

# Kildwick CE Primary School

## *Striving for Excellence and Promoting Christian Values*

### Minutes of the Meeting of the Full Governing Body held on 13<sup>th</sup> March at 1800

**Present:**

Donna Akrigg – Staff Governor (DA)  
Natalie Barrett – Parent Governor (NB)  
Kathryn Morris – Foundation Governor (KM)  
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

A	Procedural
1	<u>Welcome and consideration of absence.</u> MR opened the meeting at 18.00 welcoming all present and thanking them for their attendance. Apologies received from Molly Barton and Jamie Logan – consented.
2	<u>To determine whether other urgent business should be considered.</u> Governors agreed to review School Dinner pricing under AOB.
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> Certain items around staffing were identified as to be treated as Confidential. (Agenda item 6)
4	<u>Declaration of interest on any agenda item.</u> No interests were declared.
	<i>In order that Toni Birch was not delayed, Governors agreed to take item 10 at this point.</i>
5	<u>LA Governor appointment</u> Governors considered and unanimously supported nomination of Carole Wilson by NYCC to become the LA Governor at Kildwick School. <b>Action – Clerk to inform CW and update the Local Authority.</b>
6	<u>To approve the Minutes of the FGB meeting held on 27<sup>th</sup> November 2017 and on 15<sup>th</sup> January 2018 and matters arising not otherwise covered by this agenda</u> <i>Please also refer to Confidential Minutes</i>

	<p>Governors unanimously approved the Minutes and Confidential Minutes of the meetings held on 27<sup>th</sup> November 2017 and 15<sup>th</sup> January 2018.</p>
7	<p><u>Update on Governing Body vacancies:</u>  GS updated the meeting on progress to fill the vacancy for a Foundation Governor and agreed to pursue via the PCC.  <b>Action – GS/KM</b>  Following a request from TW Governors agreed the need to appoint a Governor to review Sports Premium Expenditure and review outcomes. JL was nominated to undertake this role.  <b>Action – TW to progress</b>  Governors agreed to appoint a Link Governor for EYFS following an update from DA. NB agreed to fulfil this role.</p>
8	<p><u>Dates of next meetings:</u>  Governors agreed to combine the next T&amp;L and Resources Committee Meetings due to be held on 22<sup>nd</sup> May and for this to become an additional FGB Meeting as the School Budget will need approving on that date.  <b>Next Meetings are confirmed as:</b>  <b>FGB 22<sup>nd</sup> May at 1800 (Budget approval)</b>  <b>FGB 12<sup>th</sup> June at 1800</b></p>
<b>B</b>	<b>School Improvement</b>
9	<p><u>Budget monitoring</u> (Toni Birch)  <i>Please also refer to Confidential Minutes.</i></p> <p>Reports detailing budgetary information for month ended 28<sup>th</sup> February 2018 had been circulated prior to the meeting. TB gave an overview of the current financial position noting significant saving on Gas/Electricity Costs and on Supply.  A Governor asked how these savings had been made. TB briefed on the effect for changing suppliers and the British Gas had reviewed previous charges made and identified errors resulting in refunds to customers.  Governors also noted the efforts made by TW and all Staff in saving energy and congratulated them on this.  A Governor asked how Supply costs had been contained as this was an area that, historically, had exceeded budget. TW detailed how careful use of HLTAs had enabled this and noted that more flexibility would be needed in the future if savings were to continue.  TB noted the significant amount of Sports Premium funding to be spent by April and that if any money was carried forward this must be reflected in the Sports Premium statement.  A Governor asked if money can be spent on “general PE”. TW briefed governors on the flexibility of this funding and how it can be used to enhance the EYFS area and playground to encourage physical activity. TW noted the Statement covers the period September to August with the funding being in place April to March.  A suggestion was made that funding can be used to cover teachers time on lunchtime clubs – e.g. Skipping Club and others that are sports orientated.</p>

	<p><b>Action – TW to investigate.</b>  A Governor asked if there was sports equipment that needs repair/replacement. TW agreed that there is, and this is another area to investigate.</p> <p><b>Action – TW</b>  TB gave Governors a brief overview of the possible effect on the 2018/19 Budget of the new funding formula.  With no further questions for Toni, Governors expressed their thanks for her presentation. TB left the meeting at 18.30.</p>
10	<p><u>To consider the recommendations of the following Committee meetings:</u>  Teaching and Learning Committee on 19<sup>th</sup> February 2018 – Minutes circulated prior to this meeting. There were no further questions.  Resources Committee 19<sup>th</sup> February 2018 – Minutes circulated prior to this meeting. There were no further questions.  GS tabled the minutes from the last meeting of the Foundation Governors Committee. Governors were briefed that a SIAMS inspection is likely in Autumn 2019 and discussion took place as to how best to support the school in this. TW noted he has attended a course on this and outlined how this ties in with an Ofsted inspection. Current evaluation is that the school is “good” TW noted that work is in progress towards achieving “outstanding”. GS noted that with KM they would also be attending training for this.</p>
11	<p><u>Statutory Inspection of Anglican and Methodist Schools (SIAMS) Framework</u>  Governors discussed this under item 10.</p>
12	<p><u>Headteacher’s Report.</u>  Governors had been previously circulated the Headteacher’s report dated February 2018 and updated copies of the SEF and SDP. TW noted that the SDP was now “colour coded” to reflect progress and that progress was good. Andrea Hayes (SIA) is due on Thursday 22<sup>nd</sup> March to review.</p> <p>A Governor noted that there was no funding showing against SDP priorities. TW agreed that for 2018/19 this would be included.</p> <p>A Governor asked about the SEND report reflecting that the information appears quite “general”. If questioned by Ofsted how judgements can be made as to the interventions having an impact for pupils. DA reminded Governors that as the group involved is small data can be misleading, all pupils have provision maps and through these the impact can be measured. NB noted that she would most likely take any detailed questions on this area.</p> <p>A Governor asked if the attendance information showing in red was significant. TW noted that there was no reason!</p> <p>A Governor asked if the concerns about attendance raised last year were still relevant. TW advised that whilst there had been a dip that was seasonally related but that the expected figure of over 97% will be achieved by the end of year.</p> <p>A Governor asked about unauthorised absence. TW noted that whilst number of requests to take children out of school during term time had decreased these were still being received and refused – 5 cases had been referred to the LEA for them to decide on the next steps. TW also noted that support is in place for several persistent absentees identified.</p>

13	<p><u>Safeguarding.</u></p> <p>The notes from the meeting between TW and GS on 22<sup>nd</sup> January had been circulated prior to this meeting.</p> <p>Governor’s attention was drawn to the reference to the Single Central Record – GS advised she would be doing spot checks on this. Attention was also drawn to the follow up on the survey results of “Growing up in North Yorkshire” and how KS2 pupils would be questioned again.</p>		
14	<p><u>Academisation.</u></p> <p>Minutes from the Local Schools meeting held on 25<sup>th</sup> January had been circulated prior to this meeting.</p> <p>TW briefed Governors on the meeting held on 12<sup>th</sup> March during which a presentation was given by Yorkshire Causeway Schools Trust and a case given for becoming part of a Multi Academy Trust (MAT). Governors were made aware that this was not a “Church MAT” and included non-church schools.</p> <p>A Governor asked if other schools attending this presentation showed interest in joining the MAT. TW replied that this was not clear – he is due to attend another local schools meeting soon, and the answer may become clearer at this.</p> <p>TW noted that any expression of interest needed to be made sooner rather than later – Governors questioned what this meant and asked if the benefits to pupils/staff and the school were clear. TW replied that these were not.</p> <p>Governors discussed the possible benefits and agreed that a longer term view needs to be realised and that whilst joining a MAT should not be rushed into, nor should it be discounted.</p> <p>Governors agreed that TW should obtain more details and express an interest and update at the next FGB.</p> <p><b>Action - TW</b></p>		
15	<p><u>Policies for approval:</u></p> <p>Governors unanimously approved the following Policies -</p> <ul style="list-style-type: none"> <li>Sex and Relationships</li> <li>Collective Worship</li> <li>Curriculum</li> <li>Drugs Education</li> <li>English</li> <li>Science</li> <li>Home Learning</li> <li>Marking</li> </ul> <table border="1" data-bbox="284 1688 1449 1778"> <tr> <td>Teaching and Learning</td> </tr> <tr> <td>EYFS</td> </tr> </table> <ul style="list-style-type: none"> <li>Maths</li> <li>Calculations</li> <li>Governor Disciplinary Policy</li> </ul>	Teaching and Learning	EYFS
Teaching and Learning			
EYFS			
16	<p><u>To receive reports of Governor visits to School</u></p> <p>Governors noted the following –</p>		

	<p>KM and GS visit for Collective Worship          GS visit re Safeguarding          MB visit to meet TB          MR and NB to meet TW on 22<sup>nd</sup> March</p>
17	<p><u>Governor Training – including GDPR</u>          TW gave an overview of the GDPR training undertaken and noted that the school has brought into the package offered by Veritas for a Data Officer. Further training for Governors has been arranged for 16<sup>th</sup> April at Glusburn.  <b>Action – Governors to notify TW re attendance.</b></p>
18	<p><u>Governor Portal/use of school e-mail addresses</u>          Governors were reminded of the need to monitor their school e-mail accounts as information cannot be sent to personal e-mail addresses.          Governors were informed of a trail with NYCC to use an area of the NYCC website entitled “Governor Portal” whereby the Clerk can upload documents/information for GB meetings. Once uploaded an e-mail is automatically sent to Governors – with a link – to enable them to access the documents/information.          Governors agreed to participate in the trail.  <b>Action – Clerk to give an update at next FGB</b></p>
<b>D</b>	<b>Other Business</b>
19	<p><u>To deal with any matters agreed for consideration under item 2 above.</u>          TW briefed Governors on the changes being made to the NYCC Catering Service contract and the impact the fixed price meal costs will have on the School. Governors agreed that an increase in the cost of School Dinners would be necessary from September 2018 but that this should be kept to a minimum.  <b>Action – TW to investigate what other local schools are doing</b></p> <p>Governors were briefed on the potential impact on the cook’s hours should update of school dinners decline.          A Governor asked how Parents might be notified of the increase and reasons for it to minimise the possible effect on numbers.          Governors discussed the need for this to be undertaken urgently and sensitively.  <b>Action – TW to include in newsletter and report on feedback</b></p>
20	<p><u>To consider “What impact on Pupils have we had at this meeting today”</u>          Governors noted that they have discussed the following areas –          The effective use of Sports Premium Funding          The need to link school priorities within the SDP to the School Budget for 2018/19          Governing Body vacancies          The possible effect of Academisation.          Staffing</p>

The meeting closed at 19.52