



Kildwick CE Primary School

Learning to live, Living to love, Loving to learn

Minutes from the Meeting of the FGB held,
via Google, on 1st December 2020 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 Quinn – 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)
David Horton -

A	Procedural Business
1	<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. Everyone was present. CA led the meeting in an opening prayer. All governors declared that they were in a secure and confidential environment.
2	<u>To determine whether other urgent business should be considered.</u> TW requested that the following items to be considered: Updated Pupil Premium Plan. New, temporary, TA role. Photocopier Procurement.

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> Discussion around the new TA post was agreed as confidential. Governors noted that some elements of the Safeguarding report may also be 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 17th November 2020 and matters arising from the minutes not otherwise covered by the agenda.</u> The Minutes from FGB (Finance and Resources), held on 17th November 2020 were unanimously approved by governors. Action: Clerk to arrange signing when practically possible. TW to file.</p> <p>Governors noted the need to update the SSDP with JP as Safeguarding lead and HB for Data. Action: TW</p>
B	Achieving our School Vision
6	<p><u>Curriculum Update – presentation by David Horton</u> A copy of the PowerPoint presentation being given had been circulated prior to this meeting. DH presented the Autumn Term Curriculum Update to give governors an understanding of what has been happening with the development of the curriculum and the changes made to accommodate plans in place for “lost learning”. DH highlighted the Curriculum Action Plan and described what has been completed since September. DH shared with governors what the subject leader’s folders will contain and that these would be stored on-line. Examples were given. DH noted the curriculum audit that had been undertaken and the results that had been RAG’d. DH briefed on the Recovery Curriculum noting the subjects that had been “stripped back” and listed the interventions in place and the additional lessons being given to whole classes. Governors were briefed on the subject overview for all individual subjects. DH highlighted certain points including the longer term plan for writing that would embrace a wider range of genres, the work with the Craven Partnership in science, the work in computing that has enabled the school to be well equipped for remote learning should this be required, discussion with pupils on cyberbullying and the approach to on-line safety. DH noted that MFL were not being taught this term and the changes in Art, DT and PE to accommodate the recovery curriculum. DH also highlighted the focus in PHSE on the effects of lockdown and the variations in how children have been affected and how they have settled back in to school this term. Q: with the on-going restrictions on visits into school, how can Link Governors fulfil their monitoring role. Governors discussed how best to do this without making more demands on staff time. GS noted that a conscious decision had been taken not to have Link Governors for all subjects but to make governors collectively responsible for some of the subjects apart from English and</p>

	<p>Maths where there are nominated leads. This may now need reviewing in light of current circumstances and the importance of the work that the new subject leaders in school are progressing. Governors agreed that virtual meetings should take place and that, to lessen burden on staff, a governor/s should be linked to a member of staff rather than a subject, and then monitor the subjects that the member of staff had responsibility for therefore covering more in one meeting.</p> <p>Action: TW to recommend links and write timetable of meetings</p>
<p>7</p>	<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>A copy of the Headteacher Report dated December 2020 had been circulated prior to this meeting.</p> <p>TW noted the format of the report that is aligned to how Ofsted structure their inspections. TW noted the information given on the return to school, catch up funding and assessments. TW note that the Sports Funding plan is to be updated, that swimming is currently not possible along with restrictions on extra-curricular activities in sport generally. TW highlighted the section “Quality of Education” and the approach to English that the school is taking - with a booklet to be sent to all parents in January detailing this to enable them to better support their children at home.</p> <p>TW noted the interest that Ofsted have in phonics, in the approach to reading and the importance attached to this. TW highlighted the changes in Music with a specialist being employed to support in this area.</p> <p>TW briefed governors on activities planned for Christmas to enable pupils to still celebrate in school – including KS1 Nativity and performances being professionally filmed in school and KS events being filmed in church.</p> <p>TW briefed governor on assessments and how these will feed into progress data and predicted outcomes for January. TW noted that good progress is being made. TW noted that Pupil progress meetings will be held.</p> <p>TW noted that staff PM meetings will take place by the end of this term.</p> <p>TW highlighted the meeting with HB on Pupil Premium and that the strategy document will be on the school website this week, TW noted that a compliance check on the school website has been conducted by NYCC and that issues identified have been corrected.</p> <p>Staff training via on-line courses/updates continues with all staff participating. TW noted the amount of engagement during the closure period.</p> <p>Q: how is TA time allocated- is it spread across classes. TW noted that TA time is allocated according to need in class rather than just shared out and gave examples of how this works.</p> <p>Governors discussed how best to evidence the implementation of the SSDP and progress against termly milestones noting that hard data and clear examples may be needed to back up any commentary and that exception reporting explaining why some milestones have not been met and ongoing mitigation would be particularly helpful.</p> <p>Governors discussed how best this can be demonstrated in a succinct manner in particular pupil progress against FFT targets. TW explained how staff used assessment data and that there was much detail that governors don’t need to know.</p> <p>Q: are termly milestones in place for pupil progress. TW noted that these were and how assessment outcomes were used in pupil progress meetings to determine targets.</p>

	<p>Governors agreed that they do need an overview of this process showing intended outcomes and progress towards these on a termly basis.</p>
8	<p><u>Safeguarding – to receive an update on monitoring</u> A copy of the Safeguarding Report dated 22nd October 2020, completed by JP, had been circulated prior to this meeting. Q: are governors up to date with training. TW confirmed this was so.</p> <p>JP noted that the Child Protection Policy had been re-visited and some minor tweaks made. JP noted that there is a recommendation that consultation with parents is undertaken when adopting this policy. Governors agreed that such consultation should take place. TW confirmed that Policy would be on the website and that an e-mail would be sent to all parents inviting comments. Action: TW</p>
9	<p><u>Parental Engagement</u> TW and LS updated governors on work to further engage with parents and the plans for a Parents Forum to be held in the Spring Term. Q: how is communication with parents in these changed times, being received. TW noted that whilst face to face contact is now minimal, communications via e-mail and letter continue and are well received.</p> <p>TW noted that parents have the school e-mail address of their children’s class teacher and that this is being used to maintain contact . TW and DA noted the priority being given to ensuring that new parents whose child does not have siblings in school and those with SEND are kept in touch with regularly. Discussion took place as to how a Parents Forum could be held virtually and it was agreed that TW would investigate the use of Google-chat for this. It was noted that 49 attendees can be on this. Action: TW Q: has there been any complaints or negative feedback on how communications are being handled under the present circumstances. TW explained that there had been some issues raised following the events that caused children to be sent how to self-isolate and that all protocols and procedures described by the DfES had been followed and that the communication around this complied with official guidance. TW noted that following this feedback a further letter was sent immediately to clarify the circumstances that led to children having to self-isolate</p>
C	Other Business – for information
10	<p><u>To deal with any matters agreed for consideration under item 2 above.</u> <i>Please also refer to confidential Minutes.</i> A document outlining proposals and costs associated with a new photocopier contract. TW noted the very high cost of the contract that had just ended and the impact this had on the budget. TW noted the three quotes obtained and that these were being vetted by the legal team at NYCC. TW explained the background to the quotes and that all three providers already served local schools and came recommended. Whilst these quotes may not be the</p>

	<p>cheapest, they are a vast improvement on current spend and, importantly, provide good service levels.</p> <p>Q: how do costs compare to budget figures. TW noted he would investigate with the Bursar but that there was a saving and the budget did reflect the former contract ending. TW to give feedback on 8th Feb.</p> <p>Action: TW</p> <p>A copy of the updated Pupil Premium Strategy Plan had been circulated prior to this meeting. TW briefed governors on the changes made following conversations with HB and how additional tracking data was now included.</p>
11	<p><u>Correspondence</u></p> <p>None to consider.</p>
12	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Governors noted the information received through the safeguarding report, discussions around a new TA post, information on “closing the gap”, Pupil Premium plans and the Autumn Curriculum update.</p>
13	<p><u>Date of next Meeting and Close</u></p> <p>Governors noted the next meeting on 8th February 2021.</p> <p>TW shared a short video of the school with governors. As prospective parents are still unable to visit the school as short film has been made to give a 360degree tour of the school. TW outlined plans for this to be added to next year to include interviews with pupils, school council, maybe a governor and the headteacher.</p> <p>The meeting closed at 19.50</p>

Dates of Future Meetings.

Tuesday 9th February 2021 at 18.00 (FGB Finance and Resources)

Tuesday 2nd March 2021 at 18.00 (FGB Curriculum)

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)

Monday 21st June 2021 at tbc (Strategy Meeting)

Tuesday 29th June 2021 at 18.00 (FGB)