



Loving to learn, learning to live, living to learn

Kildwick CE Primary School
Minutes of the Meeting of the Full Governing Body
held on 18th March 2019 at 13:30

Present:

- Christine Anderton – Foundation Governor (CA)
- David Frankland – Co-opted Governor (DF)
- Jamie Logan – Parent Governor (JL)
- Kath Morris – Foundation Governor (KM) – (until 18:43)
- Geraldine Sands – Foundation Governor (GS)
- Liz Snell -Parent Governor (LS)
- Alex Swinton – Parent Governor (AS)

In attendance:

- Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<p><u>Welcome, introductions, opening prayer and consideration of absence</u> Governors assembled in the Staff Room at 13.30. GS took the Chair and welcomed those present, thanking them for their attendance. It was noted that apologies had been received from TW, DA, JG and MR. GS suggested that item 7 on the agenda be taken at this point with a tour of the school led by members of the School Council.</p>
7	<p>Governors were split into three groups and given a comprehensive tour of the whole school led by members of the School Council. During the tour Governors were shown around all the classrooms, offices, kitchen, hall and outdoor spaces. Governors were delighted and impressed with how the tour was conducted and the knowledge and enthusiasm of the guides. Governors expressed their thanks to the School Council.</p>
1(a)	<p><u>Welcome, introductions, opening prayer and consideration of absence</u> Governors assembled in Class 5 at 14.00 to continue the meeting. Apologies received from TW, DA, JG and MR were consented. GS opened the meeting with a prayer.</p>

2	<p><u>To determine whether other urgent business should be considered.</u> None to consider.</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> No items were identified at this point and GS noted the confidential nature of the notes from the safeguarding meetings held termly with the HT.</p>
4	<p><u>Declaration of interest on any agenda item.</u> None declared.</p>
5	<p><u>Dates of Future Meetings</u> Governors noted the dates of future meetings: Monday 25th March 2019 FGB (Resources & Finance) – at 6pm. Monday 13th May 2019 FGB (Resources & Finance) – Budget Approval – 6pm. Tuesday 18th June 2019 FGB (Curriculum) – 6pm Monday 8th July 2019 FGB (General) – 6pm</p> <p>GS noted that the meeting due on 18th June clashed with two other meetings that AS and herself should also attend. Alternative dates of either 11th June or 25th June were suggested. Action: Clerk to e-mail for best alternative date to be agreed.</p>
6	<p><u>To approve the Minutes of the FGB (Curriculum) meeting held on 18th February 2019 and matters arising from the minutes not otherwise covered by the agenda.</u> Governors noted that there would no longer be separate meeting of the Foundation Governors. A Governor suggested that Terms of Reference be agreed for FGB (Curriculum) and FGB (Resources and Finance). GS noted that this was not necessary as the GB can include and consider any items at these meetings and that the “Reeth” model that gives guidance on what is on the agenda for various FGB, FGB (Curriculum) and FGB (Resources and Finance) meetings is satisfactory and negates the need for separate ToFR. Action: Clerk to circulate “Reeth model” GS requested that TW and the Clerk confirm that all Governors have undertaken Safeguarding and Prevent Training. Governors noted that Item 12 relating to “Outdoor staff” and the Peggy Wilson Trust will be considered at future Resources and Finance meetings. DF noted that he will brief Governors on accessing a shared folder in which to file records of Governor Visits Action: AS and Clerk to liaise re setting this folder up Action: TW/Clerk Those present signed the updated Standing Orders and Code of Conduct document. Action: TW, DA, JG and MR to sign</p>

	<p>GS proposed, ES seconded, that the Minutes of FGB (Curriculum) on 18th February be approved. Governors unanimously approved the minutes.</p>
B	School Improvement
7	<p><u>School Council</u> This item had been taken at the beginning of the meeting.</p>
8	<p><u>Headteachers Report –</u> The Headteachers’ Report dated March 2019 that included SEND update, External Evaluation (SIA visits etc.) and Curriculum Matters (e.g. projects, initiatives, visits), had been circulated prior to this meeting. GS invited any comments or questions on the report noting that these would be discussed with TW during one of their regular meetings. GS drew attention to the submission of the annual safeguarding audit. This is available via the school office should anyone wish to examine it. GS noted the new template used for this. A Governor requested further detail following Pupil Progress Meetings and suggested that more detail as to what action is being taken to support those who are not on track and what is the evidence of this. Action: TW A Governor requested that the report include page numbers for easier referencing. Action: TW GS noted the importance of bullet point 4 under “Governance” and reminded Governors of their responsibility to monitor the school and that Lead Governors must meet with the lead Member of Staff re subject planning to achieve optimal outcomes The RAG of Amber must be improved! Action: All Governors to record visits on the appropriate proforma and upload. GS noted that MR, JG, CA, JL and ES had attended part of on the “Introduction to Governance” course and JL noted his attendance at the “Complaints Training” session. Governors noted the positive feedback from the Parents Forum and the comments made over the use of social media. Governors discussed means of encouraging more to attend. ES noted that these would be held on different days and the timings would also vary in future. GS noted the comments re the Before/After School clubs and confirmed that the school Bursar was now monitoring income/expenditure. A Governor commented on the Trustee structure overseeing the provision with only TW and SC as trustees. GS noted that this was being addressed and would be considered at FGB (Resources and Finance) on 25th March.</p>
9	<p><u>SIAMS update</u> Governors had been circulated the updated SIAMS SEF form prior to this meeting. GS noted that there is much “work in progress” with the vision and values being realigned. GS noted the detailed nature of the form and the challenges this presents in completion and evidencing.</p>

	<p>GS explained a meeting is planned with Darren Dudman, our Diocesan advisor, regarding the SEF and how it is fit for purpose. GS and TW will attend, and Governors were invited to express an interest in joining the meeting. JL, AS, KM and CA expressed interest.</p> <p>Action: TW to schedule meeting with Darren Dudman.</p>
10	<p><u>Safeguarding Meeting Update</u></p> <p>Notes from the meetings between GS and TW in January 2019 and March 2019 had been circulated prior to this meeting.</p> <p>GS noted the regular nature of the meetings and the areas discussed including any safeguarding concerns or child protection plans. Governors discussed the involvement of the NSPCC in assemblies and addressing concerns over e-safety.</p> <p>GS noted the need for more Governors to undertake “Safer Recruitment” training. GS has completed this – DF and JL volunteered to do this too.</p> <p>Action: DF and JL to complete training</p> <p>DF left the meeting at 14.45</p>
11	<p><u>SDP Strategic Objectives</u></p> <p>A paper detailing the SDP Strategic Objectives for 2018-19 had been circulated prior to this meeting.</p> <p>GS explained that these strategic objectives have been agreed with the headteacher and are taken primarily from the school development plan. They attempt to isolate the most important things that the Governing Body should seek assurance on during the academic year 2018-19 and aim to help governors to understand their strategic, rather than operational role</p> <p>GS noted that Governors should use these objectives to steer their monitoring roles and the questions that they ask at Governing Body meetings. Link governors should particularly base some of their feedback to the Governing Body on these objectives.</p> <p>Governors agreed the following objectives:</p> <ol style="list-style-type: none"> 1. By the end of the academic year, the school’s vision and values will be aligned, fully understood by pupils, staff and governors and impacting on the development of a positive, caring Christian learning environment. 2. By the end of the academic year, subject leaders for Maths, English and Science have shared an update report with the relevant link governor which demonstrates an analytical approach and pupil progress across the year 3. By the end of the academic year, the new governing body has identified strengths and skill deficits and is implementing a programme of training and development to ensure it has a positive impact on the success of the school 4. By the end of academic year, the governing body can demonstrate that it effectively listens and responds to pupil and parent voices.

	<p>5. By the end of the academic year, there have been significant improvements to the school and after school club premises in order to better safeguard children. This will include the raising of the barrier between the school and the churchyard.</p> <p>6. By the end of the academic year, pupil outcomes are on target and in line with the target data below. (based on November ‘milestone data’, those highlighted yellow and amber are yet to be achieved and those highlighted amber are at least 8% below the end of year target)</p> <p>Governors discussed the comments made within point 6. Whilst acknowledging that within a small school setting 1/2 pupils can greatly affect data, this is a concern. Governors requested that the number of pupils affecting the figure be stated and that an update on interventions being undertaken are given.</p> <p>Action: GS to discuss with TW</p>
12	<p><u>Feedback on Skills Audit</u></p> <p>Governors had been circulated the result of the skills audit undertaken this term using the NGA template. GS noted that this has been discussed in depth with TW.</p> <p>GS noted that weaknesses highlighted include: An understanding of national education policy Aspects of accountability including strategic direction and for finance An understanding of legal duties and external school scrutiny And understanding of the schools’ responsibilities in relation to SEND</p> <p>Gs noted that strengths include: People skills Governor commitment</p> <p>Governors agreed that the document discussed earlier in the meeting re Strategic Objectives addressed one “weakness” and that those Governors currently attending the NYCC “Introduction to Governance” sessions will increase their understanding of the role of a Governor.</p> <p>Governors agreed with the suggestion from GS that a session be arranged – possibly in conjunction with other schools – to develop a better understanding of school finances and budgets, and that in the autumn, a focus on SEND be made.</p> <p>GS updated Governors on her attendance at a meeting of CofG’s from schools within the HART alliance and how the provision of training through this alliance was being pursued. Governors agreed that a repeat of the audit in 2019/20 would be beneficial.</p>
13	<p><u>Feedback from Governor Visits</u></p> <p>Observations on Collective Worship undertaken by GS and CA had been circulated prior to this meeting. KM had also attended a session which had been discussed with GS. Feedback was generally good, but it was felt that in two sessions, there was not enough evidence of establishing a ‘reflective, sacred, space’. This is necessary to create the right atmosphere and to make CW different from an assembly or RE lesson.</p>

	<p>A Governor asked if it was possible for staff to be briefed/trained on what “good collective worship” looks like. Action: TW</p> <p>Governors agreed that it was timely to update the Collective Worship Policy and that this would provide an opportunity to detail expectations on this. Action: TW/GS</p> <p>Governors discussed what constitutes a formal “Governor visit” and if assisting on a school trip/outing can/should be encompassed and agreed that the capacity in which they were involved should be made clear from the outset. Comments from anyone involved as a “helper” on a trip/outing should continue to be made in an informal basis. Governors requested that TW include dates on the list of forthcoming visits in the HT report to enable Governors to plan participation.</p>
14	<p><u>Policies to approve:</u> Governors had been circulated the following Polices prior to this meeting: Revised Complaints Procedure Policy for managing serial and unreasonable complaints.</p> <p>Governors noted the difference in the Policies and that there were now just two stages to the Complaints Procedure. A Governor asked who the “independent investigator” was as mention in the Stage 1 investigation. Discussion took place around how the complaints should be handled at this point. A Governor asked as to what training school staff would be undertaking on the process and how to handle complaints in general. Action: TW to update Governors.</p>
C	Other Business
15	<p><u>To deal with any matters agreed for consideration under item 4 above.</u> None to discuss</p>
16	<p><u>Correspondence</u> AS briefed Governors on the letter from Jean Proud who retired in February from her long-held position of TA thanking the GB for their recognition of her long service. AS suggested that the GB should mark the departure of anyone associated with the school in a similar manner. The suggestion was endorsed.</p>
17	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u> Governors agreed that the following areas of discussion have a positive impact: Safeguarding arrangements and awareness.</p>

	<p>The focus for Governors on agreed Strategic Objectives within the SDP That vision/values are embedded within the school That the fantastic tour hosted by the school council was a positive way of increasing the visibility of the GB</p>
18	<p><u>Close</u> The meeting closed at 15.35</p>