

Kildwick CE Primary School
Striving for Excellence and Promoting Christian Values

**Minutes of the Meeting of the Full Governing Body
held on 27th November 1800**

Present:

Donna Akrigg – Staff Governor (DA)
Molly Barton – Co-opted Governor (MB)
Kathryn Morris – Foundation Governor (KM)
Michael Richardson – Co-opted Governor (MR)
Geraldine Sands – Foundation Governor (GS)
Alex Swinton – Parent Governor (AS)
Tim Whitehead – Headteacher (TW)

In attendance:

Toni Birch -
Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<u>Welcome and consideration of absence.</u> MR opened the meeting at 18.00 welcoming all to the meeting and thanking them for their attendance. MR welcomed KM to her first FGB meeting. Apologies had been received from Natalie Barrett – consented. Governors noted the resignation of Tim Chapman as a Foundation Governor.
2	<u>To determine whether other urgent business should be considered.</u> Two items were identified – to discuss HT Payscale and to discuss staff awareness to Budget issues.
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> No items were identified.
4	<u>Declaration of interest on any agenda item.</u> No interests were declared.
5	<u>To approve the Minutes of the FGB meeting held on 11th September 2017</u> Subject to the re-wording of agenda item 22 relating to policies – to reflect these being reviewed on an annual basis, Governors unanimously approved the minutes. Action – Clerk to re-word item 22 – TW to file
6	<u>Matters arising from the minutes not otherwise covered by this agenda</u> Data training has been arranged for 15 th December.

	<p>Governors discussed the best approach to Policy approval and it was agreed that TW would highlight Policies that Governors need to examine as there were changes, Policies that were from NYCC and were being adopted without changes and those Policies being reviewed without any changes.</p> <p>Action TW</p> <p>A Governor asked about progress on resolving the ventilation issue in Class 5. TW replied that this was an ongoing issue that was not an issue in the colder months and that he will pursue the cost of installing an a/c unit.</p> <p>Action TW</p>
7	<p><u>Update on Governing Body vacancies</u></p> <p>TW updated Governors on the Parent Governor Vacancy – as there had been one nomination no election would be necessary. TW to speak with Parent and notify all via the newsletter this week.</p> <p>TW briefed Governors on interest shown in the LA Governor vacancy – TW to support in the application process</p> <p>GS briefed Governors on the Foundation Governor vacancy and that the Diocese will be seeking a nominee.</p>
8	<p><u>Dates of next meetings.</u></p> <p>Governors noted the dates of the next meetings: 19th February 2018 Resources Committee at 18.00 19th February 2018 T&L Committee at 19.15 13th March 2018 FGB at 18.00</p> <p>Note additional meeting on 15th January 2018 at 18.00</p>
B	School Improvement
9	<p><u>To consider the recommendations of the following Committee meetings:</u></p> <p>Teaching and Learning Committee on 30th October 2017 Resources Committee 30th October 2017 Foundation Governors Committee 25th September 2017</p> <p>Governors had been circulated the minutes of the Foundation Governors meeting and GS gave further detail on the discussions. Governors were briefed on the recent meetings of the T&L Committee and the Resources Committees.</p>
10	<p><u>Headteachers Report</u></p> <p>Governors had been circulated the Headteachers report dated November 2017 – included in this was the results of the Parent Survey September 2017. Also circulated were Pupil Outcomes 2016-17, an update to the Governor Healthcheck and a copy of the Single Central Record Audit.</p> <p>TW invited questions.</p> <p>TW gave further detail on the Teaching staff review meetings and the visits from Matt Blyton and Andrea Hayes.</p>

11	<p><u>SEF</u> Governors had been circulated the Self Evaluation Statement for comment. Linking to agenda item 12 Governors will discuss this further on 15th January 2018.</p>
12	<p><u>School Improvement Plan (SIP) – to include linking Governors to elements of this and agreeing visits/monitoring</u> Governors had been circulated the draft SIP for comment. TW briefed Governors that, following a meeting with Matt Blyton, it had been suggested that the document be “simplified”. The revision is being prepared and Governors agreed to meet at 18.00 on Monday 15th January to review and agree the SIP and to agree/allocate areas that individual Governors would monitor. Action – TW to issue revised SIP – Governors to meet on 15th January 2018</p>
13	<p><u>SEN</u> DA, in her role of SENDCo, gave a presentation to Governors that covered: What is SEND The profile of SEND at Kildwick CofE School The Monitoring of SEN attainment How North Yorkshire responds to requests for SEN assessments and what happens next (The Graduated Response) An evaluation of current resources/provision The key issues/strengths in Kildwick looking at the successes and strains/barriers at school. DA noted that the “Graduated Response” has been tightened up from the school’s point of view. DA also tabled a confidential document showing progress monitoring of those on the SEN list 2017-18. DA invited questions and responded to queries from Governors – whilst some of these were deemed confidential, Governors also asked: What is the attendance record of those on the SEND register? DA replied that this was overall good. A Governor asked if there are other children that need interventions. DA briefed Governors on the “vulnerable list” and the criteria for pupils to be registered on this. A Governor asked if high achievers part of the remit. DA briefed Governors that this was the case and outlined the criteria and interventions in place for this group. A Governor asked if there was screening for dyslexia and was briefed that only on request. DA noted how pupils are identified for this. Governors thanked DA for the presentation and her work as SENDCo.</p>
14	<p><u>Staffing Update</u> TW briefed Governors on the arrangements being made to cover Martina Abbot in January 2018 following her resignation. Experienced cover will be in place until the end</p>

	of the summer term and recruitment for a permanent replacement will commence in the spring term
15	<p><u>Policies for ratification:</u> Subject to the comments received on these Policies being actioned, Governors unanimously approved these Policies:</p> <ul style="list-style-type: none"> Anti-Bullying AUT Safeguarding Bomb Threats Child Protection CLA Complaints Data Protection Display Screen Equipment Drugs and Substance Misuse Equal Opportunities EVC Fire Safety First Aid and Medicines First Aid at Work Home Working Accessibility H&S Induction Laptop and Tablet Lockdown Lone Worker Managing Medicines Midday Supervision Missing Child Nappy Changing Physical Intervention Snow and Ice Clearance Staff Behaviour Stress Transfer Use of Sunscreen Website Working at Height
16	<p><u>To receive reports of Governor visits to School</u> GS visited school on 2nd November in her role of Safeguarding Governor – a report on this visit had been circulated to Governors prior to the meeting and a verbal update given within item 10. NB visited school on 10th November in her role of SEN Governor – a report on this visit had been circulated to Governors prior to the meeting.</p>

	Governors noted that MB has arranged a date to meet with TB to complete the SFVS.
17	<p>Governor Training</p> <p>GS reported to Governors on her attendance at the recent Headteachers Performance Management Course.</p> <p>Governors were encouraged to identify any training they would like to attend and to contact TW to book onto a course.</p> <p>Action – Clerk to circulate programme of courses and to investigate access to NGA on-line courses.</p> <p>Governors were reminded to submit their Safeguarding Certificates asap to TW</p> <p>Action – All</p> <p>Governors were reminded of the training on Assessing School Performance (ASP) and the Inspection Data Summary Report (IDSR) arranged for 15th December at school</p>
C	Financial
18	<p>Revised School Budget 2017/18</p> <p>Governors had been circulated the Budget Summary and Budget detail reports for the month ended 31st October prior to the meeting and the revised School Budget for 2017-18 prior to the meeting.</p> <p>TB highlighted comments on variances to budget detailed on the October report, in particular; SEN, Sports Premium Funding, Water and Sewage and energy costs. TB noted that the 2017/18 figures included assumption of a 2% pay increase for staff and 1% for TAs and gave Governors further information on the proposed new Budget formula.</p> <p>A Governor asked as to how likely it is the school will be oversubscribed for next year. TW briefed governors on the response so far, good and on the next school open day planned for January 2018. In response to a question TW gave further detail on where prospective parents came from.</p> <p>TW noted the overspend on Learning Resources and Governors asked what was in place to address this. TW described how individual teachers were being given a budget and how TW was monitoring this and authorising placement of orders.</p> <p>TW reported on the benchmarking exercise undertaken and on the analysis on staffing costs. Governors discussed options available should a restructure be considered and agreed that current arrangements should be left in place and recognised the strength and quality of the TA support structure.</p> <p>In reply to a question as to if everyone is on the right contract for what they do TW noted that this was not currently the case but in year savings can be used to offset the overspend this causes.</p> <p>A Governor asked if the spread of TA hours was now better balanced. TW updated Governors on the changes made to improve this and on the areas still to be addressed.</p> <p>TW briefed Governors on the support being received from Huddersfield University, Craven College and South Craven School and possibilities in the future with the SKIP programme and on the job training for those undergoing training.</p> <p>Governors were updated on the contract with Sportschool and the concerns over their performance. TW noted that notice had been given to terminate the contact with the final session to take place on 14th December. Despite meetings being held, concerns</p>

	<p>had not been addressed and Governors agreed that this was the best course of action. Governors supported the proposal from TW that that a school based post be advertised to continue the activities but with the school having more control and direction over these and could enable more staff to become involved and be coached.</p> <p>Governors were presented the projected budget figures for 2018/19 and 2019/20. The decline in funding was evident and discussion took place as to how the effect might be minimised. Governors expressed their desire to maintain current staffing levels and noted the restrictions around increasing pupil numbers.</p> <p>TW was asked what grants are being applied for and Governors were updated on progress with benefitting from the Co-Op scheme, on money from Skipton Mechanics and the HART reading project.</p> <p>A scheme offered by many companies that “match-funds” money raised by employees, (as that by Barclays), was noted and Governors asked how widely this was known about.</p> <p>A Governor asked if the PTA could be approached to raise money for a specific item, (e.g. interactive whiteboards). TW replied that this was a possibility and the t the PTA gave great support to the school and might welcome a specific focus for fundraising. TW was asked about support from local businesses and some were keen to become more involved with their local communities. TW to write to local businesses.</p> <p>Action – TW to write – all to identify local companies to approach.</p>
D	Other Business
19	<p>To deal with any matters agreed for consideration under item 2 above.</p> <p>Following discussions at the Resources Committee and at FGB, a Governor asked what knowledge Staff had of the financial situation and budget constraints that the school faced. DA noted that as Staff Governor she sent an e-mail to all Staff noting relevant points from FGB meetings. Governors discussed how best to involve staff and TW agreed that this could be an item at Staff Meetings.</p> <p>MR reported to Governors on the Headteachers Performance Meeting. At this point TW left the meeting.</p> <p>The HT review committee (NB, MR and GS) had met with TW with Matt Blyton also in attendance. MR recommended that TW move up the pay scale by one point to reflect his performance. Governors unanimously approved this pay increase.</p> <p>Action – MR to contact NYCC HR to implement.</p> <p>TW returned to the meeting.</p> <p>GS briefed Governors that new targets had been agreed with TW for 2017-18</p> <p>GS briefed Governors on the termly meeting of the Foundation Governors and Governors agreed that Julie Bacon be invited to attend these meetings. (next meeting 22nd January 2018)</p> <p>AS has prepared a draft Code of Conduct for the GB to review. The Clerk to circulate this for comments with the aim of having this approved at FGB in March 2018.</p> <p>Action – Clerk to circulate</p>

20	<p><u>To consider "What impact on Pupils have we had at this meeting today"</u></p> <p>Governors noted:</p> <p>Their increased awareness to SEND and how this is managed at school</p> <p>Their involvement with the SIP and how this will be a working document</p> <p>The discussion on staffing and conclusions reached that the current TA structure gives the best and experienced support in class</p> <p>The review of budgets and how to make best use of available monies.</p>

The meeting closed at 20.10