

# Kildwick CE Primary School

## *Striving for Excellence and Promoting Christian Values*

### Minutes from the Meeting of the Full Governing Body to be held on 10<sup>th</sup> September 2018 at 1800

**Present:**

Donna Akrigg – Staff Governor (DA)  
 Jo Gostling – Co-opted Governor (JG)  
 Jamie Logan – Parent Governor (JL)  
 Kathryn Morris – Foundation Governor (KM)  
 Geraldine Sands – Foundation Governor (GS)  
 Alex Swinton – Parent Governor (AS)  
 Tim Whitehead – Headteacher (TW)

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)  
 Darren Duddman - Diocesan Advisor (18.30 – 19.00)

A	<b>Procedural</b>
1	<p><u>Welcome and consideration of absence.</u>                      The Clerk opened the meeting, welcoming all present and especially welcoming JG to her first meeting.                      Apologies had been received from Christine Anderton and Michelle Ramsden. These were consented.</p>
2	<p><u>To agree the terms of office of the Chair</u>  <u>Election of Chair.</u>                      There were no nominations for the post of Chair of Governors. AS agreed to Chair this first meeting.  <b>ACTION – Clerk to investigate procedure to be followed in the situation of no nominations.</b></p>
3	<p><u>Election of Vice-Chair.</u>                      There were no nominations for the post of Vice Chair – this item to be carried forward.  <b>ACTION – Clerk to include on next FGB agenda.</b></p>
18	<p><u>Statutory Inspection of Anglican and Methodist Schools (SIAMS) Inspection Briefing.</u>                      Governors agreed to receive the briefing on SIAMS Inspection at this point in the meeting.                      TW introduced Darren Duddman, Diocesan Advisor.</p>

DD briefed Governors on the new SIAMS Evaluation Schedule that has been introduced this month (September 2018). DD noted that responsibility for this is with the whole school – all Governors, all Staff and all Pupils

SIAMS inspection focuses on the impact of the Church school's Christian vision on pupils and adults. This involves looking at the school's Christian vision, the provision the school makes because of this vision and how effective this provision is in enabling all pupils to flourish. Church schools will employ a variety of strategies and styles appropriate to, and reflective of, their context to be distinctively and effectively Christian in their character and ethos. SIAMS inspectors therefore do not look for a set template of what a Church school should be like, but rather take the context of the school into account and base their evaluation on the outcomes rather than the process.

The Evaluation Schedule has one inspection question: how effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?

This is explored through seven strands:

- Vision and Leadership
- Wisdom, Knowledge and Skills
- Character Development: Hope, Aspiration and Courageous Advocacy
- Community and Living Well Together
- Dignity and Respect
- The impact of collective worship
- The effectiveness of religious education

One overall grade is awarded reflecting the contribution of these strands to the flourishing of pupils and adults in a Church school. In addition, a standalone grade is awarded in all schools for collective worship and in voluntary aided (VA) schools and former VA schools for religious education (RE). This grade is based on teaching and learning alone.

DD noted the focus on Vision rather than values – what the purpose is, and where the school is going with a key question being asked – how the School's distinctive Christian vision is established and promoted by leadership at all levels in enabling pupils and adults to flourish.

TW noted how the vision is included in the SDP and the work done around this to date. Governors discussed what makes the school distinctive and the impact had on pupils that is above and beyond what appears in performance tables.

DD expanded on the seven strands that are explored during an inspection and explained the grades of Excellent, Good, Requires Improvement and Ineffective that are given as the outcome of the inspection.

Governors discussed the SIAMS Self Evaluation Form (SEF) that is completed to address –

Who we are as a school

Why we are here

How do we live

	<p>TW noted that work on this is underway. Governors discussed how RE is taught and how this contributes to the ethos and vision of school.</p> <p>Governors thanked DD for his presentation and DD left at 19.00</p>
4	<p><u>To consider LA Governor nomination.</u> Governors unanimously accepted the nomination by NYCC for Michelle Ramsden to become the LA Governor on the governing body. <b>ACTION – Clerk to communicate decision to MR and NYCC.</b></p>
5	<p><u>To determine whether other urgent business should be considered.</u> TW briefed Governors that the School has, of 01/09/18, taken over the running of the After-School clubs. All staff have been TUPE'd with HR being involved as appropriate. There is now a period of transition and TW noted some of the areas under scrutiny (Safeguarding, First aid etc.). TW stated he would give an in-depth appraisal at FGB in November. A Governor asked if this would be a self-financing operation. TW noted that this was certainly the case. A Governor asked if skills and competencies would be reviewed. TW noted that these are areas included in the scrutiny.</p>
6	<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> No items were identified.</p>
7	<p><u>Annual Requirement to Complete:</u> <u>a) Register of Interests.</u> <u>b) Register of Hospitality</u> Governors were issued the appropriate forms for annual completion. Governors made their declarations and signed forms were collected for filing. <b>ACTION – TW to file.</b></p>
8	<p><u>Reminder of the need to declare interests, pecuniary or non-pecuniary.</u> Governors were reminded of the need to declare interest, pecuniary or non-pecuniary, should the occasion arise.</p>
9	<p><u>Reminder of Declaration of Eligibility to serve as a Governor</u> Governors were reminded of the declaration they signed when becoming a Governor and their responsibility to declare anything that changes and may prevent them continuing as a Governor.</p>

10	<p><u>Committees: To determine the committees that are to be established:</u></p> <p>Governors agreed -</p> <p>a) The following Committees to be established.</p> <p style="padding-left: 40px;">Staff Discipline Staff Appeal Pupil Discipline Complaints Pay Foundation Governors</p> <p>Governors agreed that there would not be separate committees to monitor Resources and Teaching and Learning and that these areas would be “combined” and be the focus of an additional FGB each term. Governors agreed that this would be a positive move with all Governors involved in all aspects of governance and that meetings would be more effective and efficient.</p> <p><b>ACTION – Clerk to review agenda for this new FGB meeting</b></p> <p>b) Governors agreed that the terms of reference for the Foundation Governors Committee would be reviewed at its’ first meeting.</p> <p>c) Governors agreed that the Pupil Discipline, Staff Discipline, Staff Discipline Appeals, and Complaints Committees would be given full delegated authority in respect of their terms of reference.</p> <p>d) Governors agreed that the Chairs of Committees would be elected at the first meeting (Foundation Governors) and on the occasion that any of the other Committees had cause to meet.</p>
11	<p><u>To appoint membership of the committees</u></p> <p>Governors appointed:</p> <p>Foundation Governors – CA, KM, GS. Pay Committee – JG, KN, GS Staff Discipline – 3 or more Governors as available when the situation arises Staff Appeal– 3 or more Governors as available when the situation arises Pupil Discipline– 3 or more Governors as available when the situation arises Complaints– 3 or more Governors as available when the situation arises</p> <p><b>ACTION – Clerk to update Committee list and circulate.</b></p>
12	<p><u>To appoint (Link) Governors with specific responsibilities – to include:</u></p> <p>The following Link Governors were appointed –</p> <p>SEN Governor - JG Child Protection Governor/Safeguarding Governor - GS Health and Safety Governor - JL English - AS Maths – KM Behaviour and Personal Development – KM</p>

	<p>Governors agreed to leave the post of Link Governor for Leadership and Management vacant for the time being.</p> <p><b>ACTION – Clerk to add review of Link Governors to FGB on 22/10.</b></p>
13	<p><u>To appoint the Headteacher’s Performance Management Group</u>            JG, KM and GS were appointed to the Headteacher’s Performance Management Group – this will also include an external advisor who will Chair the group.</p>
14	<p><u>To confirm:</u></p> <p>a) <u>The Budget Management Policy</u>            Governors unanimously approved the Budget Management Policy.  <b>ACTION – TW to update names/dates</b></p> <p>b) <u>The scheme of delegation to the Headteacher.</u>            Governors approved the scheme of delegation to the Headteacher as £10K.</p>
15	<p><u>To agree the Governing Body Code of Practice and Standing Orders (and re-sign)</u>            Subject to minor corrections – (red font wording to black font) – Governors agreed the Governing Body Code of Practice and Standing orders. All Governors present signed the Code.  <b>ACTION – TW to file. Clerk to update and re-issue.</b></p>
16	<p><u>To remind the Governing Body of the ethos of the School and review if necessary</u>            This item was covered under item 18.</p>
17	<p><u>To approve the Minutes of the previous meeting held on 12<sup>th</sup> June 2018 and on 22<sup>nd</sup> May 2018 and Matters Arising not covered by this agenda.</u>            Governors unanimously approved the Minutes of the meetings held on 12<sup>th</sup> June 2018 and 22<sup>nd</sup> May 2018.  <b>ACTION – TW to file.</b></p>
<b>B</b>	<b>School Improvement</b>
18	<p><u>SIAMS Inspection Briefing</u>            This item was discussed earlier in the meeting.</p>
19	<p><u>To approve the SDP for 2018/19 and agree monitoring process (Link Governors).</u>            The draft SDP had been circulated in advance of this meeting.            Governors approved the SDP for 2018/19.</p>

	<p>Governors agreed the Link Governor structure to monitor this and agreed that a brief report would be completed as evidence of monitoring and that this would be shared with all Governors as an agenda item at FGB meetings.</p> <p><b>ACTION – Clerk to include on Agendas</b></p>
20	<p><u>Governor Training</u></p> <p>Governors had been issued with information on courses available from NYCC for Governors prior to this meeting and a link to the website to allow sight of all details. New Governors are encouraged to attend the Introduction to Governance course.</p> <p><b>ACTION – Clerk to e-mail details to new Governors.</b></p> <p>AS noted her willingness to attend the GSIN meeting this term – JL expressed interest in Complaints Training.</p> <p><b>ACTION – Clerk to investigate courses.</b></p> <p>The benefits of having Governors with a range of skills and knowledge of various situations was discussed and all Governors urged to look at and consider the training on offer.</p>
<b>C</b>	<b>Other Business</b>
21	<p><u>To deal with any matters agreed for consideration under item 5 above.</u></p> <p>There were no items to consider.</p>
22	<p><u>Correspondence.</u></p> <p>There was no correspondence to consider.</p>
23	<p><u>To Agree dates of Meetings for 2018/19.</u></p> <p>The following dates were agreed:</p> <p>Monday 8<sup>th</sup> October 2018 – Pay Committee (2pm).</p> <p>Monday 22<sup>nd</sup> October 2018 – FGB (Teaching and Learning/Resources)</p> <p>Monday 19<sup>th</sup> November 2018 – FGB</p> <p>Monday 18<sup>th</sup> February 2019 - FGB (Teaching and Learning/Resources)</p> <p>Monday 18<sup>th</sup> March 2019 – FGB</p> <p>Tuesday 21<sup>st</sup> May 2019 - FGB (Teaching and Learning/Resources) – Budget approval</p> <p>Tuesday 18<sup>th</sup> June 2019 – FGB</p>

The meeting closed at 20.03