

Gargrave C.E (V.C) Primary School

Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: 17th September 2025 at 6pm.

Location: Gargrave Primary School, Oak Classroom

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

In Attendance: Clerk - Sallie Wareham

1. Welcome and Prayer:

Claire Davey opened the meeting of the Gargrave C.E (V.E) School Governing Body at 6.00pm on 17th September 2025. Rev Steer led the governors in prayer.

2. Election of Chair and Vice Chair

The governors considered the proposed changes to the Standing Orders and agreed that officers would serve a two-year term instead of one.

Chris Cowgill nominated Claire Davey as Chair. This nomination was seconded by Jane Dallas. All governors present approved the appointment by show of hands. Claire Davey is duly elected as chair for a two year term.

Claire Davey took the Chair for the remainder of the meeting.

Claire Davey nominated Gavin Smith as Vice Chair. This nomination was seconded by Chris Cowgill. All governors present approved the appointment by show of hands. Gavin Smith is duly elected as Vice Chair for a two year term.

Preliminaries:

Apologies for absence:

Consented apologies were received from Tom Finch.

Declarations of interest for items on the agenda:

None

Identification of urgent items to be included on agenda:

None were identified.

Identification of confidential items to be excluded from public minutes:

None

4. Formal approval of minutes from 9th July 2025 and Matters arising from previous meetings not covered elsewhere in the agenda:

The minutes of the meeting held on 9th July 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

Action Log:

Date and Action Owner	Item	Update
Jan 2025 HT/Cook	Investigate possibility of reconditioned oven as replacement for the present oven.	Ongoing
July 2025 HT	Check if school will need new website on becoming an academy	The Trust will arrange IT as a central service and the website will be refreshed accordingly.
July 2025 HT	HT will discuss the TA vacancy with staff and look further into apprenticeship as an option.	Recruitment completed. Action Closed.

5. Governor compliance

- NGA Code of Conduct re-issued to all Governors in advance of the meeting and accepted by all present. All acceptances were recorded by the Clerk. Clerk to follow up with TF at the next meeting.
- The Instrument of Government was confirmed for information.
- Governors considered the proposed amendments to the Standing Orders and after careful consideration, these were adopted.
- The scheme of delegation to the Headteacher is set out in the Budget Management Policy. The amount delegated to the HT is £3,150 without seeking prior approval from governors.
- Declaration of business and personal interests were made by all governors present at the meeting. Clerk to follow up with TF at the next meeting.
- Annual declaration of gifts and hospitality for year 2024/25 was made in person by those present. The Chair has recorded a nil return for the file. Clerk to follow up with TF at the next meeting.
- The Complaints committee membership and Disciplinary committee membership will consist of 3 members. This is decided by listing governors alphabetically and drawing on the first three available and suitable members, starting with letter N and working down the alphabetical list. Sallie Wareham was named as Clerk for these committees. Terms of Reference were approved for both Committees.
- Governors appointed Claire Davey, Jane Dallas and Gavin Smith to the HT performance management committee. A provisional date has been set for this meeting of 14th October 2025 with Pam Acheson supporting from the diocese.
- The volunteer Privacy notice was re-issued to all Governors in advance of the meeting and is available on SharePoint.
- Governors agreed to hold the following specific responsibilities:

Assessment, Monitoring and review	All Governors	Early Years	Jane Dallas
Safeguarding	Gavin Smith	Educational Visits	Chris Cowgill
Health and Safety	Chris Cowgill	RE	Reverend Andrew Steer
English	Jane Dallas	Maths	Tom Finch
Special Educational Needs	Jane Dallas	Other Curriculum Subjects	All Governors
PP, Disadvantaged and Inclusion	Claire Davey		

The HT shared a draft monitoring visit schedule with governors; she will send an email to each link governor as a prompt with dates and link staff contact.

ACTION HT

The Clerk was asked to communicate training opportunities for the new Safeguarding link governor. **ACTION CLERK**

6. Governing Body membership

The list held by NYC was reviewed and confirmed.

Governors noted a single vacancy on the governing body and agreed to leave it unfilled, as the planned academisation will render the position redundant after conversion.

7. Finance

Governors received an updated financial summary to the end of August. Encouragingly, it showed a small positive variance of £10,629 compared with the start budget. However, caution remains necessary, as the overall in-year position is currently forecasting a deficit of -£15,298.

A revised three-year budget will be presented for approval during the December meeting.

The LA are meeting the SLT and CofG on 13th October 2025 at 12 noon to review plans for addressing the deficit budget in future years.

8. Curriculum Focus

Governors reviewed curriculum strengths and areas for development.

Following the Summer term monitoring and the allocation of staff release time, leaders identified gaps within the blocked curriculum where some subjects were not being covered as consistently as intended. To address this, the timetable has been adjusted so that Art, Design Technology, History, and Geography are now taught every week throughout each half-term, rather than in larger, less frequent blocks. Leaders believe that this change will help reduce the time between learning episodes, allowing pupils to revisit and build on key knowledge more regularly. By shortening the intervals between topics, the school aims to strengthen pupils' long-term retention and improve the overall coherence of their learning across these foundation subjects.

Strategic Plan

The HT shared an updated Strategic Plan outlining the school's priorities, vision and values for the next three years. The key aims for the current academic year were discussed, they align with the School Development Plan.

1. Raise attainment in writing.
2. Spelling curriculum improves word knowledge.
3. Deliver a wide range of out of school opportunities, within and beyond the school day.
4. Foundation subjects in particular R.E, art and computing; build knowledge to meet curricular goals.
5. Celebrate our diverse world, from Gargrave and beyond.
6. Music curriculum is reviewed and singing enhanced.

Q: How will the school select a new spelling scheme, now that Spelling Shed is ending?

A: Researching with other schools and seeking information from existing partners who provide phonics schemes and maths schemes in school.

Q: How will governors measure progress in each area?

A: Progress will be monitored through a combination of measurable data, Headteacher reports, governor monitoring visits, and feedback from parents and pupils.

Q: Could the school connect with people in different job roles to inspire children, highlight diverse careers, and strengthen links with the local community?

A: Yes. We plan to reach out beyond the church and library, involving a wider range of professionals, which will also support our careers education.

A SWOT analysis has been conducted to inform the strategic plan.

Q: Why does the SWOT analysis include feedback on both strengths and weaknesses?

A: Because different individuals expressed contrasting views, which are also reflected in more detail in the staff wellbeing survey.

Q: Why have some families been mentioned on the "threats" list?

A: A small number of families have sent an excessive volume of emails and messages to staff, often outside normal school hours or with a demanding tone. This persistent communication has caused staff to feel overwhelmed, and, in some cases, intimidated. The issue has been noted so that appropriate boundaries and support measures can be put in place to protect staff wellbeing and maintain constructive relationships.

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

The school has 90 pupils on roll, plus 4 nursery-aged children. Ten pupils (11%) are on the SEND register, including one with an EHCP and two awaiting outcomes. 13 pupils (14%) are eligible for Pupil Premium. The pupil population is 39% boys and 61% girls.

Premises and H&S updates

A whole-school fire drill was successfully completed, with evacuation achieved in 1 minute 6 seconds.

Both shutters in Apple class are broken; replacement costs were initially estimated at £5,000 each, but alternative options of a glass panel and sliding door are being considered, with the first quote around £6,000 and two further quotes to be sought.

The LA has contacted the school regarding the pre-school, and the school has indicated it does not wish to assume responsibility.

The Headteacher informed the Health & Safety link governor about a ceiling leak and a missing roof tile. The school administrator will arrange for a local company to assess potential repairs.

The playground soakaway requires attention. It needs to be dug out and refreshed to prevent water from puddling. The school administrator will arrange for a local company to provide a quote for the work.

Staffing

A teaching assistant was recruited to cover an end-of-term resignation, with Miss Salkeld appointed for three days and Mrs Fellows for two days; Mrs Fellows can combine this with her kitchen assistant role. For Triangle Club, Mrs Purvis plans to return from maternity leave after half-term, with Mrs Metcalfe currently covering, including Fridays.

Safeguarding and attendance.

Governors were reminded that at least one governor must complete Safe Recruitment Training. All governors are required to read, understand, and sign Part 1 of Keeping Children Safe in Education. At the start of term, parents are asked to review and update pupil data, including photographic consent, allergies, collection lists, and local visit permissions. Staff have been updated on changes to KCSIE and Signs of Safety. SELFA will provide group emotional development support in the autumn term for a small group from Oak and Ash classes.

Overall attendance has remained steady and the final figure at end July 2025 was 95.4%. Pupil Premium pupils' attendance is lower, at 89.9%, while SEND pupils' attendance is 93.3%. Girls' attendance is slightly higher than boys'. The number of persistent absentees has fluctuated, with 7 pupils currently recorded. The number of pupils with 100% attendance has increased to 14.

Curriculum

Phonics lessons have begun in Years 1 and 2, with Year 2 using the new Little Wandle resource. Support staff are receiving training to support interventions. The Raving Reader programme has been introduced, with more pupils achieving 250 reads than last year. Mrs Abbey will lead a parent meeting on supporting children to learn to read.

Personal Development

At the start of term, staff have focused on settling pupils and establishing routines. The curriculum has been reorganised into six-week blocks for two subjects at a time. Younger pupils have settled well, although overall attendance in the first two weeks has been slightly below expectations, partly due to one pupil being on holiday. Staff are supporting pupils who find the transition challenging, working closely with families to reinforce school expectations.

Staff Wellbeing Survey Outcomes

The staff well-being survey indicates generally positive responses. Most staff feel supported, clear about their roles, able to do their jobs well, and valued for their skills. Staff report good professional dialogue, respectful behaviour, and clarity in communication, though some concerns were noted around communication between senior management and support staff. Responses were more mixed regarding workload management, consultation during times of change, staff meetings, and opportunities to contribute ideas. Overall, staff consider the school a happy and enjoyable place to work and are generally positive about future plans.

10.Academisation

The Department for Education will consider the school's proposal for academisation at a panel meeting on 14 October 2025. The panel is a group of DfE officials who review proposals, assess their suitability, and make recommendations on whether the school should proceed to convert to academy status.

There will be an update to the target date for conversion once this meeting has taken place and the outcome known.

11. Policies for review and approval:

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

- Budget Management policy
- Staff Pay
- Keeping children Safe in Education 2025
- Child Protection policy 2025
- Admissions policy

12. Any other urgent business previously identified

No additional items were identified.

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

- Appointing Link governors
- Evolving strategic plan
- Sense of hope and excitement about the year ahead.
- Curriculum delivery responsive to needs of children.
- Recruitment and strength of staff team.

14. Dates of future meetings

Governors agreed the meeting schedule for the academic year.

- Thursday 4th December 2025
- Wednesday 11th February 2026
- Thursday 26th March 2026
- Thursday 14th May 2026
- Wednesday 8th July 2026 *need alternate Clerk.

Governors discussed Pam Acheson delivering SIAMS training to all governors in school. A provisional date of 8th October 2025 at 5.30pm was agreed, subject to Pam's availability.

Close of meeting

The chair closed the meeting at 7.46pm

Action Log

Date	Item
Sept 2025	Include the Ofsted Framework on December Agenda
Sept 2025	Clerk to provide GS with a list of Safeguarding for Link Governors training.
Sept 2025	HT to send email to link governors prompting them to book visits for monitoring.
Sept 2025	Clerk to liaise with LA clerking service to find a replacement clerk for July meeting
Sept 2025	HT to confirm SIAMS training with Pam Acheson and then governors.
Sept 2025	Clerk to confirm declaration of Business and personal interests, Code of conduct acceptance and Gifts and Hospitality with TF at the next meeting.