

# Kildwick CE Primary School

## *Striving for Excellence and Promoting Christian Values*

### Minutes from the Meeting of the Full Governing Body to be held on 12<sup>th</sup> June 2018 at 1800

**Present:**

Donna Akrigg – Staff Governor (DA)  
 Molly Barton – Co-opted Governor (MB)  
 Jamie Logan – Parent Governor (JL)  
 Kathryn Morris – Foundation Governor (KM)  
 Michael Richardson – Co-opted Governor (MR)  
 Alex Swinton – Parent Governor (AS) – from 18.20  
 Tim Whitehead – Headteacher (TW)

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<p><u>Welcome and consideration of absence.</u>                      MR opened the meeting at 18.00, welcoming all present and thanking them for their attendance. Apologies had been received from NB and GS. These were consented. MR noted that this was the last meeting for MB as she has decided to step down at the end of this term of office.</p>
2	<p><u>To determine whether other urgent business should be considered.</u>                      No items were identified.</p>
3	<p><u>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.</u>                      No items were identified at this point in the meeting.</p>
4	<p><u>Declaration of interest on any agenda item.</u>                      No interest was declared.</p>
5	<p><u>To approve the Minutes of the FGB meeting held on 13<sup>th</sup> March 2018 and on 22<sup>nd</sup> May 2018 (attached) and matters arising not otherwise covered by this agenda</u>                      Governors approved the minutes of the FGB meeting held on 13<sup>th</sup> March.  <b>Action: TW to file appropriately and upload onto website.</b>                      The Minutes of the meeting held on 22<sup>nd</sup> May will be approved at FGB in September.</p> <p>TW briefed Governors on the current situation with School Meals. The price charged by the school will have to rise – to £2.45 – as of September 2018. This reflects the new charges imposed by NYCC catering service. TW noted concerns shared at a meeting of Headteachers with the Catering Service over the new charges, lack of transparency and general way in which changes were being made.</p>

	<p>TW briefed Governors on an e-mail sent to the head of the Service reflecting those concerns and stating that the price rise is not acceptable. TW noted that a working party of Headteachers was investigating sourcing meals from elsewhere but that 12months notice had to be given to NYCC if this was to be agreed.</p> <p>A Governor asked when Parents would be informed. TW noted that communication would be sent shortly and that this would detail all the reasons for the increase including inflation and that there had not been a price rise for 7 years.</p> <p>Governors noted that, should there be a decline in the take up of school meals following the rise, there would be a negative effect on the hours available to the Cook and that this could then have a further knock on effect on meals.</p> <p>Governors also noted that the School would be subsidising meals to approx. £3K from the budget as the grant for “Free school meals” did not match charges from the Catering Service.</p>
6	<p><u>Update on Governing Body vacancies</u></p> <p>MR noted the following vacancies:          Foundation Governor – KM advised that a nomination had been agreed by the PCC and that the Diocese now needed to make the formal notification to school.          LA Governor – an application is with NYCC and references are being followed up –  <b>Action: TW to follow through.</b>          Co-opted Governor – There will be a vacancy with the retirement of MB – TW noted he may have a candidate.  <b>Action: TW to pursue.</b></p>
7	<p><u>To agree dates for Governing Body Meeting in 2018/19</u></p> <p>The following meetings were agreed for the Autumn term:          10<sup>th</sup> September 2018 – FGB (18.00)          22<sup>nd</sup> October 2018 – T&amp;L Committee (18.00)          22<sup>nd</sup> October 2018 – Resources Committee (19.15)          19<sup>th</sup> November 2018 – FGB (18.00)</p> <p>The meetings for Spring and Summer terms will be agreed on 10<sup>th</sup> September.</p>
8	<p><u>Kildwick Governing Body Code of Conduct – for adoption</u></p> <p>The proposed Code of Conduct for the Governing Body had been circulated in advance. Governors noted references to the “College” and to the “Principal”. TW requested these be amended.  <b>Action: Clerk to amend and TW to authorise – all Governors to sign</b>          AS was thanked for drafting this document.</p>
<b>B</b>	<b>School Improvement</b>
9	<p><u>Headteacher update</u></p> <p>Governors had been circulated the following documents in advance of this meeting:          Headteachers Report to Governors – June 2018          Record of visit from Andrea Hayes          Sporting achievements 2017-18 document          Attainment and Progress 2017-18 – summary document</p>

<p>Attainment and Progress summary document for vulnerable groups Sharing Standards Information Y2 and Y6 Letter from Mirren Hunter re approval from CYPS schools' Capital Programme 2018-19 for an advanced feasibility study to relocate the school office. RAG'd SDP SEND report from DA dated June 2018 T&amp;L and assessment outcomes summary Report on Science at Kildwick School by Laura Paxford</p> <p>TW noted that KS1 and KS2 outcomes were not yet available and that these are expected to be good. TW briefed Governors on the phonics screening in Y1 and the reasons behind the results and interventions in place to improve these. (This is a lower ability cohort and it is felt in the best interests of the children that they are not "pushed through" at this stage.</p> <p>A Governor asked for more detail on the "Sharing Standards" information on Y2 and Y6. TW briefed Governors on the scheme that involves teachers across the country using comparative judgement to judge the writing of pupils from their own school as well as the writing of pupils from other schools. Subscription to this is currently funded by the HART Alliance. TW noted that the information in this is not linked to results and is another element of the assessment/moderation process and does not necessarily reflect the standard of writing within the school. A Governor asked if subscription to the scheme will continue. TW replied that if HART offer funding then, yes it will, and that there may be an opportunity to expend the judgement to other years.</p> <p>Governors discussed the letter from NYCC regarding agreement to an advanced feasibility project to consider relocating the school office.</p> <p>TW noted that the process to replace Clare Smurthwaite is underway with the closing date for applications being 20<sup>th</sup> June. JL and KM agreed to be involved in shortlisting and interviewing candidates.</p> <p>Discussion took place around the proposed changes to class teachers. It was noted that staff morale is being affected by approaches from parents with various issues around the school/classes and their children. Governors agreed that such discussions should be held in an appropriate environment – not in the playground and not in front of children and that staff should not feel threatened in any circumstances. Governors agreed that an item relating to this should be included in the weekly newsletter reminding parents that should they have any concerns these must be raised through the appropriate channels and that staff must be treated with respect. Governors also noted that a reminder about the home/school agreement should also be included as this refers to respect and manners.</p> <p><i>Please also refer to confidential minutes.</i></p> <p>A Governor asked about the changes to Residential Visits. TW briefed that these were mostly for financial reasons as parents with a child in Y5 and Y6 were now facing charges of approx. £300 for their children to attend. A Governor asked how this was received and what consultation had taken place prior to this change being made. TW explained the process and that communication had been through face to</p>
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	<p>face meetings at parent evenings and through a letter setting out what and why. Feedback had been generally positive.</p> <p>Governors expressed thanks to Laura Paxford for her report on her report on Science at Kildwick School.</p> <p>TW noted that a meeting is planned for 14<sup>th</sup> June to further discussion on the school taking on the running of before and after school clubs.</p> <p>There were no further questions on the Headteachers Report.</p>
10	<p><u>Safeguarding</u></p> <p>Governors had been circulated the North Yorkshire annual Report to Governors on Safeguarding Children – dated May 2018 – in advance of this meeting.</p> <p>No questions were raised on this.</p> <p>TW noted he has a meeting planned with GS before the end of term in her role as Safeguarding Governor.</p>
11	<p><u>Policies for ratification:</u></p> <p>Governors unanimously approved the following policies:</p> <p>School Information Policy – (updated to reflect new GDPR regulations)</p> <p>Data Protection Policy – (updated to reflect new GDPR regulations)</p> <p>Privacy Notice – (updated to reflect new GDPR regulations)</p>
12	<p><u>To receive reports of Governor visits to School and Governor Training attended</u></p> <p>Foundation Governors Collective Worship Evaluation Forms had been circulated prior to this meeting following visits from GS and KM. TW noted he had met with GS as part of his PM process and MR noted he has a meeting planned with TW on this too.</p> <p>KM will be attending SIAMs training in June.</p> <p>Governors have been circulated the courses available from NYCC for 2018/19.</p> <p><b>Action: Governors to book onto these via Sandra Chapman</b></p>
<b>D</b>	<b>Other Business</b>
13	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>No items to consider.</p>
14	<p><u>To consider “What impact on Pupils have we had at this meeting today”</u></p> <p>Governors agreed that the consideration of – Attainment and Progress, the office relocation, staff welfare, residential trips, staff changes, the code of conduct and home school agreement have all had an impact on pupils.</p> <p>Governors expressed thanks to Molly Barton for all her work on, and with, the Governing Body over the many years and for her support and service to the school.</p>

The meeting closed at 19.25