

## Thornton-in-Craven Primary School

Meeting of the Full Governing Body held on  
Wednesday 21<sup>st</sup> May 2025 at 6.30pm at the school

### MINUTES

**Present:** Suzie Brown (headteacher) (SB); Neil Roe (NR); Nicola Moorhouse (NM); Rachel Davies (RD); Sue Walker (SW); Debbie Joyce (DJ); Rebecca Garrity (RG)

**Apologies:** Rebecca Lofthouse (RL); Donna Ryan (DR)

**In attendance:**

Jo Brookes (JB) – NYCC Clerk

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined.

Ensuring that the Head Teacher performs her responsibilities for the educational performance of the school.

Ensuring the sound, proper and efficient use of the school's financial resources.

item		Actions
<b>Key Actions from the meeting</b>		
8.	<b>SB</b> to send card, on behalf of governors, to congratulate staff member on birth of her baby.	
1.	<b>Welcome.</b> NR welcomed everyone to the meeting.	
2.	<b>Apologies for absence and to determine whether any absences should be consented to.</b> Apologies were received and accepted from <b>RL</b> and <b>DR</b> .	
3.	<b>Declarations of interest in any agenda items.</b> There were none.	
4.	<b>To receive notification of any other urgent business not already on the agenda.</b> There was none.	
5.	<b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</b> No matters were deemed to be confidential.	
6.	<b>To approve, as a correct record, the minutes of the meeting held on 26<sup>th</sup> March 2025.</b> The minutes were approved by the governors as a true record to be signed by the Chair.	
7.	<b>To consider matters arising from the minutes of the meeting for which there is no separate agenda item.</b> There were none.	
8.	<b>Headteacher's Report</b>	

	<p>Governors had received a copy of the report prior to the meeting. The HT gave a verbal presentation to the Board and invited questions. Key points to note were:</p> <ul style="list-style-type: none"> <li>Attendance, including that for SEND pupils, continues to be good. Letters to parents, where attendance is not at the desired level and when unauthorised absence it taken, is having a positive impact.</li> </ul> <p><b>Q.</b> Is the LA imposing fines for unauthorised absence?  <b>A.</b> The school always sends the appropriate paperwork to the LA. The LA will impose fines where unauthorised absence exceeds 5 days.</p> <ul style="list-style-type: none"> <li>Governors noted the changes to staffing. It was agreed that governors should congratulate the member of staff on maternity leave on the birth of her child.</li> <li>Governors noted the relatively low number of pupils that will be starting in Reception in September and that this reflects the picture across the country due to the drop in the birth rate.</li> </ul> <p><b>Q.</b> How will this impact the school financially?  <b>A.</b> Any drop in income will be offset by the healthy numbers in nursery which generates significant income.</p> <p><b>Q.</b> Should we be advertising places in Reception?  <b>A.</b> No, as numbers in this year group are low across the area. Numbers will improve in the 2026-27 academic year.</p> <ul style="list-style-type: none"> <li>KS2 SATS have been completed. <b>SB</b> thanked <b>SW</b> for carrying out SATS monitoring on behalf of governors. She also thanked Nigel Mason for acting as an invigilator.</li> <li>The school's LA adviser and <b>SB</b> have worked together to consider the history curriculum and how to further improve it. This has included a consideration of chronology and the areas to be studied, including a focus on local history. This has now been extended to a consideration of the geography curriculum.</li> </ul>	<b>SB</b>
<b>9.</b>	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li><b>To review and approve the Budget Outturn</b>  Governors considered the Budget Outturn figures. They acknowledged the ongoing focus to manage financial resources effectively. Governors <b>approved</b> the budget outturn.</li> <li><b>To review and approve the Start Budget 2025-26</b>  Governors considered the Start Budget. They noted the need to consider expenditure and staffing structures that impact the budget on a regular basis. Governors <b>approved</b> the Start Budget.</li> </ul>	
<b>10.</b>	<p><b>Safeguarding</b></p> <p><b>SB</b> reported that discussions with pupils had revealed that all girls feel safe at the school.</p>	
<b>11.</b>	<p><b>Health and Safety</b>  <b>SB</b> reported that Health and Safety training for staff has been arranged for January 2026.</p>	

<b>12.</b>	<b>Policies to Review</b> There were no policies to be reviewed. <b>SB</b> confirmed that all policies are up to date and on the school's website.	
<b>13.</b>	<b>Governance:</b> <ul style="list-style-type: none"> <li><b>Approval of Governor Term of Office</b> Governors agreed to the re-appointment of <b>DJ</b> as a co-opted governor. Her term of office will be until 8<sup>th</sup> May 2029.</li> <li><b>Governor Monitoring Reports</b> There were none.</li> </ul>	
<b>14.</b>	<b>Progress with the development of the school grounds</b> Pupils have been provided with an opportunity to think creatively and share their ideas concerning how best to develop this outside area. Once plans are further developed, <b>NR</b> will seek support from local groups and agencies.	
<b>15.</b>	<b>Business Continuity Plan</b> Governors reviewed and approved the plan. It was agreed that the Health and Safety link governor would take on the role as premises' governor.	
<b>16.</b>	<b>To deal with any matters agreed for consideration under item 4 above.</b> There were none.	
<b>17.</b>	<b>Date of next FGB meeting: Wednesday 9<sup>th</sup> July 2025 at 6.30pm</b>	

The meeting closed at 19:30

Signed: (Chair)

Date: