



Kildwick CE Primary School
Believe, Achieve, Succeed

Striving for Excellence and Promoting Christian Values

Minutes from the Meeting of the FGB – (Teaching & Learning and Resources) held on 22nd October 2018 at 18:00

Present:

Donna Akrigg – Staff Governor (DA)
Christine Anderton – Foundation Governor (CA)
David Frankland – Co-opted Governor (DF)
Jo Gostling – Co-opted Governor (JG)
Michelle Ramsden – LA Governor (MR)
Alex Swinton – Parent Governor (AS)
Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)
Catherine Davidson - LA Clerk to Governors

A	Procedural
1	<u>Welcome, Introductions and consideration of absence.</u> AS took the Chair and welcomed everyone to the meeting thanking them for their attendance. AS welcomed the suggestion to open each meeting with a prayer and opened this meeting with a prayer. Apologies had been received from Jamie Logan, Kathryn Morris and Geraldine Sands.
2	<u>To determine whether other urgent business should be considered.</u> None to consider.
3	<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 identified at this point in the proceedings.

4	<p><u>Declaration of interest on any agenda item.</u> None declared.</p>
5	<p><u>To receive a report from Pay Committee Meeting held on 8th October 2018.</u> TW reported that the Pay Committee had met on 2nd October to consider the recommendations for pay increases for staff on the Main Pay scale based on the outcomes of performance reviews. Governors had scrutinised the appraisal outcomes and agreed with the recommendations made. TW noted a date had yet to be arranged for his PM review and that the new School Improvement Advisor was due in school this week so a date can be arranged. Action: TW to agree date for PM meeting with SIA and PM Group.</p>
B	School Improvement
6	<p><u>Pupil Progress</u> Prior to this meeting Governors had been circulated the following documents – Attainment and Progress summary 2017-18 Pupil Outcomes 2018 Phased Monitoring Approach (Harrogate and Rural Teaching Alliance)</p> <p>TW noted that the ASP summary was not yet available. TW updated Governors on the Pupil Outcomes and Attainment and Progress summaries. Governors noted the very good attendance figure for 2017-18 and the good results achieved by Y6. TW noted the concerns with Y4 results on writing and maths and of the need to still address writing across the school. A Governor asked what is being done to address the significant gap in achievement in phonics in Y1. TW noted that this is being supported regardless of gender and that this issue is cohort specific and appears “worse” due to the small number of children – each equating to a high % figure. TW noted the high number of SEN children in Y4 for whom stability has been an issue. Monitoring shows that progress is being made with interventions, though not necessarily to Age Related Expectation, (ARE). A Governor asked about EYFS. TW noted that this cohort had communication and language difficulties that affected outcomes and that these were a result of the increased use of technology – children are not talking, and their attention skills are poor. A Governor asked if, rather than concentrate on phonics, more “social skills” could be taught and Governors discussed this. DA briefed Governors on how maths is being taught in EYFS and the means through which numbers are introduced and how storytelling is being used to improve communication skills. Governors congratulated all staff on the results achieved, in particular for Y6</p>
7	<p><u>Subject Monitoring</u> Prior to this meeting Governors had been circulated the following documents:</p>

	<p>General Book Scrutiny Handwriting Scrutiny Non-negotiables for English.</p> <p>TW briefed Governors on how the school was using the “phased monitoring approach” and how staff had been given training in using this to improve an area within the school across a year through taking a target, looking at what progress would need to be made and then breaking this down into small, manageable “steps”.</p> <p>AS updated Governors on her meeting with Ruth Sharples to review Book and Handwriting. AS briefed Governors on the training staff received with the aim that through the “non-negotiables for English” everyone would be teaching to the same standards and have the same expectations as to how works is presented. Interventions are in place for PP and SEND pupils and those “reluctant readers”. AS noted the challenges around writing – and especially writing for a purpose rather than just for the teacher.</p> <p>Governors discussed how reluctant readers might be engaged and how writing might engage another audience – what can be done to encourage writing for real people? AS noted that she would be meeting with Ruth again in January to understand progress.</p>
8	<p><u>Pupil Premium</u></p> <p>Prior to this meeting Governors had been circulated an anonymised tracker detailing information on PP children, the End of Year predictors and interventions in place to support the children.</p> <p>TW noted that in 2017-18 there were 9 PP pupils, this year, 8. TW noted that a tracker similar to this exists for all pupils and explained how this is managed and monitored for PP pupils in particular. TW explained the interventions in place and how the tracker will show “other activities” that might support these children.</p> <p>TW noted that the updated PP strategy plan is on the school website.</p> <p>A Governor noted the two Service Children and asked about funding for these. TW briefed that there is separate additional funding for Service Children – offered to support mobility issues that are often associated with these.</p> <p>TW noted that some PP funding was used to allow Joel Pearson to support the transition of one particular child to secondary school.</p> <p>A Governor asked about attendance. TW noted that this was generally good.</p> <p>A further question was asked about attendance generally and what action was taken over poor attendance and on requests for holidays during terms time. TW updated Governors on how this is managed and what is taken into consideration when these are made. A Governor noted that the half term dates can vary significantly across North Yorkshire, Cumbria and Lancashire.</p> <p>A Governor asked about the procedure to refer parents to NYCC if their child is absent. TW explained the escalation route to the LA.</p> <p>A Governor noted that absence can also become a safeguarding issue – especially at secondary school and that unauthorised absence must be followed up.</p>
9	<p><u>Safeguarding/SEN update</u></p> <p>Governors had been circulated the following documents prior to this meeting – Keeping Children Safe in Education NSPCC update on statutory guidance on keeping children safe in education.</p>

	<p>TW advised that he will be meeting GS in November. TW briefed Governors on the key changes to safeguarding as detailed in the documents and on how Ofsted will be looking closely at how the school has implemented them during inspections, including what training has been given to staff.</p> <p>A Governor asked about the number of contact phone numbers available for children at school. TW noted that a minimum of two were recorded for all pupils.</p> <p>A Governor asked about visitor identity and whilst there is a register kept, what badges etc were available to identify visitors/governors to Staff and Pupils? TW advised that there should be both Visitor and Governor badges available and that he would check on this and on badges/lanyards for Governors.</p> <p>Action: TW</p> <p>TW noted that the NYCC Safeguarding Audit is due for completion this year and that he will meet with GS to undertake this and then present to Governors.</p> <p>TW advised Governors that, to date, there was no new NYCC Safeguarding Policy to adopt and outlined what had been done to update the existing Policy to reflect changes noted in these documents.</p> <p>A Governor asked if, where available, all NYCC Model Policies were adopted by the School. TW advised that this was the case.</p> <p>DA briefed Governors on the Learning Walk undertaken to review how children were settling into their new classes/surroundings and on the points this had raised. In particular, the lack of TA support in some areas was resolved by reviewing timetables and arrangements were in place to ensure support was available in PE so that all children can access this class.</p>
10	<p><u>Sport Premium</u></p> <p>Prior to this meeting, Governors had been circulated the document relating to Sports Premium at Kildwick; Evidencing the Impact of Primary PE and Sports Premium.</p> <p>TW briefed Governors over the use of the Sports Premium Funding of £16K per year – until 2020 noting how this is used to promote healthy and active lifestyles through a range of inclusive activities. Part of the money is used to fund the position of HLTA Sport this post filled by Joel Pearson.</p> <p>A Governor asked if this was the only Sport related post in the School. TW briefed that the school also share the services of a sport co-ordinator in partnership with other South Craven schools.</p> <p>TW updated Governors on the donations from the Co-Op through the scheme that supports local schools/charities and how this will be used to upgrade playground facilities.</p> <p>A Governor asked if this would be used for the school playground or the rec opposite. TW noted that this was for the school but that additional monies had also been granted through National Lotter and the Peggy Wilson Trust for a “Forest School” in that area. TW briefed Governors on how the school is working with the Woodland Trust to plant, initially, 120 trees in this area.</p>
11	<p><u>Staffing update to include Performance Management and training</u></p> <p>Governors had been circulated the programme of training arranged for staff across 2018/19 prior to the meeting.</p> <p>TW noted that DA has passed her SENDCo Qualification with distinction.</p>

	<p>Governors congratulated DA on this success! TW noted that the two new members of staff were settling in well. A Governors asked about Staff PM meetings. TW briefed that these had been held with all Teaching and Non-Teaching staff with new targets agreed that were linked to the SDP.</p>
12	<p><u>Educational Visits</u> TW briefed Governors with an overview of visits planned out of school and of visitors coming into school this year. Included are visits from two authors, involvement with Fallfest, activities in support of Mental Health Day and a scriptwriter also due to spend time with children (liking this with writing for a purpose). TW also noted that a trip to The Houses of Parliament is planned for January 2019. A Governor asked if Governors can attend/support these activities. TW welcomed this idea and will ask SC to e-mail a list each half term so that Governors can select/plan for visits/visitors. Action: TW A Governor asked if all residential trips have been approved. TW advised that they had so far. A Governor asked about the School Council attending part of a Governing Body Meeting in the future. TW agreed that this is possible and will follow up. Action: TW</p>
13	<p><u>Premises update</u> TW briefed Governors on the visit from Dale Barton (NYCC H&S Officer) who completed the annual Conditions Survey and noted that this has not yet been sent to school. DB also helped review H&S procedures and Policy. TW will circulate the report when received. TW briefed Governors on the concerns over Caretaking and Cleaning services provided through NYCC and that these were being addressed. A Governor asked about the school having now taken over before and after school clubs – are these now “compliant”. TW reminded Governors on the circumstances leading up to the school taking over the running of these clubs and noted that there were a number of issues to be addressed and resolved and that an action plan is in place with regular meetings being held with the Manager, TW, DA and SC. TW is in contact with the Diocese to allow DB to visit the hall to review H&S and Safeguarding on the premises. A Governor asked if the clubs are self-funding. TW briefed that they are and explained how SC has been ensuring payments are up to date and reviewing the systems parents use for these. A Governor asked about progress with the relocation of the school office. TW reminded Governors as to the reasons behind looking into this and that a feasibility study is underway with the full support and involvement of NYCC so it is looking very hopeful that the project can get underway in 2019/20.</p>
14	<p><u>H&S update</u> This item was considered in 13.</p>
15	<p><u>ICT.</u> TW updated Governors on recent purchases – x7 pupil laptops and x2 staff laptops purchased with funds raised by the PTA and x16 Ipad Minis purchased from school funds.</p>

	<p>TW noted that an ongoing programme of replacing classroom projectors is required as many have reached the end of their useful life.</p> <p>A Governor asked who would use the Ipad Minis. TW briefed that initially Y6 once they have had their initial set up by IT.</p> <p>A Governor asked about on line safety and what controls would be in place to ensure that inappropriate sites were not accessed. TW briefed that controls would be in place and detailed the works that would be undertaken by IT to ensure this.</p> <p>Governors discussed the access of school e-mails now that all Governors have a school e-mail address. As everyone can access their e-mails it was suggested that an improved and more efficient means of receiving and accessing meeting documents can be trialled using Office 365.</p> <p>Action: TW to set up DF with school e-mail. DF and Clerk to meet to progress use of 365.</p>
16	<p><u>School Financial Value Statement (SFVS) – to agree completion and review of asset register</u></p> <p>DF agreed to meet with Toni Birch before the end of December 2018 to complete the SFVS and to meet with Sandra Chapman to review the asset register. SFVS to be authorised at FGB in February for submission by 31st March 2019.</p> <p>Action: DF</p>
17	<p><u>Policies to approve:</u></p> <p>TW outlined the changes to the following policies-</p> <p>Pay Policy Complaints Policy Child Protection Policy H&S Policy</p> <p>Pay – updated in line with increments that can now be awarded. Complaints – NYCC policy adopted – minor changes to previous policy. Child Protection – as an interim measure the previous CP Policy has been updated to encompass changes in Safeguarding recommendations. Once a new NYCC Policy is issued this will be brought to FGB for approval. H&S – minor updates made in conjunction with Dale Barton (NYCC H&S Officer)</p> <p>TW noted that all the information on the School website re Complaints was up to date and that all Governors should familiarise themselves with this as situations may arise for Governors to become involved in resolving.</p> <p>Governors have been circulated the School leaflet on Complaints prior to this meeting.</p> <p>Action: All Governors to review Complaints procedures.</p> <p>Governors discussed effective ways of dealing with issues at an early stage before they become “formal complaints”.</p> <p>DF proposed, AS seconded that these policies are approved. Governors unanimously approved the Policies</p>
C	<p>Other Business</p>

18	<p><u>To deal with any matters agreed for consideration under item 4 above.</u></p> <p>TW updated Governors on the Parent Governor vacancy, with elections held and the count due to take place on Thursday 25th October.</p> <p>A Governor asked about the school website, noting that Policies are updated but that there was some information that was not up to date or no longer relevant. Can this be reviewed. TW agreed that it should and noted that information was sometimes in two places making maintenance less straightforward.</p> <p>Action: TW to review.</p>
19	<p><u>Correspondence.</u></p> <p>None to consider.</p>
20	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Governors agreed that the following areas had impacted on pupils in a positive way – Clarity on how PP monies are used and demonstration that the added support has an impact.</p> <p>ICT purchases will enable wider use of technology.</p> <p>Policy review ensures up to date procedures to follow.</p> <p>Governors discussed a suggestion that meeting times could vary to enable staff and pupils to their work “in action” – varying times could also offer the opportunity for staff and pupils to attend FGB meetings.</p> <p>Action – review meeting times at FGB on 18th February 2019. (Clerk to add to agenda).</p>
21	<p><u>Close</u></p> <p>The meeting closed at 19:34.</p>

Dates of future meetings:

Monday 19th November 2018 (6pm) – FGB

Monday 18th February 2019 (6pm) - FGB (Teaching and Learning/Resources)

Monday 18th March 2019 (6pm) – FGB

Tuesday 21st May 2019 (6pm) - FGB (Teaching and Learning/Resources) – Budget approval

Tuesday 18th June 2019 (6pm) – FGB