

# Kildwick CE Primary School

## *Striving for Excellence and Promoting Christian Values*

### Minutes from the Meeting of the Full Governing Body on 6<sup>th</sup> March at 1800

**Present:**

Tim Whitehead – Headteacher (TW)  
 Molly Barton – Co-opted Governor (MB)  
 Natalie Barrett – Parent Governor (NB)  
 Robin Figg – Foundation Governor (RF)  
 Heather Parsons – LA Governor (HP)  
 Michael Richardson – Co-opted Governor (MR)  
 Geraldine Sands – Foundation Governor (GS)  
 Alex Swinton – Parent Governor (AS)  
 Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural	Action
1	<p><u>Welcome and consideration of absence.</u></p> <ul style="list-style-type: none"> <li>i. MR thanked everyone for attending and welcomed and reminded all present that in all discussions and decisions the priority was the Children and to ensure value for money.</li> <li>ii. Apologies had been received from Nigel Dickinson (consented), Angela Field (consented) and Bridget Hall (consented).</li> </ul>	
2	<p><u>To determine whether other urgent business should be considered.</u></p> <ul style="list-style-type: none"> <li>i. Election of a trustee to represent the School on the Peggy Wilson Trust</li> </ul>	
3	<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> <ul style="list-style-type: none"> <li>i. Discussion around the "Staffing" section of the HT report</li> </ul>	
4	<p><u>Declaration of interest on any agenda item.</u></p> <ul style="list-style-type: none"> <li>i. None declared</li> </ul>	
5	<p><u>To approve the Minutes of the FGB meeting held on 21<sup>st</sup> November 2016.</u></p> <ul style="list-style-type: none"> <li>i. RF Proposed, MR seconded = the minutes were accepted as an accurate record and signed by the Chair.</li> </ul>	
6	<p><u>Matters arising from the minutes not otherwise covered by this agenda.</u></p> <ul style="list-style-type: none"> <li>i. None</li> </ul>	
7	<p><u>Dates of future meetings</u></p> <ul style="list-style-type: none"> <li>i. Governors noted the dates of the next GB and Committee meetings. T&amp;L – 22<sup>nd</sup> May 2017 at 1800 (1.25hrs)</li> </ul>	

	Resources – 22 <sup>nd</sup> May 2017 at 1915 (1.25hrs) FGB – 13 <sup>th</sup> June 2017 at 1800	All
8	<p><u>Foundation Governors Committee.</u></p> <ul style="list-style-type: none"> <li>i. The Governing Body agreed that there should be a Foundation Governors Committee and that the minutes from this should be reported in the same way as those for the T&amp;L and Resources Committees currently are.</li> <li>ii. A verbal update to also be given at FGB meetings and, for ease of communication minutes will also be circulated to the PCC.</li> <li>iii. Governors agreed that the Terms of Reference for the Committee would be approved at the next FGB meeting on 13<sup>th</sup> June.</li> </ul>	Foundation Governors
9	<p><u>Governing Body File.</u></p> <ul style="list-style-type: none"> <li>i. Following a meeting between the Co-Chairs, Headteacher and the Chair of Governors at Burnsall, Governors were asked to consider the creation of a "Governing Body File".</li> <li>ii. The file will contain information about the school and evidence that Ofsted might ask Governors questions on in the event of an inspection. The file will be well organised and form as comprehensive picture as possible on the School and Governing Body – recognising that everyone cannot know everything it will be a reference document should any Governor/s be interviewed – and will aid confidence in answering any questions.</li> <li>iii. The information will be updated regularly and will also be useful in the induction of new governors.</li> <li>iv. A Governor asked if personal copies could be available. It was agreed that whilst this may not be practical a secure area of the school website could be used to store an electronic copy – a log in can be created to access.</li> <li>v. A governor asked if an "i don't know" was an acceptable answer and Governors agreed that there is an expectation that they know!</li> <li>vi. Governors were briefed that they have to articulate the key challenges for the school and what action is being taken to resolve these – they should know as this is the GB's responsibility.</li> <li>vii. Governors agreed that the file would be a valuable tool and that it should be established.</li> </ul>	TW
10	<p><u>Governor details for school website</u></p> <ul style="list-style-type: none"> <li>i. Governors were requested to update their details in a slightly different format so that these can be added to the School Website. TW also request photos of Governors for this too.</li> </ul>	TW
<b>B</b>	<b>School Improvement</b>	
11	<p>To consider the recommendations of the following Committee meetings:</p> <ul style="list-style-type: none"> <li>i. Governors had been circulated with the latest Minutes of the Teaching and Learning and Resources Committee Meetings.</li> <li>ii. Governors were updated on the Resources Committee meeting held on 13<sup>th</sup> February. With the new funding formula due to be introduced there is an expectation that the school will benefit although with increased staff costs any gains could be minimal.</li> <li>iii. TW updated Governors that a Caretaker has been appointed and a schedule of tasks is being drawn up.</li> <li>iv. Further briefing took place around staff costs (see confidential minutes)</li> <li>v. Governors were updated on the Teaching and Learning Committee held on 13<sup>th</sup> February 2017 with particular note being made of Subject Monitoring and Pupil Progress</li> </ul>	

12	<p><u>Report of the Headteacher</u></p> <ul style="list-style-type: none"> <li>i. Governors had been circulated the Headteacher’s report dated March 2017 prior to this FGB meeting.</li> <li>ii. A Governor sought clarification around the presentation of the assessment data – actual achievement in writing and reading for Y3 shows as being below target for ARE (from FFT estimates) and below the target in the SDP.</li> <li>iii. Governors were briefed on how the FFT target is arrived at (information from actual achievement at the end of Y2 SATS and then this modelled on the data used by FFT to predict where the children would be at the end of Y6) and that this means that the group still have 3 years to achieve the target.</li> <li>iv. A governor asked about the relevance of the green/red arrows on the charts and was briefed that the red arrow highlighted where the group was achieving lower than the FFT target and the green arrow highlighted where achievement is higher.</li> <li>v. Governors were briefed that the data can highlights areas where interventions should be in place and that it is a useful overview for the FGB and Committees and can prompt questions and discussion. Governors noted that this is another area that Ofsted will follow through on, (how is the data used, what is being done about “underperformance”).</li> <li>vi. Governors discussed how best to highlight “areas of concern” and TW agreed to remove the arrows and just to show in green “over-performance and in red for “underperformance”</li> <li>vii. Governors noted their appreciation for the work undertaken to present this data in a format that is readily acceptable and that there was a significant challenge to do this!</li> <li>viii. TW briefed Governors on the small numbers of SEN and PP pupils and how this can potentially distort percentages.</li> <li>ix. Governors noted the attendance figure of 96.7% for the period 06/09/16 to 26/02/17. This is down on 06/09/16 to 13/11/16 but still above the national average.</li> <li>x. Governors asked as to how in term holiday request were treated and were briefed that all requests were looked at in line with the school policy and if they could be justified, agreed.</li> <li>xi. Governors noted the variety of educational visits and visitors to school.</li> <li>xii. Governors noted the contributions from Parents, Friends and the Community expressing their grateful thanks for all the donations and noted the use to which the monies were being used for.</li> <li>xiii. Governors noted the excellent press coverage the school receives and thanked TW for instigating so many press releases.</li> <li>xiv. Governors noted that there have been no exclusions.</li> <li>xv. Governors noted there have been no racial incidents</li> </ul>	TW
13	<p><u>Update on the School Improvement Plan (SIP)</u></p> <ul style="list-style-type: none"> <li>i. This update was included under item 13.</li> </ul>	
14	<p><u>Annual Safeguarding Statement</u></p> <ul style="list-style-type: none"> <li>i. Governors had been circulated the “Annual Report to the Governing Body on Safeguarding Children” prior to the meeting.</li> <li>ii. Governors were briefed on the process to complete this and how this had highlighted the need for all policies to be in place and current – even if those policies were not relevant at this moment in time.</li> </ul>	TW

	<p>iii. Governors noted the work in progress on DBS checks for Visitors</p> <p>iv. Governors unanimously approved the report.</p>	
15	<p><u>Policy Review.</u></p> <p>i. Governors had been previously circulated the Policies for review and approval</p> <p>ii. RF proposed, HP seconded and Governors unanimously ratified the Safeguarding Policy.</p> <p>iii. RF proposed. NB seconded and Governors unanimously agreed the following policies:</p> <ul style="list-style-type: none"> <li>• Guidance for Safer Working practice for those working with children and young people in education settings.</li> <li>• E-Safety Policy</li> <li>• Social Networking Policy</li> <li>• Website Policy</li> <li>• Anti-Bullying Policy</li> <li>• Attendance Policy</li> <li>• Looked After Children Policy (CLA)</li> <li>• Drugs and Substance Misuse Policy</li> <li>• Managing Medicines in School Policy</li> <li>• Physical Intervention Policy</li> <li>• Whistleblowing Policy</li> <li>• Dyslexia Policy</li> <li>• Equal opportunities Policy</li> <li>• Educational Visits Policy</li> <li>• EYFS Policy</li> <li>• First Aid at Work Policy</li> <li>• Intimate Care Policy</li> <li>• Missing Child Procedures (<i>A Governor had commented that there could be reference made in the Missing Child Policy to the School Attendance Policy. The latter sets out what parents/ carers are expected to do should they want to seek authorisation for a short period of absence in the school day, eg for a hospital appointment. It's important to make sure that this is fully implemented so that parents don't think they can just turn up on the day and take their child out of school resulting in a potential missing child scare</i>).</li> <li>• Sex and Relationships Policy</li> <li>• Acceptable Use agreement – ICT and E Technology</li> <li>• Complaints leaflet for all Complainants</li> <li>• Managing Medicines and Complex Healthcare Needs of Children and Young People</li> </ul> <p>iv. So that Policies are reviewed on time a Schedule to approve and update these was proposed.</p> <p>v. Governors agreed the Autumn Policy renewal schedule</p> <p>vi. Governors agreed the Spring Policy renewal schedule</p>	
16	<p><u>Update on Academisation.</u></p> <p>i. With the recent change in focus Governors agreed that the urgency had been removed from taking any action on this but that the GB should keep in touch with local developments – AF and MB to attend a meeting of cluster schools at Carleton on 7<sup>th</sup> March.</p>	<p>MB AF</p>
17	<p><u>To receive reports of Governor visits to school and to consider a new format for these – and to consider Governor “Open days”.</u></p>	

	<p>i. Governors considered the proposal to make visits into school more “focussed” by linking Governors to elements of the SDP, having an agenda to follow and completing a written record of the visit and observations. The suggested links and agenda had been circulated prior to this meeting.</p> <p>ii. A Governor asked if TW had drafted the questions/agenda. TW replied that this was the case and was assist in giving purpose and focus to a visit.</p> <p>iii. Governors agreed that this format should commence in the Summer Term and that they would contact the school office to co-ordinate dates/times acknowledging that more than 2/3 Governors in school at any one time could be excessive!</p> <p>iv. Governors agreed to write up the record of their visit and that these would be used to contribute to the SDP. They would be filed in the monitoring folder and would form part of the agenda for future FGB meetings.</p>	<p>ALL</p> <p>ALL</p>
18	<p><u>Governing Body Constitution.</u></p> <p>i. Governors noted that there would be a Staff Governor vacancy as of 1<sup>st</sup> April due to BH resigning. TW to arrange an election of a new Staff Governor.</p> <p>ii. Terms of Office for two members of the GB expire in September – (HP and ND) – the Diocese is in the process of nominating a new Foundation Governor.</p> <p>iii. A vacancy for a new LA Governor will created – Governors were briefed on the new process of appointing this person and agreed to consider possible candidates.</p>	<p>TW</p> <p>ALL</p>
19	<p><u>Governors training.</u></p> <p>i. Governors viewed the video featuring Belita Scott talking about questions that Governors might be asked by Ofsted.</p> <p>ii. Following the video, a Governor asked if there had been any incidents of bullying in school. TW replied that there were none to report (maybe to include this in the HT report in future?).</p> <p>iii. A governor asked what the children say about bullying and there was agreement to do a survey of the children on this with governors taking the lead in this.</p> <p>iv. Governors agreed that the content of the video was very useful (if not daunting) and that it would be helpful to have it transcribed and a copy inserted into the Governor File.</p>	<p>TW</p> <p>TW</p>
20	<p><u>Governor Skills Audit</u></p> <p>i. Governors completed a Skills Audit to be filed in the “Governor File” for future information – Clerk to e-mail forms to AF and ND for completion.</p>	<p>Clerk</p>
<b>C</b>	<b>Financial</b>	
21	<p><u>Authorisation of SFVS</u></p> <p>i. Governors had been circulated the SFVS prior to this meeting</p> <p>ii. MB briefed the meeting on this document that had been completed in conjunction with Toni Birch and noted the action points that arose:</p> <ul style="list-style-type: none"> <li>• We are planning to put details of our governing body meetings on our website which is under construction. This will ensure parents and the public are aware of our use of finances.</li> </ul>	<p>TW</p> <p>ALL</p>

	<ul style="list-style-type: none"> <li>• Schools Pay Policy -Governors need to be more aware of its content and the policy needs to be available for reference.</li> <li>• A school staffing structure needs to be available for all staff to see.</li> <li>• The school have an inventory of high value items but this may not be up to date.</li> <li>• The Registers of Business Interest for staff and Whistleblowing Policy will be highlighted at the next staff meeting</li> <li>• A Whistleblowing Poster will be obtained from Veritua as it has been removed recently and not put back.</li> <li>• The school fund will be audited. Once completed they will be copied and sent to Veritua</li> <li>• The emergency response guide needs updating.</li> </ul> <p>iii. Governors unanimously approved the SFVS.</p>	<p>TW TW TW TW TW TW</p>
<b>C</b>	<b>Other Business</b>	
22	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <ul style="list-style-type: none"> <li>i. Governors were briefed on the vacancy that now exists for the school to be represented on the Peggy Wilson Charitable Foundation. (The trustees manage the rec)</li> <li>ii. AS reported that her term of office has ended and whilst happy to continue until September 2017 a new trustee would then need to be appointed.</li> <li>iii. Acknowledging that the school is the main user of the area Governors agreed that TW would be best placed to become a trustee – TW to undertake this role.</li> </ul>	<p>TW</p>
23	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>i. None.</li> </ul>	
24	<p><u>“What impact on Pupils have we had at this meeting today”?</u></p> <ul style="list-style-type: none"> <li>i. Governors noted that the following actions will have had a positive impact on the pupils:</li> <li>ii. Discussion around assessment data and how this can be used by Governors to monitor progress</li> <li>iii. Detailed feedback from two committee meetings to inform all present on outcomes of these.</li> <li>iv. Discussion around the TA role</li> <li>v. Feedback on the Safeguarding Audit and points to follow up from this</li> <li>vi. Agreement on the new Visits format and documentation to make the visits more meaningful.</li> <li>vii. The Governor’s File that will aid Governors in fulfilling their role</li> <li>viii. Completion of the Skills Audit that will assist in future recruitment to the GB</li> <li>ix. The viewing of the video that posed questions to the GB as to areas they need to have information on, and knowledge of.</li> <li>x. Highlighting of the upcoming LA Governor Vacancy – Governors agreed that the Chairs of the Parish Councils should be contacted re this and also that a note be included in the newsletter</li> </ul>	<p>NB/MR          TW NB/MR</p>

The meeting closed at 1959