Sharow Church of England Primary School
We promise to flourish together

**A meeting of the Governing Board of Sharow CE Primary School held on 1st July 2026 at 5pm, in school**

# Minutes

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| **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 *via TEAMS* |
| Gemma Hart (GH) | Staff Governor *via TEAMS (part meeting)* |
| **In attendance:** | |
| 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.
- Safeguarding challenge.

| No. | Item | Action |
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| | **PART 'A' – PROCEDURAL** | |
| 1 | **Welcome**<br>MP welcomed everyone to the meeting. | |
| 2 | **Apologies for absence and to determine whether any absences should be consented to**<br>None. | |
| 3 | **To remind Governors of the need to declare interests, pecuniary or non-pecuniary.**<br>None. | |
| 4 | **Declaration of Confidential Items**<br>If any issues arise, they will be noted under the confidential minutes. | |
| 5 | **Notification of urgent other business previously notified to the Chair**<br>• Email from YCST regarding resolution re Academisation. | |

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| 6 | **To consider matters arising from the minutes for which there is no separate agenda item and approve minutes of the meeting held on 25th March 2026:**<br><br>• Item 6: Send governor induction information to CP. ***Complete***<br>• Item 6: School website audit - delegate areas to governors – MP has circulated to governors and JR will review. JP requested governors all look at the website to see if the sense/tone of the school comes through. ***Closed of purpose of the minutes.***<br>• Item 6: Re-send the skills audit – KN has completed but LE is unable to open. KN to re-send.<br>• Item 6: Review and circulate Self-Evaluation of Governance & Governance Strategic Plan 25/26 – MP has looked at an updated template on the NGA so MP will complete and circulate for the autumn FGB.<br>• Item 16: Sports Premium to come to the next FGB. ***On agenda***<br>• Item 18: Ask Olivia (Administrator) to send the training log – This has been sent to MP. ***Complete.***<br>• Item 21: Put swimming on the resources meeting agenda in May. ***Discussed at May resources meeting.*** | KN<br><br>MP/LE |
| | **PART 'B' – SCHOOL IMPROVEMENT** | |
| 7 | **Headteacher's report, including safeguarding & SEN**<br>The report was circulated prior to the meeting. JP invited questions from governors and highlighted the following:<br><br><u>Attendance:</u><br>*Q: On the attendance record where it is tracking below the national average (93.1% vs 95%) - is this due to a small number of pupils having a poor attendance record i.e. persistently absent or is it a more widespread issue?*<br>*A: This is mainly holidays, but there has also been some genuine illness. There is one child who has attendance below 50% so this has a big impact on the figures. We are working with 2 families along with external agencies. We are encouraged to look closely at the children who have attendance between 90-95% so we can pick them up before they drop to below 90%. JP is putting a document together that shows the impact of absence and importance of attendance, and it is hoped this will have some impact for September. We need to create a better culture around attendance – JP doesn't like 100% attendance certificates as some children with great attendance can be genuinely ill, but we do send out letters to those whose attendance has improved. We can evidence we are working hard to improve attendance.*<br><br>Implications of children not being in school:<br>• Children miss a chunk of learning which impacts on:<br>  ○ Staff having to catch them up.<br>  ○ Other children have less adult time as they are catching up the child/ren who were absent.<br>• Impacts life chances and work ethic for later in life.<br>• Ofsted will discuss attendance.<br><br>A governor suggested creating a video using children and staff to explain why attendance is important. | |

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| | *Q: Where do we stand with regards to holiday fines within county (as a percentage)?*<br>*A: This information hasn't been made available to us.*<br><br><u>Data:</u><br>*Q: Did 100% of children achieve GLD [Good Level of Development in Early Years]?*<br>*A: Yes – this is a great result.*<br><br>Y1 Phonics: 85.7% passed the screening. One child didn't take, and two Y2's passed the re-screening.<br><br>KS2 writing and science looks good (teacher assessed) with 75% ARE for writing and 94% ARE for science. The SATS results will be released on 7th July so JP will share once they have been received.<br>*Post meeting note – there is a national delay with SATS results and these are not being released until 16th July.*<br><br><u>Health & Safety:</u> The police visited last week as some paraphernalia (beer can and foil) was found under the hedge of the field. The hedge has recently been cut quite low, and JP is concerned people can now get over it and access the field. JP is not concerned about children getting out of the field.<br><br><u>Behaviour:</u><br>*Q: The category 'physical towards a child' is higher in class 1/2 than the other classes – is there a reason for this?*<br>*A: Yes – it is one child, but it is not a significant amount.*<br><br>*Q: Is there a risk assessment in place for this child?*<br>*A: Yes and their behaviour is improving.*<br><br>*Q: How often is the risk assessment reviewed?*<br>*A: Monthly.*<br><br>JP reported there is one child who had a risk assessment who has now had it removed due to improved behaviour, and noted that the staff and child should be proud of this. | |
| 8 | **SIP/SEF**<br>Discussed at School Improvement Committee (minutes circulated). | |
| 11 | **Update from Committees**<br><br><u>School Improvement:</u> Minutes circulated for information (17.06.26) and DT highlighted the following:<br>• Tamsin Coventry attended to present on SEND. 23.5% of children are on the SEND register. 4.7% have an EHCP and 18.8% receive SEN Support. Speech, Language & Communication need (SLCN) is the greatest need in school.<br>• Update on the SIP provided, the main achievement being changing two big areas (Maths and Writing) at once, but both are going well, and staff have adapted.<br><br>JP reported that since the meeting, there has been some guidance issued on the Inclusion | |

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| | Hubs that the government would like schools to develop – this is following the release of the White Paper on Inclusion and the associated funding.<br><br>Resources: Committee met on 20th May. JR highlighted the following:<br>• Approved the start budget (as per the Terms of Reference).<br>• Agreed to trial the after-school club on a Friday for 1 year to try and encourage more families to join the school.<br>• Discussion on staffing for next year and how JP and Nadine Hibbert will share a class, and the impactions this has on JP's leadership time.<br>• We have a grant from the Active Travel Fund, but this does not cover the PE shed. | |
| 9 & 10 | **Chair Update & Academisation update**<br>MP meets regularly with JP.<br><br>Academisation: hoping to convert on 1st November 2026. We have some communication to send out to staff, and we will then circulate to parents.<br><br>TUPE process will start on 1st September.<br><br>MP read the following for formal resolution:<br><br>*It is proposed that the Local Governing Body of Sharow Church of England Primary School supports the conversion of the school to academy status and its joining Yorkshire Causeway Schools Trust, subject to completion of all necessary statutory processes, approvals from the Department for Education, the Diocese, and agreement of the final legal documentation.*<br><br>*Further resolved that the Chair of Governors and Headteacher be authorised to work with Yorkshire Causeway Schools Trust, the Department for Education and professional advisers to progress the conversion process and undertake all actions necessary to facilitate the proposed conversion.*<br><br>*The Local Governing Body recognises the importance of maintaining the school's Christian distinctiveness and supports conversion on the basis that appropriate Church governance arrangements are secured through Yorkshire Causeway Schools Trust.*<br><br>***Resolutions***<br>**It was resolved that:**<br>*a) The Governing Board believes that this proposal is in the best interests of pupils, staff and the wider school community.*<br>*b) The Chair of Governors and Headteacher are authorised to take reasonable and necessary steps to work with Yorkshire Causeway Schools Trust, the Diocese, the Department for Education and appointed advisers to progress the conversion process.*<br>*c) The Governing Board receives further reports as necessary during the conversion programme.*<br>*d) The Governing Board supports the proposal for Sharow Church of England Primary School to convert to academy status and join Yorkshire Causeway Schools Trust.*<br>*e) The Governing Board agrees that, subject to the satisfactory completion of all due diligence, legal documentation and approvals required for conversion, the Chair of Governors, together with one other designated governor authorised by the Governing* | |

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| | *Board, shall be authorised to execute the Commercial Transfer Agreement (CTA) and any associated conversion documentation on behalf of the Governing Board at the point of conversion.*<br><br>In reference to point (e) above, it was agreed that the designated governor authorised to execute the CTA will be **Jonathan Redhead.** | |
| 12 | **Curriculum Update**<br>Covered in HT report and School Improvement Committee.<br><br>Reading will be part of the SIP next year, and there will be a big focus on embedding other elements.<br><br>We have good practice and expertise in Early Years, and writing is also strong. We are going to Thirsk school next week to share our expertise in writing. | |
| 13 | **Wellbeing**<br>This is better than it has been recently now the staffing has settled down. We have appointed a TA for three days and to work in the after-school club. There will be some changes next year where support staff will be allocated.<br><br>*Q: Is staffing confirmed for September?*<br>*A: Support staff only need to give 4 weeks' notice, but teaching staff had to give notice by 31st May. We will need to recruit to cover Tamsin Coventry's maternity leave.* | |
| 14 | **SEN**<br>Covered in item 11. | |
| 15 | **Health & Safety**<br>TVI's have been completed; we have had the maintenance team in today; JP has the Legionella report (from the visit in February); and we have had the Fire report. Noted we now have extra fire extinguishers.<br><br>Governors noted the long delay in getting the Legionella report. | |
| 16 | **Sports Premium (to be published on website by 31st July)**<br>The self-audit was circulated at the meeting. JP reported this doesn't vary much from what has been reported over the year.<br><br>Sports Funding will no longer exist after the autumn term – it is thought there will be some funding, but it is not clear how this will manifest.<br><br>**Governors approved the audit,** and JP will transfer the information onto the online portal by the end of July.<br><br>*Q: Was there a discussion on swimming at the Resources meeting?*<br>*A: Yes – we are continuing as we have been. We have looked at the impact on the curriculum and learning when reviewing this.* | |

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| | *Q: Will losing the sports funding mean fewer opportunities?*<br>*A: We will have to see what happens with any future funding. We still have Sporting Influence and Forest School factored in for next year and we can hopefully maintain what we have. There is also some guidance on 'Enrichment' coming out, which isn't statutory but is likely to link with the sports funding. We had a great 'sports week' this year which paid for itself with the money that was raised.* | |
| 17 | **Wraparound Care Update**<br>Extra day at after school club on a Friday to encourage more families to join the school. This will be trialled for one year from September. | |
| 18 | **Governance**<br>• Vacancies – 1 x Co-opted / 2 x Foundation / 1 x Local Authority: LE advised that once the school converts there will not be an LA Governor, and titles will change accordingly.<br><br>*Q: Will governor terms of office change?*<br>*A: LE will check with the Trust.*<br><br>• Training update: Pam Acheson (Diocesan Advisor) held a training session on Spirituality prior to the meeting which all governors attended. Noted that GDPR training is outstanding. All to do.<br>• Succession Planning: not discussed.<br>• Self-review of governance/evaluate governance impact – covered under item 6.<br>• Input for letter to parents and staff – DT will write to staff and MP will write to parents. All to provide ideas for input.<br><br>*Q: Is it possible to inform parents what trips are coming up over the year to give an idea of how much voluntary contributions will be? This helps family's budget for the year.*<br>*A: Yes, if teachers have planned in their trips. We won't include the residential as this will skew the figures.*<br><br>*Q: Can we put a banner up in the park for publicising the school?*<br>*A: Yes, but we would need to check with the Parish Council.*<br>*(CP left the meeting at 19.10hrs)*<br><br>• 2026/27 meeting dates: 16th September FGB. Further dates will need to be arranged once conversion is confirmed. | LE<br><br>ALL<br><br>ALL<br><br>LE |
| 19 | **Monitoring – Governor & External**<br><br><u>Receive any governor monitoring reports:</u><br>• SB has visited to look at Maths report circulated. SB advised that good practice is that reports shouldn't include the names of teachers/staff, and governors need to remain strategic and not operational.<br><br><u>Receive any external reports:</u><br>• None. | |

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| 20 | **Receive annual report from Designated Teacher for Looked After Children (LAC)**<br>None in school. | |
| 21 | **Policy Review**<br>The following policies were circulated prior to the meeting:<br><br>• Governor visits<br>• Children in Care<br>• Allergens<br><br>*Q: Are there practice Epi Pens in school?*<br>*A: Yes, they arrived yesterday. We also have spare auto-injectors in school but the most recent policy states that we also need to take these out on school trips. We therefore need to buy some more, and this will cost circa. £300.*<br><br>• Relationships & Sex Education – this was not circulated so will carry forward to the next meeting.<br>• AI<br>• Attendance<br>• Suspension and Removal of a Governor<br>• Parent and Visitor Behaviour<br>• Workforce Acceptable Use<br>**Governors approved all policies.** | JP/LE |
| 22 | **Headteacher Performance Management – date**<br>This will take place on 8th July. | |
| 23 | **To deal with any matters agreed for consideration under item 4 & 5 above**<br>None (*Email from YCST regarding resolution re Academisation covered in item 9/10)* | |
| 23 | **How has this meeting impacted on the progress and welfare of our pupils?**<br>Governors have:<br>• Approved policies.<br>• Agreed the resolution to convert to an Academy.<br>• Challenged attendance.<br>• Spirituality training completed. | |
| | **Date of next meeting**<br>• 16th September 2026 | |

Meeting closed @ 19.23hrs

**ACTIONS**

| No. | Action | Who |
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| 6 | Re-send skills audit to LE. | KN |
| 6 | Complete and circulate Self-Evaluation of Governance & Governance Strategic Plan for the autumn FGB. | MP/LE |
| 18 | Check if governor terms of office change following conversion. | LE |
| 18 | GDPR training is outstanding. All to do. | ALL |

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| 18 | All to provide ideas for input for letter to parents and staff. | ALL |
| 18 | Further meeting dates to be arranged once conversion is confirmed. | LE |
| 21 | Relationships & Sex Education policy to carry forward to the next meeting. | JP/LE |

| **SIGNED:** | **DATE:** |
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|  Chair of Full Governing Board | 16/9/26 |