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Kildwick CE Primary School

Loving to learn, learning to live, living to learn

Minutes from the Meeting of the FGB (Curriculum) held on 10th October 2022 at 18:00 – in School.

Present:

Donna Akrigg – Staff Governor (DA)

Howard Barton – Parent Governor (HB)

Mike Green – Foundation Governor (MG)

John Perry – LA Governor (JP)

Cameron Quinn – Co-opted Governor (CQ)

Geraldine Sands – foundation Governor (GS)

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> MG opened the meeting at 18.00, welcoming all present and thanking them for their attendance. MG led the meeting in an opening prayer. Apologies received from Jackie Craven and Cameron Quinn – consented.
1a	<u>Governing Board vacancies – update</u> MG noted the resignations of Elspeth Barfoot and Ben Lazenby. JP updated governors on a potential candidate to fill the Co-opted Governor vacancy and briefed governors on the meeting held with them and an overview of their background, skills, and experience. Governors were asked to consider the candidate, Anna Fisher, to fill the vacancy and unanimously agreed to offer the position to Anna. Action: Clerk to make contact. MG updated the meeting on a potential candidate to fill the vacant Foundation Governor post – and outlined the process to be followed via the PCC and Diocese to progress this. TW noted that nominations had closed to fill the current Parent Governor vacancy.
2	<u>To determine whether other urgent business should be considered.</u> The following items were identified – HT Performance Management and Ofsted Training.

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></p> <p>HT Performance Management.</p>
4	<p><u>Declaration of interest on any agenda item.</u></p> <p>None declared.</p>
5	<p><u>To approve the Minutes of the FGB meeting held on 13th September 2022 and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>MG noted that the Minutes considered from 6th July (at FGB on 13th September), had been updated with correct persistent absence data.</p> <p>Action: TW to file.</p> <p>Q: Are we comfortable with this figure. (6.9%). TW noted that this is low compared to other schools, that it was not cause for concern, and that appropriate systems are in place to monitor and follow up.</p> <p>MG invited comments on the Minutes of FGB held on 13th September 2022 – there were none and governors approved these Minutes.</p> <p>Action: TW to file.</p> <p>MG highlighted the actions from these Minutes.</p> <p>JP noted that no one has yet come forward to fill the vacant post of Vice Chair. Governors discussed the comment made on a recent visit by the SIA that this might be a risk. Governors noted the structure of meetings and that CQ and MG Chair the Curriculum and Finance and Resources meetings meaning that responsibility is shared, and the Chair is supported. Governors agreed to revisit in December once the Board is back to “full strength.”</p> <p>Action: Clerk to ensure all Paperwork is complete from FGB on 13th September (Register of BI and Hospitality) – CQ to complete.</p> <p>JP confirmed the HT PM meeting has been held with CQ attending virtually.</p> <p>JP confirmed that the wording on the SSDP has been reviewed and circulated</p> <p>Action: Clerk to set up new folder for this year and approved SSDP to be filed.</p> <p>HB/TW confirmed details of the Development Wheel have been discussed and now this needs to be reviewed to see how it might work in conjunction with the SSDP and SDP.</p> <p>Action: TW</p> <p>TW confirmed a meeting is planned with AS to discuss involvement with environmental issues and projects.</p> <p>JP updated governors on correspondence with the Road Safety Traffic Bureau over ongoing concerns with speeding issues outside the school and gave the details about the monitoring undertaken and results of this. Governors discussed the information received and raised further questions re vehicle types and timings of the monitoring.</p> <p>Action: JP/TW to make further contact with the RSTB – JP to continue with Road Safety concerns being part of Safeguarding reviews.</p>

	<p>TW confirmed that the Safeguarding quiz had been circulated and that this was a knowledge check for governors to “self-mark.”</p> <p>Action: TW/DA to provide safeguarding update in December once all new governors are in post.</p> <p>The Child Protection Policy has been circulated. Diocesan Training schedule has been circulated.</p> <p>MG noted the invite to the Diocesan Conference on Friday 18th November. TW confirmed his attendance and invited any governor interested in this to make contact.</p> <p>Action: All governors.</p> <p>Governors discussed training opportunities to look at the Ofsted Inspection process and the knowledge they need and the involvement they have in this. Training can be arranged and there is the option of face-to-face or a virtual session.</p> <p>Action: TW to progress – email to all Governors with suggested dates and governor to reply to “All” please.</p>
B	Achieving our School Vision
6	<p><u>Pupil Progress and attainment update</u></p> <p>Prior to this meeting data pertaining to 2022 for KS2, KS2 progress and Average Scaled Scores, KS1, Phonics and EYFS had been circulated.</p> <p>TW noted this information was also on the school website. TW highlighted the excellent KS2 data and that the KS1 results were above National Average. TW note that writing is still an issue, and this is targeted within this year’s SSDP. TW briefed governors on the Phonics results which are slightly lower – and gave details on the new scheme used in school – Little Wandle. All staff have been trained to use this – and to use this with a consistent approach. Benefits are starting to show through. TW also noted work in progress with the English Hub to support work in school. TW noted that EYFS data is lower this year but still above the National Average.</p> <p>Q: Will the approach to assessment be reviewed. TW confirmed that the Assessment Policy will be reviewed, that this had been on the agenda for the Staff Meeting held earlier this evening and that the aim is that the Policy will be more useful for staff with training on any new approach to be undertaken by all staff before half term.</p> <p>Q: What is the split for Girl/Boy achievement in KS2 GD. TW noted that the information circulated was an overview – this data is available and would be issued.</p> <p>Q: Who has access to the National Data. TW noted that he and HB currently can access but that any governor can be given access. Girl/Boy breakdown will be on the National System and eventually on the IDSR report that has yet to be received. (TW noted this is due later this term and would be incorporated into the HT report in December).</p> <p>TW noted the number of test papers sent back for review. TW reiterated that Witing will be an area of concern for a few more years but the use of Wandle will continue to have a positive knock-on effect. TW noted the effect of Covid in this area as it an area that is difficult to teach remotely.</p> <p>Governor recorded their thanks to the Staff Team for enabling such impressive results this year.</p>

7	<p><u>Additional funding update – (PP, Recovery/catch-up)</u></p> <p>TW noted that the Pupil Premium document has been updated – we are now in Y2 of a 3yr plan – some data is outstanding for review.</p> <p>Action: TW to circulate PP Plan when updated.</p> <p>TW highlighted work on the curriculum and training undertaken with the HART alliance and briefed governors on actions to intervene to “close the gap” with recovery and catch-up programmes. TW highlighted the early starts offered to pupils and the activities they can undertake within this.</p> <p>Q; Are there noticeable improvements as a result of this. TW confirmed there were.</p> <p>TW noted the new requirements to be included as part of the updated PP plan – including changes to Progression Planning and Curriculum Planning.</p> <p>Action: PP Plan to be agreed by governors in December FGB.</p> <p>TW noted work in progress to the Sports Premium Plan.</p>
8	<p><u>Curriculum update – to include discussion on Governor monitoring.</u></p> <p>DA gave governors a presentation on developments to the Computing Curriculum noting this was an area identified for improvement. TW noted that restrictions enforced during Covid had highlighted the need for robust IT systems and that the importance of these required all to have sound knowledge. This is now a key life skill.</p> <p>To reinforce strong subject knowledge in staff, the school has bought into a scheme of work entitled KAPOW.</p> <p>DA briefed governors on the three strands within the scheme and how this will give reassurance to staff and instil confidence in their teaching of the subject.</p> <p>DA highlighted the five further areas that are explored noting that online safety is an element within all of these.</p> <p>DA gave an overview of lesson planning and how teaching might look for a year and briefed on the Teaching and Learning sequence now in place – this being pre-assessment, teaching, testing, and revisiting where required. DA noted how the expected impact would be measured.</p> <p>Computing will be taught weekly – and pupils how to use technology in both individual and group settings.</p> <p>TW confirmed that parents would be informed and briefed on what would be covered and given a “key vocabulary” overview so that learning can be reinforced at home. DA confirmed that a Curriculum letter would be sent out before half term.</p> <p>Governors noted that monitoring visits last year had also highlighted the need for development in this area. Governors noted that the speed of change and constant change, in this subject reinforces the need to keep abreast of all developments in this area.</p> <p>DA updated governors on MFL noting the core language taught is now Spanish. Governors were shown the new scheme – Language Angel – that the school has introduced to enable any teacher to use regardless of their personal language skills.</p> <p>DA briefed governors on how this is used with the same approach and knowledge checks in place as Computing.</p>

	<p>Whilst the scheme will only be used in KS2 there will be elements introduced into KS1 and EYFS.</p> <p>TW noted that this subject has also been adversely affected by Covid restrictions.</p> <p>Q: Does the Spanish lead have access to termly or half termly meetings with other local Language Teachers. TW noted that this was not the case at present, but the Castle Alliance was trying to establish a forum.</p> <p>MG suggested a contact to progress this idea.</p> <p>Q: Might there be anyone in the vicinity who could come into school that have Spanish as their first language to support this subject. No one was readily identified, and TW undertook to pursue this idea – though governors agreed that the many regional differences in how it is spoken might not always complement the work of school.</p> <p>Q: Has MFL been “squeezed out” of subject monitoring. TW confirmed that this is firmly back on the radar and the new scheme of work will have a positive impact.</p> <p>Governors discussed their role in monitoring the curriculum.</p> <p>JP noted the process guide and forms to record meetings/observations that are on the shared drive and the need to link governors to subjects/members of staff in a meaningful, practical, and productive way – and certainly in a manner that does not have an adverse impact on the workload of staff members.</p> <p>Governors agreed that one member of staff, covering the subjects they are responsible for, will be linked to one named governor. Discussion took place on the practicalities of meetings with agreement that there should be the option of face-to-, or online contact. Governors agreed that links should be established now, so that it can be evidenced that monitoring is taking place, and that once the board is up to full strength, these should be reviewed with new governors being involved.</p> <p>Action: JP to circulate agreed list of Link Governors – anticipating some new appointments – and to review in December.</p> <p>All Governors to access and use proformas on the shared drive and record meetings.</p>
9	<p><u>SEND update.</u></p> <p>DA gave a verbal update on SEND provision within the school. Following consultation with staff and ADYSS, there are nineteen pupils on the SEND register. DA confirmed that the provision map has been updated and that POPs are in place for all these pupils. Letters have been sent to all parents/carers for these and a new member of staff – who will lead on interventions – is now in place. The SEND Policy has been updated and this is also available on the school website.</p> <p>DA noted that the previous SEND audit has been reviewed in conjunction with ADYSS and will be looked at again towards the end of this term. DA confirmed that SEND is discussed at all Staff Meetings.</p> <p>JP confirmed that he has temporarily taken over the role of SEND governor and that a meeting with DA has taken place.</p> <p>Q: With additional SEND Pupils on the register are we confident that there are strong links with parents/carers, and if so, how do we know this. DA noted that questionnaires are sent to those involved – along with the Ofsted questionnaire and the replies for these considered – also there are regular meetings between the school and parents and ongoing contact enables a good relationship to be formed.</p>

10	<p><u>Collective Worship</u></p> <p>TW briefed governors on the plan for Collective Worship with a range of visiting speakers involved. TW noted how CW is led and that a programme is in place and that pupils are now able to visit and use the church facilities again – and that pupils are now getting used to being in church again – and in some instances – going into church for the first time. MG note that the church is now unlocked every day.</p> <p>TW thanked MG for his involvement with the school and noted the benefits and added dimension brought.</p> <p>Q: The CW policy is due for review – x2 governors were undertaking monitoring – do we now need to review how this is done. TW noted that there is currently not as much individual classroom CW so the Policy may need updating.</p> <p>Action: TW and MG to discuss.</p> <p>Q: Is there pupil feedback on CW. TW noted none at present, but this can be sought.</p> <p>Action: TW</p> <p>Discussion took place on how to ensure feedback from the latest SIAMS review is put to use in the most practical way. Governors noted the importance of capturing pupil voice.</p>
C	Other Business and information
11	<p><u>Policies to approve:</u></p> <p>Admissions Governor Allowance Whistleblowing Safeguarding Child Protection Inclusion Home and School Agreement</p> <p>JP noted scrutiny of these policies and that feedback had been given to Tim. TW confirmed comments had been reflected in updated documents.</p> <p>Governors approved the Policies presented.</p> <p>TW noted the Policies would be included on the website. Governors commented on the difficulty encountered at time in using the search engine to access some Policies.</p> <p>Action: TW to investigate with website organiser.</p>
12	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>Governors agreed that the issue re Ofsted training has been covered.</p> <p><i>Please also refer to the Confidential Minutes.</i></p>
13	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Curriculum discussed enabling governors to see and make challenge/comment on how the school is offering a broad curriculum</p>

	SEND and other vulnerable groups reviewed.
14	<u>Date of next meeting and Close.</u> Governors noted the date of the next meeting on 24 th November (FGB Finance and Resources). The meeting closed at 19.35.

Dates of Future Meetings.

(all to start at 6pm unless otherwise noted)

24/11/22 - FGB Finance

06/12/22 - FGB

07/02/23 - FGB Curriculum (**Please note we propose to hold this meeting at 1.30pm**)

15/03/23 - FGB Finance

27/03/23 - FGB

26/04/23 - FGB Curriculum

09/05/23 - FGB Finance (NYCC are asking for Budget submissions by 20th May this year)

21/06/23 - FGB Strategy – start time tbc.

10/07/23 - FGB