



Kildwick CE Primary School
Learning to live, Living to Love, Loving to Learn

Minutes of the Meeting of the FGB (General) held in school on 6th April 2022 at 18.00

Present:

Christine Anderton – Foundation Governor (CA)
Donna Akrigg – Staff Governor (DA)
Howard Barton – Parent Governor (HB)
John Perry – LA Governor (JP)
Geraldine Sands – Foundation Governor (GS)
Alex Swinton – Foundation Governor (AS)
Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<u>Welcome, introductions, opening prayer and consideration of absence</u> JP opened the meeting at 18.00, welcoming all present and thanking them for their attendance. Apologies received from Cameron Quinn, Jackie Craven, Jo Gostling and Ben Lazenby - Consented. AS led the meeting in an opening prayer.
2	<u>To determine whether other urgent business should be considered.</u> Update on governor vacancies in September Academisation Charges – letter from NYCC Request for a governor to assist with SATS moderation on 9/10 and 12 th May
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> Possibly aspects of Safeguarding report.
4	<u>Declaration of interest on any agenda item.</u> None declared.

5	<p><u>To approve the Minutes of the FGB meeting held on 16th March 2022 and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>Governors approved the Minutes from FGB (Finance and Resources) held on 16th March 2022.</p> <p>TW noted that, due to his being on Jury Service, a number of actions will carry forward.</p> <p>Actions:</p> <p>TW to meet with Toni Birch to detail review Budget Monitoring reports re overspends.</p> <p>TW/TB to review available monies for Laptop purchase.</p> <p>TW to contact NYCC re C2 reconfiguration.</p> <p>TW to liaise with school cook re enhanced Menu opportunities.</p> <p>TW/Y6 to produce Road Safety Video.</p> <p>TW to arrange independent audit of voluntary funds.</p> <p>TW confirmed that the SFVS for 2021/22 had been submitted to NYCC. TW noted that the amendments discussed to the Business Continuity Plan and Lockdown Procedures (Item 14) – had been actioned.</p> <p>Governors who have not completed the Skills Audit questionnaire are reminded to return to GS – GS to collate and report.</p>
B	School Improvement
6	<p><u>Chair's update</u></p> <p>JP gave an update on actions/activities undertaken as Chair. These include: Meeting with HT and Clerk, contact with Diocese over Strategic Planning, Meetings with HT, completion of HT mid-year PM review, attendance at Diocesan network meeting for Chairs, SLT briefing and workshops.</p>
7	<p><u>Headteacher Report</u></p> <p>The following documents had been circulated prior to this meeting –</p> <p>HT Report</p> <p>B&ASC P&L document</p> <p>A year of Sporting Achievement</p> <p>Visit report by Heather Russell dated 23/11/21</p> <p>Koboca Sports Survey responses</p> <p>Education White Paper dated March 2022</p> <p>Pupil Progress Information</p> <p>Staff Wellbeing Survey dated January 2022.</p> <p>TW noted that the new format to the HT report – as discussed on 16th March – should be available from the Summer Term</p> <p>TW invited questions and comments on his report.</p> <p>JP suggested that, in future, governors may wish to comment and submit questions on the HT report prior to the meeting to enable TW to give considered replies.</p> <p>Action: All.</p>

	<p>Q: There is an increase in pupils being taken out of school for Term Time Holidays – what is the impact of this. TW noted that there had been a noticeable increase in parents requesting that their children be given permission to be absent whilst they are on holiday during term time. TW noted that the school is unable to prevent this, that permission is not granted, and any absence recorded as “unauthorised”. TW described some of the circumstances leading to increased requests – often as a result of holidays being cancelled previously due to Covid/travel restrictions – and that whilst sympathetic to this the school cannot condone absence in such circumstances. TW noted that there has been an increase in the number of pupils taking odd days of absence and that these are tracked and followed up as appropriate. Governors discussed attendance and agreed that a letter should be sent to parents, on behalf of the Governing Board, to remind and stress the importance of regular attendance, that this is not just about learning but also to highlight what else is gained other than the curriculum – e.g., social aspects.</p> <p>Governors noted the negative impact increased absence has on pupils and staff who are in school.</p> <p>Governors agreed that the approach to attendance before September 2022 should be back to how it was “pre Covid”.</p> <p>Action: JP to send letter after Easter Holidays</p> <p>Q: What about persistent absence – are there reasons. TW confirmed how the school tracks/monitors and follows up on those whose absence is “of concern”. TW noted that the situation is improving but that Covid continues to have an effect on these figures – both on pupils testing positive and also having to isolate as others in their household have tested positive.</p> <p>Q: Are Covid related absences being reported appropriately. TW noted this should happen but would confirm as this if not – this may have an adverse impact on headline figures.</p> <p>Action: TW</p> <p>Q: SEND Pupils absence seems high. DA noted that with a small number of pupils on the SEND register just one absence will show as a high percentage – DA confirmed that there is no undue cause for concern and absence here is monitored closely.</p> <p>TW drew attention to the Koboca Sports Survey and to the separate information on Sporting Achievements. TW noted the pride the school has in the variety of sports offered to all pupils – of the numbers who participate and of the achievements of all pupils. TW noted the introduction of a Girl’s Football Club in the Summer Term and the expansion of the running club to embrace Reception and KS1 pupils.</p> <p>Q: Are all KS2 pupils able to be involved in the running club. TW confirmed that all pupils can join this club – it is totally inclusive. TW also noted that all those who wish to participate in competition are able to do so.</p> <p>Q: Do you have records of participation by PP and SEND pupils. TW confirmed this data is available – and available for all clubs not just sporting. TW noted that SEND pupils are given priority for all clubs and also noted that no one is or can be made to participate.</p> <p>Q: Is the walking bus still thriving – will the days it operates be extended further. TW noted the numbers using this on both Mondays and Thursdays – both are successful and yes, further expansion will be explored.</p>
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	<p>JP noted the results of the Ofsted Parent View results – a link to which was included in the HT report. Governors discussed the number of those submitting views and the negative comments received. Though overwhelmingly positive governors noted the need to maybe reinforce the avenues parents can use should they wish to make any comment – be it positive or negative.</p> <p>Governors noted the results of the online safety questionnaire and asked that TW give feedback to parents on this.</p> <p>Action: TW</p> <p>DA tabled the results of the latest SEND parental questionnaire and highlighted questions that had been asked. The majority of responses were “strongly agree” or “agree” with some positive supportive comments also being made. DA noted the new term “POP” Pupil Overview of Provision that has replaced “IEP”.</p> <p>DA confirmed the meeting with JG (SEND Governor), and that the attendance of SEND pupils was monitored. DA briefed governors on the progress made by SEND pupils and how this is measured in “steps” – with most making 1-2 steps progress which is good and expected. DA confirmed the actions taken for those who have not made the progress expected.</p> <p>Q: Are the 1-2 steps progress to be made over a year. DA confirmed that the progress goals are set for a term and are measurable.</p> <p>DA highlighted the collaborative work with Cowling and Carleton and with ADYSS. DA briefed governors on the monitoring of SEND provision undertaken by ADYSS and how the feedback was developed and delivered as CPD for all staff. DA noted that as part of the monitoring ADYSS had spoken with all SEND pupils. DA also highlighted the work with Gargrave school on phonic interventions and the how the learnings taken from this will be used – including more work with individuals rather than groups.</p> <p>DA confirmed that ADYSS had reviewed the POP for every child, and this was discussed with DA. DA confirmed that Interventions would be reviewed post Easter.</p> <p>Q: With regard to the Staff Wellbeing Survey – is there anything that governors can do to further support in this area. TW requested that this be an item on each FGB agenda. GS is the Wellbeing Governor – GS noted training undertaken and that visits to meet with staff are planned.</p> <p>Governors noted the generally positive comments and agreed the need to monitor and for this to be an ongoing process, that there is a need to create a culture to support wellbeing rather than a “one off initiative” and discussed how this may look and what support could be given.</p>
8	<p><u>Safeguarding (to include Community Focus, Post-Covid Attendance and Term time Holidays)</u></p> <p>The following documents had been circulated prior to this meeting –</p> <p>Copy of Safeguarding Visit by JP – 08/03/22</p> <p>Online safety questionnaire – Parental responses</p> <p>Responses by pupils to safeguarding questionnaire.</p> <p>JP noted that post-covid attendance and term time holidays had been discussed earlier in the meeting.</p> <p>JP highlighted the community context of Safeguarding and highlighted concerns raised over online gaming, the use of Social Media and road safety.</p> <p>Action: TW to feedback on the schools response to these issues.</p>

9	<p><u>Governance Audit</u></p> <p>The following documents had been circulated prior to this meeting –</p> <p>Governor Healthcheck dated 03/12/21</p> <p>Governance Audit action plan</p> <p>Policy Review Schedule</p> <p>JP referred governors to the Governance Healthcheck undertaken by NYCC in December 2021 and the resulting action plan to address issues noted within this. The main areas for improvement are Governor Monitoring – whilst the school benefits from a range of external monitoring, Governors must also do more of their own validation. JP noted that this will be discussed further at FGB in May.</p> <p>TW noted that a Policy Review Schedule had been produced and that staff are being made aware of all Policies that are approved by the GB and what this “means for them”.</p> <p>JP confirmed that all points highlighted in the Healthcheck are being addressed.</p>
10	<p><u>“Greener Governance”</u></p> <p>Four documents published by NGS and NAEE relating to Greener Governance had been circulated prior to this meeting.</p> <p>JP asked that governors consider – “Should Kildwick ‘sign up’ to the NGA greener governance pledge, on environmental sustainability”.</p> <p>JP noted that for the academic year 2021/22 governing boards are asked to ‘sign up’ to the greener governance pledge to:</p> <ul style="list-style-type: none"> ● reduce carbon at their school. ● put their school’s contribution to environmental sustainability on the agenda. ● ensure a plan is developed to make this happen in 2022... and by extension beyond 2022. <p>Governor discussed what this might mean for the school and agreed that the Board should sign up to this and noted that pupils were already very aware of environmental sustainability.</p> <p>Q: What impact might this have on staff workload. Governors discussed this and concluded that anything resulting from the pledge must be meaningful and manageable – and should not become a “tick-box” exercise.</p> <p>Governors discussed the best way to progress and agreed that the SSDP should include a strand relating to Greener Governance – should have a named Link Governor – should have pupil involvement and must be taken at a pace that staff can manage.</p> <p>TW confirmed that environmental issues had been addressed before with pupil focus groups – these activities were among those impacted by Covid restrictions. There is an opportunity to build on works and discussions already taken place and there was an opportunity to tap into other funding sources to further work.</p>
11	<p><u>Governor visits/SIP monitoring</u></p> <p>Copies of Link Governor visits for Maths, Computing, Science and Music had been circulated prior to this meeting.</p>

	<p>JP referred to the SSDP – in particular element 4 “to extend and embed a broad inspiring curriculum”. JP noted Governor’s role and responsibility for monitoring this. Governors noted the Link Governor visits that had been made to date and those areas that need further attention.</p> <p>AS reminded governors of the “guide to visits” document and the summary documentation that must be completed as evidence of monitoring. Governors agreed that this must be shared with staff and TW and to be aware of the burden being placed on staff – meetings/discussions must not be onerous – it must be a positive experience and is not to be likened to an Ofsted style inspection!</p> <p>Governors discussed the approach to be taken – how to structure visits and meetings as this is another angle on monitoring – there is a balance to be struck.</p> <p>Governors agreed to conduct a more detailed review and discussion of monitoring at FGB on 9th May.</p> <p>Action: All to ensure visit monitoring is up to date by 9th May.</p> <p>In conclusion to discussions on monitoring, governors noted the ongoing impact that Covid is having on some areas of the curriculum.</p>
12	<p><u>Governor website review</u></p> <p>A copy of the website review dated March 2022 had been circulated prior to this meeting. JP referred to the website audit undertaken and highlighted the expectations of both the DfE and Diocese as to what should be contained on this. JP noted the recommendations made for TW to follow up and the one point that needs actioning asap – information as to how a paper copy of any document on the site can be obtained from the school.</p> <p>JP noted some missing/inaccurate information relating to the Parish Links and suggested TW and the PCC may want to review these areas.</p> <p>Action: TW/GS/AS/CA to review.</p> <p>JP also noted that he had looked at other school’s websites and that Kildwick compares very favourably with others.</p>
13	<p>Policies to consider:</p> <p>Governors approved the Workplace Health and Wellbeing Strategy.</p> <p><i>DA left the meeting at 19.35.</i></p>
C	<p>Other Business</p>
14	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>JP briefed governors on vacancies likely to exist in September – x2 Foundation Governors step down at the end of this school year along with x1 Co-opted Governor. GS noted that there is still high expectation that a new Vicar will be appointed to fill x1 FG vacancy. The Dioceses is aware of the other FG vacancy. JP noted the various websites that can be accessed to fill vacancies with candidates who have expressed an interest to become a governor – and also noted that distance could be a limiting factor on who might actually become available. Governors were encouraged to spread the word over the vacancies.</p>

	<p>GS noted the importance of having the results from the Skills Audit available before appointing.</p> <p>Action: GS to present results of Skills Audit at the end of May.</p> <p>JP highlighted that the post of Vice Chair would also become vacant in September along with a number of Link Governor roles – including Curriculum, SEND and EYFS. Governors agreed to review these at FGB in July.</p> <p>TW noted a letter received from NYCC highlighting the increase in the charge made to any school voluntarily converting to an Academy – that this will be £5890.00 as of 01/04/22.</p> <p>TW made a request for a governor/s to assist with SATS moderation on 9/10 and 12th May. Sessions start at 09.15 and the time required would be for no longer than an hour. CA and JP volunteered.</p> <p>Action: Any other governor/s willing to support – please e-mail Tim.</p> <p>Governors agreed that the FGB meeting on 22nd June would start at 17.30 with Google meet available for those wishing to join remotely. JP noted that information would be circulated prior to this meeting to give anyone unable to attend the opportunity to comment.</p>
15	<p><u>To consider – “what impact have we had for pupils at this meeting today”</u></p> <p>Discussion on Greener Governance that relates to pupil concerns and previous engagement on this topic.</p> <p>Safeguarding – in particular the Community context.</p>
16	<p><u>Date of next meeting and Close</u></p> <p>Governors noted the date of the next meeting – FGB (Curriculum) on 9th May 2022.</p> <p>JP thanked everyone for their attendance and contributions.</p> <p>The meeting closed at 19.50</p>

Dates of Future Meetings:

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

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

22/06/22 – 5.30pm 1.30pm - FGB strategy Meeting – **Please note time!**

06/07/22 - 1.3pm? – tbc - FGB