



Kildwick CE Primary School
Learning to live, Living to Love, Loving to learn

Minutes of the Meeting of the FGB held, in school, on 6th July 2022 at 18.00

Present:

Donna Akrigg – Staff Governor (DA)

Jackie Craven – Parent Governor (JC)

John Perry – LA Governor (JP)

Geraldine Sands – Foundation Governor (GS)

Alex Swinton – Foundation Governor (AS)

Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<u>Welcome, introductions, opening prayer and consideration of absence.</u> JP opened the meeting at 18.05, welcoming all present and thanking them for their attendance. Apologies received from CQ, CA, JG, HB and BL. Consented. All governors in attendance were in school – no one attended remotely. GS led the meeting in an opening prayer.
2	<u>To determine whether other urgent business should be considered.</u> TW noted a letter from NYCC re Energy cost increases and a further letter from NYCC re Budget deficit in 24/25.
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> None identified at this point. JP noted the confidentiality of the Safeguarding Report.
4	<u>Declaration of interest on any agenda item.</u> None declared.

5	<p><u>Update on Governor vacancies</u></p> <p>JP noted the appointment of Elspeth Barfoot with effect from September 2022 and that of Mike Green as the new Vicar who would also take up position on the Board in September 2022.</p> <p>There will be one vacancy for a Co-opted Governor from September 2022.</p> <p>Action: Revisit Co-Opted vacancy in September with a view to seeking applicant/s</p>
6	<p><u>To approve the Minutes of the FGB meetings held on 9th May 2022 and 24th May 2022, and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>TW noted his recent conversation with Julie Temple at NYCC and notification that no funding exists for any additional building works for the foreseeable future.</p> <p>TW confirmed Sports Leader Training was underway and would continue in September 22.</p> <p>TW updated governors that Music CPD was in place for all Staff in September.</p> <p>Action: GS to contact KM re support for music teaching in school.</p> <p>Governor Visit information and guidance has been updated on the shared drive.</p> <p>TW confirmed the Parent consultation on the Behaviour Policy has taken place.</p> <p>JP noted contact with the CofG at Cowling – they are undertaking a Skills Audit in September and will follow up on joint training opportunities.</p> <p>Action: JP</p> <p>TW noted that energy saving is being prioritised in school.</p> <p>TW confirmed that lead times for ordering from the School Meals menu will be revised and improved in September 22.</p> <p>TW confirmed pupil involvement in Road Safety is underway</p> <p>TW confirmed the H&S points raised at the last F&R meeting have been addressed.</p>
B	School Improvement
7	<p><u>Chair's update</u></p> <p>JP noted the areas he has been involved with and meetings attended.</p> <p>Focus on SSDP</p> <p>Meeting with Clerk re Governance</p> <p>Meeting with TW with focus on including attendance, well-being and Collective Worship.</p> <p>Meeting hosted by NYCC with focus on Education White Paper attended along with TW – JP updated governors on this and the LA thinking around academies.</p> <p>Governors discussed the impact of this White Paper and the implications for Kildwick, as a Church School, if considering Academisation and the limits currently imposed.</p> <p>Meetings arranged by the Diocese on various areas.</p>
8	<p><u>Headteachers Report</u></p> <p>A copy of the HT Report and the HT report on SSDP Progress against Priorities had been circulated prior to this meeting.</p>

	<p>Also circulated was information relating to Sporting Achievements in the past year and a letter and certification from the British Council confirming the school has achieved British Council International School Award – Intermediate Level.</p> <p>Governors noted the new format of the HT Report and TW confirmed that this, and the HT Report on strategy would be integrated in the future. TW also noted that further tweaks were to be made as the software used is fully appreciated! TW confirmed that there would be further narrative included to accompany particularly “raw” data or to fully explain areas that may not be as they appear.</p> <p>Governors thanked Tim and all the Staff for their contributions to the report.</p> <p>Q: 80% of staff said they could approach their manager with mental health/wellbeing concerns - surprised this isn't 100%! Is there anything that school/governors could do differently - or is this more a reflection of the fact that some people would CHOOSE not to speak to a work colleague/manager? TW noted that the decision by anyone to keep work/school related issues completely separate has to be respected and that this choice is made by the individual. TW confirmed Return to Work Interviews are conducted and everyone has, should they wish, the opportunity to be referred for support.</p> <p>Q: Are Exit Interviews conducted. TW confirmed they are.</p> <p>Q: over 50% of children have attended a club - again surprised that this isn't higher...can/should we be doing more? Is there a feel for the type of clubs/activities that children want? TW noted his surprise at this figure and confirmed a pen/paper exercise gave a result of 76% and this became 84% when non sporting activities were included. TW detailed involvement across all ages and noted that attendance is a choice and whilst the figures reflect what happens in school many pupils undertake activity away from school.</p> <p>Q: what were the areas where children feel unsafe? TW noted that the points raised were addressed, such as “balls in the playground” but highlighted the two areas of concern – the Road and, the Printer! TW noted that the question “where is unsafe in school” can be interpreted in a number of ways and that this would be re-worded for the next survey.</p> <p>Q: vision leaders - felt like such a strong/positive 'student voice' initiative at the start of the year, but my impression is that this has 'tailed off' a bit? Is this in part due to pressure on Y6 students from SATS in the first part of the Summer Term, and then losing the momentum? And if so, would there be any scope for 'appointing' vision leaders from Easter to Easter? Then the Year 5s could be 'stepping up' over the Summer Term - almost part of their transition process...? Would help get younger students' voices heard.. TW confirmed that all years would be involved from 22/23 and that Staffing issues, related to Covid, had hindered the plans to involve more this year. TW noted that the sessions would be tweaked to run from April to April. Governors discussed this further with more involvement maybe from Y5 and how this area links to the SSDP and SDP.</p> <p>Q: subject leader monitoring - how is it going to be less 'sporadic' next year? Can there be time blocked out at the start of the year in the calendar for subject monitoring so that this doesn't get pushed to the bottom of the 'to do' list? Or is this already done? TW confirmed</p>
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	<p>that time has been allocated for SLs to fulfil their responsibilities and that Covid has again had a significant adverse impact on what has happened this year.</p> <p>Q: YR intake 20 pupils PAN 17 pupils, can we assume that the appeals have not adversely affected the access of YR children 2023-24 to the full EYFS curriculum - will adjustments need to be made to the class environment etc. TW confirmed that EYFS resources will accommodate the increased number.</p> <p>Q: SEND support is 13.9% comparison schools 8.9% - given that SEND support is self-assessed have staff reviewed SEND support decision making. TW confirmed the process and agreed that - a 'high' SEND support % can indicate misperceptions around need – TW is confident that processes are reliable.</p> <p>Q: PP persistent absence - Could you explain this 33% looks stark. TW confirmed this another glitch in the new system with the actual figure being 0% for PP. TW also confirmed that the persistent absence figure for the whole school is 6.94%</p> <p>TW highlighted the Progress and predicted end of year attainment 2021-22 (including assessment point in June21) Report circulated prior to this meeting. TW confirmed that Y6 SATS results have now been published and noted the figures – SWG – 90% Expected – 55% GD Reading – 95% Expected – 30% GD Maths – 95% Expected – 45% GD TW confirmed that a number of queries and challenges to the results had been raised in line with procedures. Governors noted this fantastic set of results and congratulated Laura and all Staff and Y6 Pupils for this great achievement.</p> <p>Q: The areas highlighted in Red – KS1 results maybe not as good? TW noted that this reflects a national picture and confirmed that moderation had taken place via Zoom. TW also noted that small cohort size had a significant impact on the %.</p> <p>TW highlighted the results from the latest Parent View Survey taken from the Ofsted Site. Governors noted the positive comments.</p> <p>Governors thanked David Horton for his efforts in enabling the School to achieve the British Council International School Award.</p>
9	<p><u>Update on SSDP.</u></p> <p>Prior to this meeting the final draft of the SSDP for 2022/25 had been circulated along with the first draft of the SDP for 2022/23.</p> <p>JP thanked all for their input into the 2022/25 plan and proposed that that unless there are glaring errors or omissions etc. we finalise with the exception of the budget, staff lead and governor monitoring columns with Tim to add in staff lead – JP and Tim to jointly look at the budget column and at September's first FGB meeting to add in governor monitoring and approve the finished document.</p>

	<p>JP referred to the school development plan side of the process - priorities and success criteria copied over ensuring all see it as one plan vision-values-priorities-success criteria-termly milestones etc. noting the intention is that Tim and the staff Team will drop in milestones for each term and bring to the September FGB meeting, time permitting, for governors information</p> <p>Next June we will look at our priorities using the success criteria as a benchmark and either agree new success criteria for Y2 or carry forward success criteria which remain in play</p> <p>Governors discussed the review document and if this should be sent to parents and/or uploaded onto the school website and if it should be on the shared drive to which evidence of monitoring can be added.</p> <p>It was agreed that this should be on the shared drive and that JP would write a summary to be sent to parents in September and that reference would be made to the SSDP which should be on the school website.</p>
10	<p><u>Safeguarding – to include update on road safety concerns.</u></p> <p>JP noted the Safeguarding Report dated 13th June – (circulated prior to this meeting). JP noted that school systems were in place and all process and procedures are being followed. JP noted that the SCR will be checked in September 2022.</p> <p>Action: JP</p> <p>JP highlighted the ongoing issue of safety relating the main road through the village and outside school. (Copies of letters sent to the Parish Council from JP as CofG – and the reply received, had been circulated prior to this meeting).</p> <p>Discussion took place as to “what next” as the reply from the Parish Council appears inconclusive.</p> <p>GS updated governors on her discussion with Keith Midgley (Chair of the Parish Council), and confirmed that whilst no solutions were currently being offered, the issue is on the agenda for the next PC Meeting.</p> <p>Action: JP to respond and ask for feedback following next PC meeting – then to speak with NYCC Road Safety Partnership again</p>
11	<p><u>Buildings - planned works</u></p> <p>TW briefed governors on works required to windows on the ground floor of the school. Quotes have been obtained as per the procurement process and work can be undertaken in the Summer Holidays to address repairs needed.</p> <p>Q: Is money allocated for such repairs – TW confirmed a sum is in the Budget.</p> <p>Governors approved the works giving the go-ahead on the basis that monies were available in the Budget.</p> <p>Action: TW to confirm amounts to JP and CQ.</p> <p>Governors questioned if it would be appropriate to send a letter to NYCC seeking funding for the major works required at school – TW noted that there really was no funding available with a backlog of schools wishing to undertake works. Governors noted no funding would be available from the Diocese either.</p> <p>Action: Review in Autumn Term.</p>

12	<p><u>Governor monitoring visits</u></p> <p>JP noted the demands on Governors and Governors time – with this being finite Governors agreed to discuss monitoring further at first meeting of the Autumn Term to streamline the approach.</p> <p>JP, AS and GS confirmed final visits planned for this term.</p>
13	<p><u>Policies to approve:</u></p> <p>PE Policy</p> <p>Governors approved the PE Policy noting the wording in the document that encourages Personal Development and not just Competition.</p>
C	Other Business
14	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>JP and TW referred governors to two letters received from NYCC.</p> <p>(These had been circulated prior to this meeting)</p> <p>One, from Stuart Carleton, dated 15th June 2022, relates to Energy Price Increases – “The increase that has been applied to electricity has been confirmed to be 110%. This is in accordance with the increase that was previously notified to schools by the Energy Team. Please be advised that the increase in the price of gas is in excess of that which was previously forecast by YPO. YPO and Corona Energy have estimated price increases for each school that are based upon consumption rates for 2021-22. The estimated increases range from 152%- 338%. The first school bills for April 2022 consumption will be arriving in the coming week (w/c 20th June 2022) which will provide costs for individual schools”.</p> <p>The letter also asks –</p> <p>“Schools are advised, through their monthly budget monitoring process, to assess the financial impact of the new additional energy cost increases on their 2022/23 budget position. Where the additional cost increase will result in the 2022/23 school budget moving from a surplus to a deficit, local authority maintained schools are requested to inform the Local Authority of the updated position before the end of the Summer 2022 term”.</p> <p>A second letter, also from Stuart Carleton, refers to the Start Budget.</p> <p>“Thank you for submitting the 2022/23 Start Budget for your school to the Local Authority. We have reviewed the school budget forecast submissions for the current financial year 2022/23 and the forecast financial position in both 2023/24 and 2024/25. Whilst your school is forecasting a cumulative revenue surplus balance for 31st March 2023, we can see that you are predicting future cumulative revenue deficits”.</p> <p>The letter goes on:</p> <p>“We recognise that a school’s funding position and the cost pressures experienced by schools are subject to change, however we are interested to know what actions your school is considering at this stage to address the future budget shortfall in order to achieve a cumulative budget surplus position. I would therefore be grateful if you could respond to this letter and provide details of your plans to improve the financial position of the school”.</p>

	<p>Governors noted the request for a reply by 26th July.</p> <p>Governors noted the very significant impact that the substantial energy cost increases would have on future budgets.</p> <p>TW advised that the School Bursar would be visiting to discuss on 7th July and following this TW/JP and CQ would facilitate a response by letter.</p> <p>Governors discussed the continuing squeeze on Budgets and resolved to do everything possible to avoid the scenario where staff redundancies might have to be considered as this would go against everything that is good about the school.</p> <p>Governors reiterated their thanks to all the Staff Team for all their hard work and support in the past year.</p> <p><i>DA left the meeting at 19.35</i></p> <p>JP noted that AS, JG and CA were stepping down at the end of this term and thanked all for their valued help, support and work given to the School over the years.</p>
15	<p><u>What impact have we had on pupils at this meeting?</u></p> <p>Safeguarding monitoring continues – Road Safety Concerns being addressed with the Parish Council.</p> <p>Opportunity to discuss HT report and challenge.</p> <p>Progress with SSDP to set priorities for the next 3years.</p>
16	<p><u>To agree meeting dates for 2022/23 and Close</u></p> <p>Governors discussed dates for 2022/23 acknowledging that not all days will be “ideal” for all.</p> <p>Governors agreed the first FGB meeting of 22/23 would be 13th September 2022</p> <p>Action: Clerk to circulate proposed dates for 22/23 via e-mail and these to be confirmed at meeting on 13/09.</p>