



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

Minutes from the Meeting of the FGB held on 27<sup>th</sup> March 2023 at 18.00 in school.

**Present:**

Donna Akrigg – Staff Governor (AK)  
Howard Barton – Parent Governor (HB)  
Jane Hall – Foundation Governor (JH)  
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 opened the meeting at 18.05, welcoming those present and thanking them for their attendance. The meeting was quorate. All governors attended in person. Apologies had been received from Karen Law, Mike Green, Anna Fischer, Cameron Quinn, and Jackie Craven – consented. GS led the meeting in an opening prayer.
2	<u>To determine whether other urgent business should be considered.</u> Academisation.
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 15 on this agenda to be treated as Confidential.

4	<p><u>Declaration of interest on any agenda item.</u></p> <p>None declared at this point.</p>
5	<p><u>To approve the Minutes of the FGB meeting held on 15<sup>th</sup> March 2023.</u></p> <p><u>To review action points and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>Governors approved the minutes of FGB (Finance and Resources) held on 15<sup>th</sup> March 2023. The action points from that meeting were reviewed.</p> <p>GS to arrange Skills Audit. – in hand, document to be circulated by 1<sup>st</sup> April.</p> <p>TW to request TB to undertake financial audit. – yes this is being arranged.</p> <p>JP to sign SFVS, TW to submit to NYCC. – signed and submitted.</p> <p>TW to follow up on income per pupil with TB. TW noted the response from TB and that it is difficult to reach any conclusion based on the figures available as many factors come into play – and these are individual to each school against which comparisons are made.</p> <p>Action Plan required to spend (approx. £12k?) Energy efficiency grant. – Carry forward – it may be that x4 Governors are willing to form a committee to further this item after Building survey is undertaken. TW noted that a quote for solar panels has been sought.</p> <p>TW to follow through on Building Survey with Lee (Diocesan Education Advisor) – Carry forward.</p>
<b>B</b>	<b>School Improvement</b>
6	<p><u>Chair's update.</u></p> <p>JP noted the work undertaken this term as Chair of the Governing Board. This included half-termly meeting with TW that covered, among other items, looking at attendance, industrial action by teaching staff and maternity cover. JP briefed on the Diocesan Governors Network meeting and the DfES webinar "Budgeting for Governors" – JP agreed to circulate the presentation from this.</p>
7	<p><u>Headteacher Report</u></p> <p>The following documents had been circulated prior to this meeting.</p> <p>HT Report</p> <p>Attendance Report</p> <p>English Audit undertaken by English Hub.</p> <p>Attainment summary</p> <p>Intervention timetable</p> <p>Intervention map</p> <p>TW invited questions on his report.</p> <p>Q: Can you explain how you ensure curriculum resource training is provided to all classroom staff (Page 2 - summary). TW noted the use of Google Classroom for Curriculum briefings and also training days. TW noted the arrangements for ensuring P/T staff receive regular updates and also highlighted that there is continual "monitoring" of who needs access to what updates/training to identify any gaps – this is ongoing.</p>

	<p>Q: Are we confident that the 5 hours reduction in MSA hours will not have a negative effect on playground supervision over lunch, given that Children in an earlier survey identified the playground as an area of concern (Page 10). TW noted that there has been an overall reduction in lunch hours – from two to one and a half. The reduction should have little or no impact, but the situation will be monitored. TW highlighted arrangements to support SEND pupils.</p> <p>Q: Could you outline what measures school is taking to bear down on the persistent absence rate, given that it is slightly above the LA average (Page 11). TW briefed governors on how the school manages this problem. Contact by phone is made with parents and when appropriate, parents are also invited into school to meet with the HT. TW highlighted the number of children that fall into this category and referred governors to notes on the absence report. Governors noted the ongoing impact of lockdown on the figures along with the recent industrial action and also of parents working from home.</p> <p>Q: Unauthorised absence family holidays - is there anything governors can do to further support staff in discouraging family holidays in term time (Page 11). TW noted that there can be a link to home working and pupils taking holidays in term time.</p> <p>Q: Do parents give notice if they are taking their child out for holidays during term time. TW confirm this was usually the case – the school is more often than not aware ,and the absence is recorded as “unauthorised”. TW confirmed there is follow up. TW confirmed that the “fines” imposed for such absence go to and are retained by the LA. There is no “financial gain” by the school.</p> <p>Discussion took place as to if a letter from governors should reinforce any communication from the HT and agreement was that this should be done.</p> <p><b>Action: Letter from Governors to be drafted to reinforce concerns on unauthorised absence due to family holidays. (JP)</b></p> <p>Q: Can you talk us through the persistent absence rates in the table on Page 12. TW briefed governors highlighting those pupils who had genuine “reasons” and those whose lack of attendance was a concern.</p> <p>Q: Can we highlight the international women's day and neuro diversity week work - I am confident this will help equip our children for the future (Page 13). DA briefed governors on the range of activities undertaken and how these linked into PHSE lessons. Information also went to parents via the newsletter to ensure awareness to what their children would experience and to enable them to start conversations at home on these areas.</p> <p>Q: Looking at the data: GD in writing appears to be the only area where our data looks less strong - how confident are you that the focus on writing and the investment in Write Stuff will support progression in writing etc. (Pages 17 and 18). TW noted that progress and impact was already being realised with increased consistency across the school. TW highlighted a new scheme “Colourful Semantics) that will be used in interventions, and this will also have a positive impact over time and across the school. TW noted the improvements in independent writing and standards with increased confidence amongst staff. There should be a clear impact to see and measure at the end of the summer term as the schemes are embedded across all classes. TW confirmed that refresher training would be given at the next training day and this would be to all teaching and support staff.</p> <p>Q: Can we highlight the mental health support in strategic priority 3 ... sounds really positive? TW confirmed that Peer Mentor Training has been undertaken by Y5 pupils and one</p>
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	<p>Y6 pupil. TW described how this would work with KS1 pupils during Wednesday playtimes to provide support and guidance.</p> <p>TW confirmed that a H&amp;S inspection on the school has now been undertaken with the written report due shortly.</p> <p>TW noted the report on writing undertaken by the English Hub – there were no issues to highlight. Governors thanked all who supported in this process as it is a very positive read.</p> <p>TW noted the arrangements in place to cover phonics as phonics lead whilst DS is on maternity leave.</p> <p>GS suggested the need to revisit Collective Worship (CW) now that all Foundation Governors have been appointed – especially to look at the impact and how to measure and evaluate this. Governors noted that CW is now successfully “back in church” and TW noted the positive response from parents and pupils and how this make CW a special experience.</p> <p>TW noted he would seek advice from Lee on CW and also to get feedback via Pupil Voice.</p> <p><b>Action: TW to update on Collective Worship – conversations with Lee and Pupil Voice</b></p> <p>TW highlighted that the SIAMS framework is to change again in September 2023 – our next inspection is possibly in November 2024 but these are being delayed slightly. TW noted that dates are notified well in advance so we will have notice.</p> <p>Governors thanked TW for his comprehensive report.</p>
8	<p><u>SEND</u></p> <p>The following documents had been circulated prior to this meeting:</p> <p>Link Governor SEND visit report.</p> <p>NYCC SEND report undertaken by School Improvement Adviser</p> <p>JP noted the Link Governor report completed with AF as AF will take on the role as SEND Governor in September.</p> <p>JP asked that all governors speak with Subject Leaders as to what they are doing to ensure inclusion of SEND pupils in that area of the curriculum when undertaking monitoring visits.</p> <p>Governors noted the positive comments from the SIA included in the NYCC SEND report – thanks to DA for all the work in achieving this.</p>
9	<p><u>Safeguarding (to include focus on e-safety and Safeguarding Audit)</u></p> <p>The following documents had been circulated prior to this meeting:</p> <p>Safeguarding Audit</p> <p>Safeguarding Analysis</p> <p>Link Governor Safeguarding visit report.</p> <p>Governors approved the Safeguarding Audit.</p> <p><b>Action: TW to return to NYCC by 31<sup>st</sup> March</b></p> <p>Governors welcomed the Safeguarding Analysis and thanked TW for compiling and circulating this document.</p> <p>Q: Are incidents involving SEND pupils increasing. TW noted this was not the case but that the recording process has now changed and CPOMS now differentiates to highlight these.</p>

	<p>Q: How are children engaged with following an incident. TW noted the procedures and that a whole class approach through a PHSE lesson is often the case. Contact is made with parents where required/appropriate. Staff are made aware and the use of CPOMS can monitor patterns etc.</p> <p>JP noted his meeting with TW within his role as Safeguarding Governor. The SCR has been reviewed and JP noted how this is managed within school.</p>
10	<p><u>Parental engagement</u></p> <p>TW noted the Parents Forum held on the 24<sup>th</sup> of March and the attendance at this.</p> <p><b>Action: KL to feedback at FGB on 10<sup>th</sup> July.</b></p> <p>TW agreed that perseverance would continue to attract more parents to attend these with varied times and locations to be considered to try and get momentum around these.</p> <p>Governors agreed the importance of giving parents this opportunity to feedback and raise/discuss issues.</p>
11	<p><u>Governor visits/SIP monitoring</u></p> <p><u>Governor responsibilities</u></p> <p>The following documents had been circulated prior to this meeting:</p> <p>Governor Visit report – EYFS.</p> <p>Governor Visit report – Music.</p> <p>GS highlighted the enthusiasm of children when the Music visit was undertaken (virtual visit) and that a further visit in the summer term is planned when a process to measure the impact of this subject will be used.</p> <p>GS noted that her term of office will expire this year and discussion will take place with MG re appointment of a new foundation Governor.</p> <p>TW briefed governors on work underway with Lee on the RE curriculum.</p> <p>JP reminded governors that ALL have responsibility for the Christian Ethos within school – this does not just fall to the Foundation Governors.</p> <p>Governors noted that CQ’s term of office expires in the Summer Term – this to be reviewed at FGB in May</p> <p>Link Governor roles were discussed – AF will take on SEND and EYFS – JH MFL and English</p> <p><b>Action: JP to update Link Governor responsibilities and circulate.</b></p>
<b>C</b>	<b>Other Business</b>
12	<p><u>Policies to review:</u></p> <p>Governors noted that the policies for review were standard NYCC Policies and just require “personalisation”.</p> <p>Governors approved the Allergen Policy and the Control of Contractors Procedures, (which details the responsibility of contractors to the school whilst they are on site).</p>
13	<p><u>Staff Wellbeing</u></p> <p>Governors discussed the ongoing pressures on all staff, in particular teaching staff, and the current media coverage concerning Ofsted inspections. TW noted there are procedures in</p>

	<p>place to support staff during challenging times – the school has a Wellbeing Policy. Governors discussed reviewing these and to produce an action plan. Governors noted that education is a difficult place to work in at the moment and that pressures are more apparent in smaller schools where roles and curriculum leadership has to be covered by fewer staff.</p> <p><b>Q: Has a staff survey been undertaken recently. TW noted that one was completed last year and maybe another should be rolled out soon.</b></p> <p><b>Action: DA to email staff as to how they feel and what more support is needed.</b></p> <p><b>Action: ALL to include staff wellbeing when undertaking Link Governor visits.</b></p> <p>Governors agreed to review at FGB in July.</p>
14	<p><u>Succession planning.</u></p> <p>Governors were reminded that no one has yet offered to be Vice-Chair and that it is in the best interests of both the School and Board that key roles such as Chair rotate and are shared. Successful transitions need to be planned and governors were encouraged to think about what roles they may wish to take on in September 2023 and maybe in future years.</p>
15	<p><u>HT Mid-Year Performance Management Meeting.</u></p> <p>JP confirmed that the HY mid-year Pm meeting has taken place.</p> <p>JP highlighted some points identified at the meeting and read notes from JC:</p> <p>“Year 4 this academic year have not been split on academic ability, but on friendship groups. The girls remained in Kingfishers class with Year 3 and the boys moved to Owls class with Y5 children. We felt it would be useful to compare any results of learning or assessments towards the end of the year to see if this model of splitting the children affects performance in these areas.”</p> <p>Lengthy discussion took place over this. TW briefed governors on the mixed classes in Y1 and Y4 detailing criteria and discussions involving staff that can be used to determine movement. TW noted communication with parents around pupils moving and those staying in the same class.</p> <p>Governors noted the impossibility at present of not having split classes – income and space does not currently allow for additional classes.</p> <p>DA, TW, and HB highlighted that producing data around this would be problematic and inconclusive due to small cohorts. At all stages it must be that individual pupils are not identifiable, and that teaching is not compromised. It would be a struggle to get definitive outcomes from any data review.</p> <p>TW noted that a significant part of the curriculum is taught in year groups.</p> <p>Governors requested that TW highlights performance in the mixed classes in the termly HT report and agreed that “Learning Walks” include a focus on consistency in teaching, behaviour expectations and the impact of mixed classes.</p> <p><b>Action: TW to provide a focus on mixed classes in HT report and Learning Walks</b></p> <p>The review also highlighted that Tim’s office is in a central location in the school and he often gets disturbed throughout the day with people knocking on his door. It was agreed that he</p>

	could consider putting a Do Not Disturb sign on his door for a designated time period when he had important work to complete which required more concentration. Staff would be aware they could still disturb him in an emergency but leave other queries until later otherwise.
16	<u>Headteacher Role - Remuneration (Confidential Item)</u> <i>TW withdrew for this item at 19.40.</i> <i>DA left the meeting at 19.40.</i> Please refer to confidential minutes.
17	<u>To deal with any matters agreed for consideration under item 2 above.</u> <i>TW returned to the meeting at 19.45.</i> Governors noted the letter sent to staff in January 2023 to update on Academisation. JP noted that there is little to progress re academisation at this point and that further discussion will take place at the Strategy Meeting
18	<u>To consider – “what impact have we had for pupils at this meeting today”.</u> “learning to live” – review of strategic Priority 3 – all aspects of safeguarding reviewed. “living to love” – discussion on diversity and inclusion in school – the impact of Collective Worship to be measured. “loving to learn” – discussion on HT report, breadth of curriculum and high expectations of pupils.
19	<u>Date of next meeting and Close</u> Governors noted the next meeting – FGB (Curriculum) – to be held on 26 <sup>th</sup> April 2023. Discussion started on finalising the timing of the strategy Meeting to be held on 21 <sup>st</sup> June 2023. The meeting closed at 19.50.

Dates of Future Meetings:

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

Summary of Action Points:

- **Action Plan required to spend (approx. £12k?) Energy efficiency grant. – Carry forward – it may be that x4 Governors are willing to form a committee to further this item after Building survey is undertaken.**
- **TW to follow through on Building Survey with Lee (Diocesan Education Advisor) – Carry forward.**
- **KL to feedback at FGB on 10<sup>th</sup> July.**
- **TW to return Safeguarding Audit to NYCC by 31<sup>st</sup> March.**

- **JP to update Link Governor responsibilities and circulate.**
- **DA to email staff as to how they feel re “wellbeing “and what more support is needed.**
- **ALL to include staff wellbeing when undertaking Link Governor visits.**
- **TW to provide a focus on mixed classes in HT report and Learning Walks**
- **Letter from Governors to be drafted to reinforce concerns on unauthorised absence due to family holidays. (JP)**
- **TW to update on Collective Worship – conversations with Lee and Pupil Voice**