally, however, it was likely to need advertising externally.

Q: Has the option of hiring an apprentice been considered?

A: It could result in cost savings and offer the benefit of up-to-date training for the apprentice. However, it was also acknowledged that an apprentice would likely have no prior experience and would require both a mentor and time off for college.

**Action Sarah Peel.**

##### Attendance

Governors considered the attendance data and noted there were no significant changes. The 14 children at 100% attendance achievement was welcomed.



#### EYFS – extending the age range –Little Apples

Sarah Peel noted that, starting in September, there may be fewer children attending nursery, but for longer hours. This shift could be beneficial, offering greater flexibility in planning and provision.

Q: What is being done to raise the profile of the nursery?

A: It was agreed to look at advertising, including in the Parish magazine and on Facebook.

#### Child Care Revenue Grant Funding

Discussed under item 4.

#### Church School Distinctiveness

The Diocese record of visit was made available to governors before the meeting. Sarah Peel welcomed the report as positive and useful. She highlighted that monitoring the impact of the school's vision needed planning for and referred to slides from recent training that assisted with this. Governors discussed the strengths and weaknesses and the areas for further development identified in the report. Discussion included using consistent language, establishing children led social justice initiatives and increased use of music and singing to support the school's vision.

#### Curriculum

The LA monitoring visit report regarding writing, RE and art was shared with governors before the meeting.

Governor question regarding how Key action 5 in the report regarding updating the curriculum for September was being addressed, given it may change considerably with academisation. Sarah Peel responded that for that reason, the curriculum was not being revised at that time.

#### Monitoring

Item to be considered at next meeting.

#### Personal Development

Governors welcomed the wide range of visits and activities outlined in the Headteacher's report.

#### Data

External data for EYFS year 2, year 2 (non-statutory) and year 4 was circulated to governors in advance of the meeting. Year 6 SATS data was circulated at the meeting. Questions were invited.

Governor question regarding the disappointing phonics data. Sarah Peel responded that an issue had been identified with reading books in Yrs 1 and 2 which had impacted on the children practising sounds. The curriculum had moved on, but the books did not reflect that. The issue was being addressed.

Governors discussed the year 6 SATs results and welcomed the positive results.

### **6. Quality of Education**

Sarah Peel updated governors that the self-evaluation report was being completed.

Sarah Peel and Claire Davey were meeting the following week to look at the strategic plan. The impact of imminent academisation was acknowledged. Governors questioned whether an interim plan was required in light of this. Claire Davey indicated that whilst there would be a plan, it was not envisaged it would be hugely different to the current one. The strategic priorities were not outdated but the Early Years



elements would need amending. It would be shared with staff who would be asked their views and where they saw the school in 3 years' time.

Sarah Peel highlighted the external data attainment headlines and that governors needed to agree the use of an external advisor for performance management. In the past, the diocese had always been used for this role but going forward, the diocese, YC or someone else could be used. Governors were happy with the diocese continuing to perform this role.

Decision: The Diocese to continue to undertake the performance management role regarding data attainment headlines.

## 7. Annual Reports

Governors received annual reports as follows: -

Diocese report – Discussed under item 5.

Pupil Premium report – Sarah Peel highlighted that additional funding was received for all children on pupil premium. Most of the data was improved for attainment and attendance. They had had a focus on attendance. Governors noted that generally the data was positive.

Governor question regarding questions about children with pupil premium on governor monitoring visits. Sarah Peel responded that questions were welcomed about how they were getting on, but individual children should not be identified.

Safeguarding report to governors - Nothing additional to the report was identified.

PE & Sports Premium Grant - Sarah Peel highlighted that the submission in relation to the grant was now online and needed to be submitted by the end of July. The grant was £17,000. The proposed return was shared with governors.

## 8. Academisation

This item is recorded in the confidential minutes.

## 9. Policies for review and approval:

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

- Charging and Remissions
- References policy
- Induction policy
- DBS policy

Governor question regarding whether the policies would still apply when the school became an academy. It was considered that a transition phase was likely, where the policies would apply until the academy's policies were adopted.

## 10. Any other urgent business previously identified

Sarah Peel shared the results of the Parent Voice questionnaire, indicating that the questions were almost the same as previously. She noted that of the 34 responses, 22 were submitted on paper and only 12 electronically. Generally, the responses were positive. Governors discussed the open box feedback/



suggestions including staff/parent communication emails, the cost of Triangle Club and positive comments about the PTA. Sarah Peel advised the results would be shared with teachers.

Gavin Smith shared feedback and the form from his pupil feedback governor monitoring visit, noting that the children seemed very happy. The Good Samaritan story was better known than last year, all age groups talked of friendship and knew what to do regarding bullying. He added that the children appeared confused about R warnings and wondered why R2 no longer existed. They liked Rewards, Friday Worship and Good Samaritan awards although some did not know how to get an award. They also liked additional responsibilities in Yrs 5 and 6. Feedback regarding subjects was positive although some children mentioned RE being boring and difficult and reading in class/guided reading being too short. Years 5 and 6 said they would recommend the school, saying the teachers were very good and knew them well, were not scary and made learning fun, there were lots of great subjects and they felt safe at school. Governors welcomed the feedback.

#### **11. How have we impacted on our vision? Effectiveness of meeting.**

- Consideration of pupil premium results, highlighting a child centred approach
- Consideration of SATS results, indicating that the children were well prepared and had done their best
- Consideration of pupil feedback report, highlighting the children felt safe and happy at school

#### **12. Dates of future meeting**

The date of the next meeting was agreed as 17 September 2025 at 6pm. The schedule of meetings for the rest of the school year will be set then.

#### **13. Close of meeting**

The chair closed the meeting at 20.02pm

#### **Action Log**

Date	Item	Action Owner
Jan 2025	Investigate possibility of reconditioned oven as replacement for the present oven.	HT/Cook
July 2025	Check if school will need new website on becoming an academy	HT
July 2025	HT will discuss the TA vacancy with staff and look further into apprenticeship as an option	HT