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Kildwick CE Primary School
Learning to Live, Living to Love, Loving to Learn

Minutes from the Meeting of the FGB (General) -
held on 22nd March 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)
Cameron Quninn – Co-opted Governor (CQ)
Geraldine Sands – Foundation Governor (GS)
Liz Snell – Parent Governor (LS)
Alex Swinton – Foundation Governor (AS)
Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<p><u>Welcome, introductions, opening prayer 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 in a prayer. There were no apologies, all governors were present. Governors confirmed they were in a safe and secure environment.</p>
	<p><u>Presentation by Gill Manthorp.</u> At this point in the meeting, Gill Manthorp (GM) gave a presentation on the Art and Design Curriculum. A copy of this presentation had been circulated prior to this meeting. GM talked governors thorough the document that detailed the Art and Design Curriculum, a document that is also available to all staff to enable delivery of this subject across the school. GM highlighted the following aspects – Intent, Implementation, and Impact what this means and how it will be measured. Areas of study that will be focused on. What the National Curriculum requires.</p>

	<p>Progression documents – and the link to skills required. Year specific aims and the long-term plan for Art and Design. Links to other curriculum subjects and how Art and Design can feature in these. Units of study and knowledge organiser that will assist in lesson planning. Sequence of lessons and example of topics. GM detailed how the document had been compiled and spoke of how she, as Subject Leader, would be undertaking monitoring across the school and how evaluation would feed back into future planning. TW noted that the Art Club would be re-starting in the summer term and governors acknowledged the importance of art, especially in these difficult times, as a means of improving wellbeing amongst pupils as well as offering a means of escape. GM was asked to elaborate on how “sketchbooks” are used – does every child have one and is it for their personal use. GM explained that all pupils have one and it is for use throughout the school – not for personal use – and can be used to explore anything in all subjects and is there to assist pupils understanding of how artist use these as a rich source of ideas and to reflect on prior to producing a final piece of work.</p> <p>Governors thanked GM for her presentation and especially giving and understanding of how art and design can be linked to many other areas of the curriculum.</p>
2	<p><u>To determine whether other urgent business should be considered.</u> GS noted an update on succession planning and TW noted an update on Ofsted.</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> Item 13 re Ofsted to be considered as confidential.</p>
4	<p><u>Declaration of interest on any agenda item.</u> None declared.</p>
5	<p><u>To approve the Minutes of the FGB meeting held on 2nd March 2021 and matters arising from the minutes not otherwise covered by the agenda.</u> Governors approved the Minutes of FGB held on 2nd March 2021. Matters arising – GS undertook to moderate the ratings on the final version of the Remote Learning Review to ensure consistency of approach. TW confirmed that a session has been arranged re Ofsted and Governors for 21st April and that an invite to all for this would be sent out. Action: TW</p>
B	School Improvement
6	<p><u>Headteacher Report – school re-opening TW</u> A copy of the Headteachers’ report had been circulated prior to this meeting.</p>

	<p>TW was thanked for this, the inclusion of information on Remote Learning and parental feedback. GS noted the usefulness of having the report aligned to the SSDP.</p> <p>TW highlighted the number of pupils on roll as 142. TW briefed governors on the successful return to school of all pupils on 8th March and how all are settling back into routines. TW explained how assessments are being approached in order to identify areas of learning requiring further support.</p> <p>TW highlighted how Collective Worship has continued throughout this period and conversations held with CA to develop further.</p> <p>Q: has progress been made on enabling pupils to articulate the school vision. TW noted that this would be addressed to progress in the Summer Term.</p> <p>TW highlighted the need to place importance on being active and governors discussed ideas to promote this and to manage and inspire all pupils. TW noted that the school was fortunate in having access to the playground, recreation field and canal-side areas and would look to use all these.</p> <p>TW noted the conversations with LS to progress the parent Forums again after Easter – initially with remote sessions and with a view to outdoor meeting later in the term.</p> <p>TW briefed governors on plans to further support reading throughout the school with a training session for staff on 12th April led by the SIA to which governors were also invited. Governors were encouraged to e-mail any further questions on the HT report to Tim.</p>
7	<p><u>Assessment of pupils – “closing the gap”</u></p> <p>TW briefed governors on the assessments underway and presented the latest results showing March baseline compared to December 2020.</p> <p>TW noted that Y6 continues to make progress and that an “old” SATS paper had been used for this cohort. Y5 have shown a dip in results but progress still being made based on September 2020 assessments. Y3 and Y4 show a drop in Reading, Writing and Maths.</p> <p>Action: TW to e-mail final document to all governors.</p> <p>TW noted that those more able pupils continued to maintain progress and that the gap between “more able” and “less able” children had widened. Whilst the picture is not positive, nor is it negative, interventions are in place for groups and, where appropriate, individuals, to address needs.</p> <p>DA noted that whilst learning independence in Reception had fallen back, there were no real “shocks” with an expectation that the younger pupils were expected to have felt the impact of not being in school more. DA noted that reading will continue to be a major focus and briefed governors on the planned approach to support in phonics. (A paper: Phonics full return to school plan – had been circulated prior to this meeting).</p> <p>DA highlighted aspects of this plan noting that, though not required to do so, Phonics will be tested in the summer to understand progress in this area.</p> <p>Q: Are local schools experiencing a similar pattern. TW noted that he was in contact with others schools and has a meeting with x3 other HTs this week to discuss assessment and experiences of school re-opening to all pupils. TW noted the expectation of similar results and a bigger impact on younger aged pupils.</p> <p>TW re-iterated that measures are in place to support all pupils to catch up on lost learning.</p>
8	<p><u>Wellbeing</u></p> <p>Governors noted the information in the HT report as to Pupil wellbeing and TW was asked to update on support for Staff.</p>

	<p>TW noted that all staff had worked to deliver over and above what is normally expected throughout this challenging period and that this additional effort was not sustainable. A degree of “normality” has resumed now that school has re-opened to all pupils and wellbeing will continue to be closely watched throughout the year.</p> <p>TW noted the plan to have a “physical” whole school assembly as soon as it is safe to do so.</p> <p>GS noted that the church will re-open at Easter and that this might be a good space to use given it’s size and that it might be better suited to social .</p> <p>Q: Have any pupils struggled to settle back in. TW note that yes, some have, and that support is in place for those identified.</p> <p>Q: Is it possible to continue the “buddy system” between Y6 and Reception pupils. TW noted that this has not been possible this half term and that it may be possible to reinstate some aspects in the Summer Term. DA noted that success and benefits of this scheme in past years and that opportunities are being explored to do “something” as soon as possible.</p> <p>TW noted that from 21st June “residential” trips might be possible again and that the school is looking into what might be available for Y6 pupils and that if it is not practical to go away, then brining providers into school to offer some adventure experience will be followed through.</p>
9	<p><u>SFVS approval</u></p> <p>The final draft of the SFVS had been circulated prior to this meeting.</p> <p>Governors thanked CQ for his work on completing this detailed document.</p> <p>CQ highlighted the “Dashboard” section of this and drew attention to the SLT costs and the Teacher Contact ration – both of which appear out of step when compared with similar schools.</p> <p>Governors discussed the SLT costs and confirmed the conscious decision to have the structure in place, in particular the post of Assistant Headteacher, and the benefit this gave to the school.</p> <p>Governors discussed the Teacher Contact ratio figure – debate and further analysis led to the realisation that there had been a data input error which has caused this to be lower than it is.</p> <p>Action: CQ/TW to amend.</p> <p>CQ noted the “Introduction and Outcomes” section and drew attention to the action on linking the SSDP to the budget setting process. GS asked TW if he could put together a planning cycle document that sets out the timelines for key documents such as the pupil premium strategy, the SEF, the SSDP and the school budget and how they link together. They undertook to discuss the development of such a document outside the meeting.</p> <p>Action: Gs and TW to agree a draft planning cycle.</p> <p>Governors approved the SFVS subject to changes discussed.</p> <p>Action: CQ to forward amended document for GS to sign.</p>
10	<p><u>Finance update</u></p> <p>Budget Monitoring Information dated February 2021 had been circulated prior to this meeting.</p> <p>TW undertook to reply to questions posed in this to the School Bursar.</p> <p>CQ noted that the overall position remains healthy and there an no pressing concerns.</p> <p>TW noted that the current Bursar will be on leave for 6 weeks and that cover is in place.</p>

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11	<p><u>Governor visits/SIP monitoring</u> Reports from the following Governor Visits/SIP monitoring had been circulated prior to this meeting. Maths MFL PHSE SLT Diversity Emotional wellbeing of Pupils GS thanked governors for undertaking these virtual visits and asked that all continue to complete this vital monitoring. No questions were raised.</p>
12	<p><u>Policies to consider:</u> Separated Parents Policy TW noted that this is a new policy and gave background information as to why it was being introduced. Governors approved the Separated Parents Policy.</p>
C	Other Business
13	<p><u>To deal with any matters agreed for consideration under item 2 above.</u> <i>Please also refer to Confidential Minutes.</i></p> <p>GS briefed governors on discussions around succession planning with a proposal currently being put together. The paper detailing the proposal will be circulated after 26th March. Governors were asked to comment on this, (via e-mail – to GS), and that the proposal would be discussed at FGB on 25th May.</p>
14	<p><u>To consider – “what impact have we had for pupils at this meeting today”.</u> Governors noted the content of the HT report – the details on assessment and wellbeing, the support to support pupils in settling back into school and the detailed information on the Art and Design Curriculum.</p>
15	<p><u>Close</u> The meeting closed at 19.32.</p>

Dates of Future Meetings:

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)

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Monday 21st June 2021 at tbc (Strategy Meeting)

Tuesday 29th June 2021 at 18.00 (FGB)