



Kildwick CE Primary School
Learning to live, Living to Love, Loving to Learn

Minutes of the Meeting of the FGB held, in school, on 10th July 2023 at 18.00

Present:

Donna Akrigg – Staff Governor (AK)
Howard Barton – Parent Governor (HB)
Anna Fisher – Co-opted Governor (AF)
Mike Green – Foundation Governor (MG)
Jane Hall – Foundation Governor (JH)
Karen Law – Parent Governor (KL)
John Perry – LA Governor (JP)
Geraldine Sands – Foundation Governor (GS)
Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (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
1	<u>Welcome, introductions, opening prayer and consideration of absence.</u> JP Chaired this meeting. The meeting opened at 18.00. JP welcomed all present and thanked them for their attendance. The Clerk was attending remotely and confirmed he was in a safe and confidential environment. Apologies received from Cameron Quinn and Jackie Craven. Consented. The meeting was quorate. MG led the meeting in an opening prayer.
2	<u>To determine whether other urgent business should be considered.</u> Update on Skills Audit.

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>None identified at this point.</p>
4	<p><u>Declaration of interest on any agenda item.</u></p> <p>None declared.</p>
5	<p><u>Update on Governor vacancies</u></p> <p>MG noted the Diocese are actively recruiting to fill what will be a vacancy for a Foundation Governor in September 2023.</p>
6	<p><u>To approve the Minutes of the FGB meetings held on 11th May 2023 and 21st June 2023, matters arising from the minutes not otherwise covered by the agenda and update on Action Points.</u></p> <p><i>GS joined the meeting at 18.07.</i></p> <p>Governors approved the Minutes from the FGB Meeting held on 11th May 2023 and 21st June 2023. JP signed the Minutes.</p> <p>Action: TW to file</p> <p>From FGB on 11th May:</p> <p><i>TW to follow through on Building Survey with Lee (Diocesan Education Advisor) – TW confirmed that he has now received a more detailed environmental survey from NYC and is reviewing this for actions.</i></p> <p><i>TW to update on Collective Worship – conversations with Lee and Pupil Voice and meeting with MG to discuss. Underway but carry forward for further update.</i></p> <p><i>TW to update on priority points from H&S inspection undertake in March. Covered later in this meeting.</i></p> <p><i>TW and JC to update on medium priority points from H&S inspection. Covered later in this meeting.</i></p> <p><i>TW to submit approved Start Budget. Submitted.</i></p> <p>From FGB On 21st June:</p> <p><i>JP/TW to update draft SSDP with Y2 information to circulate in July for approval at FGB in September. Underway – Draft SSDP will be circulated in late July.</i></p> <p><i>KL to draft communication to parents re SSDP and consult with JP and TW re circulation by 10th July. Actioned with parents given the opportunity to comment.</i></p> <p><i>Clerk to circulate proposed meeting dates for 2023/24. Circulated – to discuss later at this meeting.</i></p> <p><i>All Governors to confirm they are willing to continue with current Link roles. All are willing and these will be confirmed at FGB in September.</i></p>
B	School Improvement
7	<p><u>Chair's update.</u></p> <p>JP gave governors an overview of actions and meetings undertaken in his role as Chair of the Governing Board. These included -Half termly Headteacher / Chair meeting - including</p>

	<p>discussion on Risk register, Strategy review - time and approach, Staff well-being , Behaviour, Secondary transition, IT, Governor calendar - Google Calendar, Governor recruitment, Finance, including SEND funding, attendance at Diocese Chair network, Diocese senior leaders' network SIAMS briefing and North Yorkshire Council briefing.</p> <p>JP noted that NYC gave an overview of the mix of schools currently within the LA and, the number of those that have become Academies -</p> <ul style="list-style-type: none"> • 358 schools - 297 primary including 111 academies - 43 secondary including twenty-seven academies. • Twenty-nine different MATs represented. • 83.2% schools Ofsted good or better (May 2023) national average 88.4% (hence work to do) • School improvement priorities: safeguarding; attendance; school to school support; governance accountability; small school sustainability; target underperformance (R,W, Foundation subjects, disadvantaged and SEND); and support for senior leaders (leading at scale) • September 2023 focus attendance and inclusion
8	<p><u>Headteachers Report.</u></p> <p><i>Please also refer to Confidential Minutes.</i></p> <p>Copies of the Headteacher's Report for the Summer Term had been circulated prior to this meeting. Also accompanying this were copies of the Attendance Report, Attainment and Summary Report, EYFS end of year summary report, Kildwick school Bronze Mental Health Awareness award and verification report, Budget Monitoring reports for May 2023. Questions had been invited re the HT report.</p> <p>Q: Page 3 Can you clarify what the number on roll in September 2023 will be based on current expectations. TW noted that there will be 142 on roll with twenty-one entering Reception and further parental enquiries being received. Governors agreed that this is a strong position as other local schools are experiencing lower numbers due to current demographics.</p> <p>Q: Pages 3 and 4: SEND contextual data - you say we have 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 – can this be confirmed. TW explained how the data can be drawn from various sources and agreed to further check accuracy of these figures.</p> <p>Q: Page 4: Governors are asked to consider the pressure on budgets of EHC needs assessments. TW noted that there is an increase of pupils having additional needs – not just at our school but this is a national trend. TW noted the pressures on staffing and resources as a result of this and that governors do need to be aware as there is an impact on the budget. Governors discussed this impact, the measures currently in place and those that might have to be introduced – in particular, additional support for KS1 and the impact on KS2. Governors noted the liaison with Nurseries and the number of these involved (15).</p> <p>Q: How proactive are the nurseries in identifying at an earlier stage those who may need additional support. DA briefed governors on how the school liaises and the outcomes of conversations - governors noted the sensitivity involved with the nurseries having potentially difficult conversations with parents and agreed that if these were had earlier it would make transitions smoother and enable the school to reinforce details already discussed and help support early EHCP assessment where appropriate.</p>

	<p>Governors noted the further work undertaken to obtain additional funding for those with additional needs – e.g., ECHPs – and acknowledged the time and effort required to secure this.</p> <p>Q: Page 8: H&S narrative: Have we temporary arrangements to secure - the radiators - 'finger guards' - wet pour EYFS and carpet. TW confirmed there is.</p> <p>Q: Page 9 staffing. Governors recorded their thanks to all staff for their all their contributions and work in very trying , difficult and challenging circumstances over the past year.</p> <p>Q: Page 9: FTE data: any insight into why out FTE is so different from all comparisons (TA is less so). TW noted the methods available to do the comparisons and agreed that for future reports the LA benchmarking data would be used as this will make the data more relevant.</p> <p>Q: Page 10: Governors noted the enormous success in supporting this pupil in particular their accessing some class sessions- governors wished to record their thanks to staff involved in this achievement.</p> <p>Q: Page 11: Should governors set an attendance target. JP noted that whilst our attendance levels are not a major issue and good system is in place that identifies any pupil causing “concern” should we be setting at target that, for example is “in line with pre-pandemic figures.” Discussion took place as should we actually be expecting 100% attendance from all pupils. TW agreed that some “tweaks” to procedures could be made, in particular in relation to the approach on Term Time Holidays.</p> <p>Q: How big an issue is this. TW noted that it was not any particular family or families and that the effect and number of pupils withdrawn from school to go away was increasing.TW confirmed that these are all recorded as unauthorised absences.</p> <p>Q: Page 12 persistent absence: can you outline for the record what measures you have taken to improve the Y5 and Y2 persistent absence figure. TW confirmed the procedures in place with phone calls, letters, and invitations to face to face meetings to support the pupils and families.</p> <p>Q: Page 14: extracurricular: the 89% involvement is good - are we confident that the other 11% does not disproportionately include PP, SEND or other vulnerable groups. TW confirmed this is so and outlined the process in pace to screen applications to ensure that any vulnerable pupil has priority to participate.</p> <p>Q: Page 17: phonics decoding - we have an 89% target by end Y1 and 68% on track - can you explain these figures. TW confirmed that the scores were lower this year despite investment in a new scheme – x3 pupils were remarkably close to achieving the target and this had a significant effect on the overall percentage.</p> <p>Q: Page 17: science - why no data. TW confirmed this is available and has to be submitted – TW to add!</p> <p>Governors noted the strong data shown on pp 17 and 18. TW confirmed that KS2 results are due on 11th July. Governors recorded their thanks for all the arduous work of children and staff and the support of parents in this achievement.</p> <p>Governors also recorded their governors thanks to Tim for this report noting the importance in maintaining a positive sense of direction for the school and not getting mired in a day-to-day activity – the format is clear and understandable and can be contextualised.</p> <p>Governors noted the Budget Monitoring reports circulated. Finances are, as predicted, very tight and will need close monitoring. Governors felt that tough decisions may have to be taken over the coming year.</p>
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	Governors noted the two awards received by the school and the achievements in gaining the Gold Standard as a Healthy School and the Bronze Mental Health award and congratulated all those involved and thanked them for their work in gaining these.
9	<p><u>Update on SSDP.</u></p> <p>TW confirmed the timeline to have the final draft issued. Parental feedback has been requested and once the deadline for this has passed the SSDP will be updated. It will be ready for approval at September FGB. TW confirmed that the SDP is underway with staff input.</p>
10	<p><u>Safeguarding:</u></p> <p>Papers relating to the Safeguarding Governor monitoring report dated 15th May 2023, Safeguarding Audit Actions, actions required for the school to meet Digital Standards recommendations and a review of factors affecting on-line safety had been circulated prior to this meeting.</p> <p>There were no questions relating to the Safeguarding monitoring report. JP confirmed that discussions had taken place at this meeting as to support arrangements in place for pupils transitioning to Secondary school and that attendance was also part of discussions.</p> <p>JP highlighted the Safeguarding Audit that we are required to submit bi-annually and encouraged to complete annually.</p> <p>TW confirmed all actions were in hand with further discussion with NYC re the SNAP reporting system as this continues to be problematic.</p> <p>Q: Have we ever had any requests for pupils to be taken out for home schooling. TW confirmed none.</p> <p>TW highlighted the delay with the School Streets initiative – the trial in Scarborough has still to start. TW noted that road safety outside the school will continue to be highlighted through newsletters and PHSE lessons.</p> <p>JP briefed governors on his meeting with David Horton (IT lead), and Kevin Attack (IT Technician) to review online safety responsibilities framed by latest DfE standards in three linked areas:</p> <p>Cyber security - protecting devices, user accounts and data - security system, anti-malware, back-up, and business continuity.</p> <p>Filtering and monitoring - roles and responsibilities, review, teaching and learning and safeguarding.</p> <p>Cloud solutions, as an alternative to locally based servers etc. - management tools, ID, and access.</p> <p>JP referred governors to the report re actions to happen and highlighted TW to update the Business Continuity Plan and further investigation into the Firewall relating to the remote heating controls as NYC have control of this.</p> <p>Discussion took place as to what is monitored through Smoothwall and what actions are taken if the system raises “concerns.”</p> <p>Action: TW to update governors on actions from Online Safety report.</p> <p>Q: what plans are in place for when the IT Technician retires. TW confirmed that other local providers would be approached to maintain the systems and noted the valuable contributions that DH and KA have made to having safe systems. TW confirmed that a strategy is in place to maintain this, and the establishment of the online safety group is key to this.</p>

	JP noted that the NGA guidance and questions to ask about cyber security are key to ensuring that governors are satisfied that systems are secure and at this point we are.
11	<p><u>School Website review</u></p> <p>A copy of the link governor website review had been circulated prior to this meeting. JP briefed governors on the review undertaken in May 2023 – there is plenty of detail and all recommendations have been highlighted in red. TW noted that action on these is well underway and will continue.</p> <p>TW and MG agreed to review the section on Christian Distinctiveness and discussion took place around the usefulness of the noticeboard as weekly newsletters to parents have overtaken the original purpose of this.</p> <p>TW noted that the school receives positive comments re the website.</p> <p>Action: TW to complete outstanding actions on website review.</p>
12	<p><u>Parent Forum/feedback</u></p> <p>Copies of the minutes from the Parent Forums dated 24th March 2023 and 19th May 2023 had been circulated prior to this meeting.</p> <p>KL led discussion around the timing of these are the format to encourage and maximise attendance. Governors agreed that we should not be discouraged and keep offering parents the opportunity to informally meet with the HT and Staff – governors agreed that topics need to be relevant and therefore should not be planned too far in advance. Governors recognised the challenges involved in engaging with parents as time pressures for all increase.</p> <p>The forums are very, very, worthwhile.</p> <p>TW confirmed that Minutes from these are posted on the school website.</p>
13	<p><u>H&S – actions update.</u></p> <p>JC had provided an update on the outstanding actions from the latest H&S Premises Inspection Report undertaken in March by NYC.</p> <p>JC visited the school on 6th July and noted most of the actions have been completed. The outstanding ones should be completed over the summer and there is a plan in place for this to happen.</p> <p>Further discussing at took place regarding two issues that might be costly and impact the school budget to resolve!</p> <ul style="list-style-type: none"> • New radiators, as it seems impossible to get proper radiator grills to cover the existing gaps. – Governors noted that these are obsolete and will need replacing but this comes at a significant expense. <p>Action: TW to pursue cost and any alternative solutions.</p> <ul style="list-style-type: none"> • The wet pour in the playground. The edge presents a tripping hazard but the quotes for repair are awfully expensive, >£1000. <p>Action: TW to pursue quotes and monitor</p> <p>Q: at this point have we measures in place to monitor these two areas and to prevent accidents. TW confirmed these are in place.</p>
14	<p><u>Governor monitoring visits.</u></p> <p>Governor visit reports for English, PHSE and Music had been circulated prior to this meeting.</p>

	<p>Governors noted that pupils were asking for “more music” – it is good to see the enthusiasm for this again now that formal teaching has been introduced – it will be interesting to measure the impact as the new structure settles.</p> <p>Governors noted the issue around staff well-being highlighted in the PHSE monitoring report. Governors noted the positive feedback in English and also the issues around subject leader time out that continues to be challenging.</p> <p>Discussion took place over how this should be best addressed in a small school setting and agreed to review at the Curriculum Meeting in Autumn.</p>
15	<p>Policies to approve: (Also circulated prior to this meeting was a copy of the Relationship and Health Education Parental Survey). PHSE School Uniform Policy Summer 2023</p> <p>Q: Are we comfortable with asking pupils to wear a Kildwick branded “hoodie.” TW noted that these are excellent value compared to non-branded items – governors agreed that if this were not a requirement there could be a chaotic situation and to allow commercially branded items of clothing could become “problematic.”</p> <p>Q: Is the section about piercing standard. TW note that it is standard wording – discussion followed as to remove/reword this as in some religions this is “normal practice.”</p> <p>TW noted that the PHSE Policy had been finalised following consultation with Parents.</p> <p>Q: Are there any significant changes o the first draft. TW noted comments were supportive and no changes were necessary.</p> <p>Governors thanked DA and LF for the work put into this policy and noted that it is an area that has to be delivered in a sensitive manner and that effective communication and relationships with parents to ensure this is delivered appropriately.</p> <p>Governors approved the PHSE Policy and the School Uniform Policy.</p>
C	Other Business
16	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>GS noted that there are still outstanding forms to enable this audit to be completed. Please will these who have not submitted do so this week. GS briefed governors on what the audit shows at this point – significant improvement in the range of skills across the board with fewer “gaps” than when the audit was last undertaken and many more “strengths.”</p> <p>Action: Remaining forms to be submitted – GS to complete audit</p>
17	<p><u>What impact have we had on pupils at this meeting?</u></p> <p>Staff Wellbeing considered, Data Monitoring and attainment and progression reviewed, ongoing budget monitoring, Safeguarding review.</p>
18	<p><u>To agree governance arrangements and meeting dates for 2023/24.</u></p> <p>Governors discussed dates for 23/24 and agreed that meetings should be primarily on a Tuesday evening to enable as many governors as possible to attend.</p> <p>The first meeting of the new academic year will be on 12th September.</p>

	Action: Clerk to circulate new proposed dates for approval at FGB in September.
19	<u>Close.</u> This was the last meeting that GS would be attending. On behalf of the school JP thanked Geraldine for all her work and effort in supporting the school throughout her long service as a Governor and as Chair of the Governing Board. A presentation was made in recognition of this. The meeting closed at 19.45.

Date of next meetings.

12th September 2023 at 18.00

Summary of Action Points:

TW to update on Collective Worship – conversations with Lee and Pupil Voice and meeting with MG to discuss.

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)

TW to update governors on actions from Online Safety report.

TW to complete outstanding actions on website review.

TW to pursue quotes and alternative solutions for radiator covers and upgrade of wet pour area in playground.

Governors to submit outstanding Skills Audit forms- GS to complete audit.

Clerk to circulate new proposed meeting dates for 23/24.