

Gargrave C.E (V.C) Primary School

Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: 11th February 2026 at 6pm.

Location: Gargrave Primary School, Ash Classroom

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

Tom Finch left the meeting at 7pm

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 4th December 2025. Rev Steer led the governors in prayer.

2. Preliminaries:

Apologies for absence:

All governors were present at the meeting.

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:

Governors agreed to include part of item 5, part of item 7 and item 8 in the confidential minutes folder.

3. Approval of minutes from 4th December 2025 and Matters arising from previous meetings not covered elsewhere in the agenda:

The minutes of the meeting held on 4th December 2025. were unanimously approved as a correct record of the meeting 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
Sept 2025	Clerk to liaise with LA clerking service to find a replacement clerk for July meeting	Ongoing. Clerk to send possible dates to HT and governors.
December 2025	HT to ensure that all funding options for children in the Nursery are fully explored, with particular attention to Early Years Pupil Premium and Element 2 funding.	Action taken by school business manager. Action Closed.
December 2025	CD and GS to conduct the Schools Financial Value Standard review with the Headteacher and submit findings to the Local Authority by 31st March 2026.	On this agenda. Action closed

December 2025	School Office to check if they hold certificates for Safer Recruitment Training for Jane Dallas and Tom Finch? If not, request them directly from JD and TF.	Completed. Action Closed
December 2025	Clerk to include SEF on February 2026 agenda.	Completed. Action Closed
December 2025	GS to liaise with CC to establish an approximate figure for the works discussed in the confidential minutes.	On this agenda. Action closed
December 2025	GS to complete the website compliance audit and send findings to the Headteacher for action.	Ongoing.

4. Membership of the Governing Body

Governors noted for information that there is an ongoing vacancy for an LA governor.

5. Finance

Budget monitoring

Governors received an updated financial summary to the end of January. Encouragingly, it showed a positive variance of £17,529 compared with the start budget. The overall in-year position is currently forecasting a surplus of £14,844.

Governors congratulated the HT and the whole team for their diligence and focus on the budget. To achieve a surplus position in the challenging financial climate is impressive.

SFVS

The completed audit was shared with governors and after consideration of the information provided, it was approved by governors.

Capital works to roller shutters

The Health and Safety link governor will review the shutters during his next visit.

ACTION CC

Bungalow Accounts

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

6. Curriculum Focus

The Maths subject leader reported that the school follows the Maths No Problem scheme from Year 1 to Year 6, with Reception using White Rose. Pupils complete "Fluent in 5" each morning to develop number fluency, and classes use TTRS and Numbots to further support fluency.

Attainment in Year 6 is above age-related expectations, with the expected standard significantly above national figures for the past three years. Progress is also above national on a two-year average (IDSR). In-year data shows most year groups performing securely, with an increasing proportion of pupils achieving greater depth in Key Stage 2. Low prior attainers and disadvantaged pupils have achieved above national averages over two years, and disadvantaged pupils' attainment at the expected standard has been above national for the past three years. High prior attainers' progress is close to national averages. The Year 4 multiplication check outcomes are above national over a three-year period.

Monitoring activities, including book looks, identified strengths in the use of Fluent in 5 and the motivational impact of TTRS and Numbots rewards. Staff demonstrate confidence in delivering the maths curriculum. Next steps include refining provision for pupils already fluent in times tables and reinforcing presentation expectations. Pupil voice indicates that children enjoy maths and value being taught in single year groups, as this supports focus.

The subject leader has attended Maths Hub training, which has strengthened understanding of mastery approaches, small-step progression, and greater depth teaching.

Quality first teaching remains the main strategy for supporting pupils, with adaptations made by class teachers. A Year 6 SATs booster club is due to begin, and a Year 4 TTRS club is in place, which 8 pupils are attending. Development priorities include strengthening consistency in the use of a mastery approach, tracking pupils below age-related expectations, and providing further stretch for the most able through mastery resources. In Early Years, the curriculum and the impact of White Rose, mastery approaches and related resources will be reviewed for Reception and Nursery.

7. 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 currently has 94 pupils on roll, plus 5 nursery-aged children

SEND and Vulnerable groups

14% percent of pupils are on the SEND register, including three with EHCPs, and 18% are eligible for Pupil Premium. The school has received several consultations from the Local Authority regarding pupils with EHCPs.

Staffing

Structure for 2026/27 was shared with governors for information.

Governors were delighted to learn that one member of the staff team is undergoing the Forest School Qualification.

There is a live advert for a member of teaching staff to cover a maternity leave. Governors will be needed to shortlist and interview if the advert attracts enough applicants. If the numbers of applications is low, the HT will re-advertise. JD, GS and CD were appointed to the recruitment panel.

Q: Could apprenticeships be used to fill gaps in the team?

A: It was noted that while apprenticeships could potentially support staffing gaps, they require a significant investment of time, supervision, and structured mentoring from existing team members. Apprentices would need ongoing guidance, training, and oversight to ensure they develop the necessary skills and meet required standards, which may place additional demands on current staff capacity.

It was agreed that the HT would speak with a local setting regarding their use of apprentices and report back with feedback and recommendations.

ACTION HT

Attendance.

Attendance rates require close monitoring. Overall attendance has dipped to 94.6%, below the 95.6% target. Attendance for Pupil Premium and SEND pupils is significantly lower, although figures improve when one persistently absent pupil is removed. The number of persistent absentees has increased, and one pupil is classed as severely absent, with alternative provision being explored by the Local Authority. Attendance information will be shared with parents at upcoming evenings.

Quality of Education and Development

Personal development opportunities have included a residential visit to Marrick Priory, a Year 6 London visit, and a range of after-school clubs led by staff. Safeguarding remains effective, with nurture support from SELFA and up to date first aid training.

Curriculum

In curriculum developments, phonics delivery remains consistent. Staff have received further phonics training. Writing plans have been refined, spelling approaches are consistent, and book scrutiny shows regular grammar teaching and a range of writing opportunities.

Church School Distinctiveness

The school continues to promote its church school distinctiveness. A cultural day focusing on Islam enriched the RE curriculum and included external visitors. Following parental concerns about the teaching of Islam, advice was sought from the Diocese, and parents retain the right to withdraw their child from RE. Collective worship and Christmas celebrations took place as usual, and fundraising events were successful.

CPD

Inclusion remains a key priority. Recent staff training focused on inclusion, with autism training planned next.

SIAMS

The SIAMS report is now public, and an action plan will be developed with the Diocese and Chair of Governors.

Health & Safety

Premises updates include health and safety works, electrical remedial work, and checks on PE equipment, with some outdoor equipment identified as nearing the end of its useable life.

H&S Paperwork check visit report was completed by the HANDS team in December 2025. The report and action log were shared.

Accident data was reviewed as part of the H&S review. The number of incidents since the start of the academic year (129) did seem high to governors on first look but there were no RIDDOR and no children or adults needed medical attention following the incident in school. The low level nature of slips, trips and bumps were not concerning for the HT and the GB were reassured that everything is in order.

Self-Evaluation Form and Strategic Development Plan

The School Improvement Plan focuses on three key areas: Quality of Education, Behaviour and Wellbeing, and Engagement and Partnerships, with inclusion underpinning all priorities; the golden thread that runs throughout the entire framework.

In **Quality of Education**, the school is strengthening curriculum sequencing in foundation subjects through blocked planning and identification of essential knowledge. A new spelling scheme has been introduced and writing remains a priority, alongside close monitoring of phonics and reading. Staff training, subject leader time and curriculum reviews support consistent delivery. Outdoor learning and enrichment opportunities continue to be developed.

For **Behaviour and Wellbeing**, safeguarding remains robust, with policies updated in line with KCSIE 2024 and further governor training planned. Attendance is closely monitored, particularly for vulnerable groups. Pupil voice, SEMH support and improvements to lunchtimes and playtimes promote a positive and inclusive environment.

In **Engagement and Partnerships**, the school is increasing community involvement through events and local visits. Work with Yorkshire Causeway Schools Trust is progressing following DfE approval for an academy order. Early Years provision and literacy outcomes remain under review.

The **Inclusion Action Plan** includes staff training on the Ofsted framework and autism, reinstating NELI, introducing the Inclusive Mainstream Toolkit, improving SEND tracking, and strengthening parental engagement. Progress will be monitored throughout the year.

Q: How is writing assessed? Why is it such an outlier compared to other core subjects?

A: Writing outcomes remain lower because evidence is more complex and demanding than in other subjects. Teachers must be fully confident and have a secure portfolio of work before assessing a child as working at ARE/GD, which is harder to achieve in writing than in reading, maths or GPS. In the autumn term, pupils typically have only produced a limited range of writing, meaning there is often insufficient evidence to make a secure judgement. Nationally, writing is recognised as a more challenging area to assess consistently, and future changes to expectations are anticipated. Despite this, the school continues to set ambitious targets aligned to national expectations and is working to build the evidence base over the year to ensure judgements are accurate and robust.

ND explained that writing at GD requires a high level of flair, creativity and consistency across a wide portfolio of evidence, which is difficult to secure early in the academic year. The school is actively working to develop pupils' writing at a higher standard and is committed to further strengthening staff expertise in teaching writing at GD.

Governors asked the HT to include some quotes from SIAMS and pupil voice as evidence for strengths of the school within the SEF. **ACTION HT**

The SEF is a live document as is the development plan – these will be updated regularly and shared with governors.

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

8. Academisation

This item is recorded in the confidential minutes folder.

9. Governor Updates

Training

The clerk reminded all governors to complete Cyber Security Training and share their certificate once complete. Thanks to those who have completed it. **ACTION ALL**

CD has completed Safeguarding training.

JD and TF have provided Safer Recruitment certificates to the office.

Visits

Health & Safety Visit

CC completed a Health & Safety monitoring visit. The visit included a review of site safety procedures, compliance checks, and a walk-through of the premises to identify any potential risks or actions required. Feedback was provided to the leadership team and school business manager.

EYFS Visit

JD carried out a focused visit to the Early Years Foundation Stage. The visit included discussions with staff, observations of the learning environment, and consideration of curriculum provision and pupil engagement.

Chair of Governors – Weekly Check-ins

The Chair of Governors has continued to hold weekly check-in meetings with the Headteacher. These meetings provide ongoing support and challenge, as well as the opportunity to discuss key developments, emerging issues, and strategic priorities.

Safeguarding and Finance Visits

GS completed monitoring visits in relation to safeguarding and finance. The safeguarding visit included a review of current procedures, record-keeping, and statutory compliance. The finance visit focused on budget monitoring, expenditure, and financial planning to ensure effective oversight and accountability.

Collective Worship Visits – Rev Steer

Rev Steer has conducted two visits to share Collective Worship with the staff and pupils. These visits provided an opportunity to reflect on the spiritual development of pupils, the structure and impact of worship sessions, and alignment with the school's ethos and values.

10. Policies for review and approval:

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

- Climate Action Plan

11. Any other urgent business previously identified

No additional items were identified.

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

The meeting remained strongly aligned to the school's vision, with discussions consistently focused on the needs and outcomes of pupils.

- Child-centred approach – All decisions were considered in terms of their impact on children's wellbeing, progress and personal development.
- Maths curriculum – Recognised strengths and continued effective monitoring to maintain standards.
- Ofsted priority – High focus on the Ofsted framework, with release time being created to strengthen staff knowledge and confidence.
- Enrichment – Cross-country and inter-school competitions highlighted, supporting wider development.
- Pastoral care – Strong culture of care for current, past and prospective pupils.
- Writing – Progress reviewed, with clear next steps identified to further improve outcomes.
- Inclusion & personal development – Trips, extracurricular activities and special experiences build resilience and maturity.
- Outdoor investment – Funding prioritised to enhance outdoor provision and learning opportunities.

13. Dates of future meetings

Governors agreed the meeting schedule for the academic year.

- Thursday 26th March 2026
- Thursday 14th May 2026
- Wednesday 8th July 2026 *need alternate Clerk or alternate date

Close of meeting

The chair closed the meeting at 7.55pm

Action Log

Date and owner	Item
Sept 2025	Clerk to liaise with LA clerking service to find a replacement clerk for July meeting. Alongside this action, the clerk was asked to look at other potential dates that she is available and share those dates with HT and governors.
Dec 2025	GS to complete the website compliance audit and send findings to the Headteacher for action.
Feb 2026	Capital works to roller shutters The Health and Safety link governor will review the shutters during his next visit
Feb 2026	Create external works "wish list" and bring costed proposal to next meeting for consideration.
Feb 2026	Governors asked the HT to include some quotes from SIAMS and pupil voice as evidence for strengths of the school.
Feb 2026	Include SEF on next agenda
Feb 2026	HT to speak with a local setting regarding their use of apprentices and report back with feedback and recommendations.
Feb 2026	Headteacher to contact the respective schools to raise safeguarding concerns regarding two former pupils *see confidential minutes