



Kildwick CE Primary School

Learning to live, Living to love, Loving to learn

Minutes from the Meeting of the Full Governing Board (Finance & Resources) held, via Google, on 9th February 2021 at 18:00

Present:

Donna Akrigg – Staff Governor (DA)
Howard Barton – Parent Governor (HB)
Christine Anderton – Foundation Governor (CA)
Jo Gostling – Co-opted Governor (JG)
Jamie Logan – Parent Governor (JL)
John Perry – LA Governors (JP)
Geraldine Sands – Foundation Governor (GS)
Liz Snell – Parent Governor (LS)
Alex Swinton – Foundation Governor (AS)
Tim Whitehead – Headteacher (TW)

In attendance:

Vicky Bateman – NYCC Bursar
Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<u>Prayer, Welcome, Introductions and consideration of absence</u> GS opened the meeting at 18.00, welcoming all present and thanking them for their attendance. GS led the meeting with a prayer. Apologies had been received from Cameron Quinn. Consented All governors declared they were in a secure and confidential environment.
2	<u>To determine whether other urgent business should be considered.</u> GS requested that how remote learning is to be monitored by governors be considered.
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> Elements of item 7 may need to be considered confidential.

4	<p><u>Declaration of interest on any agenda item.</u> None declared.</p>
5	<p><u>Update on Governor vacancies</u> GS invited all governors to consider becoming Chair in September, reminding the meeting of her intention to step down. GS noted the options of holding the post for one year and then another governor “taking a turn”, and for co-chairs to consider sharing the post. Action: All to consider and contact GS if interested/willing</p> <p>JL confirmed his intention to step down from the Board at the end of the year as his child would be leaving the school in July. JL confirmed he would still take an interest in, and support, the school in other ways. Action: TW to arrange Parent Governor election in September 2021</p>
6	<p><u>To approve the Minutes of the FGB meeting held on 1st December 2020 and consider matters arising from the minutes not otherwise covered by this agenda.</u> Governors unanimously approve the Minutes of the FGB meeting held on 1st December 2020. Action: TW to file after Clerk has arranged signing when safe and practical to do so. TW confirmed the amendment to the SIP noting JP as the Safeguarding Governor. TW outlined proposals for linking governor/s to a member of staff to enable “monitoring” of all curriculum areas. Action: TW to circulate proposed links. TW confirmed the updated Safeguarding Policy to be on the website. TW confirmed that consideration is still being considered for a format of “virtual parent’s evening” to be held once school re-opens and that views of parents on how remote learning is being managed has taken place.</p>
7	<p><u>To consider the Minutes of the Pay Committee meeting held on 17th December 2020 and recommendations made.</u> GS noted that the Pay Committee had met on 17th December 2020 to consider the recommendations for staff pay awards from TW. GS noted that the Committee met to ensure transparency around pay awards and that a systematic approach was taken in deciding these. The Minutes were approved. Action: TW to file after Clerk has arranged signing when safe and practical to do so.</p>
B	Resources & Finance
8	<p><u>Headteacher update</u> A copy of the latest Headteacher report and a P&L statement for the Before & After School Clubs had been circulated prior to this meeting. TW briefed governors on the current situation with learning including – Numbers of Keyworker Children in school has increased.</p>

	<p>All SEND pupils and those identified as vulnerable, have been offered places in school. The Remote Learning Policy has been published on the school website.</p> <p>The requirement to offer a minimum of 3hrs daily learning for KS1 pupils and 4hrs for KS2. TW explained the blend of learning being given and gave examples of this in action and how engagement with pupils and parents was enabled.</p> <p>TW explained how TAs were being used to support in all classes and the increased use of google hangout and how processes were under constant review.</p> <p>TW briefed governors on the survey sent to all parents seeking feedback on how remote learning was working in practice – comments were being examined and some tweaks would be made after half term.</p> <p>TW noted how access to remote learning differs widely due to individual circumstances of each family.</p> <p>TW confirmed that interventions are continuing as planned and that regular wellbeing checks are being made. TW highlighted the amount of IT equipment on loan to pupils to support home learning.</p> <p>Q: Is there an understanding of what percentage engagement is happening during this school closure against that in 2020. TW noted the difficulty in giving an accurate figure but that all pupils are doing “something” on-line. Where concerns are identified over participation, TW outlined the process of follow up with pupils and parents.</p> <p>TW briefed governors on access to FSM vouchers for those pupils not in school noting that the website has been easier to navigate this time around.</p> <p>TW highlighted the measures to address wellbeing and highlighted this as an extremely important topic that is constantly reviewed to reduce stress on pupils, parents, and staff. TW noted this is being covered with sessions including a wellbeing day, a “no screen” Friday, internet safety ad a whole school google class meet for which approx. 101 pupils attended.</p>
9	<p><u>To review the Budget Monitoring Report for December</u></p> <p>A copy of the December Budget Monitoring Report had been circulated prior to this meeting. VB noted the good position with the school budget and highlighted the controls that TW had in place to monitor expenditure.</p> <p>VB highlighted the financial position of the before/after school clubs with an expected year end position of break even due to the management of staffing and use of the furlough scheme to manage costs. Governors noted that to be in this position under current circumstances was excellent news.</p> <p>VB highlighted the overspend on costs associated with the Parish Rooms and noted that these would be recovered as, once the clubs reopen, the school had agreed a period of rent-free access that would negate this spend.</p>
10	<p><u>Contract schedule – to consider options.</u></p> <p>Copies of the Contract Schedule document and a document detailing Photocopier contract renewal prices had been circulated prior to this meeting.</p> <p>TW noted that there were few contracts coming up for renewal that needed reviewing to give significant price savings this year. TW noted that next year the broadband provider should be reviewed as cost saving should be made then.</p>

	<p>Q: Should the Caretaking and Cleaning provider be changed in view of issues raised before. TW note that for now, the service offered is satisfactory and that standards would be kept under review.</p> <p>Q: What about the costs associated with the photocopier. TW briefed governors on the tender process and that the proposed provider, though not the cheapest, came recommended and offered the best back up service package and was about 50% cheaper than the current provider. TW highlighted that the contact entered into would be for 3yrs only, not 5yrs.</p> <p>VB noted that changes to some elements of insurance cover with NYCC not offering all services previously provided with the alternative cover now being through a government backed scheme. VB noted that NYCC will be providing a management service for claims and that the school has brought into this.</p>
11	<p><u>SFVS</u></p> <p>TW note the meeting with VB and CQ to complete the SFVS. No major issues were identified and, once a few outstanding queries were answered the document should be available for approval at FGB (Curriculum) on 2nd March.</p> <p>Governors thanked VB for her work, support, and advice. VB left the meeting at 19.00.</p>
C	Other Business
12	<p><u>To receive a Premises update</u></p> <p>TW noted that a new surveyor with NYCC had taken on the school. A visit had taken place in February and the report should be issued shortly. Planned maintenance work continues throughout the school.</p> <p>TW briefed governors on plans to reconfigure Class 2 to provide a more “open plan” environment. Design drawings have been produced and it is hoped that the changes will be funded from NYCC.</p> <p>Action: TW to update at future meetings.</p>
13	<p><u>To receive an H&S update</u></p> <p>Updated RA forms had been circulated prior to this meeting.</p> <p>TW explained changes to the meeting noting the support from Dale Barton in ensuring that the school is able to keep on top of these.</p>
14	<p><u>Governors visit updates.</u></p> <p>Visit proformas had been circulated prior to the meeting recording the following governor visits (albeit virtual meetings):</p> <p>GS – 17/12/20 – Pupil Engagement – link to SSDP</p> <p>GS – 17/12/20 – Positive mental wellbeing of children – link to SSDP</p> <p>GS – 17/12/20 – Children value diversity – link to SSDP</p> <p>JG - 13/01/21 – EYFS</p> <p>JG – 13/01/21 - SEND.</p>

	<p>Governors were reminded of the importance of these visits and to complete a record of them so that evidence of monitoring is there, and that information can be fed into the SSDP.</p>
15	<p><u>Training update</u> GS suggested that another Skills Audit would be timely at the end of this school year and encouraged governors to highlight areas that would be of interest for session to be held. GS noted the courses available through NYCC and that these were free to attend. Governors discussed the possibility of a “development” day later in the year to review skills, the SSDP and to look forward to 2021/22. Action: Review format of Strategy Meeting when school reopens.</p> <p>JG noted that she had attended a training session on SEND.</p>
16	<p><u>Policies to approve:</u> Governors approved the Remote Learning Policy.</p>
17	<p><u>To deal with any matters agreed for consideration under item 2 above.</u> Prior to this meeting, a document entitled: “NYCC guidance – Governor Monitoring of Remote Education” had been circulated to all governors. Along with this, a template entitled “Challenge Checklist – Remote Learning Quality of Education” has also been circulated. GS explained how the checklist should be completed to meet the expectation that Governing Boards were monitoring remote education and suggested that a group meet with TW to complete the various sections. The following agreed to assist – AS, LS, JP, HB and JL. Governors agreed that the groups should meet prior to half-term, on 11th February at 18.30 to ask questions of the HT to enable completion of the document prior to it being presented to FGB on 2nd March. Action: TW/GS to arrange Google Meeting</p>
18	<p><u>Correspondence</u> None to consider.</p>
19	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u> Review and understanding of what “Remote Learning” looks like – focus on wellbeing of pupils and staff under the current circumstances – monitoring of school budget and good financial position of the school as a result of this monitoring.</p>
20	<p><u>Close</u> Governors noted the date of the next meeting on 2nd March 2021. The meeting closed at 19.30.</p>

Authorised

Dates of Future Meetings:

Tuesday 2nd March 2021 at 18.00 (FGB Curriculum)

Monday 22nd March 2021 at 18.00 (FGB)

Tuesday 25th May 2021 at 18.00 (FGB Finance and Resources) – Budget Approval

Monday 7th June 2021 at 18.00 (FGB Curriculum)

Monday 21st June 2021 at tbc (Strategy Meeting)

Tuesday 29th June 2021 at 18.00 (FGB)