

**Minutes of a meeting of the Local Governing Board of
St Peter's CE Primary School held on
Monday 17th November at 6.00pm, in school**

Governors	
Paul Griffiths (PG)	Headteacher
Alan Garrow (AG)	Foundation Governor & Chair
Gina Clarke (GC)	Foundation Governor
Janet Parker (JP)	Foundation Governor & Vice Chair
Jessica Eaton (JE)	Parent Governor
Judith Knott (JK)	Foundation Governor
Nick McTague (NM)	Academy Governor
Sarah Thompson (ST)	Parent Governor
In attendance:	
Amanda Foster (AF)	School Business Manager
Alice Jones (AJ)	Assistant Headteacher and SENDCO
Leanne Eaton (LE)	Clerk

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
- D. Safeguarding Challenge

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
1	<p>Welcome & Apologies AG welcomed everyone to the meeting, and gave an opening prayer. AJ will join the meeting mid-way through. Ella Potter (EP) – maternity leave. Apologies consented to. Will Naylor (WN) was not in attendance and apologies had not been received so the absence was not consented to.</p>	
2	<p>Declaration of interests, pecuniary or non-pecuniary. Note rules on confidentiality None.</p>	
3	<p>Determination of confidential items. None.</p>	
4	<p>Notification of urgent other business None.</p>	
5	<p>Reminder re Pecuniary Interest Declaration on Governor Hub</p>	

	ST is still to complete. AG requested these be completed as soon as possible as he needs to send the Chairs report to the Trust confirming completions.	ST
6	<p>Approve minutes of the meetings held on 22nd September 2025 and address any matters arising</p> <ul style="list-style-type: none"> Item 6: Governors to complete the declarations on Governor Hub by 31st October – covered above. Item 7: Governors to confirm they have read KCSIE on Governor Hub by 31st October – ST is still to complete. Item 8: Ask at Chairs network meeting for update on Wellbeing and Digital strategy or follow up with email – The Digital strategy roll out will include parents in stakeholder meetings. There was nothing raised about Wellbeing, but GC can raise this with Jane Goodwin. Item 12: Update the schedule of meetings to reflect the new links. Complete. Item 12: Check process for moving GC to Co-opted role and changes on Governor Hub. On agenda. Item 12: Governing Board Effectiveness to completed by the next meeting (on Governor Hub) – ST is still to complete. Item 12: Book onto 'New to Governance' training. Complete. Item 12: Create folders on Governor Hub to ensure correct versions are available. Complete. Item 15: Send comments on Behaviour policy to PG. Complete. Item 15: Check policy on handing in mobile phones is correct. Complete. Item 15: Add 'Smartphone free childhoods' back into the newsletter. Complete. <p>Item 11 - Noted that ST was a provisional link governor for SDP Priority 2, but the minutes suggested this had been agreed. ST stated she was happy with this link.</p> <p>The minutes were approved as an accurate record.</p>	ST GC ST
7	Correspondence None.	
8	Dates of future meetings including meeting with subject leaders	
	<ul style="list-style-type: none"> Subject Leader Governor Meeting - Wednesday 3rd December 4pm in person or TEAMS (to suit needs). Focus – Science: PG advised that the member of staff leading on science is currently off sick so this session will be postponed, as they will not have sufficient time to prepare. There is an option to use this date to focus on another area. Full Governing Body Meeting - Monday 26 January 4.30pm TEAMS. 	
PART 'B' – SCHOOL IMPROVEMENT		
9	<p>Financial & Operational (premises) Update AF was in attendance to present on this item.</p> <p><u>Budgets</u>: There are no budget reports available due to moving across to a new reporting system. We are in the process of finalising the end of year budgets and the CFO is signing off on them. These should be available in the next few weeks so we can see where we ended the</p>	

	<p>year. AF is meeting Kate Davison (CFO) tomorrow to review, but AF is not overly concerned about the budget position.</p> <p><u>Premises:</u> report circulated prior to the meeting. We need to know what our budget looks like before we can commit to any plans for projects around the school. AF highlighted:</p> <ul style="list-style-type: none"> • Y6 classroom doesn't have easily accessible toilets but this will be an expensive project. • Window replacements – this is on the risk register as this is a ventilation issue. • Playground area – we have put a bid in for this and we can access North Yorkshire Sport for funding. • Strategic themes to market the school. • Kitchen Floor and car park drainage – floors are all complete, drainage under the car park is now sorted. The Trust will fund this which is great news. It was noted how well everyone came together when we had to close the kitchen, and how fast the work was completed. Thanks to all involved in this matter. • NM reported he had carried out a visit to gain a better understanding of the school building and the issues affecting it. <p>Governors thanked AF for her report, and she left the meeting at 18.20hrs.</p>	
10	<p>Headteacher's Report</p> <p>Report circulated prior to the meeting and PG highlighted key issues and invited questions:</p> <p>Question: The number of EAL (English as Additional Language) pupils is high given our location, do any of the Pupil Premium children overlap?</p> <p>Yes, and PG could find the data if needed as this will be recorded in ARBOR. The key element is language proficiency. The theme over the past few years is an increase in EAL and SEND. There is a big contextual shift around SEND and EHCP's and there is a lack of specialist provision in North Yorkshire, so this takes up a lot of staff time.</p> <p>AG reported he had spent some time in school speaking to staff and had great feedback from the ECT's regarding the support they are getting, which supports the evidence we are being provided with at governor meetings.</p> <p><u>Absence:</u> there has been 60 days of staff absence in the first 40 days of the school term.</p> <p><i>(AJ joined the meeting at 18.30hrs)</i></p> <p>Question: On p31 it states "Governors can play a vital role in easing pressure and supporting the school strategically by" then lists several ways – how can we do this?</p> <p>Governors need to be aware of the issues facing school and not put unrealistic demands on staff; encourage staff development – there is whole school training taking place this week; recognise we are in a place where we need to market ourselves and governors can support with this.</p> <p>Question: Are you benchmarking ambitions against other schools? Are our expectations too high? It feels like a lot of progress is happening and it is part of our jobs as governors to monitor and ensure you are not overworked.</p> <p>We have a 3-year plan, and we are 1 year and one term into this. Workload will ebb and flow and when we are reacting to issues it means we must pause on some priorities. It is always good to pause and reflect on where we are and what we have achieved.</p>	

	<p>Governors acknowledged that a lot of work the SLT do is firefighting, and see them responding quickly when issues arise, so, but governors are mindful of the wellbeing of PG and the SLT, and thanked PG for the openness of the report.</p> <p>Question: How can governors maintain useful monitoring? AG & JP have been coming into school fortnightly, and GC and WN have also both been in. There is a good balance of visits, but moving forward, talking to the children more would be useful. The children need to be more confident in talking to external visitors.</p> <p>Question: With regards to wellbeing, is there anything AG can raise at the Chairs meeting? We need to ensure wellbeing is monitored, staff are getting training, and governors continue to challenge on this. The digital amplification will help with staff wellbeing, and this is moving at pace. A.I. will also ease workload once staff are used to working with it.</p> <p>Question: [on p32] How are the learning trios working? They are still in their infancy, but the feedback so far is that it is nice to share with peers. It is the ambition of the trust to progress this.</p> <p>Data:</p> <ul style="list-style-type: none"> • Data dashboard circulated with HT report prior to the meeting. • Pupil progress meetings have been moved to earlier in the year which will help with staff workload and inform quality data. • Kate Henderson will present more data at the January LGC. • Big concern are numbers for next year. <p>Question: How do we compare to numbers this time last year? We currently have 15 for reception that we know of. The main change is siblings. We have 20 spaces to fill, and we are estimating 10 of those will be siblings, whereas we had 18 siblings last year. PG has done 32 tours with another 16/17 booked in. This time last year we had done 80 tours.</p> <p>Question: What is the conversion rate? Around 10%. PG doesn't want to overestimate and needs to be realistic; these figures are the worst-case scenario.</p> <p>Behaviour: Behaviour is a core issue – it has an impact on staff and staff retention. The vast majority of incidents come from a minority of children. There is high need in school and resource allocation is difficult. It has a big impact on leadership time and the resources it takes, so in turn impacts on wellbeing and morale.</p> <p>Question: What are the 'silent corridors'? This is a new measure to help some of the children who struggle with loud noise. The main purpose is to help staff hear if anything happens during transition time.</p> <p>Question: Are there any negatives to this new measure? A child may go home and report they have to be silent in the corridors, but we need to find a balance to ensure transitions are safe and more effective.</p> <p>Question: how is the merit system working? This is going well. Issues came up in monitoring advising that the policy was quite long, so we are now recording merits and behaviours on ARBOR. There have been some teething problems with recording the merits, but this is being addressed. There is also an issue with double logging behaviour, so issues looked higher than they were. PG has reminded staff how to record.</p>	
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	<p>Governors noted that the recent trip to Bewerley Park was really good for the children and there had been positive feedback on behaviour.</p> <p>Question: When will we transition to single year groups? This is ongoing and will be for the next 3 years. It involves a lot of new planning for the teachers so we need to be mindful of the workload, but it will pay off in the long term.</p> <p>Governors thanked PG for the report.</p>	
11	<p>Governance</p> <p><u>Constitutional Changes:</u> Due to a change in the Articles of Association for the Trust (to be approved on 9th December), former Voluntary Controlled schools will need to ensure that not less than 25% of the non-elected/ex-officio governors must be Foundation governors. The previous category of 'Local' will no longer exist. Following discussion, the following was agreed:</p> <ul style="list-style-type: none"> • 1 x HT: Paul • 1 x Staff Governor: Ella • 2 x Parent Governors: Sarah & Jess • 1 x Ex Officio Foundation Governor: Alan (not included in the 25%) • 3 x Foundation Governors: Janet, Gina & Judith • 2 x Academy Governors: Nick & Will (noted that Will was a Parent Governor so his term of office will also renew for another 4 years). • 2 x Co-opted Governors: provision has been made on Governor Hub for 2 Co-opted governors on each LGB, but Governors need to ensure that they discuss any Co-opted appointments with the Governance team at the Trust in advance. <p>All Foundation Governors will need to sign an undertaking to the Diocesan Corporate Member to uphold the designated religious character of the school. LE will send this to JP, GC & JK for completion.</p> <p><i>Post meeting note: Helen Boulton advised on 24th November that the ex-officio foundation incumbent can qualify towards the required number of Foundation governors, so the board is now well above the required amount. This will allow for flex moving forward.</i></p> <p><u>Review of governor effectiveness toolkit responses on Governor Hub:</u> this will be complete once ST submitted response.</p> <p><u>Governor visits feedback:</u> JE has submitted a report. JK would like to visit a collective worship and will arrange with PG.</p> <p><u>Governor website profile:</u> JK & NM to send profiles.</p>	LE/GC/ JP/JK
12	<p>Safeguarding</p> <p><u>Updates from HT report section</u></p> <ul style="list-style-type: none"> • Child Protection Plans – 3 children • Child in Need – 3 children • Early Help – 3 children • Social Care Support – 6 children 	JK/PG JK/NM

	<p>AJ reported that some whilst some children need to be moved to a Child Protection Plan from Early Help, this is not always easy as there has to unfortunately be something that triggers further support e.g. an incident.</p> <p>Question: What does this mean? Early Help is advice for families if a concern has been raised, but it doesn't meet the threshold for a Child Protection Plan. Child in Need is consent based, but a Child Protection Plan is statutory, and Social Workers become involved. Early Help cases can often close due to the non-engagement of parents, which is a concern.</p> <p>Question: Are most cases because school has flagged them? They can be, or there could have been an incident, and the family could have been referred to MAST (Multi Agency Screening Team) to decide.</p> <p>Question: Are the cases more extreme than we have had before? The number of cases we have is similar to previous years, but the cases are more complex and seem to last longer than before. AG noted he was reassured by staff when he spoke with them about safeguarding, they are all knowledgeable and well trained. PG stated that the training all staff get is the same, but some TA's are not exposed to as many issues.</p> <p>SCR monitoring: PG does this and shares with WN who will moderate.</p> <p>Consent: PG reported that from January we will be moving to a new consent format for photos of children. The new options will be:</p> <ol style="list-style-type: none"> 1. No photos. 2. Internal use only (within the school building). 3. External (website, social media etc). <p>This may lead to a decrease in permissions.</p>	
13	<p>MAT business</p> <p>Trust SEND report and action plan: Emily Stiles (Trust Inclusion Lead) has completed monitoring visits to all schools. An action plan has been formulated and shared with Heads and SENCO's. The aim of the action plan is to standardise practice and procedures across the Trust. AJ's main concern with the action plan is managing staff work load.</p> <p>Question: Have you fed your concerns back and have they been taken on board? AJ has raised with Emily and Mark Colbourn, and a lot of the actions from the plan fall to them, but they have taken concerns on board.</p> <p>AJ does see the benefit of streamlining across the Trust but is just apprehensive about the workload.</p> <p>Summary of the MAT Staff Conference: Digital Amplification was a main discussion point.</p> <p>HT meeting with new COO: PG has met with Justin Waters (COO).</p> <p>SBM meeting with new CFO: Meeting tomorrow.</p>	
14	<p>Policies</p> <p>The following were circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Fire Safety Approved. 	

	<ul style="list-style-type: none"> • Health and Safety <p>Question: The policy states we need a H&S Governor – do we need this? Agreed this was not needed and PG will remove from the policy. Subject to this amendment this was approved.</p> <ul style="list-style-type: none"> • School Medical <p>Question: on P3 the policy mentions a ‘named person.’ Is this meant to be a governor? PG will check.</p> <p>Question: The policy mentions ‘whole school awareness training every 3 years’ – is this not too long a gap between training? Staff on site are trained but they are not covered by the Samaritans Act. All medical plans are available to staff.</p> <p>Question: Regarding the Defibrillator, the policy is in relation to the children, but could it be used on staff? The idea is that it can be used by anyone.</p> <p>The School Medical policy approved will come back to the next meeting pending PG’s action.</p> <ul style="list-style-type: none"> • Working at height Approved. 	PG
15	<p>AOB</p> <p>Question: School communication – how are parents contacting the class teachers? Is it via their emails or via the school office? PG will check and clarify with parents and staff.</p>	PG

Summary of Actions		
No	Action	Who
5 & 6	Complete all Declarations on Governor Hub & Governing Board Effectiveness	ST
6	Wellbeing - GC to raise with Jane Goodwin.	GC
11	Send the undertaking from the Diocesan Corporate Member to uphold the designated religious character of the school.	LE/JP/GC/JK
11	Arrange a collective worship visit.	JK/PG
11	Send profile for website.	JK/NM
14	Remove reference to a H&S Governor from policy.	PG
14	Check is the named person in the Medical Policy is meant to be a governor and bring policy back to the next meeting.	PG
15	PG will check and clarify with parents and staff regarding communication into school.	PG

The meeting closed at 19.50hrs