



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

**Minutes from the Meeting of the Full Governing Board –  
(Curriculum) held on 11<sup>th</sup> June 2019 at 18:00**

**Present:**

Christine Anderton – Foundation Governor (CA)  
Donna Akrigg – Staff Governor (DA)  
Jamie Logan – Parent Governor (JL)  
Kath Morris – Foundation Governor (KM)  
Geraldine Sands – Foundation Governor (GS)  
Liz Snell -Parent Governor (LS)  
Alex Swinton – Parent Governor (AS)  
Tim Whitehead – Headteacher (TW)

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	Welcome, introductions, opening prayer and consideration of absence GS opened the meeting at 18.00, welcoming all present and thanking them for their attendance. KM led the meeting in a prayer. Apologies had been received from Jo Gostling – consented. AS had notified the meeting that she would be delayed.
2	To determine whether other urgent business should be considered. None identified at this point.
3	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. None identified at this point.
4	Declaration of interest on any agenda item. None declared.

5	<p><u>Update on Governor vacancies – and approval of new Co-opted Governor</u></p> <p>Governors noted that there are currently vacancies for a LA Governor and a Co-Opted Governor.</p> <p>TW updated the meeting on a “candidate” willing to become a Co-Opted Governor. Governors unanimously approved the appointment of Cameron Quinn as a Co-opted Governor to serve a term of 4yrs commencing 12<sup>th</sup> June 2019.</p> <p><b>Action: Clerk to contact CQ. TW to pursue LA Governor vacancy.</b></p>
6	<p><u>Dates of Future Meetings:</u></p> <p>Governors noted the next meeting to be held on –</p> <p>Monday 8<sup>th</sup> July 2019 FGB (General) – 6pm</p> <p>GS noted that meeting dates for 2019/20 would be agreed at this meeting. Governors agreed that one meeting per term should be held during the school day to enable increased visibility and interface with pupils.</p>
7	<p><u>To approve the Minutes of the FGB meeting held on 13<sup>th</sup> May 2019 and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>KM proposed and GS seconded that the minutes from FGB on 13<sup>th</sup> May 2019 be approved. Governors unanimously approved the Minutes.</p> <p>TW updated the meeting on a new payment system for the before/after school provision – SC has met with a contractor re and app that will be used for bookings that requires payment at the time of booking. TW will update the policy to reflect this and will communicate with parents.</p> <p>TW updated on catering provision highlighting the notice period required should it be decided to change provider. TW noted that new tables were being purchased to improve the lunch experience in the hall.</p> <p>TW briefed on the meeting with the Caretaking Supervisor and the issues raised of being concerned. TW is awaiting a response to these. Governors agreed that the quality of the service provided should be monitored for two terms and then a decision made if we should look to other providers for this service.</p> <p>TW briefed on the proposed change to the location of the school office – H&amp;S concerns had been raised following publication of the latest plans and an updated scheme is now awaited. TW is still proposing to include an upgrade to the staff area in the scope of works.</p> <p><i>AS joined the meeting at 18.30</i></p> <p>TW briefed on changes to the school website with a go-live date on 1<sup>st</sup> July.</p> <p>GS noted the options available for Finance Training and that she would discuss with TW further to ensure that any tailored package was relevant.</p>
B	<b>School Improvement</b>
8	<p><u>Strategic Objectives – Pupil Achievement</u></p> <p>Governors discussed progress with the strategic objectives agreed in March 2019 with the focus on Y6 pupil outcomes.</p> <p>GS briefed Governors on the approaches that can be taken to assessing whether the school vision is having an impact. GS noted that she is undertaking a learning walk next month as</p>

	<p>part of this process and suggested that the HT report should clearly set out data on issues such as bullying and behaviour.</p> <p>Governors noted a suggestion to commit to ongoing dialogue with the school council to seek their view on, for example, distinctiveness and other aspects of the curriculum.</p> <p>Governors requested that TW include positive aspects of behaviour in his reports and to detail actions that reflect the Christian ethos of the school in his termly reports.</p> <p><b>Action: AS to update the Governor Visit forms to include a question to ask how the school vision has impacted on aspects of the visit.</b></p>
9	<p><u>SIAMS</u></p> <p><u>SIAMS Self-Assessment – to receive an update from TW</u></p> <p>Governors had been circulated the revised SIAM SEF that has been redrafted following a meeting between, TW, GS, CA and Darren Dudman, Diocesan Advisor.</p> <p>GS invited TW to update the meeting on the content of this 18-page document and invited Governors to comment.</p> <p>TW read through the document, detailing the seven strands that complete the inspection framework;</p> <p>The School Vision – who we are as a Church School – Why are we here      Provision and Impact – how then do we live      The seven Strands –      Vision and Leadership      Wisdom. Knowledge and Skills      Character Development: Hope, Aspiration and Courageous Advocacy      Community and Living Well Together      Dignity and Respect      The impact of Collective Worship      The effectiveness of Religious education</p> <p>Governors discussed the content in detail, that the document should be made more succinct and focus on impact more concisely and agreed changes to be made to the document.</p> <p><b>Action: TW to update the SIAMS SEF to reflect Governor comments and re-issue.</b></p> <p>TW updated Governors on the questionnaire that has been sent to parents to be returned by 14<sup>th</sup> June. TW noted that this includes a question on school distinctiveness.</p>
10	<p><u>To discuss the RE Curriculum and Governor's role in this</u></p> <p>TW noted that a meeting with KM is planned to discuss this further.</p> <p><b>Action: TW to meet with KM – KM to update Governors.</b></p> <p>TW briefed Governors on the long-term plan as to how RE is taught with a topic approach.</p> <p>TW noted that this will meet statutory requirements and those as a church school. TW explained the "RE big book" – that each class produces - and Governors were shown an example of one of these.</p> <p>TW noted that the next step is to assess the current teaching of RE.</p> <p>TW briefed Governors on his attendance at an event held by NYCC to launch a new way to teach RE. TW noted that some of the ideas can be applied to other areas of the curriculum.</p>

	<p><b>Q: Is the plan workable.</b></p> <p>TW expressed confidence that it is, and detailed consultations held with staff. Governors congratulated staff on how the “RE big book” is being maintained.</p>
11	<p><u>To receive and update on Curriculum issues (TW) – to include progress with this section of the SDP.</u></p> <p>TW updated Governors on progress made towards ensuring that the new curriculum can be delivered as of September 2019. TW explained how the teaching would look with the teaching of subjects in “blocks” (e.g. History, Geography, DT, Art). TW noted that subject leaders are re-drafting the plan for their area with an action plan to be in place by the end of term. TW noted how this would be reviewed as the 2019/20 year progressed.</p>
12	<p><u>Parent/Pupil engagement – how to ensure feedback into the Governing Board</u></p> <p><b>Q: Was the recent Parent Forum well attended.</b></p> <p>TW noted that whilst attendance was not great the feedback given was very constructive. Governors discussed means to improve attendance and noted that TW was planning to hold these on different days and at different times.</p> <p>TW noted the measures in place to enable those unable to attend to give their opinions with e-mail being used to inform on topics being discussed and reminders in the weekly newsletter to encourage questions in advance.</p> <p>Governors agreed to meet with the school council once per term and to engage with them on specific topics/issues.</p> <p>Governors discussed attending Parents Evenings as another means of engaging with Parents as well as raising the profile of the GB. This was agreed and TW noted he would circulate dates to Governors.</p> <p><b>Action: TW</b></p>
13	<p><u>Governor Visits</u></p> <p>KM updated Governors on her recent visit.</p> <p>AS will review the visit forms and present at next FGB.</p> <p><b>Action; AS</b></p> <p>Governors agreed to commit to a schedule of visits for 2019/20.</p>
14	<p><u>Policies to approve:</u></p> <p>Governors approved the following Policies.</p> <p>Collective Worship</p> <p>Anti-Bullying (subject to re-phrasing as highlighted)</p> <p>Behaviour (Governors discussed a positive behaviour policy that should link to the school ethos with rewards and restorative aspects not just sanctions. Governors requested that TW highlight behaviour in his termly report with positives as well as negative aspects.)</p> <p>Inclusion</p> <p>Mental Health and Wellbeing</p> <p>RE</p> <p>Spiritual Development (Governors discussed the various “strands” that this policy covers – Spiritual, Moral, Social and Cultural development).</p> <p><b>Q – Is the Lord’s Prayer said every day?</b></p>

	<p>TW noted that this was not the case and the it was said most days.</p>
<b>C</b>	<b>Other Business</b>
15	<p><u>To evaluate school effectiveness – how is the school vision having an impact</u></p> <p>Governors discussed progress with the strategic objectives agreed in March 2019 with the focus on Y6 pupil outcomes.</p> <p>Governors had been circulated and update on the strategic objectives and a data report showing the % of pupils at national standard or higher and the % of pupils achieving higher standard. GS briefed Governors on this document explaining the colour coding and noting that progress is generally good.</p> <p>Q; EYFS issues with spelling.</p> <p>TW briefed on the challenges involved and DA updated Governors on how spelling feeds into lesson planning and written work and how separate spelling tests do not necessarily work – though these are “expected” by parents.</p> <p>Governors were made aware of how phonics don’t always support spellings.</p> <p>Q: What is being done therefore to teach spellings.</p> <p>DA noted the proactive approach through spelling games rather than tests and how works is set on a weekly basis for discussion at home with parents.</p>
16	<p><u>Correspondence</u></p> <p>None to report.</p>
17	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Policies approved will support pupil wellbeing.</p> <p>Having dissected the SIAMS document there is a clearer understanding of how the schools' ethos is realised the daily life of pupils.</p> <p>Analysis of data has aided target setting.</p> <p>Planning for engagement between the Governing Board and pupils and parents.</p>
18	<p><u>Close</u></p> <p>The meeting closed at 20.10</p>