



Kildwick CE Primary School
Loving to learn, learning to live, living to learn

Minutes from the Meeting of the FGB (Curriculum)
held on 21st October 2020 at 18:00 – via Google

Present:

Donna Akrigg – Staff Governor (DA)
Christine Anderton – Foundation Governor (CA)
Jamie Logan – Parent Governor (JL)
John Perry – LA Governors (JP)
Cameron Quinn – Co-opted Governor (CQ)
Geraldine Sands – Foundation Governor (GS)
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 18.05, welcoming all present and thanking them for their attendance. Apologies had been received from Jo Gostling and Liz Snell. Consented. Alex Swinton was absent. GS led the meeting in an opening prayer. All Governors declared that they were in a secure and confidential environment.
2	<u>To determine whether other urgent business should be considered.</u> TW noted an update on the recent election for a new Parent Governor and also requested time to update governors on staffing.
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 10 to be treated as confidential. No others 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 14th September 2020 and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>Governors unanimously approved the Minutes of FGB held on 14th September 2020. TW noted that opportunities for further support to the school/pupils (item 18) was under review in line with the very fluid situation that exists. GS noted that a letter should be sent, on behalf of the Governing Board, to all parents highlighting the hard work and efforts by all staff to ensure a safe environment for pupils to return and settle into along with the work to minimise the effect of the school closure on learning.</p> <p>Action: GS and TW</p> <p>GS noted that she was still in contact with the NGA re training, (item 21), and would pursue this again.</p> <p>Action: GS</p>
B	Achieving our School Vision
k	<p><u>To approve the School Strategic Development Plan.</u></p> <p>The final draft of the School Strategic Development Plan (SSDP) had been circulated to governors prior to this meeting.</p> <p>Gs thanked Tim for updating the document and for comments made to enable this final draft to be produced. GS noted the need to update a few areas (e.g. Safeguarding Lead to be JP and HB to be included with AS and JP in 5a.) Governors discussed version control and noted that whilst approval is now given to this draft to become the SSDP for 2020/21, it is still a working document and may need further updating should circumstances change further.</p> <p>Action: TW to update and circulate.</p>
7	<p><u>Attainment and Summary baseline September 2020 - update from TW</u></p> <p>The following documents had been circulated prior to this meeting:</p> <p>Progress and predicted end of year attainment 20/21 (including last assessment point Dec 19)</p> <p>Interventions Timetable</p> <p>Additional information on interventions planned for the autumn Term</p> <p>School Recovery Plan – Priority areas 2020/21</p> <p>TW briefed governors on the work undertaken so far this term to put in place plans and targets in response to the effect on pupils from Covid-19. TW highlighted the guidance and research document issued by the Education Endowment Foundations (EEF) and how this has been used by staff. TW described the work by staff to welcome all pupils back and to explore their feelings and noted some of the methods used in achieving this (through art, poetry, and writing).</p> <p>TW noted that baseline assessments had now been carried out for Reading, Writing and Maths and that targets were now in place.</p> <p>TW presented a document on “learning loss” how evaluation was to take place to inform and action plan to address this.</p>

	<p>TW highlighted the figures for Reading, Writing and Maths.</p> <p>Q: How have these been “calculated”. TW explained how the starting point was the assessments undertaken in December 2019 and how pupils were broken into year groups and if they were expected to achieve, or exceed, Age Related Expectation.</p> <p>Q: So, the figures are based on teacher assessment. TW agreed that this is so and detailed the challenges in identifying the specific needs of each child in each subject. TW stressed the importance of “Quality First Teaching” and of teacher’s knowledge of each individual pupil in making informed decisions.</p> <p>TW briefed on how this would work in practice and how identified “gaps” would be addressed as the term progresses. TW described the approach to foundation subjects including History and Geography and the reality of not wanting to overload children with too much knowledge as this too will have a detrimental effect. TW noted how everything done will build on what has previously been learnt and how subjects will be “stripped back” to what needs to be there as essential knowledge and then taught to build on this. TW noted that funding to address this is in place and that outcomes must be evidenced as questions will invariably be asked as to what impact has been made.</p> <p>DA briefed governors on the planned interventions and the role of Gill Manthorp. DA noted that more interventions were in place this half term than ever before and that the timetables circulated are in addition to those taking place in the classroom. With the funding for SEND from the Local Authority now dramatically reduced what is planned and in place is more vital than ever. DA noted the re-assessments planned for all involved in the various groups .</p> <p>Governors thanked Tim, Donna and all the staff for this impressive piece of work that is detailed, and evidence based. Governors agreed the need to be able to see evidence of the impact of what is in place to ensure value for money in the time and effort invested.</p> <p>Q: What on-going data can be provided to evaluate the success of the interventions. DA noted that all information has been entered onto a database and that this will be updated as further assessments are undertaken so evidence can be extracted for future FGB meetings.</p> <p>Q: Can the list of interventions be linked to the data for those not expected to achieve ARE. TW noted that the decision to do the approach to undertake interventions in this way followed team discussions and though it may not be perceived as perfect will enable a wider group to “catch up”.</p>
8	<p><u>Curriculum – TW update and agreement on monitoring</u></p> <p>The following documents had been circulated prior to this meeting:</p> <p>“Catch up - Keep up” – Intent/Implementation/Impact</p> <p>Covid -19 Support guidance for school from the Education Endowment Foundation</p> <p>TW briefed governors on the action plan agreed by staff to bring the curriculum up to date by January 2021. TW reminded governors on the work undertaken between September 2019 and March 2020 and how an audit has been made of all areas, including the school website, and a RAG rating given to determine what should be done next.</p> <p>Areas assessed included –</p>

	<p>Curriculum Intent</p> <p>Long terms plans</p> <p>What is essential knowledge</p> <p>Schemes of work</p> <p>Professional Development</p> <p>The role of governors</p> <p>Potential “deep dive” questions that may be asked in the course of inspection.</p>
C	Other Business and information
9	<p><u>Policies to approve:</u></p> <p>Governors approved the following Policies -</p> <p>Remote Learning</p> <p>Budget Monitoring</p> <p>Addendum to Attendance Policy</p> <p>Q: How will the detail of the Remote Learning Policy be made available to parents as much of this would be beneficial for them to know and understand. TW advised that a letter to all parents had been sent detailing what/how and that this will be updated now that the new policy had been approved. TW acknowledged the need to demonstrate the work involved in planning this learning and how it will be managed. Governors agreed the need to this and that clear boundaries need to be set to manage expectations and to ensure the wellbeing of staff.</p> <p>Action: TW and GS to communicate to parents.</p> <p>Q: In the newsletter last week the school noted that a number of library books have not been returned is there an update on this. TW highlighted the significant number of books that were currently “missing”. Governors expressed disappointment that these were unaccounted for as much investment had gone into their purchase for the benefit of all pupils. TW noted that whilst a list of books can be given it is hard to identify who last had these.</p> <p>Governors agreed that this issue should not be ignored and that further communication to parents should be made, listing the titles that are missing and really encouraging their swift return.</p> <p>Action: TW</p> <p>TW noted that attendance this term has been very good at 98% with no issues to report. Governors noted that this reflects the confidence in arrangements that the school has in place to ensure a safe environment and compliance with current advise and recommendations.</p>
10	<p><u>Headteacher Performance Review (Confidential Item)</u></p> <p>Please refer to Confidential Minutes.</p>
11	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>TW noted the successful election held to appoint a new Parent Governor and that this had resulted in Howard Barton (HB), being elected to serve on the Governing Board.</p>

	<p>GS noted that HB brought experience of data handling and analysis to the Board and that this would be valuable in ensuring that governors can evidence pupil progress.</p> <p>Action: Clerk to contact HB and cover admin items – GS to undertake Induction meeting. HB to attend next FGB on 17th November.</p> <p>TW briefed governors on the maternity cover arrangements in place for Laura Fordham as, following latest medical advice and consultations with HR and the Occupational Health Team, LF will now be shielding. TW updated governors on the appointee and the transition arrangements for him to take over Y6 from the beginning of November. TW noted that LF would still be available from home.</p> <p>TW updated governors on the arrangements for the post of school administrator. TW advised that Debbie Paynter would now be working on a p/t basis – temporary cover is in place to facilitate this and a job share role will be advertised.</p> <p>TW briefed governors on the appointment of a TA to work with Gill Manthorp on the Interventions programme in place and that the appointee would be starting after the October half term.</p> <p>Governors expressed thanks to Tim and his team for putting all these arrangements in place at such short notice and that the hard work is appreciated and valued.</p> <p>TW noted that there had been no staff absence this half term and no positive Coronavirus test results and expressed pride in what everyone has achieved.</p> <p>GS noted that the role of Safeguarding Governor is to be undertaken by JP and that a safeguarding meeting is planned for 22nd October.</p>
12	<p><u>Correspondence.</u></p> <p>None to consider.</p>
13	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Governors noted the clarity around the “catch up” interventions – that the programme is clearly demonstrated and can be measured in terms of pupil progress.</p> <p>Governors noted that the continuity that will be achieved through the careful recruitment process will have a positive impact on pupils. As will the “remote learning” strategy and arrangements should they be needed.</p>
14	<p><u>Date of next meeting and Close</u></p> <p>Governors noted the date of the next meeting as Tuesday 17th November 2020. (FGB Finance and Resources).</p> <p>The meeting closed at 19.10</p>

Dates of Future Meetings.

Tuesday 17th November 2020 at 18.00 (FGB Finance and Resources)

Tuesday 1st December 2020 at 18.00 (FGB)

Tuesday 9th February 2021 at 18.00 (FGB Finance and Resources)

Tuesday 2nd March 2021 at 18.00 (FGB Curriculum)

Monday 22nd March 2021 at 18.00 (FGB)

Tuesday 25th May 2021 at 18.00 (FGB Finance and Resources) – Budget Approval

Monday 7th June 2021 at 18.00 (FGB Curriculum)

Monday 21st June 2021 at tbc (Strategy Meeting)

Tuesday 29th June 2021 at 18.00 (FGB) – **Revised date**