



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

Minutes of the Meeting of the FGB held, in school, on 13<sup>th</sup> September 2022 at 18.00

**Present:**

Donna Akrigg – Staff Governor (DA)  
Elspeth Barfoot – Foundation Governor (EB)  
Jackie Craven – Parent Governor (JC)  
Mike Green – Foundation Governor (MG)  
John Perry – LA Governor (JP)  
Tim Whitehead – Headteacher (TW)

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)

A	<b>Procedural</b>
1	<u>Welcome, Opening Prayer and consideration of absence</u> JP 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 Geraldine Sands and Cameron Quinn – consented. Ben Lazenby was absent. JP welcomed EB and MG to their first meeting – introductions were made.
2	<u>To confirm the two-year term of office of the Chair</u> The Clerk noted that at this point there would normally be the election for the position of Chair to the Governing Board and reminded governors that the decision was reached in September 2022 that JP should remain in Post until September 2023 – hence no election would take place this year.
3	<u>Election of Vice-Chair</u> JP invited nominations for the position of Vice-Chair to the Governing Board. No nominations were forthcoming. JP reminded governors of the purpose of this role. It was agreed that, for now, the Board would continue with this as a vacant post.

	<b>Action: All governors to please consider nominations for Vice Chair and to contact JP if willing.</b>
4	<p><u>To determine whether other urgent business should be considered.</u></p> <p>TW requested consideration of x3 Items – Governors agreed to discuss at this point in proceedings:</p> <p>Term Dates – TW briefed governors on proposed Term Dates for 2023/24 highlighting the Inset Dates defined by NYCC and the proposal for the x2 days that school has discretion over. TW noted that one day would be used for staff to review strategy.</p> <p><b>Q: Are these proposed dates in line with other local schools. TW confirmed that discussion had taken place with local schools and that dates were in line.</b></p> <p>Governors agreed the proposed dates.</p> <p>TW noted a return required by NYCC to confirm Pupil Admission Numbers, (PAN). TW proposed that the current figure of 17 is retained.</p> <p>Governors discussed this figure and the impact any change might have on physical capacity within school and finances. TW noted that space for Y6 is especially tight and retention of 17 will enable flexibility of numbers and enable the school to accept in year admissions.</p> <p><b>Q: Can we be forced to take more pupils. TW briefed Governors on how NYCC systems work for admissions and in particular appeals and waiting lists should parents not be offered their first choice of school.</b></p> <p>Correspondence on this had been circulated to governors prior to this meeting.</p> <p>Governors agreed to have a Pan of 17.</p> <p>TW highlighted communication from NYCC re Best Practice Guidance for Related Party Transactions and a return required to the LA. Governors noted the DfE requirement to report all Related Party Transactions (RPT) through their School Financial Value Standard (SFVS) submission from 2021/22 onwards and that LA maintained schools need to ensure transparency is upheld at all times, with proper procedures in place that justify the appropriate use of public funds and evidence the achievement of effective value for money. TW confirmed that there will be a NIL return as the school has no related third party transactions.</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>a) <u>Register of Interests.</u></p> <p>Governors were requested to complete this annual return – to date and sign the Register of Interests Form noting that in the event of nothing to declare a “Nil Return” is required.</p> <p><b>Action: Clerk to file and follow up with those not present at this meeting.</b></p> <p>b) <u>Register of Hospitality</u></p>

	<p>Governors were requested to complete this annual return - to date and sign the Register of Interests Form noting that in the event of nothing to declare a “Nil Return” is required.</p> <p><b>Action: Clerk to file and follow up with those not present at this meeting.</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 on any agenda item if the situation arose at any meeting.</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 they have a responsibility to inform the HT and Chair of Governors should anything change that might disqualify them from being on the Board.</p>
9	<p><u>Committees: To determine the committees that are to be established:</u></p> <p>Governors agreed the Committees to be established to be:</p> <ul style="list-style-type: none"> <li>Staff Discipline</li> <li>Staff Appeal</li> <li>Pupil Discipline</li> <li>Complaints</li> <li>Pay</li> </ul> <p>Governors agreed that the terms of reference of the Committees would be adopted from those set out by NYCC and noted in Standing Orders</p> <p>Governors considered whether any functions are to be delegated to the committees and agreed that the Pupil Discipline, Staff Discipline, Staff Discipline Appeals, and Complaints Committees be given full delegated authority in respect of their terms of reference.</p> <p>Governors agreed the practice for electing Chairs of committees that this would be the first item on the agenda and decided as and when the Committee had to meet.</p>
10	<p><u>To appoint membership of the committees.</u></p> <p>Governors agreed that all Governors would form a “pool” from which membership of the Staff Discipline, Staff Appeal, Pupil Discipline and Complaints Committees would be formed as and when that Committee had to meet – this to consider conflicts of interest and availability.</p> <p>The Pay Committee will comprise: HB, JP, JC</p> <p>TW noted the procedure followed for pay recommendations and that the Committee should only need to meet twice a year.</p>

	<p>Governors agreed that, due to the size of the Governing Board, it continues to be the best option for engagement and efficiency that we do not have subcommittees for Finance and Curriculum and that there will be a termly FGB meeting with a focus on Finance and a termly FGB meeting with a focus on Curriculum.</p> <p>MG agreed to Chair FGB (Curriculum).</p> <p>CQ agreed to Chair FGB (Finance and Resources).</p>
11	<p><u>To appoint (Link) Governors with specific responsibilities – to include:</u></p> <p>SEN and EYFS Governor - EB</p> <p>Child Protection Governor/Safeguarding Governor - JP</p> <p>Health and Safety Governor - JC</p> <p>Induction Governor – GS</p> <p>Governors agreed that a further Skills Audit be undertaken this year.</p>
12	<p><u>To appoint the Headteacher’s Performance Management Group</u></p> <p>Governors agreed this to comprise: JP, JC plus and external advisor (Diocesan Education Advisor. One additional governor is required.</p> <p>TW confirmed the date of the PM to be 6<sup>th</sup> October at 10.00</p> <p><b>Action: JP to approach BL, CQ and GS to complete the membership.</b></p>
13	<p><u>To confirm and approve:</u></p> <p>a) <u>The Budget Management Policy</u></p> <p>TW noted discussions with CQ and amendments made.</p> <p>Governors approved the Budget Management Policy</p> <p>b) <u>The scheme of delegation to the Headteacher.</u></p> <p>Governors confirmed the scheme of delegation to the HT to be £10K.</p>
14	<p><u>To agree the Governing Body Code of Practice and Standing Orders.</u></p> <p>Governors reviewed the GB Code of Practice and Standing Orders.</p> <p>Governors signed their acceptance of these.</p> <p><b>Action: Clerk to update and file – those governors not present tonight to sign asap.</b></p>
15	<p><u>To remind the Governing Body of the ethos of the School and review if necessary</u></p> <p>JP highlighted the work undertaken at the Strategy Meeting in July that confirmed the school vision as “Learning to Live, Living to Love, Loving to Learn” and the six values that come from this – Peace, Trust, Forgiveness, Friendship, Courage and Respect that underpin the ethos of the school.</p> <p>Q: should there be anything about issues around adversity/difficulty/conflict. Governors discussed how/where this might fit – Peace? Friendship? Respect? Forgiveness?</p>

	<p><b>Governors also discussed Resilience.</b></p> <p><b>Action: JP to review wordings.</b></p> <p>Governors agreed no further overall review necessary at this meeting.</p>
16	<p><u>To approve the Minutes of the previous meetings held on 22<sup>nd</sup> June 2022 and 6<sup>th</sup> July 2022 and consider any Matters Arising not covered by this agenda.</u></p> <p>TW confirmed that pupil wellbeing is discussed within parent consultation evenings and agreed that this will be the first aspect of discussion before academic progress.</p> <p><b>Action: HB to forward “Development Wheel” to visually represent progress on SSDP priorities/milestones – TW/JP to review how this could work with school development plan model.</b></p> <p>Governors approved the Minutes of FGB (Strategy) held on 22<sup>nd</sup> June.</p> <p><b>Action: TW to progress AS involvement with environmental issues.</b></p> <p><b>Action: Governors noted the vacancy for a Co-opted governor – please to be aware of any potential candidates to fill!</b></p> <p>TW noted a Music Specialist is now in school on Tuesdays with further opportunities for additional support being investigated.</p> <p>JP confirmed that joint training opportunities with Cowling Primary School are being investigated and will be reviewed when they have completed a skills audit.</p> <p>JP confirmed the SCR has been reviewed.</p> <p>JP updated governors on correspondence with the Parish Council re concerns about cars speeding through the village. The PC noted that a traffic survey has been completed and that the average speed recorded did not meet the threshold for further action to be taken. Governors discussed that significant concerns still existed over traffic and the effect that excessive speeds have on H&amp;S and Safeguarding of pupils in school. There is genuine concern, and the situation must be monitored. It may be possible to have another survey – and to target this at the beginning/end of the school day.</p> <p>TW agreed to highlight parking issues and concerns on speed via newsletters and that Y6 vision leaders would also address this.</p> <p><b>Action: JP to highlight at termly SG meetings with TW.</b></p> <p>TW provided updated accurate information on Persistent Absence noted in the Minutes of FGB on 6<sup>th</sup> July.</p> <p><b>Action: Clerk to amend and Minutes to be approved in October.</b></p>
<b>B</b>	<b>School Improvement</b>
17	<p><u>Headteacher update.</u></p> <p>TW gave a brief update on the school returning after the Summer Holidays noting changes to the School Leaders and highlighted initial IT issues with School Meals ordering software.</p>

	<p>Q: Has there been an increase on numbers taking meals. TW noted that not a present but there is expectation that numbers will increase.</p> <p>Q: Any attendance issues. TW confirmed that all pupils had returned as expected.</p> <p>Q: Any behavioural issues. TW confirmed there were none to report.</p> <p>Q: When do we need to start making decisions to further control energy costs. TW noted that increased costs will become apparent when the heating is turned on and a review can be taken then – TW noted the expected six-month cap on business energy rates.</p> <p><b>Action: Update at Finance meeting in November.</b></p> <p>TW briefed governors on the events planned in school to mark the death of Queen Elizabeth II. TW noted that a book of condolence had been opened for pupil, staff and governors.</p>
18	<p><u>To approve the SSDP for 2022/25 and agree monitoring process (Link Governors)</u>  <u>Agreement on SDP for 2022/23</u></p> <p>Final Drafts of these documents had been circulated prior to this meeting. JP thanked all governors for their input and comments that had been incorporated into this final draft.  <i>MG left at 19.05</i></p> <p>JP confirmed that budget figures will be included asap along with staff leads on all areas and invited any final comment on the SSDP noting that the SDP “flows from this” – is not a standalone document and is an operation plan for use by school staff.</p> <p><b>Action: JP to finalise and upload to shared drive – this is a working document.</b></p> <p>JP confirmed the x4 priorities and governors discussed the most effective means of monitoring the SSDP. It was agreed that “Link Governors” be responsible to lead on this and to monitor the critical outcomes.</p> <p>SP1 – Kildwick CE Primary School is working towards net zero by 2030 setting an example to the whole community.</p> <p>SP2 – The distinctive Christian Ethos of school within the wider cultural landscape is further strengthened.</p> <p>SP3 – Clear and strong school strategic direction, resource, management and leadership is maintained.</p> <p>SP4 – Provision of a broad, inspiring and inclusive curriculum alongside exciting and expansive activities nurturing all children to achieve their best.</p> <p>Governors agreed:          SP1 – HB          SP2 – MG          SP3 – GS Staff Wellbeing – HB Interventions and PP          SP4 – EB SEND</p>
19	<p><u>Safeguarding</u></p> <p>TW confirmed no issues to report at this point. JP confirmed that date of his next meeting with TW on Safeguarding – 18<sup>th</sup> October. Governors had been circulated the updated version of KCSIE along with a request to read Part 2 of this document.</p> <p><b>Action: All governors to sign to confirm their reading and understanding – Clerk to collate and file evidence.</b></p>

	<p>TW will send out further guidance on changes along with a quiz to ensure full understanding. TW will also review further training opportunities for governors in this area to ensure effectiveness in monitoring Safeguarding in school.</p> <p><b>Action: TW.</b></p> <p>Q: How is information held for each child/do you have records for each child. TW briefed governors on the use of Scholarpack and how this is used and updated by all staff As a child progresses through school and that this information is passed onto the next school that the child attends so that a full picture of any issues can be given.</p> <p>TW briefed governors on the use of CPOMS – an online system used to record safeguarding concerns/issues. All staff are trained to use this and all have access to update information that is monitored by TW and DA. TW confirmed that Safeguarding is a standing item at all staff meetings and there is a focus to ensure that everyone takes personal responsibility in the area and all use the available systems consistently. TW confirmed that information on this system also transfers when a pupil moves school.</p> <p>Q: Are these secure systems. TW confirmed they are.</p> <p>JP confirmed that how this system is being used is reviewed within his termly meetings/monitoring as part of his role as Safeguarding Governor. JP confirmed that access to individual pupil information is <b>not</b> part of the review.</p> <p>Q: Can parents see any information on the system. TW confirmed that parents can apply under FOI to see information on their child. TW noted that it is standard practice to involve parents at the early stage of any issues being identified so they should be aware of records when this is appropriate.</p>
20	<p><u>Policies to approve:</u></p> <p>TW noted that the revision of the Child Protection Policy will be complete shortly and will be circulated asap.</p> <p><b>Action: TW</b></p> <p>Governors approved the SEND Policy.</p> <p>JP noted the review he had undertaken and that the SEND Link Governor will be involved in this in the future.</p> <p>Policy Review Schedule</p> <p>Discussion took place over the most effective and efficient way for governors to view, read in-depth and then approve Policies as, at times, the number for review is significant! Governors agreed that all should continue to read and comment on Statutory Policies (e.g., Child Protection) and that other Policies should be given to one governor – identified by TW – to conduct detailed review and comment then at FGB highlighting changes and recommending approval.</p> <p><i>DA left the meeting at 19.30</i></p>
<b>C</b>	<b>Other Business</b>

21	<p><u>Governor Training</u></p> <p>TW offered all governors refresher training on G-Mail that would be undertaken by DH</p> <p><b>Action: Governors to contact TW if requiring training.</b></p> <p>JP noted the circulation of training opportunities on offer from the Diocese.</p> <p><b>Action: Governors to contact TW for a place on any course.</b></p> <p>Governors discussed further training on Ofsted Inspections and agreed an hour long session would be of benefit.</p> <p><b>Action: TW to arrange following poll to agree best time/day for this.</b></p>
22	<p><u>To deal with any matters agreed for consideration under item 4 above.</u></p> <p>AOB covered within item 4.</p>
23	<p><u>Date of next meeting/s and Close</u></p> <p>Governors confirmed the dates for meetings this academic year.</p> <p>The next meeting is FGB (Curriculum) on 10<sup>th</sup> October.</p> <p>The meeting closed at 19.40.</p>

Dates of Future Meetings.

(all to start at 6pm unless otherwise noted)

10/10/22 - FGB Curriculum

**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 20<sup>th</sup> May this year)

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

10/07/23 - FGB