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 21st September 2026 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
Ella Potter (EP)	Staff Governor
Nick McTague (NM)	Academy Governor
Judith Knott (JK)	Foundation Governor
Will Naylor (WN)	Academy 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 EP who was back from maternity leave. AG gave an opening prayer. **Apologies** Sarah Thompson (ST) – accepted.	
2	**Election of Chair and Vice Chair** Prior to the meeting, JE had volunteered to take on the role of Chair – governors approved this unanimously. AG volunteered to revert to the role of Vice Chair and governors approved this unanimously. AG will chair this meeting and there will be a handover between JE, AG & JP.	
3	**Declaration of interests, pecuniary or non-pecuniary. Note rules on confidentiality** None. Rules on confidentiality were noted.	
4	**Determination of confidential items.** None.	

5	**Notification of urgent other business** None.	
6	**Reminder re Pecuniary Interest Declaration on Governor Hub** Governors were reminded to complete the declarations on Governor Hub – all to be completed by 31st October.	ALL
7	**Keeping Children Safe in Education (KCSIE) 2026** Governors were reminded to read KCSIE and acknowledge they have completed this on Governor Hub by 31st October. *(JE Joined at 18.06hrs)*	ALL
8	**Approve minutes of the meetings held on 15th June and address any matters arising** • Item 11: Forward dates of external visits to governors when confirmed – the dates are on the 2026/27 calendar. ***Complete.*** • Item 11: Check the process for recruiting an academy governor and progress – an application form was sent on 6th July but no response yet. LE to chase. • Item 16: Draft dates for 2026/27. ***Complete.*** The minutes were approved as an accurate record.	LE
9	**Correspondence** None.	
10	**Dates of future meetings including meeting with subject leaders (**Please also see schedule of meetings) • Wednesday 21 October 9.00am – 3.00pm Governor Pupil Interview Monitoring • Wednesday 21 November 4.00pm – 5.15 – SDP Session EY & Writing Focus • Monday 16 November – Full Governing Board Meeting 6.00pm • Wednesday 2 December - 9.00am – 3.00pm Governor Pupil Interview Monitoring • Wednesday 2 December - 4.00pm – 5.15 – SDP Session Focus Disadvantaged and Foundational Knowledge.	
PART 'B' – SCHOOL IMPROVEMENT		
11	**School Business Manager Updates** AF was in attendance to present on this item. **Finance:** Report circulated prior to the meeting. The 2025/26 end of year reports are being finalised, and they will be ready in the next few weeks. AF will send once they are ready. Governor question: Is there any movement in the 26/27 budget? Some EHCP's have changed or increased. We have already allocated staffing which has increased, so we hope this will all balance. We evaluate staffing alongside the budgets. **Premises:** Report circulated prior to the meeting. Main points: • Capital funding: the way this is allocated to schools is changing. We are waiting for the final figures and will look at what works we can do. • Refurbishment: we are entering the pre-feasibility stage this month. • There is a crack in the hall ceiling and some plaster fell. The hall is out of bounds for use until this is fixed, but we can walk through it avoiding this area.	AF

	• Over the summer there was a fault on the fire alarm system. We have been advised that the system is now obsolete, but we managed to get a part and get it fixed. However, we will need a whole new system soon. AF has spoken with Tom Stephen (Estates Lead) so he is aware of this. Governor question: Can the school still open if the system goes down? It depends on the timing – we would need to liase with Tom and the Trust. JW advised that if the system went down, we would need to increase patrols during the day and install temporary measures on a night. The school could still open and everyone would be safe. We are hoping that the measures that are in place now will see us through two years. Governors question: If it stops working, what happens? We work with the Trust to ensure a new system in installed. Governor question: Is the heating OK now? Yes - we had the contingency work done over the summer (for the boiler). Governor question: What is the update on the DfE refurbishment? It is the pre-feasibility study in September so it could take up to 2 years before we would have to move out. JW advised that the DfE and the Trust have looked at various locations. The next stage is a meeting with the Local Authority to look at pupil numbers in the Harrogate area, and this will inform the feasibility. Factors that will be taken into consideration are population; stable intake; house building in the area. Governor question: Are there any other local schools who are also looking to refurbish/relocate? No – there are none on the same list as we are. **Health & Safety**: Report circulated prior to the meeting. • First Aid Reporting for 25/26: 454 reports • 3 H&S reports – non RIDDOR • No trends/patterns • Fire safety survey has been completed, and we are awaiting the report. AF has arranged a fire strategy survey to assess the number, type and location of fire extinguishers across school. We may currently have more fire extinguishers than are required, and that some may not be positioned in the most appropriate locations. Governor question: What is the school policy on using fire extinguishers? We are not encouraged to use them, and we should only use if an exit is blocked. *Governors thanked AF for her reports, and she left the meeting at 18.26hrs.*	
12	**Headteacher report** PG provided a verbal update on the start of term: <u>Structure:</u> • Mrs. Pywell will remain as 0.4 teacher in Kingfishers (Y1) when Miss Ratcliffe returns from maternity leave in January. • Mrs. Kendall is teaching 0.4 in Ravens (Y5/6) and is on a Fixed Term Contract for one year. • Miss. Crankshaw is now Mrs. Varley (Y4 teacher & AHT).	

Numbers:

- 26 started in reception.
- Census is on 1st October.
- There have been 3 children leave in Kingfishers, so this class is now 28.
- Six new children since September in KS2 and have all settled in well. All KS2 classes have the capacity to go up to 34 children.
- We have had a Y1 application which we have said yes to, but the place hasn't been confirmed yet.

Numbers for September 2027:

- We re-sent the letter/survey regarding siblings today.
- We need to increase our marketing and be consistent.
- Materials have gone to nurseries over the summer holidays.
- Option of leaving some leaflets in the church where playgroups take place.
- GC produced a detailed marketing strategy (on Governor Hub) which included a Stay and Play session for prospective parents, but it was noted that this would increase pressure on staff; there would be a financial cost; and we need to consider our current parents. We need to strike a balance with this.

Governor question: Could we ask people who come for a tour if they would be interested in a Stay and Play session?
Possibly.

Noted that one of the barriers to marketing is lack of social media presence, as this is the direction most schools are going down. It was noted that this would likely fall to PG to maintain and this would impact on his capacity. GC is aware of a parent who could support with social media so will raise this with them. GC

Governor question: Are we holding an open day?
No – we do tours instead. We have done open days before, but it is always risk as numbers are unknown.

It was agreed that a separate meeting was needed on this, so GC & JE will progress with PG.

Governors thanked GC for producing a very through marketing strategy.

SDP: Four key areas, with golden thread through all of Oracy:

- Writing
- Inclusion
- Foundational Knowledge – all schools in the Trust have this.
- Early Years

PG advised that the previous 3-year plan was too big, so we now have a one-year plan.

From a governance point of view, the plan is to ensure all governors feel fully engaged in all four priorities. We will still have the Wednesday evening sessions half termly, but each one will look at two of the priorities, instead of a subject talk. This is in line with the Ofsted framework. Governors will still hear from the appropirate subject leaders.

Key questions for governors are:

- How well is the school progressing against the actions in the SDP?
- What support is needed to ensure progress is made in line with plans?

- What if any barriers are there to the SDP progressing as planned?

Governors are invited to attend the visits from external advisors, and PG will share the dates. PG

Governor question: Will the external visit themes be tied in with the theme of the Wednesday evening session?
Possibly – there could be some links.

Governors commented that the SDP looks good and can see the rationale of moving away from subjects. We need to ensure we are all in communication and are all up to date.

GC noted that there is a new tab on Governor Hub under 'Governing Board' called 'Visits' which will be useful for planning governor monitoring and uploading reports. GC has also created a new draft monitoring form which she encouraged all governors to use. All governors to look at the form and send any comments to GC. ALL

Outcomes. PG noted his thanks to Emily for getting the outcomes collated in the short period of time she was back at work in the summer term.

Data shows a positive picture and there have been some significant improvements. Writing is a concern, but this is a focus in the SDP.

- GLD: 89.7% (68.3% national average).
- Phonics: 86.7% (80% national average).
- Y2 Phonics resits: 100%.
- Y4 Multiplication Checks (MTC): Average score of 23.12 (national average was 21). Next year we will ensure access arrangements improve as we are able to change the timings on the iPads and this will support children. Times Table Rock Stars (TTRS) has played a significant part in these outcomes but access to this platform was hampered due to the lack of devices we had in Y4. We now have new iPads in school that will be going into Y4, and this will free up the laptops that can be used elsewhere in school.
- Y6 Reading: 80.5% (75% national average).
- Y6 Writing: 58.5% (73% national average). We were externally moderated for writing.
- Y6 Maths: 78% (75% national average).
- Y6 Science: 90.2% (82% national average).
- Y6 RWM combined: 58.5% (63% national average).

Governor question: Is there a particular element of writing that is the issue or is it generic?
Writing is teacher assessed so we need to dig down to what the issues are. Issues are often around stamina; some parts of writing can be quite prescriptive; children with EAL struggle. There isn't one strand that we can pinpoint as the issue.

Governor question: The scaled score for SPaG looks positive.
This is a separate test and there is more to writing than SPaG. Children know what punctuation/grammar is, but they are not applying it in their writing, so this impacts the data. Children can recall but they don't apply the logic.

Governor question: you have stated that 'Children must be identified as 'working towards' the expected standard in all subjects but especially in writing at the very start of each year. These will become our 'spotlight' children and the topic of conversation in our pupil progress meetings each term. What about the children who are not at this standard?
We have pupil progress meetings next week and we have asked staff to identify those who are working below so we can establish plans for these children. EP added that there are two

	groups set up for support – one for those at 'expected standards' and one for those 'working towards'. Governor question: Is stamina a generic challenge? Yes, it is a national issue and likely linked to screen usage.	
13	**Governance** <u>Link Governors:</u> • Safeguarding: Will Naylor • SEN: Jess Eaton. JE will continue with this link, but JK will take over if this proves too much as JE is also Chair. To keep on agenda and review. <u>SDP and Governor Monitoring:</u> covered in item 12. <u>Wellbeing monitoring end of 2025-2026</u>: report circulated from GC, covering purpose of the sessions; positive themes; wellbeing pressures; Support staff capacity; deployment and role clarity; Communication and information flow; Leadership access; line management and escalation routes; Behaviour, lunchtimes and breaks; Subject leadership and protected time; Absence, supply and operational pressure; Technology and resources; Recognition and staff morale; Practical suggestions raised by staff; and Additional governor considerations. GC, AG & PG have met to review the report and have pulled together an action plan (included in report). Governor question: how are staff responding to the actions already implemented? EP stated that it feels like an important piece of work and staff appreciated the actions that have already taken place. EP also stated that staff have found it useful just to have an explanation/rationale for something that can't be done was also enough, rather than no communication at all. JW stated a Trust-wide staff survey is being launched so schools will be able to monitor and benchmark against other schools. This will be done 3 times per year. Governor question: If PG is more visible to staff does this have an impact on his time/capacity? It is noted that PG is setting up the new Y4 iPads which must be time consuming? This is difficult to quantify but yes, there will be an impact on PG's time, but the report does state that staff recognise the demands on the SLT, and part of the role of chair is to monitor the HT's wellbeing. Governors recognised this was a great piece of work and thanked GC. Governor question: How can we ensure that governors don't add to staff workload (from governor meetings)? Governors need to be pragmatic and support in ways they can and use their own areas of expertise and knowledge, where appropriate. Agreed to add 'wellbeing' as a standing item on the agenda. <u>Visits section of Governor Hub</u>: covered in item 12. <u>Schedule of meetings and activities for 2026-2027 including subject leader meetings and SDP focus meetings with HT and other leaders</u>: covered in item 12. <u>Governor Hub Board Effectiveness tool:</u> all to complete on Governor Hub by 31st October.	PG/LE PG/LE ALL

	Governor Training: all to complete on Governor Hub by 31st October. • Safeguarding • Cyber Security • PREVENT • GDPR (if coming up to 2 years since last completion).	ALL
14	**Safeguarding** • WN will plan visits in; looked at the SCR last term. • Kerri Standen (Trust S/G lead) is in school on 23rd September. Kerri is leaving the Trust at the end of term and there is an advert out for her replacement. • No issues to report.	
15	**MAT business** Staff training day on 23rd October and the theme will be Inclusion.	
16	**Policies** The following were circulated prior to the meeting: • Accessibility Policy – noted there was a lot of 'ensuring' in this policy and the wording may be better changed to 'reasonable adjustments' as we cannot always ensure we can implement something. JP will send issues to Amanda. • Health and Safety Statement – some clarification required around governor responsibilities. • Lone Worker Policy • Working at Height Policy **Governors approved the policies** subject to a few typos.	JP
17	**AOB** None.	
18	**Date of next meeting** 16th November 2026 @ 6pm in school.	

Summary of Actions		
No	**Action**	**Who**
6 7 13 13	Complete the declarations on Governor Hub Read KCSIE and acknowledge completion on Governor Hub Complete Governor Hub Board Effectiveness tool Complete annual training requirements	ALL by 31st Oct
8	Chase recruitment of academy governor.	LE
11	Send 2025/26 end of year reports once they are ready.	AF
12	Speak with parent who could support with social media.	GC
12	Share the dates of external advisor visits.	PG
12	Look at new monitoring form and send any comments to GC.	ALL
13	Keep SEN Link governor on agenda and review.	PG/LE
13	Add 'wellbeing' as a standing item on the agenda.	PG/LE
16	Send comments on Accessibility Policy to AF.	JP

The meeting closed at 20.00hrs