



## Minutes of Meeting of the Full Governing Body

**Date and Time:** 7<sup>th</sup> May 2025 at 6pm.  
**Location:** Gargrave Primary School

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

**In attendance:** Clerk: Sallie Wareham; Karen Taylor: Bursar *\*joined the meeting via TEAMS for item 8 only*; Charlotte Rigby: EYFS teacher *\* joined the meeting for item 10 only*.

### 1. Welcome and Prayer:

The chair opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 7<sup>th</sup> May 2025.

Rev Andrew Steer led the governors in prayer.

### 2. Apologies for absence:

Consented apologies were received from Jane Dallas

### 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 12, academisation.

### 6. Membership of the Governing Body

Tom Finch advised the GB that he would be very happy to seek a further term of co-option to the governing body at the end of his term of office on 7<sup>th</sup> June 2025.

Governors considered the appointment of Tom Finch for a further 4 year term. This was unanimously approved and Tom is therefore appointed until 6<sup>th</sup> June 2029.

Governors noted the vacancy for LA governor and agreed to carry the vacancy during the academisation process.

### 7. Formal approval of minutes from 19<sup>th</sup> March and Matters arising from previous meetings not covered elsewhere in the agenda:

The minutes of the meeting held on 19<sup>th</sup> March 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	Action Owner
Nov 2024	Undertake Website Audit in summer term	GS
Nov 2024	Complete Safeguarding training	Reminder given to CC and TF.



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		Rev Steer has completed training and will forward certificate to the Clerk and school office.
Jan 2025	Investigate possibility of reconditioned oven.	HT/Cook to continue to review this.
April 2025	Share grounds maintenance contract specification with CC	Completed. Action Closed
April 2025	Clarify academy conversions costs with YC, and who is responsible for paying them.	HT will follow this up. Carry forward to next meeting
April 2025	Include pre-school building discussion on agenda	Clerk. On this agenda
April 2025	Write to LA to challenge the report and gather more information	Chair. On this agenda

## 8. Finance

The final outturn and start budgets were made available to governors ahead of the meeting. Questions were invited.

### Year end 31<sup>st</sup> March 2025.

Governors noted a pleasing level of savings had been achieved during the financial year 2024/25 resulting in a surplus in year position of £13,102 at 31<sup>st</sup> March 2025. The carry forward revenue balance is £37,391.

### Start budget 1<sup>st</sup> April 2025.

Governors noted that despite a healthy carry forward balance there remains work to be done in order to achieve a balanced budget for the coming three years in the budget cycle.

The assumptions relating to nursery pupil numbers and staff salary increases were explained to governors.

Q: What are the expected nursery numbers?

A: The assumed numbers are contained within the detailed budget report and were clarified as follows: 6 in Summer 2025, 4 pupils in the Autumn term, and 5 in Spring 2026.

Q: The underspend on electricity is good news and reassuring that the meter readings are correct. Will this be reflected in the forecasting?

A: Yes, the actual usage has already been factored into the forecast.

The governors considered in detail the information provided and after discussion unanimously approved the start budget and forecast for submission to NYC.

GS has been researching potential grants for solar panels to be installed at school. The diocese is willing to support with the process of making the school site more sustainable. Governors were in full support of GS to pursue this line of enquiry.

## 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.

### Contextual information

School attendance is currently 95.5% to end of April 2025. There has been one fixed term exclusion since the previous report to governors.



Admission numbers are strong for September 2025, with 14 pupils offered places in reception.

4 pupils have taken up nursery places within Apple Class this term.

#### Staffing

Mrs Holme has given notice to retire at the end of this term; she has been at the school since 2006.

There are existing teachers within the structure who are employed on a fixed term basis/variable hours. Governors agreed to invite expressions of interest from the existing staff team members to see if the vacancy can be filled internally.

Rev Steer, Tom Finch, Gavin Smith and Claire Davey are all currently available to interview candidates on 21<sup>st</sup> May. The HT will make arrangements with governors nearer the time as only two of the four governors will be required to sit on the recruitment panel.

The school business manager is still recovering from a planned operation and this has left a significant gap in the school office. Existing staff have been able to cover office duties and it is hoped that Mrs Aldous will return after May half term.

#### Church School Distinctiveness

The HT shared the focus for this half term are the values of service and respect.

Davis Cutter, previous CEO of Skipton Building Society led worship. He shared his life story and importance of values. He taught the pupils about the value of money and honesty.

#### Curriculum

Key updates were shared for: Writing; Reading; Maths; Sport; and SEND.

#### Personal Development

Governors were delighted to learn about the varied opportunities for personal development at this school.

Year 6 attended crucial crew- this is a collaborate services event where the pupils learn about internet, drugs and road safety.

Governors are keen to capture pupil and parent voice before the end of term. Governors will review the questions on the parent survey and the HT will send out to families.

It was suggested that CC, GS and JD be invited to carry out the pupil voice with children. The HT will arrange a date with these 3 governors.

The school has gratefully re-homed a cupboard from Glusburn school and 20 laptops from Skipton Building Society. These "free" resources are much appreciated.

The Gargrave community library has provided a generous donation to purchase new books. Financial support such as this is very welcome, especially in the current financial climate.

Governors would like to reward the outstanding contribution made by the staff team this year by part funding the end of term evening celebration. It was agreed that £20 per head would come from the bungalow fund. The governors asked the HT to communicate this to staff and make arrangements for the celebration evening.



## 10. Curriculum Focus

Charlotte Rigby, teacher of Apple Class (EYFS) joined the meeting to update governors on developments within nursery and reception years.

The new nursery age children are settling in well and have integrated to the class, without any issues. She gave an overview of the physical and curriculum changes that have been necessary to welcome the younger children.

Little Wandle phonics and White Rose Maths schemes are being used in class.

Pic Collage is being used to document learning.

The importance of outdoor learning was explained to the governors and an overview of provision was given.

Q: Has this made any negative impact on staff workload?

A: After the initial work of settling the new children, the staff are getting used to adapting their time during the day to meet the needs of all the children.

Q: Are all the children toilet trained?

A: In the main, they are using the toilet independently, however, there have been a few accidents.

Governors acknowledged the benefits of early identification of any SEND needs with the youngest children.

Governors thanked Mrs Rigby for her time to attend the meeting and update them on the exciting progress made within the early years unit at school.

## 11. Safeguarding

Staff continue to implement robust safeguarding practices; including working with external partners and agencies to ensure emerging concerns are identified and addressed swiftly.

A short training video was shared with governors prompting a discussion about harmful sexual behaviours.

The Clerk reminded to CC that she needs to complete safeguarding training and send her certificate to the Clerk and the school office.

**ACTION CC**

Rev Steer and Tom Finch confirmed that they had completed safeguarding training. The Clerk asked them to send their certificate to the Clerk and the school office.

**ACTION Rev Steer and TF**

## 12. Academisation

This item is recorded in the confidential minutes file.

## 13. Premises and Health and Safety

The Chair of governors has written to the LA strategic planning team to challenge the assumptions made in their report regarding legal obligations as landlord. The response was considered.



The LA have clarified that the building can be transferred to the school and become part of the school estate; not held under a separate tenancy agreement. The building itself is not owned by the Council and therefore they would not fund any removal or renovations.

Governors do not have enough information to make a business case to transfer the building to school and therefore, they have decided to postpone any final decision.

The HT confirmed that she had shared the grounds maintenance contract specification with the named governor for Health and Safety. Some items were identified that could be removed from the contract spec and therefore the cost.

#### **14. Policies for review and approval:**

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

#### **15. Any other urgent business previously identified**

No additional items were identified.

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

- Enthusiasm of EYFS teacher, reassuring that the decision to extend the age range has been a success
- Financially strong position to start the new financial year.
- Staff team support while Business manager is unwell.
- Positive move forwards towards academisation

#### **17. Dates of future meeting**

The date of meeting was confirmed as follows:

Wednesday 9<sup>th</sup> July 2025 \*moved from Tuesday 15<sup>th</sup> July 2025

#### **Close of meeting**

The chair closed the meeting at 20.03pm

#### **Action Log**

Date	Item	Action Owner
Nov 2024	Undertake Website Audit in summer term	GS
Nov 2024	Complete Safeguarding training	Reminder given to CC
Jan 2025	Investigate possibility of reconditioned oven as replacement for the present oven	HT/Cook to continue to review.
May 2025	Rev Steer to provide a copy of safeguarding training certificate to the Clerk and school office.	Rev Steer.
May 2025	TF to forward a copy of safeguarding training certificate to the Clerk and school office.	Tom Finch
May 2025	Clarify academy conversions costs with YC, and who is responsible for paying them.	HT
May 2025	HT to convene the interview/recruitment panel for teacher recruitment.	HT, Rev Steer, Tom Finch, Gavin Smith and Claire Davey
May 2025	Capture pupil voice	HT to liaise with all governors and agree a date for pupil voice



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May 2025	Capture parent voice	HT to liaise with all governors and agree questions for parent voice.
May 2025	Clarify timeline towards conversion with Yorkshire Causeway	Chair and HT