



**Kildwick CE Primary School**  
**Loving to learn, learning to live, living to learn.**

Minutes from the Meeting of the FGB (Curriculum) held in school, on 9<sup>th</sup> May 2022 at 18:00

Present:

Christine Anderton – Foundation Governor (CA)

Donna Akrigg – Staff Governor (DA)

Howard Barton – Parent Governor (HB)

Jo Gostling – Co-opted Governor (JG)

John Perry – LA Governor (JP)

Cameron Quinn – Co-opted Governor (CQ)

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> AS opened the meeting at 18.00, welcoming all present and thanking them for their attendance. Apologies received from Jackie Craven -Consented. Ben Lazenby was absent. GS led the meeting in an opening prayer.
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> None identified at this point.
4	<u>Declaration of interest on any agenda item.</u> None declared.

5	<p>To approve the Minutes of the FGB meeting held on 6<sup>th</sup> April 2022 and matters arising from the minutes not otherwise covered by the agenda.</p> <p>Governors unanimously approved the Minutes from FGB held on 6<sup>th</sup> April 2022.</p> <p>TW noted that a meeting is planned with TB on 12<sup>th</sup> May to review Start Budget – Laptop purchases will be discussed at this too, along with Audits of voluntary funds.</p> <p>TW confirmed still no response from Julie Temple re building alterations.</p> <p><b>Action: TW to progress.</b></p> <p>TW noted the Road Safety Video would be produced following the SATS.</p> <p>TW briefed governors on revised attendance figures following a review of how Covid related absence was captured – attendance is now at 97%.</p> <p>TW confirmed that a letter re term-time absence had been sent to all parents. TW noted that feedback on safeguarding had been circulated and that parents had been reminded about the facility on Parent View to make comments to school.</p> <p>The Parish Links in the school website have been updated.</p> <p>TW noted that this is SATS week – CA had been in school today in support of this with JP and JG also in school this week. TW noted the need for support on 11<sup>th</sup> May – CA volunteered to do this.</p> <p>Q: Is there any external validation that processes, and procedures are being adhered to by school in relation to SATS. TW confirmed that this is undertaken, and that “checks” had been made on the school in the past.</p>
<b>B</b>	<b>Achieving our School Vision</b>
6	<p><u>TW update to include:</u></p> <p>Information relating to Catch up progress, Attainment, Sports Premium, PP Strategy and PP Tracker, Summer 2022 Curriculum Review and results of the SEND Parent/Carer questionnaire had been circulated prior to this meeting.</p> <p>TW confirmed that development of the Curriculum continues and drew governors’ attention to the information circulated.</p> <p>Q: Ref the sports Premium Funding and development of a firm surface running track – is the rec currently able to be used in wet weather. TW confirmed the plans to address this issue and to have facilities available throughout the year – TW noted the increase in costs of materials has meant this development is delayed.</p> <p>Q: Do we have Sports Leaders in school. TW confirmed he is the Sports Leader and briefed governors on planned training to involve Y2 and Y5 pupils to engage in this.</p> <p><b>Action: TW</b></p> <p>Q: Who is the PE Lead – TW confirmed he undertakes this role.</p> <p>TW referred to the PP information circulated.</p> <p>Q: Are the targets for progress ambitious enough – if 2-3 points improvement made to date is this seen as “good/as expected”. TW confirmed that targets are set individually and designed to stretch those individuals – TW noted that there is still one term left in the school year and the interventions in place continue.</p>

	<p>Q: Is the effectiveness of interventions reviewed and if an approach is seen as “not working” what happens. TW confirmed that all interventions are regularly reviewed and there is no hesitation to amend, or stop use, if the circumstances dictate. TW referred to a scheme – IDL – that had been halted, and the subscription will not be renewed, and another, “Clicker” that has been introduced. TW noted that where possible the school is now looking to incorporate interventions into class activity rather than always removing pupils for this support. TW highlighted the emphasis on Quality First Teaching and that the approach to interventions is that it is “Ok” to stop use of an approach if it is really not being effective.</p> <p>TW highlighted the fluidity of interventions, and those weekly discussions take place over who needs support and how this should be provided – support is now more bespoke than ever – especially in lower years.</p> <p>Governors discussed the importance of narrative and evidence to support effectiveness. JP noted the new framework and confirmed discussion at the regular HT/CoG meetings. Governors noted the importance of data – and the need to relate this to ££ spent – and how and why it was spent in the way it was – e.g., to fund existing staff to deliver interventions – and why this is of greater benefit than “buying in” external support.</p> <p>TW noted the progress with Before and After School Clubs and that positive feedback from parents has been received.</p> <p>Q: Progress on “catch up” appears to be less amongst Y2 and Y3 pupils than in Y4/5/6 – why is this. TW confirmed that Y4-6 were making substantial progress and noted that when school was closed these year groups were able to learn remotely and independently more easily as they experience to fall back on from being in school for a significant period prior to closure. TW compared this to the younger age groups who did not have this experience to “fall back on” and how this affected behaviour on learning – (rather than the actual learning).</p> <p>TW noted that planning is underway to continue supporting younger pupils in September with varied approaches to be assessed.</p> <p>Governors noted the impact of Covid and closures on younger age groups with significant disruption to Early Years education and to the experience of Nursery.</p> <p>Q: Re Music – and the comment against CPD for staff to address lack of confidence in teaching this – what more can be done to support – could governor’s input. TW noted the work with specialist organisations to support teaching of music and of programmes and schemes purchased and highlighted that staff were not confident to further these to the level felt necessary. TW confirmed that CDP for the whole staff is being investigated for later in the Summer Term or in the Autumn Tern, to help invigorate this subject.</p> <p><b>Action: GS to pursue</b></p>
7	<p><u>Governor monitoring of the 'loving to learn' success criteria on the SSDP.</u></p> <p>Records of monitoring visits to SEND, EYFS, Art and DT had been circulated prior to this meeting. Subject leader updates had also been provided.</p> <p>AS highlighted the guide to Governor’s Visits that had been uploaded onto the shared drive – (within the Gov Visits folder). AS noted the updated document to address concerns and</p>

	<p>“worries” on undertaking visits and that this guide provides ideas and expectations on what should come from completion.</p> <p><b>Action: All to read – feedback to AS</b></p> <p>AS highlighted these visits should be strategic in purpose and referred to the form that should be completed as a record of visit and conversations. Discussion took place around the structure and evidence that should be shown and how best to link governors to a subject/member of staff to make the full process less burdensome, effective, and efficient. Governors agreed the need to records to be kept and that this should be simple to do and easily understandable. AS reminded governors that no one should be anxious about having to make comments under every section of the form every time. The use of “n/a” is acceptable if that element is not covered, or required, at that particular meeting.</p> <p>Governors noted the importance of record keeping as it completes the triangulation of monitoring – further validation on information received from the HT and external inspections.</p> <p>AS noted that governors do visit, meet, and hold conversations/discussion with Staff and suggested that inclusion of Pupil Feedback is also important and that this be sought. Governors noted the issues around getting this and agreed that inclusion on every visit was not practical but that one visit per year should include pupil engagement.</p> <p><b>Action: All</b></p> <p>Governors reflected on the visits undertaken over the past two terms and concluded that this help enormously to give the Board and understanding of the school and curriculum. Governors noted that this was particularly helpful for those who do not have children at school. “Virtual visits” were discussed, and it was agreed that these, whilst having their place, are not as informative as physical visits into school. It was agreed that future Governor/Staff/School links – for monitoring purposes – should consider governor availability/time constraints and circumstances.</p> <p>Governors agreed how incredibly beneficial visits into school are and how these can help understand context.</p> <p>AS highlighted the importance of also engaging with SEND pupils to understand how they relate to subjects and how they are supported in classes.</p> <p>Governors discussed how visits can help get a sense of how pupils enjoy the curriculum and how this “reality” reflects subject leader reports and updates – and agreed that monitoring visits were not about “catching anyone out” – a good result is evidence matching updates!</p> <p>Governors discussed how visits can highlight opportunity and ability – e.g. Music – how engaged and encouraged are all pupils – including those who don’t have “musical ability” or inclination.</p> <p>Staff wellbeing was discussed and how the Link Governor should look to engage in this.</p> <p>Discussion took place on how essential it is to have a purpose for a “visit” and how this should relate back to the SSDP – and again highlighted the importance of balancing evidence and information gained against HT and SL updates.</p>
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	<p>Governors agreed to review Link Governor visits at every Curriculum Meeting – how they “went” and observations. More than just data is required to evidence success and progress.</p> <p>Governors agreed the need to see and hear the “loving to learn” element of the school vision.</p> <p>The extraordinary challenges of the year due to Covid were acknowledged -Governors thanked all staff for enabling visits that give an opportunity to celebrate what Staff and Pupils are doing and experiencing.</p> <p>TW noted there is another Parent Forum meeting planned with a focus including the revised Behaviour Policy and Safeguarding.</p>
<b>C</b>	<b>Other Business and information</b>
8	<p><u>Policies to approve</u></p> <p>The most recent Policy Review Schedule had been circulated prior to this meeting. TW noted that the new Behaviour Policy was in draft form, and this would be circulated to Parents for comment prior to submission to Governors for approval.</p> <p><b>Action: TW</b></p> <p>Discussion took place on the most effective and efficient way for Governors to review Policies. It was agreed that one Governor would be tasked to review new Policies in detail – with this being linked to their role (e.g., H&amp;S Link Governor to check H&amp;S Policy) – or being asked to review a Policy on a rota basis. Governor to confirm at GB meetings that the review has taken place and any comments to be raised or noted.</p> <p><b>Action: TW/All</b></p>
9	<p><u>Skills Audit</u></p> <p>A copy of the Skills Audit compiled by GS had been circulated prior to this meeting along with a narrative paper.</p> <p>GS highlighted those governors due to “step down” at the end of this year had not been included in the audit and explained how this is a forward-looking document to strengthen the Board by highlighting skills and knowledge gaps that can be addressed through training or future recruitment. GS noted the broad range of skills that exist and that there are no major or glaring gaps that are cause for concern. GS highlighted the dashboard and its reflection of the new membership and some inexperience. GS noted areas that can be addressed by training – (Equality and Diversity and Stakeholder Engagement).</p> <p>JP thanked everyone for their contribution to this and agreed to pursue joint training opportunities with Cowling School and to investigate NGA briefings on Stakeholder engagement.</p> <p><b>Action: JP</b></p> <p>Q: Do/how do we engage with the “wider community.” Governors agreed that there is strong engagement with Parents and the Church – TW noted that there is engagement with local business, but not over aspects of governance. Governors agreed that any wider engagement must have a purpose...</p>

10	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>JP noted the paper circulated to all governors to start the thought process around the Strategy Meeting on 22<sup>nd</sup> June – all governors are invited to the meeting with Lee Talbot (Diocesan Education Advisor) on 17<sup>th</sup> May to discuss structure.</p>
11	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Governors noted the evidence of an engaging curriculum for all pupils and the ongoing review to improve at all times.</p> <p>Discussion and awareness to PP and Catch-up demonstrates the effectiveness of interventions and there is a continual and evolving focus in this area.</p> <p>Governors noted that thought has started on what the Governing Board will “look like” in September 2022 and who might undertake certain roles and functions.</p>
12	<p><u>Date of next meeting and Close.</u></p> <p>Governors note the date of the next meeting on 25<sup>th</sup> May 2022 at which the Start Budget for 22/23 will be approved.</p> <p>The meeting closed at 19.25.</p>

Dates of Future Meetings.

24/05/22 - 6.00pm - FGB (Finance and Resources) - Budget Approval

22/06/22 – 5.30 pm - FGB Strategy Meeting

**06/07/22 – 6.00pm - FGB – Please note confirmed time**