



**A meeting of the Governing Board of
Sharow CE Primary School
held on 17th December 2025 at 5pm, in school**

Minutes

Governors:

Jacqui Palmer (JP)	Headteacher
Michael Paul (MP)	Co-opted Governor & Chair
Di Tunnard (DT)	Foundation Governor
Karen Noble (KN)	Parent Governor
Sally Baily (SBa)	Co-opted Governor
Jonathan Redhead (JR)	Parent Governor & Vice Chair

In attendance:

Leanne Eaton (LE)	Clerk
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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.
- Safeguarding challenge.

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 Sarah Brewster and Gemma Hart – both accepted.	
3	Approve Co-opted governor Kathryn Paul (have I spelt her name correct?) has volunteered to become a co-opted governor. MP will circulate her details/information to governors to approve offline so she will be ready to join the board at the next FGB.	MP
4	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. None.	
5	Declaration of Confidential Items If any issues arise, they will be noted under the confidential minutes.	

	<ul style="list-style-type: none"> Budget discussions 	
6	<p>Notification of urgent other business previously notified to the Chair School meal and after school club costs – to be discussed under item 17.</p>	
7	<p>To consider matters arising from the minutes for which there is no separate agenda item and approve minutes of the meeting held on 18th October 2025:</p> <ul style="list-style-type: none"> Item 8: Arrange to visit school to meet with TA's – not done, but DT/MP will book a visit in for a Thursday afternoon when TA's have CPD time, in the Spring term. Item 8: School website audit - MP will delegate areas to governors – carry forward. Item 8: All governors to undertake Complaints Refresher training – DT & SBa have completed, the rest to complete. It would also be useful in case another local school needs support on a panel. Item 13: All governors to send JP their availability for monitoring visits – DT has been in to see Kate Curzon and is meeting Christine Johnson (SEA) in the Spring term. SBa has sent dates to GH; JR is up to date with safeguarding monitoring and has also looked at behaviour when he has met with JP. JR has also spoken to Christine Johnson when she carried out her safeguarding visit. Complete. Item 13: Terms of reference for the committees will come to the next FGB for approval. On agenda. Item 13: Skills audit in the Spring term. Item 13: All to look for potential options for governor – one new governor appointed. Ongoing issue but item closed for the purpose of the minutes. Complete. Item 13: Review and circulate Self-Evaluation of Governance & Governance Strategic Plan 25/26. Carry forward. <p>Minutes were approved.</p>	<p>DT/MP MP ALL LE MP</p>
PART 'B' – SCHOOL IMPROVEMENT		
8	<p>Headteacher's report, including safeguarding & SEN The report was circulated prior to the meeting. JP invited questions from governors.</p> <p><i>Q: Can you explain the categories under safeguarding?</i> <i>A: These are the categories that are set up in CPOMS, but we need to refine them. We are still getting used to working with the system.</i></p> <p><i>Q: Can one incident be categorised under more than one heading?</i> <i>A: Yes – we need a bit more training on how to categorise incidents better, so we are consistent.</i></p> <p><i>Q: What is the 'Parent Issue' category?</i> <i>A: This is mainly around getting children into school; or if there was an injury that occurred at home e.g. with a sibling; or if parents are organising access to children. They are not necessarily school matters but will be logged to provide a bigger picture.</i></p> <p><i>Q: How do you follow this up?</i> <i>A: Every issue that is logged on CPOMS has a follow up action. GH & JP review everything and ensure all issues are followed up. Christine Johnson will also have an oversight. Issues are all closely monitored.</i></p>	

Q: Why have Y3 & Y4 needed additional support with the Maths curriculum?

A: The teacher has been off school, there was also the residential, and new schemes of work introduced, all of which have contributed to them requiring additional support. GH has done some collaborative planning and team teaching with the teacher. We have the data in for this half term, but it has not yet been scrutinised.

Numbers on roll: Currently 72 plus 4 in nursery. We have a falling roll, but there is a lot of work taking place to market the school:

- Toddler forest school session.
- Open invitation for school tours with headteacher.
- Regular Facebook posts / Facebook advertising – noted that Sharow has been very prominent in Facebooks feeds recently.
- Letters to all September starters in local nurseries. JP has visited the Montessori Nursery in Skelton and has created good links with them.
- Facebook and website name to include 'and nursery'.
- Google business account to ensure inclusion in 'Ripon nursery' searches – we now appear on the search. However, we do not feature when 'Schools in Ripon' is put into a google search and we do not appear on the map unless you zoom out.
- Advert in Ripon Review July and August.
- After school care available to 3-year-olds – hoping this will make the school more attractive to parents who need this provision.
- Plans to host a Little City event in January. This will bring families with young children to the school, and we will encourage them to have a look around our EYFS classroom and outside area.
- Giving people who have looked around for a reception place, information on the nursery, as this may aide with transition to school.

Q: Could we get the children to do a vlog for the website to help improve rankings?

A: There are already some clips of the children on the website but there are plans to get more pupil voice on there.

Q: Are we on 'Linked In'?

A: Not at the moment but JP could look at this going forward. It is time consuming doing social media.

JR suggested putting some fliers in the local library and DT also suggested the Toy Library in Ripon as this is very busy with parents and toddlers. The option of a banner on the main road (on the park fence) would also be useful.

Q: When will we have an idea of Nursery numbers?

A: We just take nursery children in as and when – numbers for reception will be confirmed in April.

JP reported she had met with the Mayor of Ripon today, and Julian Smith (MP for Skipton & Ripon) is visiting school on 9th January at 11am – governors are invited to attend.

Attendance: there has been a lot of chicken pox in the past couple of weeks, along with lots of bugs and general illness. JP & JR have discussed attendance during meetings, and there

	<p>is no one of concern.</p> <p><u>IDSR Data</u>: circuted prior to the meeting – JP advised this is what Ofsted look at.</p>	
9	<p>SIP Summary of the Key Priorities are included in the HT report. Governors agreed this was a useful way to provide an update, but JP will circulate the SIP for future meetings so governors can refer to if required.</p>	
10	<p>Chair Update MP meets regularly with JP. Progress on academisation. *See confidential minutes</p>	
11	<p>Update on academisation (Yorkshire Causeway School Trust – YCST) This is progressing – we are currently looking at contracts with YCST, it has been a busy few weeks. Jane Goodwin (CEO) and Kate Davison (CFO) attended the Resources meeting on 11th December. Current plan is for a March conversion – governors thanked JP for all the work she has done on this.</p>	
12	<p>Update from Committees</p> <p><u>Resources</u>: Approve revised budget – governors approved the revised budget that was presented at the meeting. *See confidential minutes</p> <p><u>Approve strategy statement on use of Pupil Premium additional funding</u>: this was reviewed at Resources and governors approved this.</p> <p><u>School Improvement</u>: Meeting on 12th November where GH presented on Maths. Governors agreed these sessions are very useful and informative and supports when governors visit school to monitor.</p>	
13	<p>Curriculum Update Report circulated. The report consolidates progress and impact across five curriculum areas: RE, Science, PSHE, Art, and Design & Technology (DT). It highlights progress and impact to inform governor oversight.</p>	
14	<p>Wellbeing Everyone is tired as it is a busy half term, but everyone is happy, striving to achieve and it is a cohesive team. The wraparound care provision works well with the overlap of staff.</p> <p><i>Q: How do you ensure workload is well managed?</i> <i>A: Some staff request release time but we need to balance this with backfilling. JP likes to think there is an open culture where people can question if something really needs doing. JP has an overview of everyone’s time and will speak with staff if necessary. All staff are keen to do CPD but there needs to be a balance to ensure they are not over committing.</i></p>	

15	<p>SEN</p> <p><i>Q: How is SEN communicated to staff? Do they all know each child's needs?</i></p> <p><i>A: The class teacher is responsible for the children in their class and additional needs are shared through a provision map that staff have access to. Staff also share issues/concerns through dialogue. Tamsin Coventry (SENCO) also reviews all provision maps and has an overview of the school.</i></p> <p><i>Q: What is the dominant SEN issue?</i></p> <p><i>A: Speech and Language.</i></p> <p><i>Q: Is this a hangover from Covid?</i></p> <p><i>A: This is more of a societal issue - there is also a lack of Speech and Language support overall.</i></p>	
16	<p>Health & Safety</p> <p>JR has carried out the autumn term TVI's and reported there are no major issues. The shed is still standing, but it is not getting any worse.</p> <p>There is a slope in the hall floor, but this is a long-standing issue.</p> <p>Annual Safeguarding report was circulated to governors prior to the meeting.</p>	
17	<p>Wraparound Care Update</p> <p>After school club is now available to 3-year-olds. Overall, the provision is going well.</p> <p><u>Pricing: wraparound care and school lunches:</u> JP had circulated a document that compared our charges for breakfast club, after school club, and school lunches, to other local schools.</p> <p><i>Q: Why do we charge more for school lunches? [£4.04 – other schools were around the £3.50 mark, or lower].</i></p> <p><i>A: We get charged more by the provider and pass this cost on to parents – we used to subsidize lunches, but this was costing us too much. We are currently providing school lunches for another local school, and we are being charged £3.70 for this so if we continue to do this, we may look at reducing our prices.</i></p> <p><i>Q: Is there much uptake in KS2 lunches?</i></p> <p><i>A: About 40 per day – this hasn't changed since we increase our prices.</i></p> <p>After reviewing the information, it was noted that we charge less for after school club (£8 up to 5.30pm) so there is potential for us to increase up to £9 per hour so we are in line with other local schools. Governors agreed to do this after the Easter holidays.</p> <p>Governors passed on thanks to Olivia (School Administrator) for her work on this.</p>	
18	<p>Governance</p> <ul style="list-style-type: none"> • Vacancies - 2 x Foundation / 1 x Local Authority: JP confirmed the new vicar will not be joining the board, but MP will ask if he can support with finding a foundation governor. • Training update: covered. 	MP


	<ul style="list-style-type: none"> • Succession Planning: not discussed. • Approve Terms of Reference for Committees: circulated prior to the meeting. Approved. 	
19	<p>Monitoring – Governor & External</p> <p><u>Receive any governor monitoring reports:</u></p> <ul style="list-style-type: none"> • JR & DT to circulate reports. • Agreed MP would do a short report following his meetings with JP and these can form the basis of his Chair updates. <p><u>Receive any external reports:</u></p> <ul style="list-style-type: none"> • Safeguarding visit (20.10.25) – Christine Johnson (SEA). 	
20	<p>Performance management</p> <ul style="list-style-type: none"> • Update from HTPM: completed in the summer term. 	
21	<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 • School complaints • Children not collected <p>Governors approved all policies.</p>	
22	<p>To deal with any matters agreed for consideration under item 6 above</p> <p>Discussed under other items.</p>	
23	<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. • Approved the revised budget. • Had discussions on future proofing the school, and therefore the continuity of quality teaching and learning. • School is in a good condition and is safe for staff and children. 	
25	<p>Date of next meeting</p> <ul style="list-style-type: none"> • 25th March 2026 	

Meeting closed @ 19.00rs

ACTIONS

No.	Action	Who
3	Circulate Co-opted governor information for FGB approval.	MP
7	Arrange to visit school to meet with TA's in the Spring term.	DT/MP
7	School website audit - delegate areas to governors	MP
7	All governors to undertake Complaints Refresher training.	ALL

7	Skills audit in the Spring term.	LE
7	Review and circulate Self-Evaluation of Governance & Governance Strategic Plan 25/26.	MP
18	Ask the vicar if he can support with finding a foundation governor.	MP

SIGNED:	DATE:
 Chair of Full Governing Board	25/3/26

