

## Thornton-in-Craven Primary School

Meeting of the Full Governing Body held on  
Wednesday 5<sup>th</sup> February 2025 at 6.30pm at the school

### MINUTES

**Present:** Suzie Brown (headteacher) (SB); Neil Roe (NR); Rebecca Lofthouse (RL); Nicola Moorhouse (NM); Donna Ryan (DR); Rachel Davies (RD); Sue Walker (SW)

**Apologies:** Debbie Joyce (DJ)

**Not present:** Rebecca Garrity (RG)

**In attendance:**

Jo Brookes (JB) - 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>		
6.	Explore the responses from the recent parental mental health survey and determine any actions that should be taken.	<b>SB/DR</b>
6.	A working party is to be formed and an initial meeting organised to begin work on a project to develop an area of the school grounds.	<b>NR/ SW RL/ NM</b>
8.	Explore the possibility of employing a member of staff directly to teach PE at the school rather than using external agencies.	<b>SB</b>
8.	Explore the possibility of parents being involved in providing extracurricular sports' activities.	<b>SB</b>
15.	Monitoring visit report on history and geography to be shared with governors in time for the next FGB meeting.	<b>DJ/SB</b>
15.	Governor monitoring schedule to be shared with governors to remind them of agreed dates for visits.	<b>SB</b>
20.	Start Budget to be added to the agenda for the next FGB meeting.	<b>SB/ Clerk</b>
21.	<b>SW</b> to complete the governor complaints training.	<b>SB/SW</b>
1.	<b>Welcome. Apologies for absence and to determine whether any absences should be consented to.</b> NR welcomed everyone to the meeting. Apologies were received and accepted from Debbie Joyce.	

2.	<b>Declarations of interest in any agenda items.</b> There were none.	
3.	<b>To receive notification of any other urgent business not already on the agenda.</b> There was none.	
4.	<b>To approve, as a correct record, the minutes of the meeting held on 11<sup>th</sup> December 2024.</b> The minutes were approved by the governors as a true record to be signed by the Chair.	
5.	<b>To consider matters arising from the minutes of the meeting for which there is no separate agenda item.</b> There were none.	
6.	<p><b>Headteacher's Report</b> Governors had received a copy of the report prior to the meeting. The HT gave a verbal presentation to the Board and invited questions.</p> <p><b>Q.</b> Has extending the times of wraparound care had an impact? <b>A.</b> It is going well. As a result of acquiring additional government funding, wraparound care is now available from 7.45am before school and until 5.45pm after school. This has taken the pressure of parents in terms of getting to and from work and is appreciated.</p> <p><b>Q.</b> Has there been a high level of interest in the two teaching vacancies? <b>A.</b> There has been a high number of applications and 7 strong candidates have been shortlisted for the two posts available.</p> <p><b>Q.</b> Will the interview process involve pupils at all? <b>A.</b> Pupils will meet the candidates as part of the teaching activity that candidates will undertake. Pupil voice will be taken into account if possible and appropriate.</p> <p><b>Q.</b> Do we have a healthy number of pupils in the nursery provision? <b>A.</b> There has been recent interest. Nursery places are now full for this year and the numbers for next academic year are looking very positive.</p> <p><b>Q.</b> Do the school trips planned for the year incorporate opportunities to engage with a wider cultural interest? <b>A.</b> Yes, for example there will be a trip to Bradford - the current European City of Culture.</p> <p><b>Q.</b> Are there opportunities for pupils to engage in music beyond the weekly lessons? <b>A.</b> Pupils in Years 2 and 3 are receiving recorder lessons and the school takes part in the annual Young Voices event.</p> <p>The HT reported that a parental questionnaire on mental health had been undertaken and the responses received. Parents have been invited into school to speak with the HT about any issues arising from the survey. <b>DR</b> agreed to meet with <b>SB</b> to consider the responses. They also agreed to consider how best to build resilience in pupils and to consider issues around the use of mobile phones, social media and parental tagging of pupils. They will explore the possibility of producing a one page document for parents on these issues.</p>	<b>SB/ DR</b>

	<p>Governors explored the possibility of developing part of the outside area. <b>SB</b> explained that she would like to use local talents and resources where possible and to keep the cost of the development to a minimum. Thanks to the work of the Friends of the school, a sum of £7000 is available for the project. It is hoped that the project would be able to get underway in the summer term. A discussion took place around how the work could be managed. As a result, it was agreed that <b>NR</b> would manage the project and <b>SW, RL and NM</b> agreed to form a working party to oversee the project alongside him.</p> <p><b>SB</b> reported that the Burley Wharfedale English Hub had carried out an audit at the school. As a result, they had donated £2500 to school for the purchase of books. Governors expressed their appreciation of the HT for her work on this.</p>	<b>NR/SW/ RL/NM</b>
<b>7.</b>	<p><b>Pupil Data Update</b></p> <p><b>SB</b> gave a verbal update on pupil data. There was nothing significant to note at this time. There will be a formal update a future FGB meeting once assessments have taken place.</p>	
<b>8.</b>	<p><b>Sports' Premium</b></p> <p><b>SB</b> reported that the funding will be available to schools again in the next academic year. The funds are used for external sports' coaches to teach at the school and to purchase resources.</p> <p><b>Q.</b> Would it be possible for the school to employ someone directly to teach PE rather than use external agencies?  <b>A.</b> This is an option that can be explored.</p> <p><b>Q.</b> Do parents get involved in leading extracurricular sports' activities?  <b>A.</b> This would probably be difficult given parents' working commitments, but it could be explored.</p>	<p><b>SB</b></p> <p><b>SB</b></p>
<b>9.</b>	<p><b>Safeguarding</b></p> <p>This was covered as part of the HT's report. There were no issues to note. One of the school's DDSLs is leaving but a replacement has been appointed.</p>	
<b>10.</b>	<p><b>Safeguarding Audit</b></p> <p><b>SB</b> reported that this has been completed and there are no significant issues to note.</p>	
<b>11.</b>	<p><b>Health and Safety</b></p> <p>This was covered as part of the HT's report. Working at heights and manual handling training have been re-scheduled as it had to be cancelled due to the snow event in January.</p>	
<b>12.</b>	<p><b>SENDCo Update</b></p> <p>Updates were included in the HT's Report.</p> <p><b>Q.</b> Why is the percentage of pupils with SEND so high in Year 6?  <b>A.</b> This is simply specific to this particular cohort. Needs are being met through teaching in class.</p> <p><b>SB</b> reported that she is undertaking the NPQ SENDCo qualification.</p> <p><b>Q.</b> Is the intention that the HT would take on the role of SENDCo once qualified?  <b>A.</b> No as this would seriously impact her workload. However, it would ensure that she could take on the role if and when necessary eg, if finances required it or there was a gap between SENDCo appointments.</p>	

13.	<b>Pupil Premium</b> <b>SB</b> provided a verbal report. It was noted that wraparound care is provided free of charge to those in receipt of Pupil Premium Funding.	
14.	<b>School Development Plan</b> <b>SB</b> informed governors that progress is on track. A recent visit from Stuart Anslow (LA adviser) was positive.	
15.	<b>Monitoring Visit Reports</b> <b>DJ</b> carried out a monitoring visit on history and geography recently. The visit report will be shared with governors at the next FGB meeting. <b>SB</b> agreed to share the governor monitoring schedule with governors to remind them of the agreed dates.	<b>DJ</b> <b>SB</b>
16.	<b>Policies for 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.	
17.	<b>To receive the budget monitoring report</b> Governors considered the monitoring report. It was noted that the budget continues to be healthy, largely due to the great care taken in managing resources and ensuring that funds are spent carefully.	
18.	<b>To review and agree the School Financial Standard SFVS</b> <b>SB</b> reported that this has been completed, ready for submission.	
19.	<b>Benchmarking</b> It was noted that previously the school's energy costs had been quite high. However, the costs have now reduced and are in line with other similar schools. <b>SB</b> reported that every effort is made to keep energy costs down eg. by only turning on lights as necessary etc  Governors noted that the report was positive.	
20.	<b>Start Budget</b> This will be considered at the next FGB meeting.	<b>SB/ Clerk</b>
21.	<b>Governor Training</b> <b>SW</b> is to complete the governor complaints training. <b>SB</b> agreed to book this on her behalf.	<b>SW/SB</b>
22.	<b>To deal with any matters agreed for consideration under item 3 above.</b> There were none.	
23.	<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> There was none.	
24.	<b>Date of next FGB meeting: Wednesday 26<sup>th</sup> March 2025 at 6.30pm</b>	

The meeting closed at 19:48

Signed: (Chair)

Date: