



MINUTES

Of a meeting of the Governing Board/Body of Crayke Primary School on 13 October 2025

Present: Judi Jackson (Head), Fiona Ankers (FA), Julie Cater (JC), Barbara Lunn (BL), Edgar Seligman (ES), Toby Tsang (TT), Claire Walsh (CW), Lucy Willshaw (LW) (Co-Chair), Elly Dawson (ED), Marta Bujwicka-Colman (MBC), Andrea Hayes (AH) (Co-Chair)

In attendance: Zoe Watt (Clerk), Caroline Helfferich (CH) (Assistant Head), Gayle Robinson (GR) (Associate Governor)

Apologies: Lee Hartley

Actions

	Who	When
Pupil voice on Jigsaws	school	Nov
Monitoring presentation to be sent to all governors	Head	asap
Diocesan training on spirituality and Governor Module on church school – info to be sent out, governors to book	All	asap
Clerk to compare HT reports	Clerk	Nov
Clerk to look into how to renew Edgar Seligman as LA governor	Clerk	Asap
Governor handbook to be sent to all governors. FA to proof-read first	FA/school	Asap
LH to sign to say he has read KCSiE2025	LH	Asap
All governors to look at Modern Governor and NYES training offer and book on.	Govs	Asap
Ensure governor DBS checks are complete	Govs	Next meeting

1.	Welcome and Introductions The Chair welcomed everyone to the meeting	
2.	Prayer LW lead the opening prayer	
3.	Apologies for absence and to determine whether any absences should be consented to. Lee Hartley had sent apologies, these were accepted.	
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. Nothing noted at this time.	
5.	To approve, as a correct record, the minutes of the meeting held on 8 September 2025.	



	Governors APPROVED the minutes for signature by the Chair.	
6.	To consider matters arising from the minutes for which there is no separate agenda item. Training has been booked for governors on committees where required. Terms of Reference for finance committee, scheme of delegation, standing orders, code of conduct are all covered under item 14. School Improvement Committee actions – pupil voice survey re Jigsaws delayed due to the new term and children attending. New governor DBS checks are either complete or in progress. Website is up to date with new pictures. Governor pictures have been removed following advice.	School
7.	Training Input – Monitoring The head led a useful presentation on governor monitoring drawing on recent training from the Professional Governance Service. Areas for monitoring this year are linked to the SDP which governors have helped inform and link governor roles were decided last meeting. The presentation will be sent to all governors for reference. The Chair reminded everyone that governors must have a strategic approach, not operational. The Link Governor visit monitoring pro forma is in the handbook.	Head
8.	Training Input – Spirituality LW led an extremely informative presentation on Spirituality The school vision is "Follow your pathway and we grow together with confidence." Spirituality is about awe and wonder. It is a notion of belonging. Everyone should own the vision. There is Diocesan training on 21 October/3 November/8 December as a bundle – details have been shared. There is also church school training on Governor Module. (see later) AH has previously attended spirituality training. Governor Challenge: how do children get this? It is displayed in Beech and Oak class. There is also the policy on the website and further information on the website tab. There are opportunities for children through the OPAL scheme. It is about finding joy (in the mundane) e.g. a sunset, a butterfly and so on.	School/ govs
9.	Report from the Headteacher - to receive and ask questions	



	<p>This had been distributed with the papers.</p> <p>Governors agreed it was a very detailed and informative report.</p> <p>Governor Challenge: Jigsaws wraparound – do we have a feel that it is bottom heavy – these children will attend for longer? Eight out of the 13 Reception children are regular users.</p> <p>Governor Challenge: is this in line with what we expected given the surveys undertaken before they started? Yes. At the moment we have to 18-20 children at the majority of sessions compared to 8-10 last year. More children are only attending for the club session (first hour) not the whole session than last year. Playleader retains oversight for this on a daily basis.</p> <p>The NYCC wraparound co-ordinator has visited (report awaited) and the Head asked about ratios. As there is no nursery there is no specified ratio, but the Head is conscious of the needs of the children attending as they may have additional adult support during the day and then the dynamics change at after school club when all ages attend and it is less structured.</p> <p>The Head reminded governors about the large amount of grant funding school had received to set up the club and staff it. There is further funding available, and she will apply in the hope of being able to employ an extra person for the club sessions for additional support.</p> <p>Governor Challenge: how long does that funding last? Just one year</p> <p>Governors thanked the Head for the work on grant paperwork which had enabled this successful launch.</p> <p>Governors agreed the wraparound club offer fits with the ethos of school. It is enjoyed by all children across school.</p> <p>Governor Challenge: persistent absence? Persistent absence was discussed in detail (confidential minute). The Head has had a Targeted Support meeting with the local authority regarding attendance and will have another one next month to review the data and agree associated actions.</p> <p>Also noted that early in the academic year each session is a higher percentage of attendance so September holidays do have an effect. Also noted that at Crayke this is an issue which is more pertinent to our older children.</p> <p>Governor Challenge: compare this term to last term? It is the same number of children. We are now fining for holidays.</p> <p>Governor Challenge: is this an effective deterrent? We will have to wait to see.</p> <p>Governor Challenge: 3 pupils are repeatedly absent on the same day? The Head has had a conversation with parents regarding obvious trends over time.</p> <p>Governor Challenge: Data – there are some areas where we were a long way off national benchmarks? This was discussed in detail at the School Improvement Committee in July.</p>	
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	<p>There was considerable discussion about EYFS – the level at which children come is variable, first we have to get them to sit and listen which was a challenge last year. We need routines established. This year they are very different. The cohort come from a range of different nursery settings with different levels.</p> <p>Governor Challenge: how are other schools doing? We are broadly in line with the local schools.</p> <p>There was discussion about the level of children coming into school and how the EYFS staff have to respond to the changes in cohort dynamic.</p> <p>Governor Challenge: What about the books purchased for them – did they help? I think they enjoyed reading them. There is more parental involvement this year than previously and higher take up of play and stay.</p> <p>Governors thanked the Head for the quick read guides which were very helpful.</p> <p>Governor Challenge: there is a lot of work here, how is your workload? It has been busy.</p> <p>Governors agreed the HT report was very comprehensive. They really like it as nothing is hidden. It is open and transparent.</p> <p>Clerk will compare to other HT reports to see if there is anything to learn.</p> <p>Governor Challenge: does Edgar Seligman need to reapply for the LA Governor role?</p> <p>Governors APPROVED Edgar Seligman as LA Governor</p> <p>Clerk to check with LA how to proceed.</p>	
10.	<p>To receive and agree School Improvement Plan (SIP)</p> <p>This had been included with the papers.</p> <p>There has been a cohesive team approach to developing this with the “commitment cards”. There is distributed leadership and staff at all levels are shaping the SIP.</p> <p>Governors agreed the additional of the school plan in child speak is excellent. The Head thanked MBC for her help with this.</p> <p>It is a great reflection of the school ethos and vision.</p> <p>Governor Challenge: are there too many different images? The Head explained that the Jigsaw links to the school values and the Tree links to growth/rurality and bearing fruit.</p> <p>Agreed that governors should refer to the plan before doing a monitoring visit so they can look at improvement levels.</p> <p>Governors APPROVED the school improvement plan.</p>	Clerk
11.	<p>To receive and agree Self Evaluation Form (SEF)</p> <p>This had been included with the pre-reads.</p> <p>Governor Challenge: FSM? Free school meals.</p>	Clerk



	<p>Governor Challenge: Maths embedding? Work in progress. Last meeting we were waiting to hear from the jigsaw trial. We are in the control group so we carry on and submit assessments.</p> <p>SIAMS SEF – governors will re-read this before the SIAMS (School Inspection for Anglican and Methodist schools) inspection on Thursday.</p> <p>Governor Challenge: CH is now Assistant Head in a leadership role. Is she getting leadership time? Staffing has changed since she got the role and the aim is one day per week (possibly as 2 half days). At the moment consistency in EYFS to get routines in place has been the priority but this will be addressed asap.</p> <p>Governors APPROVED the SEF.</p>	
12.	<p>To consider the religious context of the school and update following SIAMS briefing</p> <p>An outline of this week's SIAMS inspection was shared with governors.</p> <p>The following documents had been distributed:</p> <ul style="list-style-type: none">- Diocese of York visit report June 2025- SEA (School Education Advisor) visit report – RE focus May 2025 <p>The Diocesan advisor noted that the vision grew from the values. The vision includes effectiveness of governors – everyone should flourish. It is about going the extra mile.</p>	
13.	<p>Review of the implementation of OPAL (outdoor play and learning) initiative</p> <p>The following documents had been distributed</p> <ul style="list-style-type: none">- Baseline audit report- Action plan <p>CH explained the implementation of OPAL. School has the highest scoring baseline score of any school that the mentor has audited, indicating that we already have lots of measures in place. There have been lots of donations of equipment.</p> <p>Governor Challenge: have you started with the activities? Not quite. We have had an assembly on OPAL and agreed the rules for 2 areas. We are waiting for welly storage so children don't spend the whole of playtime looking for their boots. The costs of this were discussed.</p> <p>Governor Challenge: do you think it will have an impact on accidents? We anticipate reduced accidents and increased attendance (because children want to take part in the activities).</p> <p>Governor Challenge: Are there are immediate effects from the change in lunchtimes? This has been positive. We are just not accessing the OPAL part of lunchtimes yet. The system at the end of playtimes has changed and works a lot better. There is less time queuing and more time playing. We estimate about 20 minutes extra playing.</p>	



	<p>The Head informed governors that there will be a jacket potato option on school dinners, starting with a trial on Friday. Governors thought this was a great addition.</p> <p>CH left the meeting at 7.45pm.</p>	
14.	<p>Review of governance documents – Governor Toolkit:</p> <p>A new governor handbook has been developed which contains the following areas:</p> <p>Section 1: Our Context</p> <ul style="list-style-type: none">1.1 School Vision, Values and Biblical Reference1.2 Roles and Responsibilities of Governors1.3 Governor Strategic Plan Overview1.4 School Development Plan 2025 – 20261.5 Governing Body constitution <p>Section 2: Governance at Crayke CE Primary School</p> <ul style="list-style-type: none">2.1 Governors' Code of Conduct2.2 Scheme of Delegation2.3 Standing Orders2.4 Terms of Reference2.5 Annual Plan of Governing Board Business2.6 Behaviour Principles Statement <p>Section 3: Link Governor Role</p> <ul style="list-style-type: none">3.1 Link Governor Visit report pro forma3.2 Visit Guidance3.3 Job Descriptions – Link Governor Roles3.4 What a Good Link Governor Visit Looks Like3.5 Types of Questions to ask School Leaders3.6 Annual Monitoring Schedule <p>Governors agreed that this was an excellent document and asked to receive a copy. FA agreed to proofread before sending.</p> <p>Section 2 areas for approval were considered.</p> <ul style="list-style-type: none">2.1 Governors' Code of Conduct2.2 Scheme of Delegation2.3 Standing Orders	School FA



	<p>2.4 Terms of Reference</p> <p>Governors APPROVED the above for use</p> <p>Noted that the standing orders area on DBS checks needs updating to reflect NYCC policy.</p>	
15.	<p>Safeguarding</p> <p>Safeguarding Annual Report had been included in the papers.</p> <p>There is a safeguarding visit next week. AH has read the report which is about last year.</p> <p>Governor Challenge: Is there anything flagged? Premises security – this has now been actioned and there is nothing extra.</p> <p>Noted that all governors have signed to say they have read Keeping Children Safe in Education 2025.</p> <p>(LH to sign as apologies received)</p>	LH
16.	<p>Health and Safety</p> <p>Premises report and link governor report had been distributed before the meeting.</p> <p>The Head informed governors that the cordons currently on site are due to wear. There will be new benches for the end of half term.</p> <p>Many of the actions in the report were incorporated with the updating of the playground over the summer.</p> <p>The cracking mentioned has been checked by a structural engineer and school is monitoring.</p> <p>Governor Challenge: there is mention of chemicals? This was an air freshener out of reach of children.</p> <p>There is a governor visit to swimming tomorrow with a focus on behaviour and health and safety on an educational visit.</p>	
17.	<p>To receive Budget Monitoring Report</p> <p>The revised budget will be shared with governors when received. There is a PPF (personnel, premises and finance) committee in November.</p> <p>Noted that the strong applications for grants has made a considerable difference to the budget as is a local benefactor.</p>	
18.	<p>Governor Training</p> <p>The following training was discussed.</p> <ul style="list-style-type: none">- SLA (service level agreement) – NYES (North Yorkshire Education Services) training is free to all governors as school is paying for the SLA- Modern Governor – also available through the SLA. Lots of online training including church school. Please take a look	Govs



	<ul style="list-style-type: none">- Sign KCSIE – yes, all have signed (see item 15)	
19.	<p>Policy Review</p> <ol style="list-style-type: none">1. Pay Policy (NYCC model)2. Play Policy (OPAL model)3. Budget Management Policy (NYCC model)4. Charging and Remissions Policy (NYCC model)5. Complaints (DfE model)6. Behaviour (School) <p>Governor Challenge: has restorative practice been dropped from the Behaviour policy? Yes, this was a 6-question response. It has been replaced with post incident learning which has 3 questions.</p> <p>Governor Challenge: can we had our Christian values to the behaviour policy? Yes</p> <p>The above policies were APPROVED for use in school.</p> <p>BL left the meeting at 8.10pm</p>	School
20.	<p>How has the meeting impacted on the welfare and progress of our pupils, including on our Christian Vision and Values?</p> <p>Governors have discussed the Christian vision and values gaining an understanding of spirituality in order to help in their role.</p> <p>Governors have talked about the difficulty in articulating spirituality as it is relevant to everyone flourishing. They have also discussed how the children know this is a church school if they have not attended a community school to know the differences.</p> <p>The impact of the OPAL play scheme going forward has been considered.</p> <p>Data has been analysed</p> <p>Attendance has been scrutinised.</p> <p>All governors have been upskilled to enable them to “bear fruit”</p>	
21.	<p>Date of next meetings – 6pm in school</p> <p>Monday 2 February 2026</p> <p>Monday 13 July 2026</p> <p>Noted that PPF is in November and SIC has been absorbed into the FGB.</p>	Chair
	<p>There being no further business the Chair closed the meeting at 8.15pm</p> <p>Signed Dated.....</p>	