



**A meeting of the Governing Board of
Sharow CE Primary School
held on 2nd July 2025 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
Sally Baily (SBa)	Co-opted Governor
Jonathan Redhead (JR)	Parent Governor & Vice Chair <i>via TEAMS</i>
Sarah Brewster (SBr)	Parent Governor <i>via TEAMS</i>
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 - accepted. Claire Rowett was running late due to issues at her own school so would join if/when she was able. SBr would be late.	
3	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. None.	
4	Declaration of Confidential Items None but if any issues arise, they will be noted under the confidential minutes.	
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 19th March 2025:	

	- Item 6: Arrange to visit school to meet with TA's – GS has started work on this but would like another governor to monitor as well - carry forward. - Item 11: Volunteer to audit the school website to let JP know – no volunteers. MP will delegate areas to governors. - Item 13: Check all homework that is set is being marked – JP reported that homework is being marked and checks this regularly. Complete. - Item 20: Pull of the list of Statutory Policies from the DfE website and send to JP. Complete. - Item 21: All governors to undertake Complaints Refresher training – link to be circulated.	CR MP LE
PART 'B' – SCHOOL IMPROVEMENT		
7	Headteacher's report, including safeguarding & SEN The report was circulated prior to the meeting. JP invited questions from governors, some of which had been sent prior to the meeting. <i>Q – Is there a communication plan to share Ofsted outcome?</i> <i>A – Current parents have all had a copy of the report, five days before it went online. It is also on the website under the 'key information' tab. JP has lifted some quotes for the landing page of the website as well. JR has shared in various local press, both online and hard copy. We are also paying for a quarter page in the Ripon Review, and it has been shared on various Facebook pages.</i> <i>Q – Is there a plan for marketing school?</i> <i>A – As above. We have paid for a Search Engine Optimization audit so when people are looking for primary schools in the area, our school comes up. We have been contacted by a photographer from a housing development who would like to use the school in marketing material for the houses. MP will also write to residents of the village, promoting the schools and advertising the governor vacancies. We have a new vicar incoming so hopefully they will also sit on the FGB.</i> On the back of this, SBa has been looking at other ways we can increase revenue – SBa has been into school today and discussed with teachers and TA's. Options include: - Grants - School resources – people and the building/land - Fundraising in the community SBa would also like to speak with governors and 'Friends of Sharow School' (FOSS), and potentially other parents. Once SBa has spoken to all stakeholders we can then decide which areas to pursue. It would be good to have something in place for September. Governors thanked SBa for progressing this. <i>Q – How do you prioritise and capture the action points from external reports?</i> <i>A – The Ofsted areas for improvement always sit in the SEF which will report on progress, and they will initially feed into the SIP. The reports from the Diocese link with the area on developing citizenship so this will link into this priority in the SIP. The area regarding the curriculum and mixed ages will also feed into the SIP. Revisiting the schools vision and values came out of the Diocese review and this can feed into the Governor action plan. We</i>	

are likely to get a SIAMS inspection 2026/27 and the vision and values is fundamental to this, so governors need to be monitoring this, along with collective worships.

Q – Is there a risk of damage to the image/reputation of the school when opinions on the schools' actions to isolated incidents of pupil bad/difficult behaviour are shared in an uncontrolled manner? The contributing factors apply to many organisations (social media, lack of a close relationship with some parents, management of issues are complex etc). Behaviour management should continue to be a priority action on the SIP and can we ensure the escalation process is well documented and understood, not just internal to school but to parents, external agencies and (maybe to general public)?

A – JP will share the new Behaviour Policy in the Autumn term and will put elements of it in the school newsletter. Parents are happy with the measures we have put in place. It was agreed that parents would also benefit from the Behaviour Policy so they can see what happens in school so it can be reinforced at home.

Governors noted that the social media page 'Blow your horn' had some negative comments about the school, and we need to counter this negativity. It was agreed that JP would create a standard response for the page inviting anyone with issues to raise them directly with the school. The situation will be monitored.

Q – The report states that "Most staff have attended 1 of 2 twilight training session on Team Teach" - are there any plans to train all staff?

A – No – some of the staff are part time so did not receive the training, but we don't need all staff trained in this. The staff that haven't been trained will learn best practice from seeing it in action. Kate Curzon has worked with the TA's on this as well.

Q – Is there a reason for the increase in minor injuries?

A – No – JP and Olivia have scrutinised the data but there is no pattern. It could be that it is being recorded better, but JP will continue to monitor.

Q – The persistent absence figure seems quite high – what is the reason for this?

A – We have 3 children with poor attendance (below 90%). JP is monitoring and is liaising with external agencies.

Q – Who is ultimately responsible for a child attending school?

A – Ultimately it is the parents' responsibility. Schools have safeguarding responsibilities, and we are in regular contact with agencies for these cases. JP records everything so there is a comprehensive record of actions. JR stated that from a safeguarding point of view, he is satisfied that everything has been done that can be done, from the schools perspective.

JP provided an update on attendance going forward:

- Attendance will be monitored at 5% intervals – currently anyone below 90% is classed as persistently absent. We will be encouraged to monitor anyone who is between 90-95% as these are the children who are likely to drop below 90%.
- JP discusses attendance at pupil progress meetings.
- In the next academic year, we will provide parents with a pack of work that the children have missed if they are off school for long periods e.g. holidays in term time. Parents have asked for this before, but it has meant more work for teachers,

	but we are going to see how this goes. It will hopefully highlight to parents the amount of work that a child misses if they are off school for long periods. <i>(SBr joined the meeting at 18.00hrs)</i> <i>Q – There seems to be a high percentage of SEN children with Speech and Language needs – why is this?</i> <i>A – Nationally this is a big issue, and SBr covered in her governor monitoring report. We are carrying out interventions where needed.</i> <u>Health & Safety:</u> Fire Risk Assessment circulated prior to the meeting and actions from the report are being progressed – JR will monitor progress on his next visit. We also have a new H&S Advisor, Wayne Thickett. Governors thanked JP for the report.	
8	Update on academisation MP reported that the consultation period has ended, and results have been published on our website and shared with YCST. There is a delay with the application going through the DfE Board so this will now not happen until the Autumn term, so academisation is likely to happen in the Spring. <i>Q – Is there a reason for the delay?</i> <i>A – No, just general workload/backlog at the DfE.</i> <i>Q – Are YCST happy with the financial side of our application?</i> <i>A – MP read an email from Jane Goodwin (CEO YCST) acknowledging we have a deficit and we will work together on it.</i>	
9	2025/2026 Class Structure No changes for next year. We will have a smaller EYFS (12) but numbers in Nursery often increase throughout the year. MP voiced concerns over the small numbers in nursery (4) and stated that we need to think how we can generate more interest, potentially with our own nursery. This would make the school more appealing. We are losing a couple of children due to house moves. <u>Free breakfast club places:</u> JP reported that some schools have pulled out of the pilot scheme, and we have lost circa. £1k by partaking. We continue to get funding until April next year, but it has not increased the numbers in the club. <i>Q – Do you see the feedback from the other schools in the pilot scheme?</i> <i>A – Yes there are regular meetings.</i>	
10	SIP/SEF Circulated prior to the meeting and summarised in the HT report. JP invited questions. <i>Q: What will be on the SIP for next year?</i>	

	<i>A: Writing and Maths – we have new schemes for both, and Gemma & Kate will both feed into the SIP; Behaviour plan; Citizenship. The curriculum mark on this year's SIP will be complete before September.</i>	
11	Chair Update <u>Input for termly newsletter to parents:</u> • Academisation update. • Update following Ofsted inspection DT will also produce a letter to go to staff.	
12	Update from Committees <u>School Improvement:</u> Minutes from 11th June meeting circulated – update given on curriculum and presentation on Art. <u>Resources:</u> Minutes from 14th May meeting circulated – main update was approval of the start budget. <u>HTPM:</u> DT/MP/Darren Dudman are meeting on 16th July to carry out the HTPM.	
13	Curriculum Update Prior to the meeting, JP circulated a report from subject leaders that covered all subjects showing 'Strengths and Improvements', and 'Areas for Improvement.' Governors found the document very useful and acknowledged the progress that is being made.	
14	Wellbeing JP & GS reported wellbeing is generally good – everyone is busy with the end of term looming. Staff have done some campouts with the children which are very tiring for the staff but the children really enjoy them. Staff have all been given a boost after the Ofsted inspection and have had time to reflect. Staff are busy doing end of year reports so they can reflect on the progress the children have made which is also a positive for the staff.	
15	Safeguarding Covered in HT report. <u>DATA:</u> • Child protection plans: 4 • Early Help: 3 • Young carers: 1 • Looked After: 0 JR has done his termly visit and the report will come to the next meeting. The visit covered: • Looking at allegations and low-level concerns. • PREVENT training.	

	Filtering and Monitoring check – all working as it should. JR will visit before the end of term if possible to carry out a pupil voice and speak with teachers.	
16	SEN 17 children on the SEN register. 4 x EHCP's in school. 1 ECHAR being progressed, and we expect to get the EHCP in the autumn term, plus one more potential. JP reported that systems are becoming more efficient.	
17	Sports Premium - <i>To be published on website by 31st July</i> The document 'High Quality Physical Activity, Physical Education and School Sport (PAPESS) – Audit template' was circulated prior to the meeting. This was approved and will be transferred onto the new online form. MP will need to sign this as Chair.	MP/JP
18	Governance <u>PAN</u>: currently 9 – County won't increase the PAN due to floor space, but we can inform them we are able to take more. Governors approved this. <u>Vacancies</u>: 1 x Foundation / 1 x Local Authority / 1 x co-opted – hopefully the new vicar will come onto the FGB. MP is writing to the village informing them of vacancies. SBr will move to the role of a co-opted governor from September as her child will no longer be at Sharow School. Governors approved this. This means there will be a vacancy for a parent governor in September, instead of a co-opted. <u>Training update</u>: statutory training to be done in the autumn term. We need a link governor to monitor and record training – discuss at the Autumn meeting. <u>Succession Planning</u>: not discussed. <u>Conduct Self Review of Governing Board</u>: not discussed. <u>Dates for 2025/26</u>: LE will send to all. Noted dates may change if the school joins YCST as their dates are aligned differently.	LE
19	External Visit Reports The following reports were circulated prior to the meeting: - Light touch review of RE – Darren Dudman (Diocese) – 12.06.25 - Review the HT's evaluation of the school through a SIAMS lens and consider the Diocese's role in providing support throughout the 2025/26 academic year - Darren Dudman (Diocese) – 17.06.25 - Final Ofsted report – 14.05.25 <i>Q – Were there any surprises in the Ofsted report?</i>	

	<i>A – No, it was fairly accurate and was what we expected.</i> JP reported that following Darren Dudman's visit he noted that our schools' values of 'health, love and growth' are not Christian values. We need to look at how we address this in a SIAMS inspection.	
20	Governor Monitoring Visits • SBr visit on SEN – 29.01.25 • JR visit on safeguarding – report to follow.	
21	Policy Review The following policies were circulated prior to the meeting: • Behaviour & Relationships Policy • Attendance Policy • Governor Visits Policy • Workforce Acceptable Use Policy Governors approved all policies.	
PART 'C' – OTHER BUSINESS		
22	To deal with any matters agreed for consideration under item 5 above JP advised that SATS data will be available on 8th July – there will be no progress data as this cohort did not do Y2 SATS due to Covid.	
22	How has this meeting impacted on the progress and welfare of our pupils? Governors have: • Approved policies • Reviewed and questioned the HT report. • Approved the Sports Premium report and ensured resources are used appropriately. • Received monitoring reports. • Progressed marketing of the school and reviewed how income can be increased.	
23	Date of next meeting TBC	

Meeting closed @ 18.55hrs

ACTIONS

No.	Action	Who
6	Arrange to visit school to meet with TA's.	CR
6	School website audit - MP will delegate areas to governors.	MP
6	All governors to undertake Complaints Refresher training – link to be circulated.	LE
17	Sports Premium - transfer onto the new online form and MP to sign as Chair.	MP/JP
18	Circulate Dates for 2025/26 meetings	LE

SIGNED:	DATE:
 Chair of Full Governing Board	8/10/25

