



CRAYKE

CHURCH OF ENGLAND PRIMARY SCHOOL

Respect | Friendship | Forgiveness | Determination

"Follow your pathway and we grow together with confidence"

MINUTES

Of a meeting of the Governing Board/Body of Crayke Primary School on 2 June 2025

Present: Judi Jackson (Head), Andrea Hayes (Chair), Fiona Ankers (FA), Julie Cater (JC), Barbara Lunn (BL), Edgar Seligman (ES), Toby Tsang (TT), Claire Walsh (CW), Lucy Willshaw (LW)

In attendance: Zoe Watt (Clerk), observers Lee Hartley and Gayle Robinson

Absent: James Champion and Elly Dawson

Actions

	Who	When
Link Governor visits	All	asap
Strategic Plan	AH	
Governor training	All	asap
Working Party to review staff recruitment at a separate meeting	PFF	

Item

Opening Prayer

This was led by Lucy Willshaw

1.

Welcome and Introductions

The Chair welcomed everyone to the meeting. Fiona Ankers was attending her first meeting. Lee Hartley was observing with the intention of taking a co-opted vacancy and Gayle Robinson was observing in relation to the upcoming parent governor election.

Governors were reminded of the core functions of the governing body and that all business is confidential.

2.

Apologies for absence and to determine whether any absences should be consented to.

James Champion and Elly Dawson had sent apologies.

These were accepted and approved.

3.

To remind Governors of the need to declare interests, pecuniary or non-pecuniary.

Governors were reminded to declare any interests in any items discussed.

4.

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.

Staffing discussions were deemed confidential

5.

Notification of urgent other business

No additional business was notified

6.

To approve, as a correct record, the minutes of the meeting held on 3 March 2025

The minutes of the meeting were approved for signature by the chair (noting that the wrong month was in the title of the document)

The confidential minutes of the meeting were approved for signature by the chair.



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7.	<p>To consider matters arising from the minutes for which there is no separate agenda item.</p> <p>Link governor visits have been booked/completed Strategic plan – to be amended. Prevent training – required every 3 years with annual updates Governor training – spreadsheet to be recirculated to all governors and gaps filled. New Governors to do introduction to governance training. Clerk to investigate what training is statutory and renewal periods. Wraparound care – analysis complete Wet pour – Di Walker foundation is paying for replacement of this.</p> <p>Governor challenge: what is the Di Walker foundation? They make donations to charitable causes and have added Crayke School to their portfolio. In recent years they have been an invaluable help to school helping funding some projects, new starter books, bespoke support funding.</p> <p>Governor challenge: has this been celebrated? It was felt a thank you from the children would be appropriate.</p>	
8.	<p>Governance</p> <p>8.1 Consider Governor Vacancies – 1 co-opted vacancy Lee Hartley explained his reasons and qualifications to become a governor.</p> <p>Governors APPROVED the appointment of Lee Hartley as a co-opted vacancy with effect from 2 June 2025 for 4 years.</p> <p>James Champion intends to stand down at the end of this academic year (parent governor). Governors sent him thanks for his contributions during the last 4 years. He will be attending committee meetings before the end of term and they will express their thanks then</p> <p>8.2 Chair's report No actions have been taken</p> <p>8.3 Correspondence No correspondence received.</p> <p>8.4 Review of progress against strategic plan for governance</p> <p>The Chair explained the updates to the plan:</p> <p>Strengthen leadership and accountability – governors have been monitoring middle leaders. Mrs Dobson reported to SIC about the Year of the Outdoors. Her leadership has been taken very seriously and led to very successful outcomes. Areas of responsibility have been clearly laid out – the governor visits are intended to both support and challenge the middle leaders – they are where we can see that the middle leaders are developing. Miss Williams' leadership of TT Rockstars has been transformative for the children – longer term they will be able to perform better with instant recall of times tables.</p>	



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	<p>Succession planning is the next stage. We will revisit link governor roles once again in September 2025</p> <p>Safeguarding – The Chair has had regular meetings with the Head. Safeguarding is effective. Kellee Osbourne Safeguarding Adviser will be visiting from the LA in July. Inclusion focussed visit from Michele Hattersley took place earlier this term.</p> <p>There is utilisation of mixed age planning. There is the opportunity for children to use the outdoors. Link visit focussed on this area is taking place this week.</p> <p>Each class will have had 2 full day visits to Forest Quest (outdoor forest school at Hubby) funded by CHASA and Di Walker foundation. Children are encouraged to take risks safely in this environment.</p> <p>Governor challenge: does this show impact on resilience in class? Those not so able in the classroom often thrive in the outdoors which in turn helps their confidence in class.</p> <p>Noted that the story books for Maths (funded by Di Walker foundation) have helped children understand Maths in everyday use. There has been collaboration for parental support in reading at home. Governor is monitoring progress in English and reading.</p> <p>Governor challenge: are walking Wednesdays still happening? They are not every week.</p>	
9.	<p>Report from the Headteacher</p> <p>Review format of Headteacher's report Governors agreed the format was informative.</p> <p>Staffing: The Head informed governors that she had received resignation from Mrs Rayner by the 31st May deadline after 10 years of service she has taken a role at her local primary school. She has been English, Geography and Computing subject leader most recently. Governors would like to thank her for everything she had done for school.</p> <p>Noted that there is a real feeling of general positivity across the staff team (see staff wellbeing survey)</p> <p>Governor challenge: What about staffing plans moving forwards? With this late resignation it is difficult to recruit for September so two part-time staff will teach Year 5/6 as a job share until December.</p> <p>Governor challenge: how does this affect the salary situation in the budget? There will be an initial saving and then it depends on recruitment. Working Party to meet to review this in more detail and agree a plan.</p>	



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	<p>See item 17.</p> <p>Pupil Numbers: Readmitted two children today – giving 107 on roll. Maximum capacity is 104/105. In September we currently have 13 incoming but hope this will change over the summer. 14 children will leave at the end of the summer term. There are 8 new families joining reception.</p> <p>Governor challenge: how many will be using wraparound care? We have asked them as part of the initial intake survey and will promote again at the new starter parent meeting.</p> <p>Governor challenge: What about SATS – Mrs Rayner was SATS Co-ordinator? There is new to Year 6 training in the Autumn term. It depends on recruitment – we will seek to appoint someone with UKS2 teaching experience.</p> <p>We are looking to recruit a teacher and a playworker.</p> <p>Review staff wellbeing survey Summer 2025 (and comparison to Autumn 2023)</p> <p>Governors had received these results and were pleased with the improvement in staff morale. The Head explained that at the time of the last survey staff were expecting Ofsted which was causing some anxiety amongst staff. The results of the previous survey, though not negative, can be partly attributed towards that.</p> <p>Key comments: More support for the Headteacher – governors agreed that more staff mean more work for the Head. This might be helped by recruitment of the correct person. More time together as a whole staff – the Head has arranged a fun staff training day for September to cover this whilst providing valuable training on giving instructions for them. Chance for support staff to meet and discuss – Head is looking at ways to do this as she agrees it would be invaluable to disseminate information. Cleaning – currently there is no caretaker in school and mobile cleaners this is having an impact on cleaning and maintenance.</p>	
10.	<p>Pupil Data Update Recent data included in Headteacher report.</p> <p>Governor challenge: is there any feedback on SATS? The staff governor was assisting with SATS and felt they were challenging but the children showed resilience and were working their way through. The impact of White Rose maths methodology was shown.</p>	



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11.	<p>To consider and ask questions of the minutes and recommendations of the following Committee meetings</p> <p>SIC Committee 14 May 2025</p> <p>Minutes had been distributed to governors before this meeting. The SEA's inclusion visit report has now been shared with governors. Governor challenge: do you have any idea about pupil premium pupils incoming? Not yet. Governor challenge: Who is designated teacher? Headteacher, who has done designated teacher training and has PEP meetings this week.</p> <p>PP&F 29 April 2025</p> <p>Minutes were included with the documents for this meeting. Jigsaws (wraparound care) is currently receiving grant funding to enable it to run. Governor challenge: when does anyone start to look at a plan if we are not in a positive balance? Next academic year, we have to hope the children coming in will take up this offer. Governor challenge: Do we know how many are using alternative arrangements? We know that historically parents have made childcare work without wraparound care being offered on site and this will take time to work through. Governor challenge: What is the number we need to balance the books? We will have to analyse costs vs take up. Discussion about whether the club session is required or whether parents would be willing to pay for a full session.</p> <p>Jigsaws is very reasonable. Discussion about how to ensure this will be viable by the end of the funding. Governor challenge: Do people use it? Is the intake aware before they apply? As long as they have been to look around they will know. There is also a dedicated section on the school website</p>	
12.	<p>School Improvement Plan/Ofsted Actions/external reports</p> <p>School Improvement Plan (SIP) The Head shared the draft for next year although acknowledged that this was shaped before the teaching staff changes.</p> <p>SIAMS We are in the SIAMS window next academic year.</p> <p>This year has been the year of the outdoors, next year will be the year of festivals and children will be leading collective worship.</p>	
13.	<p>Sports Premium Report currently being prepared for publication in July. It is now an online form.</p>	



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	<p>Governor challenge: what is the OPAL programme? This is an outdoor learning programme which we are using Sports Premium to purchase. It provides an alternative to team games for playtimes etc. It is for creative/collaborative play and we get a mentor for 18 months. It has been successful in similar schools locally and we can access support from another school with a similar demographic to ours.</p>	
14.	<p>Safeguarding Report</p> <p>14.1 Progress against recommendations from the Safeguarding Audit The safeguarding audit was submitted by the end of March. The action plan is a work in progress. There are no major flags. Premises actions are in place.</p> <p>Governor challenge: do we have to report on the action plan? We will report this to Michele Hattersley on her next safeguarding focused visit.</p> <p>(see also Health and Safety)</p>	
15.	<p>Review Vision Statement</p> <p>SIAMS Lucy Willshaw gave a presentation about the SIAMS visit and how the Vision Statement should be woven through everything we do in school. All stakeholders should flourish. Governors should consider this when they do their monitoring. The vision statement should be "lived not laminated".</p> <p>Governor challenge: Do pupils know the school values? Yes absolutely. They are integral to our behaviour system and curriculum offer. They are used in Collective Worship and even the youngest children know the school values.</p> <p>Pupil survey launched today includes questions about the values and vision.</p>	
16.	<p>Policies for approval</p> <p>Equality Information and Objectives (based on a model policy from The Key) Governor challenge: what are resourcing costs? Time not money</p> <p>Bereavement (based on a model policy from a bereavement charity). Governor challenge: Do we have a link with Winston's Wish? We have accessed staff training on anticipatory grief and via the virtual school (for children in care). There are lots of connections.</p> <p>Governors APPROVED both policies for use in school.</p>	
17.	<p>Staffing and Class structure See Headteacher report.</p>	



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18.	<p>Health and Safety Update</p> <p>We have a new Health and Safety advisor from NYCC coming next week. We have started the premises work over half term with fob entry now on offices and front door.</p> <p>Governor challenge: what about the fencing? We sent photos to the H&S adviser who has said it is standard fencing for schools.</p>	
19.	<p>Governor Training</p> <p>There have been emails about training. AH to resend the spreadsheet.</p>	
20.	<p>Governor vacancies / succession planning.</p> <p>See item 8.</p> <p>James C finishing at the end of summer will open a parent vacancy and school will implement a parent governor election.</p> <p>Succession planning.</p> <p>The Chair informed governors that she wished to stand down. James had been Vice Chair so she asked governors to consider whether they would do either role. She would be willing to do 6 months with a shadow (or to help with induction of a new chair).</p> <p>Note from clerk – there is new to chair training.</p>	
21.	<p>Governor Monitoring Visits</p> <p>The following reports had been distributed before the meeting.</p> <p>EYFS</p> <p>SEN</p> <p>Health and Safety – governor joining the H&S Adviser visit later this week.</p> <p>Safeguarding – Chair spoke to pupils about “feeling safe”. Results were good, some younger children fears (eg going to different classrooms) were really about not understanding the question.</p> <p>It was clear that children feel school is a safe place and they can speak to someone if they are worried.</p> <p>Outdoor Learning – this has been arranged for later this week. See Mrs Dobson’s report.</p> <p>Apple Class visit – BL had sent a report for this visit to a local farm. This fitted with the year of the outdoors and provided a great learning opportunity. Thank you to Mrs Helfferich for organising and leading the visit.</p> <p>English – JCh has met with Mrs Rayner and pupil voice will follow.</p> <p><u>Verbal reports</u></p> <p>Geography Visit (Spring term)</p> <p>It was felt there is a need to raise the profile of geography.</p>	



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	<p>Governor challenge: do teachers find geography harder? It was agreed that some classes may have done history led themes in the Autumn term and therefore there would be less in books for geography in the Autumn term.</p> <p>RE (March) This is moving along well. Mrs Seligman has taken over as RE Lead and is doing a fantastic job. She has reviewed the curriculum with the revised N Yorks syllabus and there is emphasis on RE as an academic subject. Mrs Seligman has had extensive communication with Olivia Seymour Diocesan Adviser about our RE curriculum offer and about making Christianity accessible to primary aged children. They also looked at children's recall.</p> <p>SATs Governors were thanked for their help in SATS week.</p>	
22.	<p>To deal with any matters agreed for consideration under item 5 above. Nothing to consider.</p>	
23.	<p>How has this meeting impacted on the welfare and progress of our pupils? Include one for Christian Vision. Governors have talked a lot about children's learning in school linked to the outdoors, confidence and resilience. This links with growing in confidence and following their pathway (Christian Vision) Governors have heard about the welfare of children and staff. Governors have heard about the progress of EYFS children, improvements from Times Tables Rockstars and in reading (reading at home to be encouraged) Book for new starters will provide a massive amount of help for families and the incoming Reception class will hopefully be well prepared for school. Incoming children have also received the government school readiness brochure. This year they are coming from fewer settings. Quality of wraparound provision allows children to follow their pathway</p>	
24.	<p>Date of next meeting Monday 13 October at 6.00pm in school</p>	
<p>There being no further business the Chair closed the meeting at 8.20pm.</p> <p>Signed.....Dated.....</p>		