



Kildwick CE Primary School

Learning to live, Living to love, Loving to learn.

Minutes from the Meeting of the FGB to be held, In School , on 5th December 2023 at 18.00

Present:

Donna Akrigg – Staff Governor (DA)
Howard Barton – Parent Governor (HB)
Jackie Craven – Parent Governor (JC)
Karen Law – Parent Governor (KL)
John Perry – LA Governor (JP)
Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)
Marion Moraghan – NYC 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	Procedural Business
1	<u>Welcome, introductions, opening prayer and consideration of absence.</u> JP opened the meeting at 18.00, welcoming all present and thanking them for their attendance. JP introduced MM who is currently in training with the LA. and was observing this meeting. Apologies received from Mike Green, Jane Hall, Anna Fisher, and Cameron Quinn. Consented. There was a period of reflection prior to the meeting starting.
2	<u>To determine whether other urgent business should be considered.</u> None identified.
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>

	Other than any reference to the recent Ofsted Inspection – none identified at this point.
4	<u>Declaration of interest on any agenda item.</u> None declared.
5	<p><u>To approve the Minutes of the FGB meeting held on 12th September 2023 and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>Governors approved the Minutes of FGB held on 12th September 2023 Action: JP to sign, TW to file and upload to school website.</p> <p><u>Review of action points:</u></p> <ul style="list-style-type: none"> • JP to review latest skills audit and report finding at next FGB. (5/12/23) – <i>On this agenda.</i> • MG to agree new date for Curriculum Committee to meet in February 2024. – <i>Agreed.</i> • David Horton to set up “Governor Classroom” and present at FGB in December on access and use. – <i>carry forward to Spring Term</i> • Register of Business Interests and Hospitality Forms to file – HB, CQ and DA to complete. – <i>carry forward.</i> • Clerk to update ToFR for Curriculum Committee and circulate. – <i>actioned.</i> • Clerk to update ToFR for Finance Committee and circulate. – <i>actioned.</i> • TW to update on Collective Worship – conversations with Lee and Pupil Voice and meeting with MG to discuss. – <i>carry forward.</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>confirmed.</i> • TW to complete outstanding actions on website review. – <i>completed.</i> • TW to pursue quotes and alternative solutions for radiator covers and upgrade of wet pour area in playground and report to November Finance meeting. – <i>discussed at this meeting.</i>
6	<p><u>Update from Curriculum Committee Meeting held on 10th October 2023 (including SEND)</u></p> <p>Minutes of the Curriculum Committee Meeting held on 10th October had been circulated to all Governors.</p> <p>Additional information on SEND had been circulated prior to this meeting. AF and DA planned meeting in early Spring Term.</p> <p>There were no further updates.</p>
7	<p><u>Update from Finance and resources Committee Meeting held on November 2023</u></p> <p><u>Update on H&S.</u></p> <p>Minutes of this meeting are due to be circulated by 8th December.</p> <p>Copies of the H&S audit undertaken by Caroline Hannah on 8th November, and the Fire Risk Assessment undertaken on 11th September had been circulated prior to this meeting.</p> <p>JC highlighted progress with addressing actions in these two reports.</p>

	<p>JP noted the need for close monitoring of the budget as Y3 is currently showing a deficit – finances need to be tightly managed this year into Y2 and in Y2 to minimise impact on Y3. We are not alone in having this situation, but we have to demonstrate appropriate controls being actively in place.</p>
8	<p><u>Update from Pay Committee meeting held on 30th November 2023.</u> Governors noted the meeting of the pay committee on 30th November with all HT recommendations for Staff pay awards being endorsed.</p>
9	<p><u>Update on HT PM meeting.</u> JP confirmed that the HT Performance Management Meeting had taken place.</p>
B	Achieving our School Vision
10	<p><u>Chair of Governors update – to include Embsay support arrangements.</u> JP updated governors on his actions as Chair, detailing meetings with the HT, Clerk and Dioceses and training sessions attended. JP updated governors on the arrangement with Embsay School with TW supporting the school whilst the HT and Deputy HT were indisposed. A copy of the agreement surrounding this had been circulated prior to this meeting. JP detailed the circumstances that led to this school being approached by NYC following consultation with the Diocese to offer “executive HT support.” Governors discussed and agreed to a request from Embsay and NYC for this arrangement to continue, if required, until February Half-Term 2024. JP noted that the existing arrangement was subject to review and a meeting with the Chair of Governors from Embsay had taken place this week. Governors discussed the impact on Kildwick and Embsay with TW undertaking the roles he is, pros and cons, sustainability, staff wellbeing and benefits to both schools.</p>
11	<p><u>Headteacher Report including an update on achieving our school vision through delivery of term one milestones of the School Strategic Development Plan.</u> Copies of the following documents had been circulated prior to this meeting: HT Report, record of Autumn Term Planning meeting held with NYC, Pupil Premium strategy document 2023/24 and detail on staff training. TW invited questions. Q: Is it correct there are x9 action points “outstanding” from the H&S audit. TW confirmed this is so – they are all low priority and in hand for resolution. TW referred also to the FRA and highlighted points from this. Q: Has an appointment for the vacant admin post been made, TW confirmed this with a start date of 8th January 2024. Q: What is in hand to address unauthorised absence. TW noted the different term times in Bradford and how this has affected figures highlighted in the report and confirmed ongoing monitoring with systems and procedures in place to consult with families as appropriate. Q: Will attendance figures be affected by pupils appearing in theatre productions at Christmas. TW confirmed that whilst the school does have pupils appearing in professional shows the absence is authorised and will not cause a spike in the figures. TW briefed governors on the vetting and recording when such requests are made. TW highlighted the staff training document and asked that governors inform him of any training they undertake so that this can be added to training records.</p>

12	<p><u>Safeguarding (to include update on behaviour).</u> Copies of the report from NYC “safeguarding and attendance” undertaken on 18th September, the current school attendance report and a record of the Safeguarding visit undertaken by JP as Safeguarding Governor, had been circulated prior to this meeting.</p> <p>Q: How is punctuality. TW noted a small minority who were cause for concern and detailed the actions to support families in improving. TW noted the regular reminders in the newsletter re the importance of timekeeping and parental responsibility for ensuring punctuality.</p> <p>TW noted actions detailed in the NYC report. Governors agreed the removal of the noticeboard in the playground as this is proving extremely difficult to maintain as water ingress spoils anything displayed. Governors noted the effective use of newsletters to convey messages. Governors discussed playground space and procedures to monitor and manage pupils whilst using this. TW briefed governors on staff awareness to what can be, especially in winter months when the rec is unavailable, a lot of children in a small space.</p> <p>Governors noted the attendance figures and also acknowledged the impact on percentages with small numbers in class/school.</p> <p>Q: Any issues with behaviour. TW noted no issues and detailed the use of CPOMS to assist in managing this.</p>
13	<p><u>Academisation – “what next.”</u> JP noted that, as a Board, we should be considering this topic on a regular basis. Governors noted local activity re academisation and broad numbers of school nationally looking to convert. Governors noted the strong position of the school and discussion took place over benefits of conversion and other means of cooperation. The conclusion was that we do not have to act now, whatever decision is taken must be in the best interests of pupils and the school and this should be revisited in March 2024.</p>
14	<p><u>Parental Engagement.</u> Copies of the notes taken from the Parent Forum held on 13th October had been circulated prior to this meeting along with a report “Parental Engagement Report 2023” – a nationwide survey to look at parent satisfaction with child’s schools’ efforts to engage them as parents. KL noted the forums and attendance at these. Discussion took place over parental involvement vs engagement, how to best review feedback and realistically take forward points discussed at these. JP noted that the school has chosen to try to actively engage with parents and should look to notice issues raised and be clear/er in communication as to what actions can be taken by the school and staff. We should maximise engagement without creating an information overload!</p>
15	<p><u>Policies to approve:</u> Governors approved the following policies: Inclusion Policy SEND Policy Behaviour Policy</p>

	<p>TW highlighted the changes to the behaviour policy and noted the links to the Inclusion Policy.</p> <p>Q: Does the Behaviour Policy embrace comments made elsewhere re the playground. TW confirmed these have been considered.</p> <p>TW noted the work by Kym Swales on reviewing and writing the SEND policy and governors expressed thanks for this.</p> <p><i>KL left the meeting at 19.15.</i></p>
C	Other Business – for information
16	<p><u>Governor training and Skills Audit.</u></p> <p>Copies of the following documents had been circulated prior to this meeting – 2023 Skills Audit Summary. NGA Governor’s Workload Report and Self Evaluation Questionnaire Report for Governors.</p> <p>JP noted that incomplete returns for the Skills Audit has made this a less effective document – it was suggested that we repeat this exercise in July 2023 with the aim of 100% completions!</p> <p>JP noted the audit suggests less confidence in the area of Strategic Leadership which may be an area for training.</p> <p>Governors discussed the self-evaluation questionnaire along with a proposal that we look at using a similar document produced by the Diocese and review x3 of the questions at each FGB meeting within a 5minute slot to review and further the work of the Board.</p> <p>Governors agreed this approach to self-evaluation.</p> <p>Action: JP to circulate Diocesan Self Evaluation documentation.</p>
17	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>None to consider.</p>
18	<p><u>How has this meeting impacted on the staff and pupils at our school?</u></p> <p>Drive and determination to continue and improve good practice and not become complacent following recent inspection.</p>
29	<p><u>Date of next Meeting and Close</u></p> <p>Governors noted the date of the next FGB Meeting on 21st March 2024</p> <p>The meeting closed at 19.30.</p>

Dates of Future Meetings:

(all to start at 6pm unless otherwise noted)

07/02/24 Curriculum Committee

12/03/24 Finance and Resources Committee

21/03/24 FGB

23/04/24 Curriculum Committee

Authorised

14/05/24 Finance and Resources Committee ## Budget approval (we may need to reschedule once info from NY is available?)

20/06/24 FGB Strategy

09/07/24 FGB

Summary of Action Points:

- David Horton to set up “Governor Classroom” and present at FGB in March on access and use.
- Register of Business Interests and Hospitality Forms to file – HB, CQ and DA to complete.
- TW to update on Collective Worship – conversations with Lee and Pupil Voice and meeting with MG to discuss.
- JP to circulate Diocesan Self Evaluation documentation.