

Kildwick CE Primary School
Believe, Achieve, Succeed
Striving for Excellence and Promoting Christian Values

**Minutes from the Meeting of the Full Governing Body
held on 22nd May 2018 at 1815**

Present:

Donna Akrigg – Staff Governor (DA)
Molly Barton – Co-opted Governor (MB)
Michael Richardson – Co-opted Governor (MR)
Geraldine Sands – Foundation Governor (GS)
Alex Swinton – Parent Governor (AS) – from 18.20
Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)
Toni Birch – NYCC Bursar (from 19.10)

A	Procedural
1	<p><u>Welcome and consideration of absence</u></p> <p>MR opened the meeting at 1815, welcoming all present and thanking them for their attendance. Apologies had been received from NB – consented. KM and JL also absent. Action – TW to follow up – Clerk to remind all Governors to check school e-mail accounts.</p> <p>GS noted that she would follow up on the nominee to fill Foundation Governor vacancy on the governing body as the PCC has agreed this.</p>
2	<p><u>To determine whether other urgent business should be considered.</u></p> <p>TW requested that Governors consider an update on Before and After School clubs, an update on school meals and on the LA Governor Vacancy.</p> <p>TW noted that interest had been shown in the LA Governor vacancy and that he had spoken with the potential applicant. The Clerk confirmed an application pack had been forwarded. Action – Clerk to follow up with NYCC</p> <p>TW briefed Governors that the Committee who ran the Before and After School Clubs had stood down. No parents had come forward to continue their work and the school has been approached to take over the running of the clubs. TW noted that the same committee that started the clubs many years ago were still there and that it was understandable why they no longer wished to take these on. Governors agreed with TW that it would be in the best interest of the school and pupils that the clubs continue</p>

	<p>and that the school should investigate how this can come into fruition and what the legal implications would be.</p> <p>Action – TW to liaise with NYCC HR</p> <p>A Governor asked as to who is scrutinised in the event of an Ofsted inspection. TW briefed that currently the committee are – and at the last inspection some minor issues were raised that the school would address as a matter of course. In reply to a follow up question TW confirmed that, if the school took on the running of the clubs, then in future the school would be scrutinised by Ofsted.</p> <p>A Governor asked who would employ the staff who ran the clubs should the school run these. TW confirmed that it would be the school as the employer and HR would advise on the procedures for the transfer.</p> <p>TW noted that discussion needs to take place on school meals, but that TB could give further information around this and the need to increase meal prices.</p>
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> <p>Item 11 – Staffing update should be considered confidential.</p>
4	<p><u>Declaration of interest on any agenda item.</u></p> <p>None declared</p>
5	<p><u>To approve the Minutes of the Resources Committee meeting held on 9th February 2018</u></p> <p>Governors unanimously approved the Minutes of the Resources Committee Meeting held on 9th February 2018.</p>
6	<p><u>To approve the Minutes of the Teaching and Learning Committee meeting held on 9th February 2018</u></p> <p>Governors unanimously approved the Minutes of the Teaching and Learning Committee meeting held on 9th February 2018.</p>
7	<p><u>To approve the Minutes of the Foundation Governor’s Meeting held on 20th April 2018</u></p> <p>Governors unanimously approved the Minutes of the Foundation Governor’s Meeting held on 20th April 2018.</p>
8	<p><u>Matters arising from the minutes not otherwise covered by this agenda</u></p> <p>There were no matters arising for further consideration.</p>

9	<p><u>Dates of future Meetings</u></p> <p>Governors noted the date of the next FGB meeting on 12th June 2018 at 18.00 in school.</p>
B	School Improvement
10	<p>Governors unanimously approved the following Policies that were reviewed without any changes needed:</p> <p>Admissions Appraisal Charging School Fund School Meals arrears Whistleblowing</p> <p>A governor asked if the Whistleblowing policy was clearly displayed in the staff room. TW confirmed that it was.</p> <p>Governors unanimously approved the following policies that had been reviewed and had been subject to changes:</p> <p>Attendance – (updated with reference to leave of absence and to refer to “Children Missing from Education)</p> <p>A Governor asked as to the number of request to take children out of school for in-term holidays. TW briefed that request tended to be for a Friday or Monday rather than a whole week and detailed the criteria applied when these were considered. Request for longer periods were declined and referred to NYCC.</p> <p>School Uniform (updated to reflect a gender-neutral policy and to not discriminate between boys and girls uniforms)</p> <p>A Governor asked if there was still a problem with the wearing of trainers – especially in Y6. TW confirmed that overall the situation has improved and that when issues arise they are dealt with promptly to ensure compliance with the policy.</p>
11	<p><u>Staffing update</u></p> <p>Please refer to Confidential Minutes</p>
12	<p><u>ICT</u></p> <p>TW confirmed the purchase of x6 iPad financed from the ICT budget and a replacement staff laptop. A further x10 laptops were being purchased financed by the PTA.</p>

	<p>Governors noted the frustration expressed by TW over the poor quality of IT support in setting up the iPads.</p>
<p>13</p>	<p><u>Pupil Premium</u></p> <p>Governors had been circulated the End of Year prediction report (anonymised) in advance of the meeting. TW briefed Governors on the report and noted the comment that more detail around the impact of interventions is needed to be shown. Governors agreed that there was evidence of good engagement from the report.</p> <p>Action – TW to review detail on the report.</p>
<p>14</p>	<p><u>Sports funding</u></p> <p>The document – “Evidencing the Impact of the Primary PE and Sports Funding” document had been circulated prior to the meeting along with the survey report “KS1 PE Questionnaire”</p> <p>TW confirmed that JL had agreed to be the “Link Governor” monitoring the Sports Premium Funding.</p> <p>TW noted that this funding report would be updated and “RAG’d” regularly. The report details the key achievements resulting from the funding and identifies areas for further improvement and development. TW outlined the work undertaken to date by Joel including the survey on KS1 Pupils to understand what sports and activities would engage them.</p> <p>A Governor asked if the number on the pi-charts were % or actual pupil numbers – TW confirmed they were pupil numbers.</p> <p>A Governor asked if Sports Premium funding was still to be used to improve the playground – TW replied that yes, this was still the plan and that the grant from C-Op would also be used towards this.</p>
<p>15</p>	<p><u>Premises Update</u></p> <p>TW briefed Governors on the recent termly visit from Dale Barton – NYCC H&S Officer. Minor points had been identified and these are being addressed. Governors noted how pupils are always involved in these visits with DB being accompanied by 3 children who are given tasks to perform.</p> <p>With the arrival of warmer weather, a Governor asked how pupils in Class 5 were coping with higher temperatures as this had been an issue in previous years. TW replied that this was again becoming a problem.</p> <p>Governors discussed at length the ventilation issue in class 5 with windows and doors now having to left open to combat the high temperatures in that room. Concerns were raised about the door being open as this could be a safeguarding issue. It was agreed that the installation of an A/C unit might be the only/best solution. Governors agreed that TW should take advice on the best way to alleviate the problem.</p> <p>Action – TW to contact Dale Barton for advice.</p>

	<p>TW briefed Governors on a lottery bid to create a wildlife area on the Rec and that this is progressing very well in conjunction with support from the Wildlife Trust. Support is also being given by the local community and the proposal has been endorsed by the Peggy Wilson Trustees</p> <p>TW updated Governors on the proposed relocation of the school office – this is progressing and TW is in contact with Julie Temple – plans are now available and the scheme goes to the Executive on 23rd May to have a feasibility study approved. TW noted that that H&S concerns are being highlighted in support of the application.</p>
16	<p><u>H&S Update – (including Safeguarding)</u></p> <p>This has been covered in item 15.</p> <p>TB joined the meeting at 19.10.</p>
17	<p><u>Budget Monitoring</u></p> <p>A copy of the Year End Monitoring report for 2017/18 had been circulated prior to the meeting. TB reminded Governors to note the Comments column and explanations contained within this. Governors noted the higher than expected carry forward figure of £7,199.00.</p> <p>A Governor asked how this increased amount had been achieved. TB briefed Governors on areas that had contributed to this including income from school meals, the apprenticeship levy not being as high, an underspend on PE 9 and TB noted many school were in this position), savings had been made on gas/electricity and water charges. TB highlighted overspend on photocopying, school meals and professional services.</p> <p>Congratulations were offered to TW and all staff on the measures taken to control costs and Governors also noted that costs were still tight and these must continue to managed and monitored carefully and closely.</p>
18	<p><u>To set and approve the School Budget for 2018/19</u></p> <p>TB presented the draft Start Budget for 2018/19 details of which had been circulated prior to the meeting. TB gave an overview of the detail on 2018/19 and the projections for 2019/20 and 2020/21 noting that the figures are based on the revised funding formula. TB highlighted the pupil numbers that the calculations are based on (124 in Sept 18. 127 in Sept 19 and 125 in September 2020. Governors discussed the implications of these. Governors noted that the staffing costs for the Start Budget are not not finalised due to pay awards still being unconfirmed. Discussion took place around the use of temporary and fixed term contracts. TB highlighted the money available from the Sports Premium Grant and how this is only agreed until 2020. Further discussion took place around Before and After School Clubs with agreement that these should be “taken on” and managed by the school.</p> <p>TB invited questions on the draft budget.</p>

	<p>A Governor raised concerns over the cost of the photocopier. TW noted this was a contact agreed before his Headship and after investigation it was apparent that there is no early exit from this – the school is bound by this until September 2020. TW briefed Governors on actions taken to minimise costs associated with printing and copying. Further measures can be taken.</p> <p>Action – TW to contact IT Technician to review default settings.</p> <p>TB noted that the capital funding might be available towards the cost of a/c installation into Class 5</p> <p>After further discussion Governors unanimously approved the Start Budget for 2018/19</p>
C	Other Business
19	<p><u>GDPR</u></p> <p>TW updated Governors on the work being done by the school to ensure compliance with the new regulations that come into force on 26th May. TW noted that this is very much the start of what will be a long process and that a package of support from Veritas has been purchased. A number of Policies have been reviewed (and these will be presented at next FGB on 12th June), work is underway on updating the asset register and an action plan is being written.</p>
20	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>TB briefed Governors on the changes underway in charging by the County Catering service who provide School Lunches. Governors noted that charges had not increased in 8 years. TB briefed that the current charge of £2.15 per meal will be increased in September to £2.43.</p> <p>Governors discussed the impact of this recognising that with Universal Free School meal funding only gives £2.30 per meal and that this alone leaves a shortfall to be made up from the school budget.</p> <p>TW noted that there is a meeting of HTs and the Catering service on 24th May as concerns around the increase, it’s implications and the service in general, are widely shared by local schools.</p> <p>Governors agreed that an increase in meal prices would be necessary but that this would be agreed at FGB on 12th June and that TW would update the meeting following discussions on 24th May.</p> <p>TB reminded Governors that there is a target number of school meals to be prepared – that this is reflected in the price charged to the school.</p> <p>A Governor asked about the implications if this target is not met – or exceeded. TB noted that additional meals may be charged at a lower price if more are prepared but that if the target is not met then the price could increase further and possibly the Cooks hours reduced.</p> <p>A Governor asked how much detail would be given in any communication to parents on this. TW noted that a letter to be used by all local schools would be written.</p> <p>Governors requested that as much detail as possible be included – to note no increase for 8 years and that a living wage was now being paid.</p>

	Governors noted the need to promote the take up of school meals. TB left the meeting at 19.45
<u>21</u>	<u>To consider “What impact on Pupils have we had at this meeting today”</u> Governors noted the discussions that would have a direct impact on pupils – the Budget, School Lunches, new ICT equipment, Sports Funding, the issues in Class 5, the quality of Before and After School Clubs and the “Forest School” to be developed in the Rec.

The meeting closed at 19.50