Sharow Church of England Primary School

We promise to flourish together

A meeting of the Governing Board of
Sharow CE Primary School
held on 25th March 2026 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
Catherine Paul (CP)	Co-opted Governor
Gemma Hart (GH)	Staff Governor *via TEAMS*
In attendance:	Clerk
Leanne Eaton (LE)	

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, especially Catherine Paul, new co-opted governor.	
2	**Apologies for absence and to determine whether any absences should be consented to** Sarah Brewster has resigned from the board with immediate effect. Governors noted their thanks to Sarah for her time spent as a Governor at Sharow.	
3	**To remind Governors of the need to declare interests, pecuniary or non-pecuniary.** None.	
4	**Declaration of Confidential Items** If any issues arise, they will be noted under the confidential minutes. • Staffing	

5	**Notification of urgent other business previously notified to the Chair** • Staffing structure • Swimming. • Links to Ripon Grammar and selection tests.	
6	**To consider matters arising from the minutes for which there is no separate agenda item and approve minutes of the meeting held on 17th December 2025:** • Item 3: Circulate Co-opted governor information for FGB approval – CP has been approved and LE will send governor induction information. • Item 7: Arrange to visit school to meet with TA's in the Spring term – this has not been done but has been superseded by other issues in school. ***Closed.*** • Item 7: School website audit - delegate areas to governors. • Item 7: All governors to undertake Complaints Refresher training – governors have completed the training. ***Closed.*** • Item 7: Skills audit in the Spring term – LE has sent but only had two responses. LE will re-send. • Item 7: Review and circulate Self-Evaluation of Governance & Governance Strategic Plan 25/26. • Item 18: the vicar if he can support with finding a foundation governor – We are still looking for a foundation governor. ***Closed for this part of the minutes but noted in governor vacancies.*** 1 x Confidential action – Closed. **Governors approved the minutes.**	LE MP LE MP
	PART 'B' – SCHOOL IMPROVEMENT	
7	**Headteacher's report, including safeguarding & SEN** The report was circulated prior to the meeting. JP invited questions from governors and highlighted the following: • Maths (priority 1), writing (priority 2) and Behaviour & attitudes (priority 3) are on track. • Citizenship (priority 4) is going well, and we are meeting with 'Ripon Together.' • Mixed Age teaching (priority 5) is where we want it to be. • Overall, we are progressing well with all priorities. • Two new children starting after Easter, and three started after February half term. *Q: Where are the children from?* *A: Local schools. We are putting an 'on-boarding process' together which includes a handwritten card from their class teachers, a buddy in their class, parent check-ins etc.* *Q: Can parents who are due to join the school be invited to events?* *A: Yes, JP will ensure this happens.* • Working with Active travel at County and producing a leaflet to show the walking distance/duration school is from certain areas. • Housebuilding continuing in the village – the housebuilders dropped off some children's play equipment and we are also doing some publicity with them.	

Q: Does the housebuilder have our school on their website?
A: JP thinks we are on the website.

- JP has used A.I. to help develop the website and done some rewording to increase our visibility on a Google search – the words 'near Ripon' have been included so this should help.

Q: Are numbers improving?
A: They are moving in the right direction. We have 11 children due in reception in September. We also have an option to host a baby group but JP is unsure if we have the right facilities for this.

Safeguarding:

- Early Help – 3 children.
- Child Protection Plan 3.
- 1 referral made by the school.
- Two Looked After Children (LAC) since the report was written.

Q: What support do we provide for LAC?
A: We have additional meetings with County – all LAC are part of the 'Virtual School' so there are also additional reporting and monitoring.

Q: The biggest area of concern is 'Home issues/parenting issues' – can you explain more on this category?
A: These can cover a variety of issues e.g. lateness, child not sleeping well. JP discusses these in more detail with JR when he does his safeguarding monitoring visit.

No serious safeguarding concerns.

Behaviour: nothing major but there have been lots of physical incidents (50). These relate to predominantly one child which we are monitoring closely and taking appropriate action.

Q: Is the physical aggression towards staff or children?
A: Both – the child has an EHCP which needs reviewing. The Risk Assessment has been reviewed and is having an impact. External agencies are also involved, and a referral has been made to the SEND Hub.

Q: Are staff supported through these incidents?
A: Yes – this is not just one staff member, we have three staff who work with this child, so the pressure is not all on one individual.

Q: Do staff feel safe?
A: GH answered yes, staff do feel safe – they all work together and support each other.

Q: Is behaviour in line with previous years?
A: Yes, apart from the issue above. We will be moving to CPOMS for logging behaviour so the data may be skewed in the short term due to the new reporting.

	Q: Is Christine Johnson (SEA) happy with what we are doing? *A: Yes – her report will follow once JP receives it.* *Q: Is the number of complaints comparable to last year?* *A: Just one went to JP – it is difficult to compare.* *Q: Have the behaviour principles been sent to parents?* *A: Yes – they went out just before half term.* <u>SEND</u>: • Four children with EHCP's. • 13 children receiving SEN Support. • Biggest area of need is Speech, Language and Communication. *Q: Is there anything from NYC following the SEND reforms?* *A: No. We have been approached by County asking if we want to open a Targeted Mainstream Provision (TMP) but JP feels we don't have the space for this.*	
8	**SIP/SEF** Covered in item 7.	
9 & 10	**Chair Update & Academisation update** MP meets regularly with JP. Progress on academisation – hoping to convert before the end of the academic year.	
11	**Update from Committees** <u>Resources:</u> Minutes circulated (04.03.26). The committee reviewed the SFVS, and this was sent to the FGB for approval. JR reported that it was similar to last year's submission but just updated to align with the budget assumptions. **Governors approved the SFVS.** <u>School Improvement:</u> Minutes circulated for information (28.01.26).	
12	**Curriculum Update** Covered in HT report and SIP. Big focus on writing and maths. All schemes of work are going well – GH & Kate Curzon are monitoring and supporting and have done a great job driving forward writing and maths. Work has been done on mixed age planning. JP will report in the summer FGB on PSHE curriculum changes – we use the Kapow scheme that already covers some of the changes. *Q: How often should governors come into school to monitor?* *A: Ideally once per term. Each governor is linked to an objective in the SIP and can visit school to look at books, speak to children and staff. It is not about observing lessons as governors are not qualified to make judgments on this. It is about triangulating information.*	

	Noted that a governor will need to pick up priority 5 as Sarah Brewster was linked – CP offered to pick this up. KN is linked to priority 4. There is training on monitoring on Modern Governor. *Q: Should we move the focus from preparing children for SATS to helping prepare children for entrance exams to schools e.g. Ripon Grammar? This could be a USP for our school.* *A: SATS are based on the National Curriculum so we are preparing children for the tests based on what they have learnt but note that some entrance exams will include elements of the National Curriculum. Not all children will go to secondary schools that require entrance exams, so this is not something we want to ask teachers to focus on, and it is not our role to speak with parents about this. There is a lot of free material online for children who need to take entrance exams.*	
13	**Wellbeing** Everyone is tired coming towards the end of term, but there are some ongoing issues related to staffing. DT will send an end of term letter to staff and SB noted that all governors need to be aware of the issues in school and support is always appreciated.	
14	**SEN** Covered in HT report. Miss. Wainright is leaving, and we are looking at timetables for support staff after Easter. TA's will be deployed across the school instead of having class TA's. Some TA's will also specialise in an areas e.g. phonics, maths etc. *KN left the meeting at 6pm.*	
15	**Health & Safety** JR has not done the spring term TVI's, but JR has seen the H&S report and all minor issues have been addressed. Tree on the field is being removed over the Easter break.	
16	**Sports Premium (to be published on website by 31st July)** This will come to the next FGB. Sports week will take place the week after SATS.	LE/JP
17	**Wraparound Care Update** Overall, the provision is going well, and we have some extra children attending. Mrs. Wootten has done some special sessions, and this boosted numbers. *Q: Are the free breakfast clubs impacting on numbers at after school club?* *A: No – parents are altering their working hours to start later as the free club starts a bit later. The free breakfast club is well attended (up to 20), and we are re-cooping some costs from the government.*	

18	**Governance** • Vacancies – 1 x Co-opted / 2 x Foundation / 1 x Local Authority. • Training update: JP will ask Olivia (Administrator) to send the training log. • Succession Planning: not discussed. • SEN Link: CP offered to do this as Sarah had stepped down.	JP
19	**Monitoring – Governor & External** <u>Receive any governor monitoring reports:</u> • SB has visited to look at Maths and will write her report. <u>Receive any external reports:</u> • None.	
20	**Policy Review** The following policies were circulated prior to the meeting: • Anti Bullying Policy • Behaviour & Relationships Policy • Behaviour Principles Statement • Charging & Remissions Policy • Exclusions Policy • Nursery Admissions Policy • Suspension & Permanent Exclusions Policy **Governors approved all policies.** *GH left the meeting at 6.15pm*	
21	**To deal with any matters agreed for consideration under item 4 & 5 above** ***See confidential minutes.*** • Staffing structure (under confidential). • Links to Ripon Grammar and selection tests – discussed under item 12. • Swimming: there is an ongoing issue with parents refusing to contribute towards swimming as they don't think their children need to go. This is part of the National Curriculum, and we reviewed this last year. We currently do 6 terms for Years 3 and 4 and we only take the children who do not meet the requirements of the National Curriculum. Agreed to put on the resources meeting agenda in May.	LE
22	**How has this meeting impacted on the progress and welfare of our pupils?** Governors have: • Approved policies. • Approved the SFVS. • Provided challenge on the safeguarding of children and the support for Looked After Children. • Ensured all areas of the SIP are monitored by governors and assigned new link roles.	
	Date of next meeting	

	• 1st July 2026	

Meeting closed @ 6.38pm

ACTIONS

No.	Action	Who
6	Send governor induction information to CP.	LE
6	School website audit - delegate areas to governors.	MP
6	Re-send the skills audit.	LE
6	Review and circulate Self-Evaluation of Governance & Governance Strategic Plan 25/26.	MP
16	Sports Premium to come to the next FGB.	LE/JP
18	Ask Olivia (Administrator) to send the training log.	JP
21	Put swimming on the resources meeting agenda in May.	LE

SIGNED:	DATE:
Chair of Full Governing Board	1/7/26