



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 29th June 2021 at 18.00

Present:

Howard Barton – Parent Governor (HB)
Donna Akrigg – Staff Governor(DA)
Christine Anderton – Foundation Governor (CA)
Jo Gostling – Co-opted Governor (JG)
John Perry – LA Governor (JP)
Geraldine Sands – Foundation Governor (GS)
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 took the Chair and opened the meeting at 18.00 thanking those present for their attendance. Apologies received from CQ, ES and JL. Consented. JG joined the meeting via Google. As opened the meeting with a prayer.
2	<u>All to declare in turn that they are in a secure and confidential environment.</u> JG confirmed being in a safe and secure environment.
3	<u>To determine whether other urgent business should be considered.</u> Governors agreed the request from TW to discuss a Pastoral Welfare Role within the school under AOB – agenda item 14.
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> Governors noted the potential sensitivity of discussion re safeguarding and that these may need to be treated as confidential if necessary.

5	<u>Declaration of interest on any agenda item.</u> None declared.
6	<u>Update on Governor vacancies.</u> Governors noted the current and upcoming Parent Governor vacancies- TW confirmed that elections would be held shortly for x1 vacancy, and in November 2021 for the second vacancy. Governors noted that ideally candidates would offer skills in curriculum monitoring and parental engagement. Action: TW to highlight in weekly newsletter.
7	<u>To approve the Minutes of the FGB meetings held on 9th June 2020 and 29th June 2020, matters arising from the minutes not otherwise covered by the agenda.</u> It was requested that - “ note conversations between subject leaders.....” be changed to “ inform conversations between subject leaders and governors” in item 8 of the minutes (p4). Governors unanimously approved the Minutes of FGB held on 7 th June 2021. GS noted that no governor had expressed willingness to monitor the school website. Action: TW to take request to parent forum – guidance is available for what to look for and support monitoring.
B	School Improvement
8	<u>Headteachers Report</u> The following documents had been circulated prior to this meeting: HT Report dated June 2021. Covid Catch-up Review. EYFS Changes – September 2021 Kildwick Virtual Library. Ofsted Complain Letter. Noted from the Parent’s Forum held on 21 st May. Anonymised PP tracker. PP and Covid catch-up report. SEND Report. Summary of staff training 2020-21 Vulnerability Data. TW highlighted areas of his report dated June 2021 noting the work undertaken by Staff on the Inset day on 28 th May looking at the SSDP and SEF, Pupils numbers now and expected in September, the arrangements for Admin cover and the current situation with Before/After School clubs. TW noted that these were now back in the Parish Rooms and flexible arrangements are in place as numbers, though growing, are not consistent.

	<p>TW referred to the data information supplied noting that the summary within his report highlighted the March 21 baseline data and June 21 assessment data showing % reaching ARE and Exceeding.</p> <p>A governor asked if there are no SATS this year for Y6, how will they be tested. TW noted that the data shown on this report is their “results” and as required by Secondary Schools.</p> <p>A governor questioned if the RAG rating was based on the FFT system. TW confirmed it was.</p> <p>A governor asked how comparable progress is to similar schools re “catch up” – how quickly will pupils get to their “expected” level. TW noted that discussion/comparison with other schools is not undertaken. TW noted the challenge in KS1 and how the impact of Covid on learning is apparent through EYFS assessments.</p> <p>A governor asked if there is an opportunity to benchmark “informally”. TW confirmed this might be possible.</p> <p>A governors asked how Y4 and Y5 data is derived. TW noted this is from testing. TW highlighted that much focus has been in Y4 and that year group has been supported through more interventions. TW noted the progress in Y5 and that most are close to ARE with those in need of further support identified and interventions planned for next year. TW reminded governors that, with small pupil numbers, percentages can very quickly be distorted by maybe one pupil.</p> <p>DA highlighted the changes to the EYFS framework that will be introduced in September 2021 noting some of the changes to the curriculum that will lead to gaining a greater depth of understanding, that less monitoring will take place replaced by more interaction and leading to more development of pupils. DA noted the work in progress to understand how best to track progress/development. DA highlighted the training in place and plans to keep in touch with other schools to share concerns and best practice. DA highlighted that all members of staff will be made aware of and given an understanding of the changes and new framework.</p> <p>A governor asked how many pupils there would be in R in September. DA advised 18.</p> <p>A governor questioned if there would be a learning roadmap for EYFS. TW confirmed this is being written with contributions from subject leaders and that once formalised, this would be shared with all staff, so they know and understand what is being taught before the children reach their class.</p> <p>Governors noted that there would be a benefit to this being made available to the Board to assist in monitoring. Governors noted that substantial task in completing this and asked is=sufficient “time out” was made available.</p> <p>TW drew attention to the Virtual Library.</p> <p>A governor asked who chose/chooses the books to be offered. TW confirmed they are mostly linked to topics.</p> <p>A governor asked if they target a specific age group. TW confirmed that the selection will cover all ages across the school.</p> <p>A governor asked when and how this was to be launched. TW confirmed soon with a launch via the school website.</p> <p>TW drew attention to the two documents relating to PP. TW highlighted the detailed use of funding and programmes this has been used for. TW noted the positive outcomes and the</p>
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	<p>support interventions to improve outcomes. TW noted the support from Heather Russell on phonics and reading which too was having an impact.</p> <p>TW explained the “points system” and how progress is measured in steps e.g., beginning, beginning +, working towards, working towards+, Secure, Secure + through year groups.</p> <p>A governor questioned to what extent pupils had met expectations. TW noted that these had been exceeded.</p> <p>Lengthy discussion took place as to how best to measure progress in vulnerable learners highlighting the need for quality first teaching and being able to tell “the story” on how and what progress is made. TW confirmed that details are available to support any raw figures.</p> <p>A governor asked if some PP pupils might not have benefitted from Covid Catch-up funding. TW detailed how monies may have been spent to benefit the whole class, including PP pupils and agreed that reports could highlight this more positively.</p> <p>A governor asked if the data is available to show that the gap is closing. TW confirmed that this data is shown on the tracker.</p> <p>A governor requested that PP progress is shown against the whole class excluding PP pupils – TW agreed to include this in future.</p> <p>Detailed discussion took place around the presentation of data and how best to show this in an “easily understood” format – a simplified format with narrative where applicable. Class, Year Group, KS and Boys/Girls differentiation were discussed.</p> <p>Action: TW and HB to meet to agree meaningful format.</p> <p><i>(JG left the meeting at 19.00)</i></p> <p>DA referred governors to the SEND report highlighting the updates, information on monitoring, staff training and development and progress of pupils.</p> <p>Lengthy discussion took place on the information presented and a conclusion reached that a simplified overview was required with reporting by exception rather than detailing every child. TW confirmed that certain information has to be supplied to DFE and NYCC and that whilst this can still be available to governors an overview would also be supplied in the future.</p> <p>Governors noted the minutes of the Parent forum Meeting held on 21st May and how great it is that these have been able to start again.</p>
9	<p><u>Update on SSDP.</u></p> <p>GS noted the draft minutes are to be circulated and that JP and TW are to draft the SSDP 2021/22 for circulation by the end of term and approval at the first FGB meeting in September.</p> <p>Action: JP and TW.</p>
10	<p><u>Academisation.</u></p> <p>Governors noted that should a school be judged “require improvement” following an Ofsted visit there is still a requirement to convert to an Academy. GS noted that the Diocese is involved with academies and that this should be kept under review.</p>

11	<p><u>Safeguarding</u></p> <p>A copy of the Safeguarding visit report dated May 2021 by JP had been circulated prior to this meeting. JP highlighted the need to be aware of issues at other schools and in the community and that all should be alert and vigilant.</p>
12	<p><u>Governor monitoring visits</u></p> <p>Copies of the monitoring visit report by JP for MFL and Maths, had been circulated prior to this meeting.</p> <p>JP noted the affect Covid restrictions continued to have on monitoring by governors with visits into school still on hold.</p> <p>TW noted that the link with South Craven to support teaching and learning of MFL will resume in September – these too having been affected by Covid.</p>
13	<p><u>Looking ahead – School reopening in September for 21/22 Academic Year.</u></p> <p>TW noted that whilst no official announcements have yet been made, there is anticipation that a degree of “normality” will exist next term with a relaxation of most measures currently in place and that “bubbles” will no longer be required. TW noted the first day of term being 7th September and also highlighted that whilst the planning if for as much to be as normal as possible – Covid will still be with us and that plans to live with this will need to be in place.</p>
C	Other Business
14	<p><u>To deal with any matters agreed for consideration under item 3 above.</u></p> <p>TW briefed governors on the proposal to employ a member of staff to fulfil a Pastoral and Welfare role within the school. DA and TW explained the increased time being spent on supporting pupils with emotional issues and why this role would be of enormous benefit. The post would be advertised internally, would be for x6 hours per week and the successful applicant would work alongside Gill Manthorp. TW noted that the Budget can accommodate this additional role.</p> <p>Governors supported the proposal.</p> <p>Action: TW to progress.</p>
15	<p><u>To agree meeting dates for 2020/21 and Close</u></p> <p>Governors agreed the meeting dates for the Autumn Term 2021 –</p> <p>8th September 2021 – FGB</p> <p>11th October 2021 – FGB (Curriculum)</p> <p>15th November 2021 – FGB (Finance and Resources)</p> <p>8th December 2021 – FGB</p> <p>Governors noted the date of the first meeting in September as 8th September at 18.00</p> <p>The meeting closed at 19.50</p>

Dates of Future Meetings.

(All to start at 18.00 unless otherwise stated)

8th September 2021 – FGB

11th October 2021 – FGB (Curriculum)

15th November 2021 – FGB (Finance and Resources)

8th December 2021 – FGB