



## Kildwick CE Primary School

Learning to live, Living to love, Loving to learn

Minutes from the Meeting of the FGB held,  
via Google , on 8<sup>th</sup> December 2021 at 18.00

**Present:**

Donna Akrigg – Staff Governor (DA)  
Christine Anderton – Foundation Governor (CA)  
Howard Barton – Parent Governor (HB)  
Jackie Craven – Parent Governor (JC)  
Jo Gostling – Co-opted Governor (JG)  
Ben Lazenby – Parent Governor (BL)  
John Perry – LA Governor (JP)  
Geraldine Sands – Foundation Governor (GS)  
Alex Swinton – Foundation Governor (AS)  
Tim Whitehead – Headteacher (TW)

**In attendance:**

Toni Birch – NYCC Finance Officer (TB)  
Stephen Dale – LA Clerk to Governors (Clerk)

| A | Procedural Business   |
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| 1 | <u>Welcome, introductions, opening prayer and consideration of absence</u><br>JP opened the meeting at 18.05. welcoming all present and thanking them for their attendance. All governors declared that they are in a secure and confidential environment. JP welcomed JC to her first meeting having been elected as the new Parent Governor. GS led the meeting in an opening prayer. |
| 2 | <u>To determine whether other urgent business should be considered.</u><br>Governors agreed to consider items on –<br>Recruitment of new Vicar<br>Staff Wellbeing<br>Governor contact details<br>Report of the Pay Committee<br>Dates/Times of future meetings<br>Link Governor for the school website.   |

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| 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></p> <p>None identified at this point.</p>  |
| 4        | <p><u>Declaration of interest on any agenda item.</u></p> <p>None declared at this point.</p>   |
| 5        | <p><u>Discussion/agreement on “electronic signing” of Board documents.</u></p> <p>Governors discussed the impact of restrictions on not having all meetings face to face in school and that not all documents requiring signatures can be signed. Governors agreed that electronic signatures can be added to documents to improve efficiency.</p>  |
| 6        | <p><u>To approve the Minutes of the FGB meeting held on 15<sup>th</sup> November 2021 and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>Governors approved the Minutes of FGB (Finance and Resources) held on 15<sup>th</sup> November. Governors noted:</p> <p>Item 5 – Minutes have been filed and uploaded.</p> <p>Item 9 – SPFP has been signed.</p> <p>Item 14 – Dates circulated</p> <p>Item 14 – Complaint’s training booked but course postponed</p> <p>Item 14 – Safer Recruitment training booked.</p> <p>Item 14 – Safeguarding notes circulated.</p> <p>Governors noted that Safeguarding was covered in depth at this meeting – having been brought forward from this FGB meeting.</p>  |
| <b>B</b> | <b>Achieving our School Vision</b>  |
| 7        | <p><u>Finance update.</u></p> <p>Prior to this meeting the following documents had been circulated:</p> <p>Revised Budget 21/22</p> <p>Budget Monitoring Report dated 31<sup>st</sup> October 2021</p> <p>Benchmarking Report – Autumn 2021.</p> <p>TB briefed governors on the content of the October Monitoring Report highlighting variations and the explanatory notes accompanying these. TB noted the in-year deficit and the expected carry forward into 22/23.</p> <p>Q: Is this position manageable. TB noted the position for the following two years highlighting that the 3<sup>rd</sup> year will have to be closely monitored. TB noted the recent rise in pupil numbers and the impact this will have on budgets.</p> <p>Q: Are we comfortable with this increase in pupil numbers and the pressure it may have on classroom space. TW briefed governors on tentative plans to extend teaching space and that NYCC were due to visit to review these and progress.</p> <p>GS updated governors on discussions with the PCC over available space.</p> |

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|   | <p><b>Q: How cautious do we need to be about Y3 as governors do not want a deficit budget</b> TB noted that the Budget will need to be closely examined in May 22 when figures can be firmed up – action will need to be taken if a deficit budget is produced.</p> <p>Governors discussed the need to be aware of long-term implications should this be realised. TB highlighted the significant increase in Energy costs with Gas charges increasing by 55% and Electricity by 38% - TB noted the expected decrease on this by about 25% in subsequent years. Governors noted the benefits of NYCC central energy contract – this was seen as a good deal and it was felt that there is no gain to be made by going it alone over suppliers. Governors noted the impact that increased ventilation, to prevent the spread of Covid, will be having on energy usage and costs.</p> <p>TW briefed governors on contact with the Energy Team at NYCC and the lighting audit to be carried out – issues raised will be addressed but it is unlikely that significant impact on cost will be made.</p> <p>TB referred to the Benchmarking Report and highlighted the spend on staffing. TB noted that the school benefits from experienced staff, many with long service and may be at the top of their pay grade – whilst this is good for pupils – there is an impact on the budget. TB noted that other schools are in a similar position as options for staff to move to other schools and progression, are limited in this area. This in one area to keep an eye on in the longer term. TB confirmed that figures shown for future years do include anticipated pay increases. Governors discussed the staffing costs within the budget and reaffirmed the need to ensure that the staffing structure was appropriate for the continued delivery of quality education for all children within budget.</p> <p>Governors approved the revised Budget.</p> <p>Governors thanked TB for attending<br/> <i>TB left the meeting at 18.40.</i></p> |
| 8 | <p><u>Chair of Governor update.</u></p> <p>JP had circulated a brief overview updating governors on his actions this term – these included meetings with TW and with the Diocese. JP highlighted the meeting with Tim, Heather Russel - the NYCC school improvement adviser and Laura Birkett – Principal Adviser – with a focus on NYCC curriculum support for school 2021-2022 .</p> <p>(Feedback from this meeting had been circulated to all governors).</p> <p>JP invited governors to raise any queries by e-mail.</p>  |
| 9 | <p><u>Headteacher Report including an update on achieving our school vision through delivery of term 1 milestones of the School Strategic Development Plan.</u></p> <p>The HT report dated December 2021 had been circulated prior to this meeting along with:</p> <ul style="list-style-type: none"> <li>Updated SEF</li> <li>Updated SSDP</li> <li>Record of Staff Training</li> <li>Record of Governor visits on Science, Maths, EYFS, SEND, Computing, Science and Safeguarding.</li> </ul> <p>TW invited questions on his Report.</p>  |

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|    | <p>TW drew attention to the attendance figures noting a recent decline. TW noted that this can be attributed to Covid and Covid like symptoms, winter “bugs” and holidays rearranged due to Covid. TW outlined the procedures followed if pupils display Covid like symptoms.</p> <p>TW referred to assessment data detailed in his report. Gaps have been identified and interventions are in place.</p> <p>Q: What additional support is being offered to Y2 and Y3 as the assessment data, and accompanying narrative, suggests this is needed. TW confirmed that DA and GM have met to review the need here and agree the focus for January.</p> <p>Q: Is there a disproportionate number of PP or SEND pupils being affected by this. TW noted the impact of small numbers on the percentages. TW confirmed that PP and SEND children were not disproportionately absent.</p> <p>TW highlighted the impact of staff absence on the Supply Cover budget.</p> <p>Q: Have all pupils returned to school this term. TW confirmed this is so but noted the reluctance of some parents to undertake Covid testing on their children.</p> <p>Governors acknowledged the difficulty in managing attendance – for years everyone has been encouraged to attend regularly but with current circumstances parents are now being urged to be cautious if their children are unwell to prevent spread of disease.</p> <p>Q: Is an extension to how often the “walking bus” is offered still planned. TW confirmed this hoped to also run on a Monday. TW noted that there is a good number of willing volunteers to enable this to happen.</p> <p>Q: Will another Risk Assessment be undertaken. TW confirmed this would be completed by Dale Barton when this happens.</p> <p>TW highlighted the updated SEF that has been circulated and invited comments from governors via e-mail.</p> <p>Governors thanked Tim and all Staff for their enthusiasm, work, and dedication this term.</p> |
| 10 | <p><u>Academisation – “what next”</u></p> <p>JP noted that the following information had been made available to governors prior to this meeting –</p> <ul style="list-style-type: none"> <li>• September 2021 diocese letter - in essence a covering letter for the strategy and policy document</li> <li>• September 2021 diocese Strategy and Policy document</li> <li>• Briefing session notes</li> <li>• Considering academy status guide for governor bodies</li> <li>• Executive Summary from DfE commission research published November 2021 into the perceived benefits and obstacles to joining a MAT.</li> </ul> <p>JP briefed governors on the meetings that he and TW have attended – hosted by the Diocese on this subject.</p> <p>JP noted that the diocese is in essence saying it wants all governing bodies to meaningfully discuss academisation and engage with the information provided, including from the Multi Academy Trusts (MAT)</p>  |

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|  | <p>JP noted that, currently, as a CE school the only available options are to move to one of the 10 local- or more accurately regional, CE MATs, or possibly a less defined 11th and yet to be agreed diocese MAT. JP noted that this is based on the Diocese anticipating that the Government will have Policy in place that all schools should join a MAT by 2025. Governors noted that this may be a perception but may not be practical.</p> <p>Governors discussed a range and variety of reasons to – and not to – join an Academy. These included:</p> <p>If a move to become an Academy will be Policy – when is the best time to do this – sooner rather than later when, it could be our choice of what to do is limited.</p> <p>Why join an Academy when the school is in a secure and stable position – finances are okay, and the school is resilient and an integral part of the community.</p> <p>With limited information from the Diocese – and further clarification not expected for some months – do we have all the information we need to make an informed decision.</p> <p>With Ofsted expected at any time – is this a good time to be making such choices.</p> <p>It is a massive decision – there will be pro/cons – there will be gains to be made by joining – and losses too.</p> <p>MAT “try before you buy” option – just how might this work – insufficient detail on this at present.</p> <p>Staff opportunities may increase.</p> <p>The strength of the staff team may be diluted.</p> <p>We need to be proactive in all of this – not to leave anything to the last minute and don’t want anything imposed on us.</p> <p>TW and the Staff in particular need to be comfortable with the MAT – it needs to inspire them. It must be a positive experience for the Staff in school.</p> <p>With Kildwick being a small school any influence in the MAT may be limited.</p> <p>By joining we lose a level of autonomy.</p> <p>By joining we could lose identity – this at a time when the school has worked very hard to form its identity.</p> <p>The school is in a good place right now – maybe not the time to make this move. But – a move does need investigating.</p> <p>With the uniform approach of a church MAT – it may not be possible to offer some of the “extras” that we currently can.</p> <p>Governors recognised their responsibility to work with the HT and do “due diligence” as to how reassurances can be given that the uniqueness of the school is maintained. Governors questioned how this can be fulfilled at a time when workload is higher than ever – especially given that the effect of Covid is not going away anytime soon.</p> <p>If we don’t plan, would the Diocese enforce a decision. Governors noted that the Diocese could not do this but if it becomes Government Policy then there may be less choice the longer we leave any decision.</p> <p>What affect will there be on finances.</p> <p>Is there an option to join a small independent MAT – Governors noted this is unlikely – JP noted that the Diocese is in discussion to form an 11<sup>th</sup> MAT, but too few details are available.</p> <p>Concerns were raised about joining a larger organisation.</p> <p>Why are we looking to change something that is working and is successful.</p> |
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|    | <p>Concerns were expressed as to how parents would be engaged in the process so that anything decided is not seen as “being done” to them.</p> <p>Concerns were raised over the process and its effect on Staff – governors noted the TUPE process but recognise that confidence in this and what happens later is not necessarily high with staff</p> <p>What is the confidence level that MTS can successfully take on more schools and especially small rural schools – governors need to see much more detail than currently on offer to convince them this is a right move.</p> <p>Unlike some areas we have good support from the LA so the need to do “something else” is not a priority.</p> <p>What is going to be the benefit to pupils – much more information required to demonstrate this would be positive.</p> <p>Governors asked what other local schools were doing and noted that the school does work very closely with others – thus realising some of the benefits a MAT might bring, as teaching experience and expertise is already being shared.</p> <p>What would we gain from Academisation.</p> <p>Governors noted that any decision must not be rushed.</p> <p>How do we know the date of 2025 is “given” when similar Policies “forcing” schools to convert, have been scrapped.</p> <p>Governors noted that once Academisation has taken place – there is no going back.</p> <p>Governors unanimously decided that at this stage a move to academy status was not in the best interest of the school</p> <p>Governors agreed that –</p> <p>There is a degree of concern about joining a MAT.</p> <p>No speedy decisions should be taken,</p> <p>Further debate needs to take place and concerns followed up – but – there is a significant lack of detail at present to address many of the issues raised tonight.</p> <p>Governors concluded that there is no current urgency to decide and that the planned meeting in February 2022 to explore further should be cancelled. Governors agreed that the issues around academisation needed to be kept under review and discussed further at future meetings.</p> |
| 11 | <p><u>Parental Engagement.</u></p> <p>TW requested a governor to act as “Link” for this. BL has agreed to take on this role that is linked to the SSDP to establish and maintain positive relationships with parents.</p>   |
| 12 | <p><u>Policies to approve:</u></p> <p>Governors considered the following Policies -</p> <p>H&amp;S policy –</p> <p>JP and GS noted that JC would become the H&amp;S Link Governor.</p> <p>Q: What action is being taken over safety in relation to the road outside the school following concerns raised by pupils and parents. TW noted the invites extended to the local PCSO to discuss – that these have failed to materialise – TW noted a further invite to x2 PCSOs has been made to discuss further with Y6 pupils.</p>   |

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|          | <p>TW noted the H&amp;S policy has been reviewed with Dale Barton – NYCC H&amp;S Officer.</p> <p>Complaints Procedure –</p> <p>TW briefed governors on this standard policy incorporating the latest updated from NYCC including the addendum of -</p> <p>Managing serial or unreasonable Complaints Procedure.</p> <p><b>Q: Do all schools have this. TW confirmed this was so and is on the NYCC portal.</b></p> <p>Governors discussed the practicalities of having this in place and agreed that it should not be published on the school website and be available should the need arise due to possible misperceptions over it being in place.</p> <p>Governors requested greater clarity to be made over roles and responsibilities should an investigation be made into a complaint into the HT or SLT – that the governor undertaking initial investigation <b>cannot</b> sit on the Complaints Panel.</p> <p><b>Action: TW to update and circulate revised document.</b></p> <p>Governors approved the following Policies:</p> <p>H&amp;S policy</p> <p>Complaints Procedure</p> <p>Managing serial or unreasonable Complaints Procedure</p>   |
| <b>C</b> | <b>Other Business – for information</b>   |
| 13       | <p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>GS updated governors on the Wellbeing course, run by NYCC, that she and the lead member of staff have attended. GS noted they will meet next term.</p> <p>GS updated governors on progress with recruiting a new vicar to the Parish. Having not made an appointment following recent interviews, a new advert has been placed and, as the parish is now larger, it is hoped to make an offer following the next round of interviews. GS confirmed that links to the school were part of the interview process.</p> <p>JP noted that a recent Governance Audit had highlighted the need for the school to keep contact details for all Governors in case of an emergency or Ofsted visit. TW noted he would keep and have access to this and asked governors for their permission to hold these details. Governors were happy to supply details for this purpose.</p> <p><b>Action: All to send to Clerk.</b></p> <p>AS briefed Governors on the meeting of the Pay Committee on 25<sup>th</sup> November 2021 at which the recommendations made by TW were approved.</p> <p>JP asked if any governor would be prepared to monitor the school website – another point raised during the governance audit – to ensure compliance. JP agreed to undertake this role.</p> <p>Discussion took place around meeting days and times as some governors were unable to attend all the meetings scheduled due to other commitments. It was agreed to review these</p> |

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|    | but that when planning the schedule for 22/23 days would be rotated to give everyone best opportunity to attend.<br><b>Action: HT/JP/Clerk</b>   |
| 14 | <u>Correspondence</u><br>None to consider.   |
| 15 | <u>How has this meeting impacted on the welfare and progress of our pupils?</u><br>Budget information reviewed to ensure pupils get the best opportunities<br>Catch-up arrangements<br>HT report scrutinised   |
| 16 | <u>Date of next Meeting and Close</u><br>JP confirmed that the meeting due on 9 <sup>th</sup> February 2022 would not take place.<br>The next meeting is on 14 <sup>th</sup> February – FGB (Curriculum) in school at 1.30pm.<br>The meeting closed at 20.00 |

Dates of Future Meetings.

14/02/22 - 1.30pm - FGB (Curriculum)

16/03/22 - 6.00pm - FGB (Finance and Resources) – **PLEASE NOTE REVISED DATE**

06/04/22 - 6.00pm – FGB

09/05/22 - 6.00pm - FGB (Curriculum)

24/05/22 - 6.00pm - FGB (Finance and Resources) - Budget Approval

22/06/22 - 1.30pm or 6.00pm?? FGB strategy Meeting

13/07/22 - 1.3pm?? FGB