



Kildwick CE Primary School

Loving to learn, learning to live, living to learn

Minutes from the Meeting of the FGB

held on 5th November 2019 at 13:30

Present:

Christine Anderton – Foundation Governor (CA)

Donna Akrigg – Staff Governor (DA)

Jamie Logan – Parent Governor (JL)

Kath Morris – Foundation Governor (KM)

Liz Snell -Parent Governor (LS)

Geraldine Sands – Foundation Governor (GS)

Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural Business
1	<p><u>Feedback from the School Council – “The Impact of Collective Worship”</u></p> <p>Members of the School Council hosted a tour of the school with a focus on Collective Worship (CW) including how the “Reflection areas” are used.</p> <p>Prior to the tour Governors had been given a copy of the briefing sheet given to pupils with nine questions for them to consider and for Governors to ask including -</p> <p>“Do you think worship is important in your school and why”</p> <p>“How does CW make you feel”</p> <p>“Is there anything you would like to change about CW”</p> <p>Governor feedback of the tour was very positive; and all governors noted how confident the pupils were in articulating their thoughts, how CW was valued and the links to friendships from this. Also noted were the learnings by pupils from CW and how the reflection areas are valued.</p> <p>Action: TW to collate feedback forms and circulate answers/observations.</p>
2	<p><u>Welcome, introductions, opening prayer and consideration of absence</u></p> <p>KM led the meeting in a prayer.</p> <p>Apologies received from Alex Swinton and Cameron Quinn.</p> <p>Consented.</p>

3	<p><u>To determine whether other urgent business should be considered.</u></p> <p>GS requested that the following be considered – Update on the recruitment of a new Office Manager Update on the use of Church Buildings in the future Access to shared folders.</p>
4	<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>
5	<p><u>Declaration of interest on any agenda item.</u></p> <p>None declared.</p>
6	<p><u>To approve the Minutes of the FGB meeting held on 14th October 2019 and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>Governors unanimously approved the Minutes of FGB (Curriculum), held on 14th October. Further consideration of items 5, 9 and 13 to be undertaken at FGB (Resources and Finance) on 25th November.</p> <p>GS noted her email to Darren Dudman for comments on the SSDP and requested that TW chase for a reply.</p> <p>Action: TW to contact DD</p>
B	Achieving our School Vision
7	<p><u>Headteacher Report including an update on achieving our school vision through delivery of term 1 milestones of the School Strategic Development Plan</u></p> <p>A copy of the Headteachers report dated November 2019 had been circulated prior to this meeting.</p> <p>TW highlighted the new format of the report that now clearly links this to the Ofsted framework and invited questions from governors.</p> <p>Comment was made on the balance between Boys/Girls in some year groups. TW agreed that in some Years the number of Boys was “top heavy” and noted the impact of this and the change in dynamics in these years.</p> <p>Governors noted the attendance figures and issues associated with holidays still being taken in Term time. TW highlighted that the attendance figure, though above National average, must still be closely monitored.</p> <p>Q: Is there a zero tolerance on requests for holidays in term-time? TW confirmed that these requests were not authorised and where taken, families were referred to NYCC for follow through.</p> <p>Q: Noting the support from two Teachers from South Craven College – is this offered regularly. TW noted that this is “normal” within the local cluster of Primary Schools linked to SC College. The offer changes yearly and the arrangement is a two-way supportive process.</p>

	<p>TW noted that it is advantageous for secondary schools to see how their subjects are taught at this level and that the specialism of the supporting teachers is also used to support high achievers at school. TW briefed governors on the conference that SC arrange annually to strengthen the Y6/7 transition and that at least one member of staff attends this from Kildwick.</p> <p>Q: Which governors have either not completed or due are due to refresh their 3 yearly safeguarding and prevent training? Although there is no national policy on frequency of safeguarding training the safeguarding lead governor stressed that it should be renewed three yearly.</p> <p>Action: TW agreed to review the records of training and let the FGB about this.</p> <p>GS thanked TW for circulating Keeping Children Safe in Education update 2019 Part 1 and pointed out how useful it is for governors in helping them to understand the breadth of issues associated with safeguarding in schools. She urged all governors to read it.</p> <p>Action: Governors are requested to read Keeping Children Safe in Education update Sept 2019 Part 1 – SC to e-mail out.</p> <p>GS commented that she will try to set out future notes of safeguarding meetings to reflect the new Ofsted framework</p> <p>Action: TW to circulate Ofsted update on safeguarding.</p> <p>TW drew attention to the section - QUALITY OF EDUCATION: IMPACT 2019 highlighting that progress is very positive in all areas.</p> <p>Analysis has shown that there needs to be a focus on driving standards even higher in the amount of children achieving greater depth in KS1 and also pupils leaving Reception with greater depth in reading, writing and maths.</p> <p>TW tabled the Primary Inspection Data Summary Report that had not been published at the time of writing his report, noting this replaces RAISE online and briefed governors on the content noting it reflects the school in a positive light.</p> <p>Q: Where does the data originate. TW briefed governors on how all the data is published and is available on line. TW noted the actions in place to improve RWM in Reception to prepare pupils for KS1. TW highlighted the focus on reading, especially phonics and those who are not at the required standard. TW briefed on how the school is supporting this.</p> <p>Q: What are scaled scores. TW explained that this is a “raw” figure from end of test results with all scores combined. A score of 100 is expected and changes yearly with the cohort.</p> <p>Q: What is the progress figure. TW explained how this reflects progress from KS1 scores.</p> <p>Governors discussed the usefulness of the IDSR report and how it can be used by Ofsted as a trigger to inspect. TW noted the other possible “triggers” of Complaints, Safeguarding concerns and high staff turnover.</p> <p>Governors congratulated all Staff over the achievement reflected in the report with progress and the strength of the data.</p>
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	<p>GS drew attention to the updates on progress towards achieving the termly milestones within the SSDP noting that with the timing of this FGB not all had been met to date. GS briefed that in future the FGB meeting would be nearer the end of term and this would reflect in progress. GS reminded governors of their role in challenging the achievement of the milestones and requested that TW RAG-rate progress in future, reporting by exception on individual milestones that have not been met, to streamline updates and make it easier to track progress.</p> <p>Action: TW to circulate updated SSDP with T1 milestones RAG'd for November meeting.</p>
8	<p><u>Safeguarding – to receive an update on monitoring</u></p> <p>A copy of the notes from the safeguarding meeting held between GS and TW on 11th October had been circulated prior to this meeting.</p> <p>GS highlighted the discussion around Risk Assessments and School trips noting the processes and procedures in place and how the use of “EVOLVE” has positively impacted on these.</p>
9	<p><u>Parental Engagement – to receive feedback from Parents Forum</u></p> <p>Notes from the parent Forum Meeting held on 18th October attend by TW and JL had been circulated prior to this meeting.</p> <p>JL updated governors on the meeting noting that replies to queries raised previously had all been answered. JL noted the positive attitude towards support for the PTA and how this would be “led” going forward.</p> <p>Discussion took place around rescheduling these meeting to coincide with CW with a view to involving more parents.</p>
10	<p><u>Governor Visits</u></p> <p>To receive updates on recent visits</p> <p>KM briefed governors on her visit with a focus on RE and the challenges in assessing this. GS requested that the visit schedule be updated and for governors to commit to monitoring.</p> <p>Action: Include on Resources agenda for 25/11 (Clerk)</p>
C	Other Business – for information
11	<p><u>Policies to approve</u></p> <p>Health and Safety Policy</p> <p>Walking to and from School Policy</p> <p>TW noted the annual update of the H&S policy with the revision in conjunction with Dale Barton (NYCC H&S Manager)</p> <p>TW briefed governors on the reasons behind the “Walking to and from School” policy with it being targeted at those (Y6) pupils authorised to journey to and from school on their own. As not all governors had accessed the policies it was agreed that any comments to be made to TW by the end of the week prior to formal adoption.</p>
12	<p><u>To deal with any matters agreed for consideration under item 3 above.</u></p> <p>TW updated the meeting on the recruitment of a new Administration Manager with good response to the advert placed and interviews planned for 15th November. LS agreed to join the interview panel.</p>

	<p>Discussion took place as to including an assessment of financial knowledge as part of the interview process.</p> <p>TW briefed governors on the interim arrangements for covering the vacant post.</p> <p>GS updated governors on the two meetings arranged by the Parish to discuss the future of the Church Buildings and the letter sent on behalf of the school (a copy of which had been circulated prior to this meeting). GS noted her ongoing involvement with group of PCC members reviewing the use of the church buildings. Responses to the letter sent out by the PCC and from those attending the two meetings will be collated.</p> <p>Action: GS to update on responses at future FGB meetings.</p> <p>TW noted the planned presentation on IT issues on 25th November. As part of this a solution to the access issues to the shared folder - affecting some governors – would be discussed.</p>
13	<p><u>Upcoming events and meetings – briefing by TW</u></p> <p>TW circulated a list of events and meetings to be held at school between 9th November and 19th December. Governors were invited to contact TW should they wish to attend any of these.</p>
14	<p><u>Correspondence</u></p> <p>A copy of a letter sent by GS to Revd. Julie Bacon concerning the future of St Andrews Church had been circulated prior to this meeting.</p> <p>This item was considered under 13 above.</p>
15	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Safeguarding discussed and reviewed.</p> <p>Understanding of the impact of CW</p> <p>IDSR data reviewed with an understanding of ongoing assessment and recognition of achievement.</p>
16	<p><u>Close</u></p> <p>The meeting closed at 15.30</p>

Dates of Future Meetings.

Monday 25th November at 18.00 (FGB Finance and Resources)

Monday 3rd February at 18.00 (FGB Finance and Resources)

Monday 2nd March at 18.00 (FGB Curriculum)

Monday 30th March at 13.30 (FGB)

Tuesday 19th May at 18.00 (FGB Finance and Resources – Budget approval)

Tuesday 9th June at 13.30 (FGB Curriculum)

Monday 6th July at 18.00 (FGB)