



**Kildwick CE Primary School**  
Loving to learn, learning to live, living to learn

**Minutes from the Meeting of the Full Governing Board –  
held on 8<sup>th</sup> July 2019 at 18:00**

**Present:**

Christine Anderton – Foundation Governor (CA)  
Donna Akrigg – Staff Governor (DA)  
Jo Gostling – Co-opted Governor (JG)  
Jamie Logan – Parent Governor (JL)  
Cameron Quinn – Co-opted Governor (CQ)  
Geraldine Sands – Foundation Governor (GS)  
Liz Snell -Parent Governor (LS)  
Tim Whitehead – Headteacher (TW)

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)

<b>A</b>	<b>Procedural</b>
1	<u>Welcome, introductions, opening prayer and consideration of absence</u> GC opened the meeting at 18.00, welcoming all present and thanking them for their attendance. GS welcomed CQ attending his first meeting. Apologies have been received from AS and KM – Consented. GS led the opening prayer.
2	<u>To determine whether other urgent business should be considered.</u> TW requested that the mechanics of visits and feedback by/from Governors be discussed. GS requested that she updated the meeting on discussions with the PCC around Church premises.
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> None identified at this point.
4	<u>Declaration of interest on any agenda item.</u> None declared.

5	<p><u>Dates of Future Meetings.</u>  Governors agreed the dates for meeting in 2019/20:  Monday 16<sup>th</sup> September at 18.00 (FGB)  Monday 14<sup>th</sup> October at 18.00 (FGB Finance and Resources)  Tuesday 5<sup>th</sup> November at 13.30 (FGB Curriculum)  Monday 25<sup>th</sup> November at 18.00 (FGB)</p> <p>Monday 3<sup>rd</sup> February at 18.00 (FGB Finance and Resources)  Monday 2<sup>nd</sup> March at 18.00 (FGB)  Monday 30<sup>th</sup> March at 13.30 (FGB)</p> <p>Tuesday 19<sup>th</sup> May at 18.00 (FGB Finance and Resources)  Tuesday 9<sup>th</sup> June at 13.30 (FGB Curriculum)  Monday 6<sup>th</sup> July at 18.00 (FGB)</p>
6	<p><u>To approve the Minutes of the FGB meeting held on 11<sup>th</sup> June 2019 and matters arising from the minutes not otherwise covered by the agenda.</u>  Governors unanimously approved the Minutes from FGB (curriculum) held on 11<sup>th</sup> June 2019. TW and GS noted that progress towards filling the vacancy for a LA governor would be updated in September.  Governors discussed their attendance at school events agreeing that TW would notify appropriate dates and times rather than ad hoc attendances.</p>
<b>B</b>	<b>School Improvement</b>
7	<p><u>Headteacher update.</u>  The Headteachers report, dated July 2019, had been circulated in advance of this meeting. The report also included -  <i>SIAMS SEF</i>  <i>School SEF</i>  <i>Governor castle forum meeting</i>  <i>Parent Forum Minutes</i>  <i>Parent questionnaire analysis</i>  <i>School Council minutes</i></p> <p>TW noted the report was linked to the new Ofsted framework headings that are due to come into effect in September 2019.  TW drew Governors attention to the following points –  SEF has been updated and this, along with the SIAMS SEF will be sent to the Dioceses this week.  The new website is live. Parents have been notified as to how to access this and the new site links to the School vision and values. TW noted that, whilst there has been no official notification as to the Office move, a pre-start meeting has been arranged for 18<sup>th</sup> July with works to complete over the summer holidays.</p>

	<p>TW noted that the School has purchased CPOMS (Child Protection Online Monitoring system) - and has received training on its' use - all incidents will be recorded on this system. Face to Face training for Safeguarding has been arranged for January 2020 training day. Laura Paxford has received training to become the designated deputy safeguarding lead (DDSL) when Miss Akrigg goes on maternity leave.</p> <p>TW noted the training undertaken by Staff and Governors. TW briefed Governors on progress with the SDP noting the on-going Curriculum development in preparation for changes in September 2019.</p> <p>DA presented the SEND report. Governors thanked DA for a clear and concise report. Q: what challenges are being faced? DA noted the new assessment system and that 4/5 pupils are progressing as expected. DA drew attention to the Maths support in place and how this is monitored and progress, albeit "slow" is made and recorded. DA drew attention to the number and variety of professionals involved in SEND support.</p> <p>TW noted the Peer Review Programme and how the impact of TA support was reviewed with recommendations from this to be put in place for September 2019. Governors noted there had been no Exclusions, Racial incidents or Behavioural incidents.</p> <p>TW drew Governors attention to overall attendance continuing at 97% TW noted that there continues to be some parents who take their child/ children out of school for holidays in term despite this being unauthorised and despite information being shared with parents as to the impact that this is likely to have on learning. We continue to work with parents, via newsletters and individual discussions, to emphasise the impact that this absence has on education. Governors noted that there are currently 4 pupils with attendance below 90% (classed as persistent absenteeism). TW briefed Governors on the support in place for these.</p>
8	<p><u>Strategic Objectives - To receive a report on progress to date against these.</u> Governors had been circulated a copy of the Strategic Objectives for 2018/19 in advance of this meeting. GS noted data to support objective 6 will not be available until 9<sup>th</sup> July and that this data will be circulated via e-mail. <b>Action: TW</b> GS briefed Governors on progress against objectives 1-5 noting that 1 – progressing well albeit evidencing is proving difficult but that learning walks can provide a basis for doing so. 2- AS and KM have met for English and Maths, ES has a meeting with SH planned for the Autumn Term and KM has a meeting planned for RE. 3- Progressing well following Skills Audit with training in place and planned to reflect needs and the GB is moving towards a more Strategic Role. 4 – Good progress with engagement with the School Council and through Parent Forums. 5 – GS updated Governors on her meeting with the Churchwardens.</p>
9	<p><u>SDP 2019/20 – To discuss development of the school’s strategy for the SDP for 2019/20</u></p>

	<p>GS briefed Governors on the development of the SDP from the vision to a strategic plan with priorities for each strand of this and how an operational plan should develop into the SDP. Whilst there is a good and clear vision, we need to make a better link to the details SDP. GS proposed that a meeting between TW, GS and AS take place before the September FGB to agree 6 priorities for presentation.</p> <p>Action; TW, AS, GS</p>
<p>10</p>	<p><u>SEND Update.</u></p> <p>DA tabled a paper to brief Governors on SEND provision, how SEND is defined, how SEND needs are identified and how provision/support is agreed and monitored. DA noted how the SEND register is maintained and the various methods of support currently in place. DA emphasised how support can be as simple as making minor adjustments to cater for a pupil needs and how TA support is given to a teacher to allow that teacher to spend more time with a pupil with SEND needs.</p> <p>Q: Is SND funding through Central Government?</p> <p>DA briefed on how this is not the case and how funding is via the LA of the pupil so funding can come from several LAs.</p> <p>DA explained “Quality First Teaching” and the requirement on the school to have done as much as possible before requesting external support for those with SEND. DA noted what NYCC expect of the school prior to them becoming involved with a referral.</p> <p>GS noted that support from NYCC is being “scaled down” and the discussions at the recent SINs meeting around this.</p> <p>Governors thanked DA for her presentation.</p>
<p>11</p>	<p><u>SIAMS</u></p> <p>A revised SIAMS SEF, (updated to reflect suggestions and comments made at FGB on 11<sup>th</sup> June), had been circulated in advance of this meeting.</p> <p>TW briefed Governors on the SEF and the seven strands that would be inspected to measure the effectiveness of a Church School. TW explained the link to an Ofsted inspection and the importance of the narratives included in the document.</p> <p>TW noted that the meeting with DD is now on 12<sup>th</sup> July and is a development day in advance of the full inspection expected in the Autumn Term. TW explained how Parents and Governors would be involved in the process and briefed Governors on the timetable for DDs visit.</p>
<p>12</p>	<p><u>Safeguarding – To receive and update on monitoring</u></p> <p>Notes from the meeting between GS (as Safeguarding Governor), and TW held on 1<sup>st</sup> July had been circulated prior to this meeting.</p> <p>GS noted that the Safeguarding Audit has been returned to NYCC. GS and TW explained how the CPOMS system would be used by staff in school.</p>
<p>13</p>	<p><u>Parental Engagement – to receive feedback from Parents Forum and update on results from parent’s questionnaire.</u></p> <p>Governors had been circulated the Minutes from the Parent Forum Meeting held on 14<sup>th</sup> June 2019 and the results of the Parental Questionnaire on Collective Worship prior to this meeting.</p>

	<p>LS attended the Parent Forum meeting on 14<sup>th</sup> June and briefed Governors further on the points discussed.</p> <p>TW referred to the questionnaire on Collective Worship and noted that further questionnaires are planned/underway on –</p> <p>Staff Survey</p> <p>RE questionnaire for Staff</p> <p>Collective Worship questionnaire for pupils</p> <p>In response to a question, TW confirmed the results of all of these will be posted on the school website.</p>
<p>14</p>	<p><u>Governor Visits</u></p> <p>GS noted that the following visits had taken place –</p> <p>AS – English</p> <p>GS – Learning Walk looking at evidence of school distinctiveness.</p> <p>JG met with DA and TW on SEND and EYFS</p>
<p>15</p>	<p><u>Finance training for Governors</u></p> <p>GS noted the following Course run by NYCC in the Autumn Terms -</p> <p><b>Headteacher Performance Management</b></p> <p>September 24<sup>th</sup>: Rendezvous Hotel, Skipton. 9:30 start.</p> <p>October 3<sup>rd</sup>: Evolution Centre, Northallerton. 9:30 start</p> <p><b>Safeguarding for Governors</b></p> <p>October 9<sup>th</sup>: Cedar Court, Harrogate. 9:30 start.</p> <p>October 24<sup>th</sup>: Falsgrave Community Centre, Scarborough.</p> <p><b>Complaints Training</b></p> <p>October 21<sup>st</sup>: Selby area (venue to yet be finalised). 9:30 start</p> <p><b>Introduction to Governance</b></p> <p>October 23<sup>rd</sup>, November 27<sup>th</sup>: Harrogate area (venue to yet be finalised). 9:30 start</p> <p><b>Chairing the Board</b></p> <p>November 5<sup>th</sup>: Falsgrave Community Centre, Scarborough. 9:30 start.</p> <p>GS briefed Governors on the plan to offer training for Governors through the Castle Alliance. Costs would be approx. £12.50 per head and the courses would be organised in response to specific needs and held at convenient local locations.</p> <p>The first of these, introduction to Governance, will be held on 23<sup>rd</sup> September, between 18.00 and 20.00 at Embsay. Future sessions on topics including Safeguarding, Finance and the New Ofsted framework are also planned.</p>
<p>16</p>	<p><u>Policies to approve:</u></p> <p>Governors unanimously approved the following Policies -</p> <p>Special Education Needs (SEN)</p> <p>EYFS</p>

	Dyslexia
<b>C</b>	<b>Other Business</b>
17	<p><u>To deal with any matters agreed for consideration under item 2 above.</u>  GS briefed Governors on the working group established by the PCC to review the Church premises and to examine how best to manage the costs associated with running and improving this listed building. GS noted that an external consultant has been employed to undertake an investigation into the future use and accessibility of the building. With the School being a major stakeholder, GS, as Chair of Governors, is joining – she has also been co-opted onto the PCC.  Governors agreed that consideration of how the school could make further use of the Church premises should be added to the agenda of the next FGB(Resources and Finance meeting)</p> <p>Governors reviewed and confirmed the following Links –  H&amp;S – JL  Maths – KM  English – AS  Safeguarding – GS  RE – KM  Before/After School provision – JL  SEND/EYFS – JG  Science – LS</p> <p>A schedule of visits around these areas will be agreed in September for the 2019/20 year.</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>  Governors agreed the impact of –  Enhanced understanding of SEND, especially how the monitoring works and the arrangements for covering DA whilst on maternity leave.  Safeguarding and how concerns/issues are logged and escalated if necessary.  Structure Governor visits and how these will be undertaken in 2019/20.</p>
20	<p><u>Close</u>  The meeting closed at 20.05</p>