



**Kildwick CE Primary School**  
**Learning to live, Living to Love, Loving to Learn**  
Minutes from the Meeting of the FGB (General) -  
held on 30<sup>th</sup> March 2019 at 13:30

**Present:**

Christine Anderton – Foundation Governor (CA)  
Liz Snell - Parent Governor (LS)  
Geraldine Sands – Foundation Governor (GS)  
Tim Whitehead – Headteacher (TW)

**In attendance:**

Vicky Bateman – NYCC School Bursar (VB)  
Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<u>Welcome, introductions, opening prayer and consideration of absence</u> GS opened the meeting at 13.30. Apologies had been received from Donna Akrigg, Jo Gostling and Cameron Quinn. GS noted that the meeting was not Quorate and agreed to continue with the agenda so that all Governors can be briefed as to current and ongoing developments. GS noted that Julie Bacon was leading Morning Prayers at 09.00 and Evening Prayers at 16.00 via the Bradley/Cononley/Kildwick Parish Facebook page.
2	<u>To determine whether other urgent business should be considered.</u> GS requested that an update on Governor 1:1s be considered along with thoughts on how to undertake a review of the SSDP (2019-20) and to agree priorities for the SSDP (2020-21) in the Summer Term.
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> Item 9 is to be considered confidential.
4	<u>Declaration of interest on any agenda item.</u>

	None declared.
5	<p>To approve the Minutes of the FGB meeting held on 2<sup>nd</sup> March 2020 and matters arising from the minutes not otherwise covered by the agenda.</p> <p>These were agreed by those present and will need formal approval at the next FGB.</p> <p><b>Action: Clerk</b></p> <p>GS noted that further discussion around a response to points raised from the Parental Survey was included in this agenda and that a presentation by Daisy Spence on the History and Geography Curriculum could be given via “Google Hangouts” at the next FGB.</p>
<b>B</b>	<b>School Improvement</b>
6	<p><u>Current Service provision</u>  <i>Please also see Confidential Minutes)</i></p> <p>TW gave a verbal update on the current service provision.</p> <p>TW briefed governors that the School is open for childcare and that time had been spent prior to the official announcement that School was to close, on planning for this eventuality. Communication had been sent to parents explaining who would be looked after. TW noted that 6 pupils were on the register to attend during this period, but not all at the same time. The kitchen is closed due to staff being unavailable. Two members of staff are in school at all times, with one supervising pupils and the other distancing and undertaking other duties. There have been no health issues.</p> <p>TW explained that there had been additional pupils put forward to attend School, but this had reduced following advice that the best place for Children was at home if at all possible. TW explained the drop-off procedures for those attending school and the hygiene practices in place and cleaning routines being undertaken.</p> <p>At present the School will close at Easter but should there be a request for children to be looked after there are members of staff willing to work over this period.</p> <p><b>Q: How is the rota organised. TW explained the arrangements made, on a weekly basis, with all Staff to ensure fairness at all times.</b></p> <p>TW briefed governors on how pupils can access Google Classroom at home to aid learning and how this is also used by teachers to set homework. TW noted that most children are accessing this to some degree explaining that school cannot dictate to parents how to manage this. TW also noted the support given to parents/grandparents looking after children who were experiencing issues with accessing this.</p> <p>TW updated governors on the Free School Meals Voucher scheme and how Morrisons had been selected to partner in this and arrangements in place to distribute the vouchers and pay for these by the school.</p> <p><b>Since the FGB meeting on 30<sup>th</sup> March the DFE announced a government response to Free School Meals and this is going to be paid for in full by the government. TB advises that the school will use this system and a further update will be given to Governors at next FGB.</b></p> <p>GS updated governors on the e-mail she had sent to all Staff thanking them for their support and work at this difficult time. Governors discussed a letter to go onto the website for parents and any messages that this should include or reinforce. Governors agreed that</p>

	<p>the use of Google Classroom should be encouraged, that wherever possible children should be kept at home for their wellbeing and that thanks again should be expressed for all those working to keep the school open and functioning.</p> <p>GS noted that the current situation meant that Link Governors were unable to undertake visits to school and highlighted that safeguarding continues to be a key function of the GB and outlined how, in her role as Safeguarding Governor, she would continue to work with TW on monitoring this.</p>
7	<p><u>Business Continuity Plan review</u></p> <p>A copy of the Business Continuity Plan (BCP) had been circulated prior to this meeting. GS noted that Governor's awareness to the BCP had been discussed at FGB on 2<sup>nd</sup> March and that this item was a follow through from those discussions though now to be viewed in different circumstances. GS drew governor's attention to Section 5 regarding availability of staff and also to Appendix 1 (page 5) that details roles and responsibilities that should be in place for any catastrophic event. GS stressed the importance of the BCP and how this might have to be used under current circumstances should members of staff fall ill whilst in school that would necessitate the closure of the School and safe return of those pupils currently being cared for.</p> <p><b>Action: TW, DA, GS and JL (as named persons) – All Governors to be aware.</b></p>
8	<p><u>Parental Survey response</u></p> <p>GS noted that this item too was a follow up to discussions held at FGB on 2<sup>nd</sup> March. TW briefed governors on the actions taken to address the feedback to "school communicates with me effectively re my child's progress". TW explained that all parents had been encouraged to complete a short survey at the recent Parent's Evening as to their thoughts around information given as to the progress being made by their children and that replies to this had been positive.</p> <p>TW briefed governors on the proposed response to ensure that the "school understands and responds to my child's needs". Governors discussed an e-mail to be sent to all parents to give an opportunity to highlight particular needs in the future and how these could be linked to priorities to be included in the SSDP for 2020/21.</p> <p><b>Q: Is this something to be done sooner rather than later. TW noted that he would undertake this by 6<sup>th</sup> April.</b></p> <p><b>Action: TW</b></p>
9	<p><u>To consider options for SLT development</u></p> <p><i>Please refer to Confidential Minutes.</i></p>
10	<p><u>Finance update</u></p> <p>TW and VB noted that Budget Monitoring reports were now available for January and February 2020. TW agreed to circulate these and to take any queries from governors by e-mail.</p> <p><b>Action: TW</b></p>
C	<p><b>Other Business</b></p>

11	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>GS thanked all governors for participating in 1:1 discussion recently. Comments had been noted and would be actioned asap, though most will depend on when school re-opens. GS undertook to update individuals with progress when possible.</p> <p><b>Action: GS</b></p> <p>GS asked that governors keep the date of 29<sup>th</sup> June to discuss the SSDP priorities for 2020/21 noting that a meeting will be held, albeit virtually, and to a different duration.</p> <p><b>Action: All</b></p>
12	<p><u>Close</u></p> <p>The meeting closed at 14.36</p>

Dates of Future Meetings.

Tuesday 19<sup>th</sup> May at 18.00 (FGB Finance and Resources – Budget approval)

Tuesday 9<sup>th</sup> June at 13.30 (FGB Curriculum)

Monday 29<sup>th</sup> June between 13.00 and 16.00 (Strategy Meeting)

Monday 6<sup>th</sup> July at 18.00 (FGB)