

**A meeting of the Local Governing Board of St Peter's CE Primary School held
Monday 23rd June at 6.00pm**

Present In attendance: Paul Griffiths (PG), Linda McPhee (LMc), Janet Parker (JP), Gina Clarke (GC), Sarah Thompson (ST), Alice Jones (AJ), Jane Goodwin (JG), Leanne Eaton (LE)

MINUTES

Core strategic functions of a governing body:

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

Opening prayer

Lord our Father, we seek the guidance of your Holy Spirit in the business that is before us. In planning for the future, give us vision; in matters of finance, give us responsibility; in dealing with people, give us love. Be present in our school here and in all places; bless our work, and everything that is undertaken by everyone in our schools. We ask this in the name of the Father, Son and Holy Spirit.

PART 'A' – PROCEDURAL

No	Item	Action
	<p>Welcome</p> <p>LMc welcomed all to the meeting.</p> <p>The board discussed LMc leaving, governors gave heartfelt thanks to LMc.</p> <p>PG talked about the highlights of LMc as chair: always advocating for staff, always child centred, always looking after the team.</p> <p>Thanks were given for being so welcoming, bringing the team of governors together. Discussion of the highs and lows, many joys and also difficult situations to deal with.</p>	
1	<p>LMc This is a very special school and all head teachers have kept that essence. It upholds the ethos where everyone matters. After working at Secondary level, it has been such a joy to watch little children learn. LMc showed a massive appreciation for teachers at the school and gave heartfelt thanks to all governors and JG, who was always there to support.</p> <p>LMc introduced new clerk Leanne. Explanation given of RH leaving in the Autumn term and the Local Authority now being able to provide this service again.</p> <p>LE introduced herself briefly and informed governors that she would be in touch via email in the coming weeks.</p>	
2	<p>Apologies for absence and to determine whether any absences should be consented to</p> <p>Jessica Eaton – unable to attend do to work commitments</p> <p>Alan Garrow – study leave</p> <p>Ella Potter – absent as recently back in school on phased return</p> <p>Emily Crankshaw – absent due to being in third trimester of pregnancy</p> <p>Will Naylor – absent due to illness</p>	
3	<p>Declaration of interests, pecuniary or non-pecuniary.</p> <p>None</p>	
4	<p>Determination of confidential items</p> <p>None</p>	
5	<p>Notification of urgent other business</p> <p>None</p>	
6	<p>Minutes of the meetings held on 28th April</p> <p>Approved</p>	

7	Matters arising from the minutes Suggestion of varying days of Wednesday subject leader meetings – this is not possible due to clubs. All dates will be published for the year to give people time to plan. It is still helpful even if just one governor attends. JE and WN action from last meeting to carry over (safer recruitment training)	JE and WN to tell PG whether they have done safer recruitment training
8	Dates of next meeting LGC meeting Monday 22 nd September (instead of 29 th September) Trust Conference – Thursday 3 rd July 6 – 8.30pm	

PART 'B' – SCHOOL IMPROVEMENT		
No.	Item	Action
	CEO Update - Updates from Jane Goodwin trust CEO - Opportunity for questions for Jane JG Thank you all for the invitation, I feel very welcome here. Please see slides. Discussion of the slides - the values of the trust, the central team, the new government framework. Discussion of collaborative working and ambition for communities. Discussion of the strategic priorities of the trust. Discussion on growth and whether or not growth is a good thing. JG Growth puts us in a strong position, we can develop our staff. Discussion of the central service of the trust, it's aim being to support and lift the burden. JG flagged the governor conference coming up. JG I am always looking for better ways to communicate. Social media platforms, emails always welcome, also on LinkedIn. PG lifting the burden is valued and it's also good to take part of the responsibility, AJ and I have experienced that today. We felt very supported by Keri Standen. It was a very difficult meeting and we felt very supported. JG Standing with – some trusts try to take away, here we try to stand with you.	
9	Question In the ambition for staff you pulled out wellbeing. I'm the wellbeing governor and we've been talking about doing an action plan. Is the trust planning to do a wellbeing strategy, so we don't have to reinvent something that's already happening? Answer We are serious about wellbeing but it's mainly coming from the schools. We would like to lift the lid at trust level. I would like to take that away and work on it. We need to put our money where our mouth is and really think about it. It's about the front line, we should start by looking at what we have already and can amplify, and what we need to create it. Discussion of new schools becoming part of the trust. Question Are they not already part of a trust? Answer They are maintained schools, all of them. Gargrave and MC, Sharow and Masham. We will have to recalibrate things. There will be 6 new headteachers round the table. Which is an opportunity to reevaluate. I don't think one by one is the way to go. Question You'll take a phased approach? Answer That's the better way to go. The main stream of income is pupil numbers, can we do it by other means? Trusts coming together? What remains core is that our schools remain schools in their communities, we mustn't lose sight of that. Question Digital technology – what do you mean by invest in digital technology? Will there be central support? Will it go to particular groups - SEND, Secondary? Answer With the resource investment, we made the move to central reserves. We ring fenced some money and technology was a focus. Things need renewing. The piece of work	

	<p>happening now, broadband was part of that, upgrading filtering and monitoring, wiring and cabling in St Aiden's, taking out kit that won't be supported in October. Another piece of work we need to do: what needs developing? What do schools need? We are piloting one to one devices at All Saints and Pannal. We're looking to see how they support children and staff. John Knipe is very knowledgeable, with AI – we want children to know how to use it safely and wisely.</p> <p>In the conference that had to be postponed in January – there will be a section on that.</p> <p>Question Is there a timeframe on when we'll see new shiny things? The things which will stop working in October?</p> <p>Answer We don't know exactly. We are being careful to check that the rules are consistent, we want to do it equitably.</p> <p>Question The one to one devices – is there a plan for consultation with governors, will you get parent views? I think it has a big impact on whether people choose the school. Would it be good to get stakeholder views?</p> <p>Answer Stakeholder views is in there I think, I will have to check. In the pilot the children will not take them home. There will be a parent view, not sure about governors.</p> <p>Discussion of one to one devices. Reference made to chat amongst parents which potentially shows that this is not what they want for their kids.</p> <p>AJ most schools have a screen on a lot of the time.</p> <p>PG traditional learning – it's an interesting discussion. Age appropriateness is obviously something to consider.</p> <p>Discussion of children being on screens for large parts of the day. Discussion of why we are doing it.</p> <p>AJ If used wisely, it can be a very powerful to target what a child needs. Staff workload is taken into consideration, it can really help teachers.</p> <p>More discussion of the pros and cons of one to one devices.</p> <p>Suggestion of parent focus groups.</p>	
10	<p>Financial Update</p> <ul style="list-style-type: none"> - Budget Monitoring - Budget 2025-2026 <p>AF gave a summary of the budget and financial situation.</p> <p>Explanation of the 3 year budget. Discussion of the changing PAN and the effect that will have on the budget.</p> <p>Discussion of various aspects – pupil premium, catering, maternity, ICT. Apprentices will be in the budget until July 26, one may leave this September. Savings made from admin staff member leaving.</p> <p>Discussion of supply budget, use of HLTAs.</p> <p>Discussion of the rebuild programme and the need to manage expectations with this.</p> <p>AF We are on the list but no decision has been made on when it will start. If we do get dropped we will hold them to account. For now we are systematically going around fixing what needs to be fixed and improving things with what we have. So far the budget is balanced and the reserves policy is being met.</p> <p>Question What are the reserves?</p> <p>Answer 7.5% that we keep, then the rest of the pot is central. It is monitored at trust level.</p> <p>Question If the reserve goes into the trust and the boiler goes, do we have the reserve?</p> <p>Answer Yes. Things like that that have happened. It becomes more equitable - all working to that 7.5%. Trying to keep a level playing field. With the digital amplification, we didn't want there to be differences there.</p> <p>Discussion of EC's leadership role and how that will be dealt with. Advert will go out tomorrow, LMc and JP to help with that process. John Knipe – hoping he can be released to help.</p>	

	<p>Question Sporting influence will be going down in days?</p> <p>Answer PE funding plays for SI. We have to look at the years to come and the number of children going down. We do have staff who can do what they do. We had 1.5 days last year, one day this year.</p> <p>Question Were they partly here to upskill teachers?</p> <p>Answer Yes.</p> <p>Question There is nothing in the budget for the external advisor, is that right?</p> <p>Answer It comes from Central charge.</p> <p>Decision: All governors happy to support budget.</p>	
11	<p>Self-Evaluation</p> <ul style="list-style-type: none"> - Flourishing School Framework - Self-Evaluations with HT report - SDP 3 Review PG JP LMCP – Feedback from JP <p>Flourishing Schools Discussion of Flourishing Schools framework. The new ofsted framework is not here yet, the priority now is the SIAMS evaluation, which will probably be next year. The framework will remain consistent, there will be a focus on Oracy and Adaptive teaching.</p> <p>SDP 3 Review JP I was pleased to see the vision has underpinned the development of the school. Staff feedback showed that resources are sometimes stretched. Learning trios hadn't been introduced yet but the teacher toolkit is being used. I'm keen to see how that pans out.</p> <p>Discussion of the teacher toolkit and range of training. PG Staff were asked to reflect on how they might change their practice. There is a gap between wanting to improve and actually doing it. Teacher toolkit is a platform that helps with this, it's hard to keep on top of this otherwise. It is a very useful tool.</p> <p>Question Is it provided by the trust?</p> <p>Answer No, we pay for it. It is similar to the National College, built in training. There is a platform called Steplab, it is popular in St Aidens. Teachers toolkit is better for us as it's more tailored to age.</p>	
12	<p>Headteacher's Report</p> <ul style="list-style-type: none"> - Class Structure and Staffing for 2025-2026 - Outcomes data – strategy of sharing end of year outcomes data - SEND and Behaviour <p>PG We need to approve the 8 class structure. We managed to get to 90 in the lower school. 5 classes in upper and 3 in the lower. There is a possibility of a mixed year 1 and 2 class but TBC. Until the LA makes a clear decision we will support this child but it is not the right place for them. We are hoping that by September we will have made some progress.</p> <p>PG We are being very stringent on in year applications. It is financially better to reach 7 classes in 2 years rather than 3, one class less makes a huge difference. Once we reach that point, that will give us stability, no more varying structures. Outcomes data – we will discuss that in the first meeting in September.</p> <p>SEND Update AJ gave a summary of the school's position on SEND. Discussion of the benefits of moving to less classes. The downside is not being able to move children with SEND needs around. It has been useful at points to be able to move classes. Discussion of the 2 looked after children and the challenges posed.</p> <p>Question Do you have the TA support you need?</p> <p>Answer We are currently recruiting for another TA. 2 of the children with SEND need full time support. If they do go to special schools, it will free up a lot of TA time.</p>	

	<p>Question It says 3 children might be leaving. Are the SEN children included in that 3?</p> <p>Answer No they are not in that three.</p>	
13	<p>Governance</p> <ul style="list-style-type: none"> • Succession Planning Strategy– Chair for 2025-2026 • Academy Governor application – Judy Knott • Governance annual schedule of meetings 2025-2026 • Update on Nick McTague new academy governor • Clerking Arrangements 2025-2026 • SIAMS Training follow up • Safer Recruitment Training • Visits Reports – SATS Visit – JP • Visit reports – PSHE meeting GC or SP <p>Discussion of Judy Knott’s governor application.</p> <p>All governors are happy to proceed to the next stage.</p> <p>We are currently waiting for Mr McTague’s DBS to come back.</p> <p>Discussion of Siams training – see slides.</p> <p>Question Will we do a virtual thing like before Ofsted – like the session at St Aidens?</p> <p>Answer Yes it can be repeated.</p> <p>JP confirmed that she has done the Safer Recruitment training.</p> <p>PG We had a phonics implementation check and we got Amber, the book should have been easily accessible – we shouldn’t have had to unlock the cupboard to get it.</p> <p>Succession</p> <p>PG Nobody has come forward for chair. We don't want to not be able to proceed in September, we can't proceed without a chair. If people were willing to consider co-chairing, we would need to put a proposal together.</p> <p>Discussion of what to do without a chair or vice chair.</p> <p>JG This is not an uncommon problem. Staff can't do it and the HT can’t do it. St Aidens have done a government recruitment process, possibly something could come from that.</p> <p>Question Can we reach out to people who expressed interest at St Aidens?</p> <p>Answer Possibly. It would be a big thing to go straight to chair.</p> <p>PG Potential fallback is that Alan would put himself forward as vice chair but he’s very clear he can’t commit to the time needed as chair.</p> <p>LMc Judy Knot – her application was full of experience – she might be in a position with time.</p> <p>PG I think worse case scenario – Alan might do it for one term.</p> <p>Question Where do we stand if we don't have a vice chair?</p> <p>Answer Some schools have a combo of co chair/co vice chair. One other school doesn’t have a vice chair. Other schools have a named chair but they take it in terms to chair meeting etc. It’s not ideal. Co-chair could be a solution. But a proposal would be important in that case.</p> <p>JP It could be good to have an informal chat about it, if people can’t be chair but do have the capacity to help with some elements.</p> <p>GC It would be good to get an informal chat in the diary.</p> <p>JG What are the concerns – is it capacity?</p> <p>GC Small kids, full time jobs, it would be hard to do it justice.</p>	<p>JP to plan an informal chat about chair position.</p>

	<p>PG We have to be pragmatic – we are not in an inspection window – we can help (AJ and PG) We do aspire to be great but sometimes, we just have to function, we meet our statutory responsibilities and function. It doesn't have to be the best job ever at this point. Co chairing – doing a term each, that could be an option.</p> <p>Discussion of potential of AG in September, if this is not an option there needs to be another plan.</p> <p>The HT review meeting – 7th July. LMc to talk to AG about this.</p>	LMc to talk to AG about Chair/Vice chair issue
14	<p>Safeguarding</p> <p>- Annual HT Safeguarding report</p> <p>Governors approve the Annual HT Safeguarding Report</p>	
15	<p>Policies</p> <p>RSE Policy – none of the content has been updated here, typos have been corrected and some elements have been made clearer. The materials we use are still the same.</p> <p>RSE and PSHE policy approved</p> <p>ST and GC felt PSHE policy didn't need to go out to parents.</p>	
16	<p>MAT</p> <ul style="list-style-type: none"> • CEO update - see item 11. • New CFO appointment <p>business</p>	
17	<p>AOB</p> <p>None</p>	

Summary of Actions			
No	Action	Agenda Item Link	Who
6	JE and WN to tell PG whether they have done safer recruitment training		JE, WN
7	JP to plan an informal chat about chair position.		JP
7	LMc to talk to AG about Chair/Vice chair issue		LMc
9	LE to contact college about co-chairing		LE

The meeting closed at 8.16pm