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 15th June at 6pm, in school

Governors	
Paul Griffiths (PG)	Headteacher
Alan Garrow (AG)	Foundation Governor (Ex-Officio) & 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
Judith Knott (JK)	Foundation Governor
In attendance:	
Amanda Foster (AF)	School Business Manager *(Part)*
Alice Jones (AJ)	Assistant Headteacher and SENDCO
Justin Waters (JW)	Chief Operating Officer, YCST
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	**Welcome** AG welcomed everyone to the meeting, especially JW, and introductions were made. AG gave an opening prayer. **Apologies** Ella Potter (EP) – maternity leave. Apologies consented to. Will Naylor (WN) – no apologies received so were not consented to.	
2	**Declaration of interests, pecuniary or non-pecuniary. Note rules on confidentiality** None.	
3	**Determination of confidential items.** None.	
4	**Notification of urgent other business** None.	

5	**Approve minutes of the meetings held on 9th March and address any matters arising** • Item 5: Look at the SCR next time in school – WN has been into school. ***Complete***. • Item 8: Include the accident headline data in the premises report for the next meeting – these are now included in the reports. ***Complete.*** • Item 11: Produce a governor monitoring and evaluation plan for 2026, in line with the Ofsted framework, with a focus on EY's and Inclusion. WN to send the template for the safeguarding visits. ***On agenda.*** (Note the action was have said 'JE' not 'GC'.) The minutes were approved as an accurate record.	
6	**Correspondence** None.	
7	**Dates of future meetings including meeting with subject leaders** • Wednesday 1 July – Early Years follow up & possibly Collective Worship evaluation (time dependent) @ 4pm	
	PART 'B' – SCHOOL IMPROVEMENT	
8	**Financial & Operational (premises) Update** AF was in attendance to present on this item. **Budgets:** Report circulated prior to the meeting. Forecast deficits have been reduced. There maybe further savings in utilities. Three-year forecast: this was finalised but then the announcement followed that Sports funding will be ending so we will only be getting one third of the funding for next year. There will be some funding, but it is unclear how this will manifest. We are working on a balanced budget but we are still waiting for some information from the DfE, so this makes it difficult to finalise. Pupil Numbers: there are 41 Y6's leaving; we are keeping 8 classes for the next 2 academic years. We had 27 reception children joining in September, but 3 families have now chosen to defer so we are now at 24. This is a circa. £20k impact on the budget. We hope to get some in - year movement before census day in October. To achieve a balanced budget, we are not renewing the apprenticeships and there is one TA leaving who won't be replaced. Two more children will need EHCP's but the banding hasn't been confirmed yet. We will therefore have 8 EHCPS's with 3 ECHAR's being submitted, with 3 less staff. Governor question: Do the EHCP's belong to the reception children coming in? Yes – there are 2 in reception. There are 2 Y6's who have EHCP's so they are leaving, but 2 new coming in. There is further work to do, and we are looking at the budget this week. We hope to be able to get someone in to replace the staff who are leaving and who can support the children coming in. We will have 3 Y5/6 classes, and we looked at options on how to split and staff them - it is likely we will base the classes on need. We also have to mitigate risk and ensure staff are supported. 96% of TA time is on statutory duties. Governor question: Are we talking to the Trust?	

Yes, but it is not just our school – this is an issue across all primary schools nationwide. Need is increasing astronomically, and funding is being cut. There is the new Inclusive Mainstream Fund (IMF) that has come from the Inclusion White Paper (£3k per primary school plus £12 per pupil) – it is likely this will be spent on staffing to support the children with need. JW reported that the Trust are looking at how to achieve efficiencies across the schools, and one option might be to pool the funding and employ specialists to work across the Trust.

AF reported that the biggest cost in the budget is staffing. Funding from an EHCP doesn't meet the cost of a GTA. Most EHCP's are bands 4 or 5 which is circa. £5k and the cost of a GTA is circa. £26k so we must fund the difference from our delegated funds.

Governor question: Is it the trend that deferrals are summer born children?
It's unclear. It's not uncommon to have 1 per cohort but 3 is unusual. It is usually based on age and readiness for school.

Premises: Report circulated prior to the meeting. Main points:

- Pillar at the entrance was hit by a lorry over half term. Tom Stephen (Trust Estates lead) is progressing, and it will be fixed over the summer holidays.
- Boiler: tenders are coming in and will be done over the summer holidays.

Health & Safety: Report circulated prior to the meeting.

- First visit by Crysp and report will follow.
- Two H&S reports – one child and one adult.
- 376 first aid reports since September.

JP reported that she was in school when the H&S incident happened with the member of staff and has included in her governor report. JP had noted there is a significant amount of work that comes from one incident.

Governor question: Are we watertight with the roofing?
We don't have any leaks at the moment; they were all fixed over half term.

Governor question: Do we have internal remedies for decoration?
These are still to do. The decorating required is on the top floor and the children don't go up there. It is fine for the time being and the budget is tight.

Governor question: Is there an update on the building?
The DfE and NYC are looking at options. It would be impossible to refurbish the building without us decanting off site into portacabins for a couple of years. This option brings uncertainty on future numbers as potential families may opt to go elsewhere rather than putting their children in a portacabins for 2 years. We would need to look at the impact of this very closely. Early Years would need a good outdoor space so location would be key. The DfE would prefer a rebuild but the issue is finding the land for this and in the right location to serve the need. We also need involve the Diocese in the process.

We are just at the feasibility stage and looking at options. If a rebuild is ruled out we will start moving towards a refurb, however, we still have the same issues on finding a suitable location.

Governor question: If we have falling numbers, is there a benchmark at which the DfE might say we don't need a new building, and there is enough space in other schools in the area?
This is part of the feasibility and pupil numbers in Harrogate will be considered.

	NM would be interested to understand the process the DfE is going through and would appreciate involvement when the time comes to progress. JW noted this and stated that the DfE are not providing any options at the minute. PG knows of two sites in Harrogate that have previously been identified for primary school development, but no further action has been taken. *Governors thanked AF for her reports, and she left the meeting at 18.40hrs.*	
9	**Headteacher report** Circulated prior to the meeting and PG invited questions: Governor question: (GC) Is there anything I can help with in regard to increasing numbers for next year? PG & AF have reflected on this – we are hoping to pick up a couple of in-year admissions. It would be good to have a sense of what is happening in other schools that aren't in the Trust. There will be a physical presence in school over the summer holidays so we can arrange visits if needed. It is difficult to get the marketing right to say we have spaces. Governors discussed the options of general school marketing and liaising with local estate agents. Governor question: Are the children who have deferred coming to us next year? Hopefully but it isn't guaranteed, and they also run the risk of not getting a place if it is a high birth rate year. Governor question: Do we speak with families who have deferred? Yes, but children don't have to start school until the term they turn 5. Governor question: Would they start in reception or Y1? Reception but this is subject to the agreement of the headteacher, and this also speaks to our vision. Governor question: There has been an increase in significant behaviour incidents in the Spring term, notably one with a metal water bottle being thrown – are parents not complying with this? This goes back to a H&S incident a few years ago – a bottle dropped through the balcony, and it was a near miss. This resulted in us requesting plastic bottles only in school. Some parents refused due to BPA concerns in plastic, but we altered the risk assessment to include this. We have now had a child throwing a metal water bottle whilst dysregulating. We have updated the risk assessment for this class, and we have asked parents again not to send in metal water bottles. Governor question: There is no data on foundation subjects – is this something that we can have access to? Yes – the information sits in ARBOR, but we don't report on it as frequently as we do with reading, writing and maths. We can give this to governors but we would need to think about how we report this. We collect data every term and parents also see it. JK stated it would be useful to know how this is assessed. JE suggested this be linked into governor monitoring conversations. Governor question: How have the Phonics and multiplication checks gone? Phonics – the DfE haven't published a threshold yet, but it is unlikely to change from previous years. There are 30 in the cohort, and 29 accessed the screening – 26 were successful (threshold permitting), so this is 89% passing. This is a significant improvement on last year.	

	Y4 multiplication checks – 43 in the cohort, and 42 accessed the test. There is no pass rate, but we will get bandings of scores e.g. x number achieved full marks. The data will come in July from the DfE and we will report back in September. Our Y4 cohort has the highest need in school. Governor question: Are you losing leadership time with the staffing structure for September? Mrs. Crankshaw is going down to 3 days in September (she was full time with 4 days teaching and 1 day leadership/PPA). When Mrs. Crankshaw returns she will be teaching 2 days and 1-day leadership/PPA. AJ is increasing her days from 2.5 days per week to 3 days per week in September. Governor question: Are there any days where PG is the only senior leader in school? On a Monday from September. Governor question: What happens if PG is off sick on a Monday? We can't cover every contingency. Mrs. Crankshaw and AJ can be flexible if needed and we also have the Trust to support us. School can still run if PG is not in – any safeguarding concerns would still be dealt with by the appropriate person. We have staff who are able to support and deal with issues and they are all very experienced. We also have staff absence insurance if there was a longer period of absence. Governor question: Is there a vacancy for Sparrows class? Yes – we are advertising now and have had some interest. Staff Absence: there has been 30 days staff absence in 11 school days (this half term). This should reduce next term.	
10	**Monitoring and Evaluation** Reports from Mike Smit and Pam Acheson circulated prior to the meeting. PG reported that Mike's report reflects that we are moving in the right direction and have moved on since his last visit. On the new Ofsted framework, we are likely to be evaluated as 'expected' in all areas. There is an Early Years session on 1st July with both teachers – Early Years will be inspected as part of the whole school and as a separate area under Ofsted. Mark Colbourn (School Improvement Lead, YCST) visit report is also on Governor Hub, along with the SDP and priorities for next year. We work on a 3-year plan but there are benefits and risks to this. Mark commented that there was too much in the SDP and there needs to be more focus on the priorities for next year. The benefit of a 3-year plan is that it covers everything if Ofsted enquire, but there is too much to focus on. We need to take forward 3 or 4 things from the SDP and create clear action plans. Our focuses will be: • Writing. • Disadvantaged/Enrichment. • Foundational Knowledge. • Early Years. AJ reported that the two disadvantaged children who spoke to Mark were very impressive.	
11	**Governance** Monitoring: JE had produced a paper focussing on Governor monitoring. The purpose of the document is to set out a comprehensive and concise framework to ensure that governors can effectively monitor whether the school's improvement priorities (SDP) are being implemented	

	effectively and leading to improved outcomes for pupils, in line with the expectations of Ofsted and SIAMS. A discussion took place on the paper/monitoring covering: • It is useful to be in school when an external advisor is visiting. We will have these dates in advance so they can be put in governor diaries. PG will forward to governors when confirmed. • It would be valuable for governors to carry out pupil voice, especially with pupil premium children. Ofsted do pupil voice so it would be good practice for the children. Pupil voice is also time consuming for staff so governor support would be appreciated. Pupil voice sessions could lead into lunch times so governors can meet with staff. • Carry out interactive sessions with children to make it more interesting (GC gave an example of a trip she had attended to Harlow Carr where children were asked to put responses in boxes). Agreed this could be useful but only if it solicits relevant information but noted that Ofsted will not do this. • Wellbeing meetings with staff. • Safeguarding termly visits. Governor question: Are we continuing with the subject leader meetings? This was linked to the Quality of Education strand of the previous Ofsted framework. However, it was noted that these sessions give governors opportunities to meet with staff they might not otherwise see and gives a broader knowledge of the school. It was agreed this could possibly continue if the sessions were sequenced better instead of standalone subjects. JK stated that governors still need to have certain knowledge to ensure triangulation so governors can talk around issues – attending pupil progress meetings earlier in the year was interesting and invaluable. PG stated that governors are welcome to attend anything but doesn't want to create monitoring for monitoring's sake. We are trying to simplify monitoring so links to priorities are clearer. Agreed that once the SDP has been finalised for next year, we will be able to focus monitoring areas and governors can then link to certain areas of responsibility. JE suggested governors all take an area at the start of the year and follow this through the year using the suggested ways of monitoring. Governors thanked JE for her work on the document – JE will upload to governor hub with a view to getting monitoring finalised for the start of the Autumn term. <u>Chair/Vice Chair roles for 2026/27:</u> It was AG's intention to step down as Chair after one year, and ideally would like to do this, but if there were no options for Chair he would commit to one more year. AG reported there has been some interest in joining the board from a member of the church, who has experience in primary school governance. LE confirmed there is one vacancy for an Academy Governor on the board. LE will check with Claire at the Trust on the process and will progress.	PG LE
12	**Safeguarding** WN has been into school and met with AF. Data as follows: • Child Protection Plans – 4 children. • Early Help – 3 children. • Open to Social Care – 5 children.	

13	**MAT business** Embsay and Gargrave both joined the Trust on 1st June. St. Aidans had their Ofsted inspection, and the report is still to be published. We are expecting Ofsted at North Rigton and Richard Taylor in the summer term. The Trust is conducting an operations and contract review.	
14	**Policies** The following were circulated prior to the meeting: • Religious Education and World Views (RE&WV) Policy: we have changed the wording on the right to withdraw, and we will always offer a conversation with parents, though this is not part of the policy. There is also the new Statement of Entitlement from the Church of England. Governor question: Has anyone ever withdrawn their child? Yes – and they go to a different class. Governor question: Do we have a new RE lead? We are looking at this, but it will depend on who we recruit to job share with Miss. Potter. Governor question: Are any staff keen to lead on climate support? Possibly – it will continue as there is a statutory framework. **Governors approved the policy.**	
15	**AOB** None.	
16	**Dates for 2026/27** Once the Trust have released their board date, LE will draft dates for next year.	LE

Summary of Actions		
No	**Action**	**Who**
11	Forward dates of external visits to governors when confirmed.	PG
11	Check the process for recruiting an academy governor and progress.	LE
16	Draft dates for 2026/27	LE

The meeting closed at 20.07hrs