



**A meeting of the Governing Board of
Sharow CE Primary School
held on 18th December 2024 at 5pm, in school**

Minutes

In attendance:

Jacqui Palmer (JP)	Headteacher
Michael Paul (MP)	Co-opted Governor & Chair
Di Tunnard (DT)	Foundation Governor
Gemma Snodgrass (GS)	Staff Governor
Sarah Brewster (SBr)	Parent Governor
Sally Baily (SBa)	Co-opted Governor
Claire Rowett (CR)	Co-opted Governor
Leanne Eaton (LE)	Clerk

Sharow Church of England Primary School Vision & Values

We promise to flourish together – through our values of community, courage, creativity, forgiveness, joy, love and respect.

Core Functions of the Governing Body:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent.

No.	Item	Action
PART 'A' – PROCEDURAL		
1	Welcome MP welcomed everyone to the meeting.	
2	Apologies for absence and to determine whether any absences should be consented to Apologies were received from Peter Cannings – these were accepted. JR was not in attendance and had not sent apologies.	
3	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. None.	
4	Declaration of Confidential Items One item.	
5	Notification of urgent other business previously notified to the Chair None.	
6	To consider matters arising from the minutes for which there is no separate agenda item and approve minutes of the meeting held on 16th October 2024:	

	<ul style="list-style-type: none"> • Item 4: MP to follow up on induction for SBa – SBa is working through the induction information, has completed all statutory training and will meet with JP in the new year. Complete • Item 5: Chase outstanding forms and create document for the website. Complete • Item 8: Amend Standing Orders and circulate the final version. Complete • Item 8: Arrange date for HT, Chair & Clerk termly meeting to review agenda planner and meetings. Carry forward. • Item 11: Meet with AB to review training and which providers we are using – resources for governor training have now been streamlined. All governors to send training certificates to the School Administrator for logging. Complete. • Item 14: Remove the mention of Skelton closure in SEF. Complete • Item 14: Update website to reflect progress against Ofsted priorities. Complete • Item 19: Amend ToR's and circulate. Complete • Item 19: Circulate Self Audit of Governance and Action Plan – circulated at meeting. Complete • Item 19: Look at Governance Strategic plan – LE has sent MP templates and governors will review following the strategy meeting on 7th January. Complete • Item 19: Review Skills Audit and send to SBa for completion. Complete. • Item 19: Inform JP/MP of potential LA Governor – not progressed but JP & MP will discuss vacancies at their weekly meeting and vacancies is a standing item on the agenda. Complete. • Item 19: Training Update to be carried forward to December meeting. On agenda • Item 22: Teacher appraisal update to go onto Resources agenda. Complete 	LE/MP/ JP
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PART 'B' – SCHOOL IMPROVEMENT

7	<p>Headteacher's report, including safeguarding & SEN</p> <p>The report was circulated prior to the meeting. JP invited questions from governors, some of which had been sent prior to the meeting.</p> <p><i>Q: Can you explain a little bit more about the HARTs quality mark. What practical difference does this make in the classroom for both teachers and students?</i></p> <p><i>A: It acts as a self-audit. This ensures that we are measuring ourselves against a high standard and one that is based on Ofsted criteria and created by a credible teaching alliance. It also ensures a high-quality curriculum and that we review our practice.</i></p> <p><i>Q: Can Kate Curzon's action plan re behaviour be brought to governors? What difference is this expected to make to the school?</i></p> <p><i>A: The development of relational practice in school will mean that we are better able to support all pupils and improve pupil well-being by equipping them with strong emotional and social skills. A supportive environment built on relationships between pupils, staff, and the wider community will have impact on academic results, community bonds and staff wellbeing. JP will invite KC to a future governor meeting.</i></p> <p>Safeguarding:</p> <p><i>Q: Is the safeguarding training log up to date for all staff?</i></p> <p><i>A: Yes.</i></p> <p><i>Q: Are child protection files maintained in line requirements set out in KCSIE?</i></p>	JP
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	<p><i>A: Yes – when a new child starts in school any safeguarding information is transferred. This has been made easier by moving to CPOMS as a lot of schools use this system, so it makes the transferring of data much simpler.</i></p> <p><i>Q: Can you briefly explain what is in the curriculum that supports children in staying safe, including online?</i></p> <p><i>A: In summary the PSHE curriculum covers Healthy relationships, RSE, health and wellbeing; we have online safety policies and procedures; posters around the school; school website; Internet safety day; newsletters to parents; JR speak with children when he does his safeguarding link visits. The children are confident in this area.</i></p> <p><i>Q: Have we had the safeguarding report back from Christine yet?</i></p> <p><i>A: This was completed on Monday’s visit so should be with us very soon.</i></p> <p>Admissions:</p> <p>MP noted that given the figures we have seen in resources committee regarding school budget, he reinforced that wherever possible governors should do everything within our power to keep parents from taking children out of the school. If the board can be helpful in any way with that, JP to let them know.</p> <p><i>Q: What social media marketing are you planning to help drive up numbers?</i></p> <p><i>A: Continuing to share regular posts. We have very few of the children with permission to be on our Facebook page. We will share with local groups on Facebook.</i></p> <p><i>Q: Is there any spare budget for paid advertising across the area? (e.g., ads in local papers, Ripon review, on your doorstep etc)</i></p> <p><i>A: Experience from Skelton indicates that this is not always fruitful. Word of mouth, recommendations, including those online seem to be why people visit the school. People with school age children don’t tend to read newspapers.</i></p> <p>Attendance:</p> <p><i>Q: You've mentioned that persistent absence is largely down to holidays taken by families in reception, and that's driving the persistent absence rate. Is this the case or are there other drivers of that (i.e., safeguarding concerns).</i></p> <p><i>A: This is still the case, there are no safeguarding concerns with persistent absences.</i></p> <p><i>Q: The presence of attendance in the weekly newsletter is welcome will this continue?</i></p> <p><i>A: This will be replaced with a focus on behaviour in the Spring term.</i></p> <p><i>Q: Are there any causes for concern in the Y3 absence rates, particularly for FSM/EHCP children?</i></p> <p><i>A: We have a high number of FSM and EHCP children in Y3, and there have been some hospital appointments, but generally families are very good at not keeping children off school.</i></p> <p>Governors thanked JP for the report and noted they liked the new format that was used.</p>	
18	<p>To deal with any matters agreed for consideration under item 4 above</p> <p><i>This was brought forward due to CR needing to leave the meeting.</i></p>	

	See confidential minutes	
8	<p>SIP/SEF Circulated prior to the meeting and JP invited questions.</p> <p>MP noted that governors understand why less progress has been made than anticipated because of the administrator situation which has meant a squeeze on JP's capacity.</p> <p>At the moment, for the most part it looks as though the milestones that have been completed are largely to do with training and tweaking processes and therefore the impact of the SIP on students (and staff) is yet to be evidenced. This is to be expected from the plan anyway.</p> <p><i>Q: Do you still think that the overall plan and the actions within it are achievable this year now staffing has settled down? Would anything support you in helping drive progress? A: Yes. We always move as quickly as possible but are mindful that for things to be done well, speed often hampers long term progress. The SIP is often front loaded with CPD so once this is complete, it supports and feeds into progressing the objectives. Staffing has now settled down and we have a strong staff team who will help drive school improvement forward.</i></p> <p>MP noted that he would like to see particular focus on Priority 1 so that meaningful progress (and evidence of the progress) can be shared with the board next term.</p> <p>The SIP will be reviewed in the Spring term to ensure objectives from the Autumn term are embedded.</p>	
9	<p>Chair Update MP reported the following:</p> <ul style="list-style-type: none"> • MP is in regular contact with JP which is very helpful. • Dealt with 2 complaints this term. MP has taken the positives from this as it has allowed him to look deeper into areas he might not have done as a governor so has found this very interesting. • Meeting on 7th January for all governors to look at strategy. • Likely to have Ofsted next half term so school are preparing for this. 	
10	<p>Update from Committees</p> <p><u>School Improvement</u>: minutes circulated for information. DT reported that it was very useful to have GS present on Maths and having the staff speak with governors is very helpful. The next presentation will be on RE and JP will do this as subject lead.</p> <p>It was agreed that it would be useful to invite TA's to speak with governors as well – JP suggested this could happen on a Wednesday afternoon at 2.30pm when they have TA time. CR will arrange a date to come in and do this.</p> <p><u>Resources</u>: MP reported the following:</p> <ul style="list-style-type: none"> • 2024/25 – there is a £45.2k carry forward with an in-year deficit of £30.3k. For the 	CR

	<p>two years after we are forecasting in year deficits.</p> <ul style="list-style-type: none"> • In order to address this the main driver would be to increase numbers in the school and nursery. The committee looked at ways in which this could happen. The deficit is equal to around 4 or 5 more children on roll. • We have 6 first choices for Reception next year, and we can take up to 15. Closing date for applications is 15th January. • JP reported that the open morning wasn't great and since Covid more people are deferring their children starting Reception. • Minutes will be circulated once approved. 	
11	<p>Curriculum Update Covered in SIP & SEF.</p>	
12	<p>Wellbeing Overall staff are happy but are ready for a break as it has been a long term. JP received positive feedback from supply staff reporting it is a great place to work.</p> <p><i>CR left the meeting at 6.25pm.</i></p>	
13	<p>SEN</p> <ul style="list-style-type: none"> • 20 children on the SEN register. • 4 x EHCP's in school. <p><i>Q: is this more than the national average?</i> <i>A: Yes – national is 17% and we are 22%.</i></p> <p><i>Q: Is this because we are better at picking up children's needs?</i> <i>A: Possibly – we recently had a TA who was trained in identifying Speech and Language needs, so this was very helpful. Speech and language is the biggest area for SEN.</i></p> <p><i>Q: Where do we get support?</i> <i>A: We access external agencies; TA's are being trained; some schools are joining together to buy resources, but this will be expensive.</i></p> <p><i>Q: Is Christine Johnson carrying out an SEN visit?</i> <i>A: Yes, but she was waiting for Miss. Coventry (SENCO) to be back from M/L.</i></p> <p>SBr mentioned the following resources:</p> <ul style="list-style-type: none"> • ELSA (Emotional Literacy) provides free resources. • Compass Phoenix – great support for SEMH. • Young Carers have broadened their criteria for support. 	
14	<p>Governance</p> <p><u>Self-Audit of Governance & Governance Strategic Plan</u>: circulated. This has linked in with the skills audit. Meeting in January will pull everything together and governance is heading in the right direction.</p> <p><u>Skills Audit outcome</u>: This is an improved picture compared to the last one. This will be</p>	


	<p>done annually and when new governors join the board.</p> <p><u>Vacancies:</u> 1 x Foundation / 1 x Local Authority / 1 x co-opted. These can be advertised on social media. LE suggested contacting any large private schools as they often support the local community.</p> <p><u>Training update:</u> all governors are requested to do as much training as possible in preparation for Ofsted.</p> <p><u>Succession Planning:</u> MP is happy to continue in the role of chair for the foreseeable future, but we do need to think about succession planning.</p>	
15	<p>External Visit Reports</p> <p>Claire Barrowman has been into school to look at PHSE.</p> <p>Christine Johnson will visit school next year to look at Safeguarding and Inclusion, Math, Art and DT.</p>	
16	<p>Governor Monitoring Visits</p> <p>No reports but some visits are booked for Spring 1.</p>	
17	<p>Policy Review</p> <p>The following policies were circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Children with health needs who cannot attend school • Code of conduct staff • Health and safety • School complaints • Children not collected <p>Governors approved all policies.</p>	
PART 'C' – OTHER BUSINESS		
19	<p>How has this meeting impacted on the progress and welfare of our pupils?</p> <p>Governors have:</p> <ul style="list-style-type: none"> • Approved policies • Reviewed and questioned the HT report and milestones in SIP. • Ensured safeguarding measures are in place. 	
28	<p>Date of next meeting</p> <p>19th March 2024</p>	

Meeting closed @ 6.45pm

ACTIONS

No.	Action	Who
6	Arrange date for HT, Chair & Clerk termly meeting.	LE/MP/JP
7	Invite KC to a future governor meeting.	JP

10	Arrange to visit school to meet with TA's.	CR
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SIGNED:	DATE:
 Chair of Full Governing Board	19/3/25

