St. Peter's
Church of England Primary School

**Minutes of a meeting of the Local Governing Board of St Peter's CE Primary School held on Monday 9th March at 6pm, in school**

| **Governors** | |
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| 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 |
| Sarah Thompson (ST) | Parent Governor |
| Nick McTague (NM) | Academy Governor |
| Will Naylor (WN) | Academy Governor |
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| **In attendance:** | |
| Amanda Foster (AF) | School Business Manager *(Part)* |
| 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 |
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| 1 | **Welcome**<br>AG welcomed everyone to the meeting and gave an opening prayer.<br>**Apologies**<br>Ella Potter (EP) – maternity leave. Apologies consented to.<br>Judith Knott (JK) - Apologies consented to.<br>*Noted AF needs to leave the meeting for 10 minutes at 18.15hrs for an online parents evening.* | |
| 2 | **Declaration of interests, pecuniary or non-pecuniary. Note rules on confidentiality**<br>None. | |
| 3 | **Determination of confidential items.**<br>None. | |
| 4 | **Notification of urgent other business**<br>None. | |
| 5 | **Approve minutes of the meetings held on 26th January and address any matters arising** | |

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| | • Item 4: Reminder re Pecuniary Interest Declaration on Governor Hub - remove from agenda. ***Complete.***<br>• Item 6: Wellbeing - email Jane Goodwin. ***Complete.***<br>• Item 13: Send profile picture and blurb for website. ***Complete.***<br>• Item 13: Book in with PG to monitor SCR – WN has been in to monitor safeguarding and will look at the SCR next time he is in school.<br><br>The minutes were approved as an accurate record. | WN |
| 6 | **Correspondence**<br>AG had received an email response (04.03.26) from Justin Waters (Trust COO) regarding the heating in school which acknowledged the issue and our concerns *("I want to reassure you that the Trust central services team is actively supporting the school through a structured, proportionate and risk-informed approach. This is aligned with the strategy as the responsible body to keep buildings safe, warm and operational").* There was an update from AF regarding this, and it recorded under item 8. | |
| 7 | **Dates of future meetings including meeting with subject leaders**<br><br>• Please also see schedule of meetings for 2025-2026 on Governor Hub.<br>• Subject Leader Governor Meeting - Wednesday 25th March 2026 @ 4pm in person or TEAMS (to suit needs). Focus – Early Years.<br>• Full Governing Body Meeting - Monday 20th April 2026 4.45pm (changed from originally 4.30pm) in person.<br>• Subject Leader Governor Meeting – Wednesday 20th May 2026 @ 4pm in person or TEAMS (to suit needs). Focus – Science. | |
| **PART 'B' – SCHOOL IMPROVEMENT** | | |
| **8** | **Financial & Operational (premises) Update**<br>AF was in attendance to present on this item.<br><br>**Premises:**<br>Report circulated prior to the meeting.<br><br><u>Heating:</u> AF reported that we are entering the pre-feasibility stage under the School Rebuild Programme (SRP). AF has been in Sheffield today meeting with the DfE, and there will be a visit to school next week to look at the building and assess what needs doing. AF has been quoted £175k to replace the boiler and the plant room, but we cannot justify spending this money given the SRP. We are therefore looking at a contingency in the short term should the boiler fail again, and this would be a temporary boiler at a cost of circa. £300 per week – the boiler would be available the same or next day. The work that needs doing to prepare for this will cost £5k and will be done in the summer holidays, so it is ready for the winter.<br><br>Governor question: Who has provided the quote?<br>A specialist company in heating, who was recommended to us by Tom Stephen (Estates Lead at the Trust). We will be getting other quotes to ensure we are following procedure.<br><br>The pre-feasibility has been brought forward to September (from March 2027). During this period the SRP team will look at the building, planning permissions, historical issues etc. The next stage will be the feasibility stage (what we can/can't do) and it is estimated this will take 12-18 months due to the complexities of the building. Following this there will be the tendering process which will take 6-12 months. We are looking at a programme of 4-5 yeas overall. | |

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| | *(AJ left the meeting at 18.15hrs)*<br><br>Gutters & Roofing: Scaffolding has been erected but the work could not be carried out over half term due to the cold weather, so this will now take place over Easter.<br><br>The parapets are in a precarious position as they are starting to lean. We have had a structural engineer out and they are drawing up plans and costs.<br><br>Governor question: are the parents safe in the short term?<br>Yes – if they weren't we would take appropriate action.<br><br>Governor question: who will pay for this work?<br>We will have to pay out of the capital budget, but we have already ear marked this money for this year, but the Trust may support this work out of the SEA pot.<br><br>Governor question: will the feasibility go ahead if the costs are too high?<br>Yes – we have a rough idea of what it will cost.<br><br>*(AJ rejoined at 18.25hrs).*<br><br>Governor question: Is there a point at which we will need an EGM to progress the SRP works?<br>We will keep governors informed throughout the process and we will convene a meeting if we need to. The decision will be made by the DfE – we will have input, but they are a very experienced team. AF is very positive about the process and will be in contact with another school that has been through the same process (a whole refurbishment as opposed to a new build).<br><br>GC offered support as she has experience in the DfE and the pre-cursor to the SRP.<br><br>Budget: information circulated. AF advised the budget is still a work-in-progress and will look better by the next meeting.<br><br>Governor question: the 3-year forecast does not look positive – why is this?<br>It is based on current figures that are all awry – it will look different once the budgets are correct.<br><br>Health & Safety: report from Paperwork Evaluation carried out in November was circulated, along with an overview of H&S in the school. AF reported we are changing our H&S advisors from North Yorkshire Council to Crysp. Crysp will combine our internal compliance portal with the advisory and audit programme, giving an all-in-one package. This transition will take place from 1st April.<br><br>Governor question: Should we receive accident data? Is this something that could be included in the HT report?<br>Accidents are logged on 'B Safe' and not on ARBOR so that data doesn't pull through into the HT report. AF sends PG the headline data so will also add this information to the premises report for the next meeting, as this will ensure we are compliant. Noted there are no patterns or target areas of concern with accidents.<br><br>Governors thanked AF for her reports, and she left the meeting at 18.35hrs. | AF |
| **9** | **Headteacher report**<br>Circulated prior to the meeting and PG invited questions: | |

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| | Governor question: Do we need to push the Trust regarding our IT equipment so the children who are in school now will benefit? When we did the Q of E monitoring visit, we were told that the IT needed wasn't available for the children who need interventions?<br>AJ assured governors that children who need IT equipment for interventions have access, and the curriculum is delivered. The issue is that we cannot deliver as a whole cohort, and it is a challenge with planning resources and time. PG added that our updates are broadly in line with the Digital Amplification Strategy – we have identified the equipment that is coming to the end of its life span, but this has been paused as there needs to be consistency across all schools in the Trust. We are also awaiting the outcome of the pilot. PG stated that we will not be far from where we want to be in September, but it would not hurt to contact JG for an update.<br><br>Governor question: What funding will there be for the hardware?<br>It is not about the money; it is about seeing what strategy works and our core offer.<br><br>Governor question: On the risk report, can you explain the risk of shared maternity and paternity leave?<br>Staff are returning from maternity leave during school holidays, so this is a double cost to school of staff returning to full pay while also paying maternity cover. This is a loophole in the policy, but staff are entitled to do this.<br><br>Governor question: Is this a statutory right?<br>Staff are entitled to do this. The Trust have looked at a way to reduce the cost but there is no way to mitigate the costs.<br><br>Governor question: In the student voice, there was an issue with concerns over incidents in the toilets?<br>This is related to the quantity of children in the area so it can get noisy. We are trying to limit the number of children in the toilets at one time by putting visual clues in there and giving staff guidance on how many children can go to the toilet at one time.<br><br>Governor question: The Y2 data (phonics) and Y5 percentage numbers for RWM at ARE are low compared to other years – is this due to consistency in staffing?<br>We have had one member of staff return from maternity leave after half term so we are managing this situation as best we can. Monitoring has been done on the Y2 phonics data which is positive, and PG is confident we will have caught up by the end of the year.<br><br>Governor question: Y6 writing is low (58.5% at ARE) – are interventions taking place before testing is carried out?<br>Writing is teacher assessed, and teachers are always cautious at this time of year. Progress has been made (digital amplification of writing assessment) – this will make it easier to look at patterns and trends.<br><br>Governor question: does this just assess writing?<br>Reading and Maths we already do digitally.<br><br>Governor question: The HT report is very long – is this a good use of PG's time?<br>The report builds up over the school year, and all the data is pulled from ARBOR. It is a standard format across the Trust, and it is an accepted part of the role.<br><br>A discussion took place on the HT report and the value of it, but it was noted this is a requirement and the report is standard across the Trust. | |
| **10** | **Monitoring and Evaluation**<br>Three main documents to note: | |

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| | • Flourishing Schools Framework: this is produced by the Trust, and they are keen to keep as it is updated and based on the new Ofsted framework. We are evaluating ourselves as 'sustaining' and some elements in 'Flourishing.'<br>• SIAMS SEF: PG is happy we are moving towards where we need to be.<br>• Ofsted SEF: We are not due Ofsted for another couple of years, but we need to start focusing on the new framework. The framework is broken down into 8 areas:<br>○ Inclusion<br>○ Curriculum & Teaching<br>○ Achievement<br>○ Attendance & Behaviour<br>○ Personal Development & Wellbeing<br>○ Early Years/post-16<br>○ Leadership & governance<br>○ Safeguarding (will be a 'met/not met' judgement)<br><br>The Report cards have the following evaluation areas that will be graded on a five-point scale:<br>○ Urgent Improvement<br>○ Needs Attention<br>○ Expected Standard<br>○ Strong Standard<br>○ Exceptional<br><br>Each Evaluation Area has expected standards that schools must meet – schools must meet **all** the criteria to be at the Expected Standard. It is not a best fit/majority. It is expected that most schools will fall in 'Needs attention, Expected standard or Strong Standard' judgements. Each judgment will have a supporting narrative and there will be an overall summary of what it is like for a child to attend this school. There will also be 4 inspectors.<br><br>Governor question: How does 'expected' compare to 'Good'?<br>It does not directly translate but it would likely span 'expected' and 'strong.' It will be very difficult to get anything 'exceptional'. There will be no overall grade but 8 different areas of judgment.<br><br>Governor question: what is the overall feeling of where we would be now?<br>PG would like to think we have some strong and expected areas. We have work to do in some areas, but we also have time.<br><br>Governor question: How does the new framework feed into the SDP?<br>PG has reviewed the SDP, and it still fits with the new framework. We are due to write a new SDP in 2027 so PG will look at formatting this in line with the new framework. It would be prudent not to amend it now due to the amount of work involved.<br><br>Discussion followed on the new framework and noted that we have time to embed against it. PG encouraged governors to look at the new framework, especially the Leadership and Governance element. Governors felt reassured that PG has started to implement the framework now, and there will be some reports to read/review before we are inspected.<br><br>GC advised the A.I. link on Governor Hub is very useful and may provide some information for governors on the new framework. | |
| **11** | **Governance** | |

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| | Governor visits feedback:<br>• JK has sent a report to PG for review.<br>• GC & ST visited on PSHE (report on Governor Hub).<br>• JP & JE met with Deb Robbins (Curriculum Lead) looking at Quality of Education – report to follow.<br><br>A discussion took place on governor visits, and whether enough were being carried out, or if they needed formalising. There is a safeguarding visit 3 times per year (once termly) and there is a template report for these visits – it was agreed that it would be useful if a template could be used for other visits. It was also agreed to look at the new Ofsted framework and this would inform the visits for next year. It was agreed there is no right or wrong way of doing visits – they need to work with governor and staff availability, but we need to ensure we are doing enough visits, and they are meaningful.<br><br>JE & GC will progress this and produce a monitoring and evaluation plan for 2026, in line with the Ofsted framework, with a focus on EY's and Inclusion. WN will send the template for the safeguarding visits.<br><br>Education White Paper: summary document circulated prior to the meeting. AJ met with Tom Gordon (MP) last week and reported that she felt he was supportive of the issues.<br><br>Governor question: How can governors support in the consultation, or is it all at Trust level?<br>AJ can raise issue through the SENCO network. There is an option to put something in the school newsletter and Instagram to encourage parents to voice their concerns. GC advised that personalised responses are more likely to be taken more seriously by the DfE than blanket responses – individual responses are more powerful. The consultation closes on 18th May. | GC/JE<br>WN |
| **12** | **Safeguarding**<br>WN visited on 4th March and looked at bullying, changes to external support and the Trust Behaviour Policy. WN is reassured that everything is in place to support the children who need it. WN will visit again soon to check the SCR.<br><br>The Filtering & Monitoring review (2025/26) was circulated prior to the meeting.<br><br>No major safeguarding issues to report. Data as follows:<br>• Child Protection Plan: 3<br>• Child In Need: 3<br>• Early Help: 3<br>• Open to Social Care: 6<br><br>Behaviour<br>Governor question: Have the 'quiet corridors' helped improve behaviour?<br>We are still working this – moving around the school is still an issue. It is easier for the children and staff on the ground floor, but it is a struggle for those on the top floor. We are looking at how we can address this.<br><br>Some children who were dysregulating or had bad behaviour have now left the school. | |
| **13** | **MAT business**<br>AG has submitted the Chair report for this term.<br><br>GC has emailed Jane Goodwin regarding wellbeing and AJ & GC are meeting with Cheryl Lehan (Trust HR Lead). Thanks to GC for leading on this. | |

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| **14** | **Policies**<br>The following were circulated prior to the meeting:<br><br>• Trust Behaviour Policy. **Noted.** | |
| **15** | **AOB**<br>None. | |

| Summary of Actions | | |
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| **No** | **Action** | **Who** |
| 5 | Look at the SCR next time in school. | WN |
| 8 | Include the accident headline data in the premises report for the next meeting. | AF |
| 11 | Produce a governor monitoring and evaluation plan for 2026, in line with the Ofsted framework, with a focus on EY's and Inclusion.<br>WN to send the template for the safeguarding visits. | GC / LE<br><br>WN |

The meeting closed at 19.53hrs