



## Kildwick CE Primary School

**Learning to live, Living to Love, Loving to learn**

Minutes from a Meeting of the FGB held,  
via Google, on 6<sup>th</sup> July 2020 at 18.00

### **Present:**

Donna Akrigg – Staff Governor (DA)  
Christine Anderton – Foundation Governor (CA)  
Jo Gostling – Co-opted Governor (JG)  
Jamie Logan – Parent Governor (JL)  
Kath Morris – Foundation Governor (KM)  
John Perry – LA Governors (JP)  
Geraldine Sands – Foundation Governor (GS)  
Liz Snell – Parent Governor (LS)  
Alex Swinton – Parent 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> GS opened the meeting at 18.00, welcoming all present and thanking them for their attendance. Cameron Quinn had sent apologies. Consented. GS gave a special welcome to JP who was attending his first meeting following appointment as LA Governor. Welcome John! Governors introduced themselves. KM led the meeting in a prayer.
2	<u>All to declare in turn that they are in a secure and confidential environment</u> All governors present declared that they were in a secure and confidential environment.
3	<u>To determine whether other urgent business should be considered.</u> GS requested that the Budget Report for May 2020, circulated prior to this meeting, be considered as AOB.
4	<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. GS noted the confidential aspect of the safeguarding report circulated prior to this meeting.
5	<u>Declaration of interest on any agenda item.</u> None declared.
6	<u>Update on Governor vacancies</u> GS noted that this was the last meeting that KM would attend as she was stepping down from the GB at the end of this term. GS and TW noted the gratitude of the school for all the fantastic work and support Kath had given during her time in office as the Ex-officio Foundation Governor. Thank you! GS noted that she was in contact with the Diocese as to a nomination to fill the vacancy that KM leaving would create but noted this may not be filled quickly.
7	<u>To approve the Minutes of the FGB meetings held on 9<sup>th</sup> June 2020 and matters arising from the minutes not otherwise covered by the agenda.</u> Governors approved the Minutes and Confidential Minutes of FGB held on 9 <sup>th</sup> June 2020. GS noted the two meetings of the working party to review the re-opening of school (held on 17 <sup>th</sup> June and 1 <sup>st</sup> July) There were no matters arising. <b>Action: Clerk to arrange for Minutes to be signed as soon as practically possible. TW to file.</b>
<b>B</b>	<b>School Improvement</b>
8	<u>Headteachers Report</u> Due to the ongoing situation in school there was no written HT Report. GS noted that this would resume as of September 2020. TW some aspects of school life during the summer term. TW confirmed that progress with Curriculum Development had continued with improvements being made where this had been identified as an opportunity. Staff had continued accessing CPD opportunities and that learnings from these shared amongst the team. TW briefed governors on the work to formulate a plan for any future closure should there be a local “lockdown” and on the work in progress to plan for the re-opening of school in September to all pupils. TW highlighted that Risk assessment documents are expected this week to be completed in the same way as for the partial re-opening, that pupils would be in “class bubbles”, and that additional funding to address the “learning gap” is anticipated. TW briefed governors on the planned maintenance works to be carried out over the summer holidays including improvements to the playground facilities that have been funded through monies from the Co-Op charitable fund. TW noted the Sports Premium Funding would be available for 2020/21. TW noted that an additional 11 pupils would join the school in September bring the number on roll to 138. TW noted that Ofsted Inspections were due to recommence in the Spring Term and that Ofsted were planning on making visits into schools in the Autumn Term to review what arrangements were in place for a safe return for pupils, what actions were being taken to address the “learning gap”, what was in place to support emotional wellbeing and safeguarding as well as how the curriculum was being delivered to reflect

	<p>these challenges. TW noted that whilst these would be “visits” rather than “inspections” a report for parents would be produced.</p> <p>Governors noted that much of this focus had already been included into the SSDP for 20/21.</p> <p>Q: can the school cope with 138 pupils – will it be overcrowded. TW noted that the max capacity in school is for 140 pupils, so we are reaching capacity. TW explained that Class 5 has only space for 21 pupils and that this is the explanation for 140 being the maximum number. There will be two classes with 21 pupils in September.</p> <p>Governors discussed opportunities for expanding the school and noted how limited these were without a major cash commitment from NYCC.</p> <p>Q: when the school is reviewing the “learning gap” caused by the school closure, will there also be a focus on the positive experiences of pupils during this time as some will have benefitted from this not just “missed out”, (for example more time being spent outdoors, more practical tasks undertaken), not all experiences will have been negative and we should recognise this. TW noted that yes, this would be a focus and explained the thinking of having a “reverse parents evening” with parents invited to speak with the class teacher to feedback on experiences during lockdown – both good and bad.</p>
9	<p><u>Update on SLT Recruitment</u></p> <p>TW noted the appointment of DA as Assistant Headteacher and that the post of Curriculum Lead would be shared between Laura Fordham and David Horton as from September 2020. Governors congratulated all appointees and noted that there was now a strong strategic team in place and that the school was in a good position to face the challenges that the new school year would bring.</p>
10	<p><u>Before and After School Club – buildings improvements</u></p> <p>GS updated governors on the actions being taken to address the H&amp;S concerns identified under an audit of the premises used for the Before and After School Clubs. GS reminded governors that though these were the responsibility of the Parish, the school was taking the lead in resolving the issues. In line with standard procedure, three quotes had been obtained to undertake repairs. A paper outlining the works required and explaining the costs given in the quotes will be taken to PCC by GS on 14<sup>th</sup> July. GS noted that one of the contractors who submitted a quote also observed that there are additional electrical problems with the Parish Rooms and these have been flagged up in the paper to the PCC. The expectation is that the PCC will approve the works. GS will inform TW and JL of the outcome of discussions about the paper on 15<sup>th</sup> July.</p> <p><b>Action: GS</b></p> <p>Governors discussed the practicalities of ensuring the works are undertaken before September 2020 as TW noted that the Clubs would be in operation again from the start of the Autumn Term. JL volunteered to liaise with the builders and to enable access.</p> <p><b>Action: TW/JL to make necessary arrangements for access to the Parish rooms.</b></p>
11	<p><u>Update on SSDP</u></p> <p><i>Please also refer to Confidential Minutes.</i></p>

	<p>The minutes of the FGB (Strategy) Meeting, held on 29<sup>th</sup> June are to be circulated. GS noted that the draft SSDP for 2020/21 would be refined/reviewed by TW to reflect the discussions at this meeting and then final agreement on the Plan would be given at the first FGB meeting in September</p> <p>TW had submitted a proposal for new Staffing arrangements to take effect in September 2020 – papers to support this proposal and to show the financial impact of any decision had been circulated prior to this meeting.</p> <p><b>Action: TW to circulate updated draft SSDP prior to the end of term – ALL to give feedback asap with the aim of having a Final Draft SSDP to be presented for approval at first FGB in September.</b></p>
12	<p><u>Safeguarding</u></p> <p>The report of the Safeguarding Meeting between GS and TW held, via Zoom, on 30<sup>th</sup> June 2020 had been circulated prior to this meeting.</p> <p>GS confirmed that all Safeguarding training is up to date.</p> <p>GS highlighted the aspect of this meeting that considered the actions taken by school during lockdown to monitor and support those pupils identified as vulnerable.</p> <p>Governors noted the need to continue vigilance as the effects of lockdown others may now find themselves in challenging circumstances. TW noted that staff were aware and would be especially so when school returns in September.</p>
13	<p><u>Forest Schools Initiative</u></p> <p>TW updated governors on the use of the site and on work in progress to upgrade facilities.</p> <p>Q: Is the area being used on a regular basis and is it been used by the limited numbers of pupils who have returned to school at this time. TW confirmed that the area is regularly used by all classes and that this has continued during the pandemic.</p> <p>AS drew governor's attention to a slideshow produced by David Horton on how the area is benefitting all pupils. AS noted, a copy of this is on the shared drive and highlighted how it details the x6 principles of the Forest Schools Initiative and details the work undertaken here.</p> <p>Governors agreed the importance of continuing to use and develop this resource as its' importance and relevance will only become more valuable.</p> <p>TW noted that plans are in place to build on the success this year and continue these into 20/21.</p>
14	<p><u>Looking ahead – School reopening in September for 20/21 Academic Year</u></p> <p>GS noted that this agenda item had been touched on under item 8 and discussed in more detail at the working party meetings on 17<sup>th</sup> June and 1<sup>st</sup> July.</p> <p>TW confirmed that more detailed guidance had now been released by the DFE and that the school was now working through this to plan for September.</p> <p>Q: is there any sense that parents will not be sending their children back in September. TW noted that, to date, there had not been any communication from parents to indicate this would be an issue.</p> <p>TW highlighted to governors some of the detailed guidance and procedures that would have to be implemented for the new school year.</p>

	<p>Q: Many of the changes will have a significant impact on school life and could be described as “miserable”! Parents in particular must surely be made aware that the “normal” return to school is going to be anything but normal. Will there be communication before the end of term to parents to prepare them for what the “new normal” will look like. TW confirmed that there would be a letter sent to all families and that those children who are not currently in school would also be contacted so that they will be better prepared for what school will “look like”.</p> <p>Governors discussed the need to communicate to both parents and children in a sensitive way, so not to cause alarm or add to anxiety. Governors noted that pupils are quite likely to adapt to the new arrangements quite readily but that parents must be made clearly aware of these, what they look like in practice and of the impact that these will have in order to best manage their expectations.</p> <p>Q: will the Y6 buddy arrangements for Reception pupils be in place – with the constraints on children mixing with others outside of their “bubble”, probably not. TW advised that there are plans to enable this valuable system to continue albeit that contact is likely to be via google initially.</p>
<b>C</b>	<b>Other Business</b>
15	<p><u>To deal with any matters agreed for consideration under item 3 above.</u></p> <p>A copy of the May Budget Report had been circulated to governors prior to this meeting. TW noted that the financial position was quite healthy at this stage and that ongoing monitoring would continue. TW noted that the additional monies promised to “close the gap” after school closure was yet to be shown in these figures. TW also noted that the additional funding that the increased numbers on roll in September would generate would not become apparent until 21/22.</p>
16	<p><u>To agree meeting dates for 2020/21 and Close</u></p> <p>GS noted the need to agree meeting dates for 2020/21 and that for the Autumn Term these were likely to still be held remotely. A suggested list of dates would be circulated by the Clerk.</p> <p>The first meeting to be held on 14<sup>th</sup> September. Further dates/times to be agreed via e-mail.</p> <p><b>Action: Clerk.</b></p> <p>GS and TW again thanked KM for all her work with the school and GB.</p> <p>The meeting closed at 19.25</p>