

Kildwick CE Primary School

Striving for Excellence and Promoting Christian Values

Minutes of the Meeting of the Full Governing Body held on 15th January 2018

Present:

Donna Akrigg – Staff Governor (DA)
 Natalie Barrett – Parent Governor (NB)
 Molly Barton – Co-opted Governor (MB)
 Jamie Logan – Parent Governor (JL)
 Michael Richardson – Co-opted Governor (MR)
 Geraldine Sands – Foundation Governor (GS)
 Alex Swinton – Parent Governor (AS)
 Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<u>Welcome and consideration of absence.</u> MR opened the meeting at 1800, welcoming all present and thanking them for attending. Kathryn Morris was absent – this was not consented.
2	<u>To determine whether other urgent business should be considered.</u> No items were identified.
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> At the start of the meeting, no items were identified.
4	<u>Declaration of interest on any agenda item.</u> There were no declarations of interest.
5	<u>Dates of next meetings.</u> Governors noted the dates of the next meetings: Resources Committee – 19 th February at 1800 T&L Committee – 19 th February at 1915 FGB – 13 th March at 1800
B	School Improvement
6	<u>SEF</u> <i>Please also refer to Confidential Minutes</i>

	<p>Governors had been circulated the Self Evaluation Statement, (SEF), prior to the meeting.</p> <p>TW explained how the SEF was produced and the format in which it was written. TW noted that there was no official guidance on how this should “look”. Overall the school is judged to be “Good” with some elements as “Outstanding”</p> <p>TW invited questions from Governors.</p> <p>A Governor asked how high achievers at KS1 were being challenged and what was in place for “more able” pupils.</p> <p>TW briefed that these children were being identified and discussed at Pupil Progress meetings as well as being part of Staff Performance Management targets to maintain their progress.</p> <p>TW noted that links to the Church have strengthened and improved and that activities to further enhance the relationship are ongoing.</p> <p>TW will produce a summary of the SEF before half term</p> <p>ACTION: TW</p>
7	<p><u>School Improvement Plan (SIP) – to include linking Governors to elements of this and agreeing visits/monitoring.</u></p> <p>Governors had been circulated the updated School Development Plan, (SDP), prior to the meeting. TW explained how the SDP had been revised considering comments made as to the number of priorities and possible “information overload” in the document.</p> <p>TW presented the revised SDP with the priorities of:</p> <ol style="list-style-type: none"> 1. Developing the School’s distinctive Christian Character. 2. Improving Outcomes for Reading. 3. Ensuring high achieving KS1 pupils maintain progress as they move through KS2 4. Developing Strategic and distributive leadership across the school 5. To develop and enhance the role of governors within school. <p>A Governor questioned the order of priorities and after detailed discussion the meeting agreed that the priorities should be presented as:</p> <ol style="list-style-type: none"> 1. Improving Outcomes for Reading 2. Ensuring high achieving KS1 pupils maintain progress as the move through KS2 3. Developing Strategic and distributive leadership across the school 4. To develop and enhance the role of governors within the school 5. Developing the School’s distinctive Christian Character. <p>Point 5 -</p> <p>TW noted that Point 5 could be streamlined further. GS agreed to review this section and insert milestones.</p> <p>Action: GS</p>

Point 1 -

In reply to a query as to the number of actions points for Reading TW reminded Governors that the SDP is for staff too and that they do need as much detail as possible to allow targets to be set and achievements measured.

A Governor asked what the PM benchmarking toolkit was. TW explained how this works and how it is used to assess pupils and how it helps parents understand their child's progress.

Governors commented on the key levers and actions with suggestions as to naming individual staff who were responsible for actions and some points could become milestones.

Governors discussed the use of data to give more specific targets and outcomes that can be measured and how e.g. low achievers could be identified and then what measures put in place to support these to improve.

A Governor asked how action point 8 was assessed. TW briefed Governors that this would be through lesson observation. A Governor asked if parental feedback on this could be sought as outcomes of this could be very noticeable at home. TW agreed that a question around this could be part of the parent questionnaire.

Point 2 -

A Governor asked how this would be measured and who would be doing this – was there a tracking system. TW briefed Governors on the system in place and that lesson observation would also support this – pupil progress meetings would be used to identify pupils and as a means of monitoring.

Point 3 –

A Governor asked if the Senior Leadership Team (SLT) was now officially established. TW briefed that whilst “established” this had not been officially announced.

Governors agreed that the SLT should be formalised and that TW should announce this as such.

Action: TW

A Governor asked what time out subject leaders were given to fulfil this aspect of their role. TW outlined how time was given and that he covered the lesson time or arranged for cover to be provided.

TW agreed that individual's responsibility should be shown against milestones.

Point 4-

Governors noted the lack of success criteria showing.

TW asked that further discussion around training and the use of the Governor Portal on the school website take place at FGB in March

	<p>Action – Clerk</p> <p>Governors agreed that the following would lead on monitoring the SDP:</p> <ul style="list-style-type: none">1 – NB2 – MR and MB5 – GS <p>Governors agreed that the next steps should be that TW review the SDP considering discussions at this meeting and that the SDP would be signed off by NB, MR and GS at the next PM meeting for TW.</p>
8	<p><u>Consideration of any other urgent matters identified under item 2.</u></p> <p>There were no other urgent matters to consider.</p>

The meeting closed at 1935.

Signed...

Date...