



**Kildwick CE Primary School**  
Learning to live, Living to Love, Loving to learn

**Minutes of the Meeting of the Full Governing Board  
held on 8<sup>th</sup> September 2021 at 1800**

Present:

Howard Barton – Parent Governor (HB)  
Jo Gostling – Co-opted Governor (JG)  
John Perry – LA Governor (JP)  
Geraldine Sands – Foundation Governor (GS)  
Alex Swinton – Foundation Governor (AS)  
Tim Whitehead – Headteacher (TW)

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)

A	<b>Procedural</b>
1	<p><u>Welcome, Opening Prayer and consideration of absence</u> The meeting opened at 18.00. The Clerk welcomed all present and thanked them for their attendance. AS led the meeting in an opening prayer. Apologies received from Christine Anderton, Cameron Quinn, and Donna Akrigg. Consented. Jamie Logan was absent. HB joined the meeting via Google.</p>
2	<p><u>To agree the terms of office of the Chair</u> Governors discussed the options for the term of office for the position of Chair and agreed a two-year term. <b>Action: Clerk to update terms of reference.</b></p> <p><u>Election of Chair</u> The clerk invited nominations for the post of Chair of Governors. GS nominated JP. TW seconded. There were no further nominations. JP left the room. Governors unanimously agreed that JP should become Chair of Governors. JP returned to the room and took the Chair JP and governors expressed thanks to GS for all her time, work, and effort, as Chair of Governors and for enabling a smooth transition.</p>

3	<p><u>Election of Vice-Chair</u>          JP invited nominations for the post of Vice Chair of Governors.          AS stated her willingness to undertake this role and noted that it was highly likely that she would be standing down for the Board in Summer 2022.          Governors unanimously approved AS to become Vice Chair of Governors.</p>
4	<p><u>To determine whether other urgent business should be considered.</u>          GS requested discussion on the Pupil Premium information circulated in August 2021.          TW requested an update on parent governor elections.          HB noted that NYCC had issued a new template for PP plans and highlighted some of the changes and level of detail that was now required in completion. TW noted that the document issued in August was based on the “old format” and that once received the new document would be used.</p>
5	<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>          None identified at this point.</p>
6	<p><u>Annual Requirement to Complete:</u>  <u>a) Register of Interests.</u>          Governors completed the Register of Interests Form noting that in the event of nothing to declare a “Nil Return” is required.  <u>b) Register of Hospitality</u>          Governors completed the Register of Interests Form noting that in the event of nothing to declare a “Nil Return” is required.  <b>Action: Clerk to follow up with those governors who were not present at this meeting. Completed forms to be filed by TW.</b></p>
7	<p><u>Reminder of the need to declare interests, pecuniary or non-pecuniary.</u>          Governors were reminded of their responsibility to declare interests, pecuniary or non-pecuniary at each meeting should the situation arise.</p>
8	<p><u>Reminder of Declaration of Eligibility to serve as a Governor.</u>          Governors were reminded of the Declaration that they signed as part of the process of becoming a governor and that they have a responsibility to notify the Chair or HT should their circumstances change, that may affect this eligibility.</p>

<p>9</p>	<p><u>Committees - to determine the committees that are to be established:</u></p> <p>Governors agreed that the following committees be established.  Staff Discipline  Staff Appeal  Pupil Discipline  Complaints  Pay</p> <p>Governors confirmed the terms of reference of the Committees as laid out in Standing Orders and Code of Conduct for the Governing Board.</p> <p>Governors confirmed that Pupil Discipline, Staff Discipline, Staff Discipline Appeals, and Complaints Committees be given full delegated authority in respect of their terms of reference.</p> <p>Governors confirmed that Chairs/Vice Chairs for any Committee that sat should be decided at the first meeting.</p> <p>Governors agreed that the FGB meetings would continue as at present, with x4 FGB meetings per year, x3 FGB (Curriculum) meetings per year, x3 FGB (Finance and Resources) meetings per year and x1 FGB Strategy Meeting.</p> <p>Governors agreed that AS would Chair the FGB (Curriculum Meetings) and, subject to confirmation, CQ to Chair the FGB (Finance and Resources) meetings.</p> <p><b>Action: Clerk to contact CQ.</b></p>
<p>10</p>	<p><u>To appoint membership of the committees</u></p> <p>Governors agreed that the committees for Staff Dismissal, Dismissal Appeal, Pupil Discipline and Complaints would be formed as and when required, from a pool of all governors and to comprise a minimum of x3 governors with availability and any possible conflicts of interest considered.</p> <p>Governors agreed the Pay Committee to be AS, TW, JP, and JG.</p>
<p>11</p>	<p><u>To appoint (Link) Governors with specific responsibilities.</u></p> <p>Governors discussed the Link Governors that the Board must have in place and agreed the following:  SEN Governor - JG  Child Protection Governor/Safeguarding Governor - JP  Health and Safety Governor - JL  Induction Governor - GS  EYFS – JG</p> <p>A governor queried the role of the H&amp;S Governor – TW confirmed that this was to liaise with the NYCC H&amp;S team on their visits and to monitor the school risk assessment process.</p>

12	<p><u>To appoint the Headteacher’s Performance Management Group.</u> Governors agreed that the HT PM Group would consist of – JP, JG, AS + the Diocesan Education Advisor.</p>
13	<p><u>To confirm and approve:</u></p> <p>a) The Budget Management Policy Governors unanimously approved the Budget Management Policy subject to two changes with DA being noted as Assistant Headteacher and CQ to replace GS and the third “responsible officer”.</p> <p>b) The scheme of delegation to the Headteacher. Governors approved the scheme of delegation to the Headteacher to be £10,000.00.</p>
14	<p><u>To agree the Governing Body Code of Practice and Standing Orders (and re-sign).</u> Governors confirmed the Code of Practice and Standing Orders and the Standing Orders on Governor Virtual Meeting Attendance. Governors noted the inaccurate date and membership information, and the Clerk will update this. Governors signed the documents. <b>Action: Clerk to update and merge documents – Clerk to follow up with those not attending tonight’s meeting.</b></p>
15	<p><u>To remind the Governing Body of the ethos of the school and review if necessary</u> Governors agreed that the ethos of the school, as stated in the SSDP, had been considered previously and that there was no need for any alterations at this time. Governors noted the ethos statement. “The school has a strong Christian ethos where the development of skills and knowledge is underpinned by love and respect for each other, and a strong connection between school, home and the local community, especially St Andrew’s Church. The school provides high-quality teaching and challenging learning opportunities for every child, alongside exciting and extensive extra-curricular activities - enabling all children to fully enjoy school life in a caring Christian environment”. Governors noted that involving pupils in a meeting per term should be re-introduced in the Spring Term and discussed the benefits this brings.</p>
16	<p><u>To approve the Minutes of the previous meetings held on 21<sup>st</sup> June 2021 and 29<sup>th</sup> June 2021 and consider any Matters Arising not covered by this agenda.</u> Governors unanimously approved the Minutes of the FGB Meeting held on 21<sup>st</sup> June 2021. JP thanked all governors for their replies and comments re the SSDP.</p>

	<p>Governors unanimously approved the Minutes of the FGB Meeting held on 29<sup>th</sup> June 2021. TW noted that no-one had volunteered to monitor the school website. A governor noted that this was not up to date – in particular highlighting the Governance section being inaccurate. TW confirmed that a member of Staff would be monitoring and updating as a priority.</p> <p><b>Action: TW to ensure website accuracy. (HB to send photo for inclusion).</b></p> <p>TW noted that he and HB had still to meet re Data presentation.</p> <p><b>Action: TW/HB to meet.</b></p> <p>TW confirmed that Kym Wilkinson had started in her role as Lead Welfare/Pastoral Care role.</p>
<p><b>B</b></p>	<p><b>School Improvement</b></p>
<p>17</p>	<p><u>Headteacher update</u></p> <p>TW briefed governors on the successful start to the new school year and the information sent to parents prior to pupils returning. (The letter had been copied to all governors). TW confirmed that the RA re Covid had been updated and that a Covid Outbreak Management plan is in place. TW noted that Laura Fordham had returned from maternity leave. TW highlighted the works undertaken during the summer holiday and noted that new smartboards had not been delivered as expected and these were now delayed until October.</p> <p>Governors approved the holiday dates for 2022/23 and discussion took place around the additional Bank Holiday being given for the Queen’s platinum jubilee.</p>
<p>18</p>	<p><u>To approve the SSDP for 2020/21 and agree monitoring process (Link Governors)</u></p> <p>The final draft of the SSDP for 2021/22 had been circulated prior to this meeting and updated to account for comments submitted by governors in July. JP highlighted the need for governor and staff names to be included for accountability and monitoring purposes. JP read through the document with suggestions for who might fulfil these.</p> <p>Discussion took place around curriculum monitoring and linking a governor to a member of staff.</p> <p><b>Action: TW to review links for 11/10 meeting.</b></p> <p>Governors adopted the draft SSDP for 2021/22.</p>
<p>19</p>	<p><u>Safeguarding</u></p> <p>A copy of the Annual Safeguarding Report dated September 2021 had been circulated prior to this meeting.</p> <p>TW noted that this is an annual report set out to a template by NYCC and returned to the LA on a yearly basis.</p> <p>Governors approved the report.</p>

	<p>Governors had also been circulated a copy of the presentation on Keeping Children Safe in Education, used at the Staff Inset day on 6<sup>th</sup> September.</p> <p>Governors agreed that training on Safer Recruitment should be widened, and that GS should investigate other training needs around safeguarding.</p> <p><b>Action: GS to lead on Skills Audit and Training Needs Analysis.</b></p>
20	<p><u>Policies to approve:</u></p> <p>Governors considered the following Policies – copies of which had been circulated prior to this meeting:</p> <p>Walking to and From School Whistleblowing</p> <p>Governors discussed the risks and benefits to children walking to/from school alone and questioned TW on the reasons behind the Walking to and From School Policy. TW confirmed that those parents who wished for their child to do this have to have the school’s consent. TW confirmed that this is usually given and that Y6 pupils are encouraged to do so, (issue being raised by the Class 5 teacher), as this is a means of preparing them for Secondary School. TW briefed governors on the process to grant permission including parents having put any request formally in writing to the school.</p> <p>TW noted the NYCC Whistleblowing Policy that had been highlighted at the staff inset day on 6<sup>th</sup> September.</p> <p>Governors approved the following policies: Walking to and From School Whistleblowing <b>(TW to add dates)</b></p>
<b>C</b>	<b>Other Business</b>
21	<p><u>Governor Training</u></p> <p>Governors discussed the need for, and timing of, a Skills Audit on the Governing Board. It was agreed to delay this until later in the year so as to include new Parent Governors.</p> <p><b>Action: Clerk to ensure Skills Audit is on the next FGB agenda.</b></p>
22	<p><u>To deal with any matters agreed for consideration under item 4 above.</u></p> <p>TW gave further detail on the Pupil Progress, (anonymised), summary document circulated to governors, via e-mail, in August 2021. Governors noted that there is evidence of progress in terms of the point progress for PP pupils. TW confirmed this information is reviewed by staff and used to determine interventions to support this group of pupils.</p> <p>Governors noted the need to demonstrate the impact and effectiveness of the Pupil Premium funding.</p> <p>TW briefed governors on the election for the vacant Parent Governor position and outlined the timescales involved.</p> <p><b>Action: JP to write piece for inclusion in the school newsletter to encourage nominations.</b></p>

23	<p><u>Correspondence</u></p> <p>TW noted a letter from NYCC informing that the school is still classed as a Category 4 School and that this gives the school only x4 Days per year support from the Local Authority. Governors expressed disappointment in this level of support.</p>
24	<p><u>Date of next meeting/s and Close</u></p> <p>Governors noted the date of the next meeting – 11<sup>th</sup> October 2021. Further meeting dates for Spring/Summer Terms to be agreed at this meeting. <b>Action: Clerk to circulate proposed dates ahead of this meeting.</b></p> <p>JP suggested that, at the end of each Board meeting a summary of what was discussed/agreed is noted for inclusion in the school newsletter. Governors agreed this as a positive step.</p> <p>The meeting closed at 19.35.</p>

Dates of Future Meetings.

8<sup>th</sup> September 2021 – FGB

11<sup>th</sup> October 2021 – FGB (Curriculum)

15<sup>th</sup> November 2021 – FGB (Finance and Resources)

8<sup>th</sup> December 2021 – FGB