



## Kildwick CE Primary School

Minutes of the Meeting of the FGB Meeting held, in school, on 12<sup>th</sup> September 2023 at 18.00.

**Present:**

Jackie Craven – Parent Governor (JC)  
Anna Fisher – Co-opted Governor (AF)  
Mike Green – Foundation Governor (MG)  
Jane Hall – Foundation Governor (JH)  
Karen Law – Parent Governor (KL)  
John Perry – LA Governor (JP)  
Tim Whitehead – Headteacher (TW)

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)

**Governing Body core functions:**

*Ensuring clarity of vision, ethos, and strategic direction.*

*Holding senior leaders to account for the educational performance of the organisation; and.*

*Overseeing the financial performance of the organisation and making sure its money is well spent.*

A	<b>Procedural</b>
1	<u>Welcome, Opening Prayer and consideration of absence.</u> The Clerk opened the meeting at 18.00, welcoming all present and thanking them for their attendance. All Governors were present in school. The meeting was quorate. Apologies received from Howard Barton, Donna Akrigg, and Cameron Quninn – consented. MG led the meeting in an opening prayer.
2	<u>To agree term of Office for the Chair and Election of Chair</u> Governors agreed a one-year term of office for the 23/24 academic year. MG proposed JP as Chair, JH seconded. Governors unanimously elected JP as Chair of the Governing Board for the 2023/24 academic year.

	JP took the Chair.
3	<p><u>Election of Vice-Chair and Succession Planning</u></p> <p>Discussion took place over the position of Vice Chair and also on succession planning as governors need to be mindful that the post of Chair should ideally not be held by the same person forever!</p> <p>JP nominated JC as Vice Chair. MG seconded. Governors unanimously elected JC as Vice-Chair to the Governing Board for the 2023/24 academic year.</p> <p>Discussion also took place around skills required by the Board ensuring an even spread and no “gaps” for now and the future.</p> <p><b>Action: JP to review latest skills audit and report finding at next FGB.</b></p>
4	<p><u>To determine whether other urgent business should be considered.</u></p> <p>MG noted that a suitable candidate is being sought to fill the current vacancy for a Foundation Governor and the PCC will nominate once this person is identified.</p> <p>TW presented proposed Term dates for 2024/25 highlighting the x3 “fixed” training days and asked governors to approve these and to agree the additional x2 training days – TW proposed these as being 20/06/24 and 21/07/24 and outlined the rationale for these. Governors approved the proposed dates.</p> <p>TW proposed introducing a further area within Google for Governor’s use – “Governor Classroom” and explained how current areas are used by staff – the suggested new area would be for Governors use only.</p> <p><b>Action: David Horton to set up and present at FGB in December on access and use.</b></p>
5	<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></p> <p>None identified at this point.</p>
6	<p><u>Annual Requirement to Complete:</u></p> <p>Governors were requested to complete the following documents with paper copies circulated for completion.</p> <p>a) Register of Interests.</p> <p>Governors were requested to complete, date, and sign the Register of Interests Form and return for filing. In the event of nothing to declare a “Nil Return” is required.</p> <p>b) Register of Hospitality</p> <p>Governors were requested to complete, date, and sign the Register of Interests Form and return for filing. In the event of nothing to declare a “Nil Return” is required.</p> <p><b>Action: Forms to file – HB, CQ and DA to complete.</b></p>
7	<p><u>Reminder of the need to declare interests, pecuniary or non-pecuniary.</u></p> <p>Governors were reminded of their responsibility to declare any interest – pecuniary or non-pecuniary – on any agenda item should the situation arise – this is further to completion of annual Business Interest forms.</p>

8	<p><u>Reminder of Declaration of Eligibility to serve as a Governor.</u></p> <p>Governors were reminded of the Declaration that they signed as part of the process of becoming a governor and that individual governors have the responsibility to notify the Chair/Headteacher should circumstances alter that may affect their eligibility.</p>
9	<p><u>Committees: To determine the committees that are to be established:</u></p> <p>Governors agreed that the following committees should be established:</p> <p>Curriculum Finance and Resources Staff Discipline Staff Appeal Pupil Discipline Complaints Pay</p> <p>Governors discussed the Terms of Reference for the Committees</p> <p>Curriculum - Proposed ToFR had been circulated prior to this meeting – these were discussed, and amendments suggested and agreed.</p> <p><b>Action: Clerk to update and circulate.</b></p> <p>Finance and Resources - Proposed ToFR had been circulated prior to this meeting – these were discussed, and amendments suggested and agreed.</p> <p><b>Action: Clerk to update and circulate.</b></p> <p>Staff Discipline – Governors agreed to use NY recommended Terms.</p> <p>Staff Appeal– Governors agreed to use NY recommended Terms.</p> <p>Pupil Discipline– Governors agreed to use NY recommended Terms.</p> <p>Complaints– Governors agreed to use NY recommended Terms.</p> <p>Pay - Governors agreed to use NY recommended Terms.</p> <p>Governors discussed what functions are to be delegated to the committees.</p> <p>Governors agreed that the Pupil Discipline, Staff Discipline, Staff Discipline Appeals, Pay and Complaints Committees be given full delegated authority in respect of their terms of reference.</p> <p>Governors unanimously agreed that MG would chair the Curriculum Committee and CQ the Finance and Resources committees.</p> <p>It was noted that the chair would have a casting vote in the event of a split vote on any item.</p> <p>Discussion took place as to the possibility of forming a “Christian Distinctiveness committee”. This might monitor Religious Studies and Collective Worship and comprise a small group of governors to meet 2/3 times a year. Discussion took place as to collective “responsibility” in this.</p> <p><b>Action: TW to discuss options with Lee – Diocese Education Adviser.</b></p>
10	<p><u>To appoint membership of the committees.</u></p>

	<p>Governors agreed:</p> <p>Curriculum – MG, TW, DA, HB, AF, and JH.</p> <p>Finance and Resources – CQ, TW, DA, JP, JC, and KL</p> <p>Staff Discipline – 3 or more governors in the event of the need for this committee to meet. All governors (except Chair, HT, or Staff Governor or MG to be available to form this)</p> <p>Staff Appeal - 3 or more governors in the event of the need for this committee to meet. All governors (except HT or Staff Governor or MG to be available to form this)</p> <p>Pupil Discipline - 3 or more governors in the event of the need for this committee to meet. All governors (except HT or Staff Governor or MG to be available to form this)</p> <p>Complaints - 3 or more governors in the event of the need for this committee to meet. All governors (except Chair, HT, or Staff Governor to be available to form this)</p> <p>Pay – JP, CQ and JC.</p>
11	<p><u>To appoint (Link) Governors with specific responsibilities</u></p> <p>Governors agreed the following.</p> <p>SEN Governor - AF</p> <p>Safeguarding + Radicalisation (including Pupil Wellbeing and Attendance) Governor - JP</p> <p>Health and Safety Governor - JC</p> <p>Induction Governor - JP</p> <p>EYFS – AF</p> <p>Parental engagement – KL</p> <p>Pupil premium and Data – HB</p> <p>English &amp; Phonics- JH</p> <p>Maths – JC</p> <p>RE/Collective Worship – MG</p> <p>PCC Link – MG</p> <p>Environmental sustainability – use of Energy Grant – TW, HB, and JC</p> <p>Academisation – TW, DA, JP HB, and MG</p>
12	<p><u>To appoint the Headteacher’s Performance Management Group</u></p> <p>Governors agreed JP, JC and CQ + External Adviser to form this.</p> <p>A date has been set for this meeting – 3<sup>rd</sup> October 2023.</p>
13	<p><u>To confirm and approve:</u></p> <p>Governors approved the Budget Management Policy</p> <p>Governors approved the scheme of delegation to the Headteacher as being £10k.</p>
14	<p><u>To agree the Governing Body Code of Practice and Standing Orders (and re-sign).</u></p> <p>Governors adopted the Code of Practice and Standing Orders along with the Standing orders for Virtual Meetings</p>

15	<p><u>To remind the Governing Body of the ethos of the School and review if necessary.</u></p> <p>Governors confirmed that the desire for the school to have a strong Christian ethos where the development of skills and knowledge is underpinned by love and respect for each other, and a strong connection between school, home, and the local community, especially St Andrew's Church.</p> <p>The school will provide high-quality teaching and challenging learning opportunities for every child, alongside exciting and extensive extra-curricular activities.</p> <p>The six Christian values building from our vision and underpinning our ethos are: Peace, Trust, Forgiveness, Friendship, Courage, and Respect.</p> <p>We encourage children to recognise this throughout daily school life.</p>
16	<p><u>To approve the Minutes of the previous meetings held on 10<sup>th</sup> July 2023, to consider any Matters Arising not covered by this agenda and review Action Points.</u></p> <p>Governors approved the Minutes and Confidential Minutes of the FGB meeting held on 10<sup>th</sup> July 2023. There were no matters arising.</p> <p><i>Summary of Action Points:</i></p> <p><i>TW to update on Collective Worship – conversations with Lee and Pupil Voice and meeting with MG to discuss.</i></p> <p><b>Action: carry forward.</b></p> <p><i>TW to confirm SEND contextual data shown in HT report for Summer term – (shows 14% pupils within general SEN (assuming this is EHC + SEN other) - data shows us at 14.7, similar 16.7, LA 14.7 and National 15.3)</i></p> <p><b>Action: carry forward.</b></p> <p><i>TW to update governors on actions from Online Safety report. – to be discussed under item 19.</i></p> <p><i>TW to complete outstanding actions on website review.</i></p> <p><b>Action: carry forward.</b></p> <p><i>TW to pursue quotes and alternative solutions for radiator covers and upgrade of wet pour area in playground. – TW noted significant cost and difficulty around these.</i></p> <p><b>Action: carry forward to Finance Committee Meeting.</b></p> <p><i>Governors to submit outstanding Skills Audit forms- GS to complete audit.</i></p> <p><b>Action: JP to review for December FGB</b></p> <p><i>Clerk to circulate new proposed meeting dates for 23/24. – to be considered under item 23.</i></p>
<b>B</b>	<b>School Improvement</b>
17	<p><u>Headteacher update.</u></p> <p>TW gave a verbal update on the return to school this term. TW noted discussions with David Horton to ensure appropriate Filtering and Monitoring systems are in place. PE is to be</p>

	<p>reviewed to ensure high quality provision along with an increase in time given to this area – equal opportunities for girls is to be promoted and a 2yr plan put into place to promote access.</p> <p>TW confirmed that the school is not affected by the concerns around unsafe concrete used in some school buildings (RAAC) and currently being highlighted by the DfE.</p> <p>TW briefed governors on the Reception intake and highlighted the number with “high needs”.</p> <p>There are currently 142 pupils on roll.</p> <p>TW outlined the training focus at the recent training days and noted that the school will be hosting x3 students from Red Kite and Northern Lights as part of their placements.</p> <p>TW noted ongoing issues with the cleaning contractor and gave an update on the current situation.</p> <p><b>Action: TW to review cleaning contract and feedback issues to the provider – discuss further at Finance and Resources.</b></p>
18	<p><u>To formally approve the SSDP for 2023/24 and agree monitoring process (Link Governors) Agreement on SDP for 2023/24.</u></p> <p>JP noted that parental consultation had been undertake on the SSDP and that the version circulated prior to this meeting was the final draft for approval. There had been no feedback from parents.</p> <p>Governors formally approve the SSDP for 2023/24.</p> <p>TW noted the SDP that follows input from staff – TW confirmed these would be RAGd ongoing and updates to governors would be via the termly HT report,</p>
19	<p><u>Safeguarding.</u></p> <p>JP noted the requirement for all governors to have read the updated version of Keeping Children Safe in Education (KCSIE) – this was circulated prior to this meeting and governors were asked to sign a proforma (circulated) as confirmation of this.</p> <p><b>Action: DA, HB and CQ to sign also.</b></p> <p>TW noted the ongoing work to comply with and review “Filtering and Monitoring” – staff training has been delivered on this topic and TW highlighted the mechanics of ensuring appropriate filtering and monitoring is in place.</p> <p><b>Action: TW/JP to meet on 24/10 to review processes</b></p>
20	<p><u>Policies to approve:</u></p> <p>Governors approved the Child Protection Policy.</p> <p>Governors noted the Schedule of Policies for approval 2023/24.</p> <p><b>Action: TW&amp;JP to review schedule and identify Policies for approval by relevant committees.</b></p>
<b>C</b>	<b>Other Business</b>
21	<p><u>Governor Training.</u></p> <p>Governors were reminded of training opportunities including courses run via NYC, modules available via “Modern Governor” and NGA. Governors were encouraged to access what they feel appropriate/relevant and of interest. A proforma will be available at FGB meetings so that training can be recorded.</p>

	<b>Action: TW to circulate log-in details to access Modern Governor.</b>
22	<u>To deal with any matters agreed for consideration under item 4 above.</u> <i>AOB items had been considered in Item 4 of this agenda.</i>
23	<u>Date of next meeting/s and Close</u> Governors agreed the meeting dates for 2023/24 – (with one exception Curriculum may not be on 06/02/2024 due to a clash of dates – Curriculum Committee to reschedule on 10/10)  12/09/23 FGB 10/10/23 Cur 21/11/23 Fin 05/12/23 FGB  06/02/24 Cur ( <i>new date to be agreed</i> ) 11/03/24 Fin 21/03/24 FGB  23/04/24 Cur 14/05/24 Fin ## Budget approval (we may need to reschedule once info from NY is available?) 20/06/24 Strategy 09/07/24 FGB  The meeting closed at 19.55.

Dates of Future Meetings.

12/09/23 FGB  
10/10/23 Cur  
21/11/23 Fin  
05/12/23 FGB

06/02/24 Cur (*to be rescheduled*)  
11/03/24 Fin  
21/03/24 FGB

23/04/24 Cur  
14/05/24 Fin Budget approval (*may need to be rescheduled*)  
20/06/24 Strategy  
09/07/24 FGB

Summary of Action Points

**JP to review latest skills audit and report finding at next FGB. (5/12/23)**

**MG to agree new date for Curriculum Committee to meet in February 2024.**

**David Horton to set up “Governor Classroom” and present at FGB in December on access and use.**

**Register of Business Interests and Hospitality Forms to file – HB, CQ and DA to complete.**

**Clerk to update ToFR for Curriculum Committee and circulate.**

**Clerk to update ToFR for Finance Committee and circulate.**

**TW to update on Collective Worship – conversations with Lee and Pupil Voice and meeting with MG to discuss.**

**TW to confirm SEND contextual data shown in HT report for Summer term – (shows 14% pupils within general SEN (assuming this is EHC + SEN other) - data shows us at 14.7, similar 16.7, LA 14.7 and National 15.3 )**

**TW to complete outstanding actions on website review.**

**TW to pursue quotes and alternative solutions for radiator covers and upgrade of wet pour area in playground and report to November Finance meeting.**

**TW to review contact and feedback issues to the provider – discuss further at Finance and Resources.**

**DA, HB and CQ to sign proforma as confirmation KCSIE document read.**

**TW/JP to meet on 24/10 to review processes re “Filtering and Monitoring”.**

**TW&JP to review schedule and identify Policies for approval by relevant committees.**

**TW to circulate log-in details to access Modern Governor**

**TW to discuss options re “Christian Distinctiveness Committee” with Lee – Diocese Education Adviser.**