



Kildwick CE Primary School

Learning to live, Living to Love, Loving to learn

Minutes from a Meeting of the FGB held,
via Google, on 14th September at 18.00

Present:

Jo Gostling – Co-opted Governor (JG)

John Perry – LA Governors (JP)

Cameron Quinn – Co-opted Governor (CQ)

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	<u>Welcome, Opening Prayer and consideration of absence</u> The Clerk opened the meeting at 18.00. Apologies had been received from Donna Akrigg and Christine Anderton. Consented. GS led the meeting in an opening prayer.
2	<u>To agree the terms of office of the Chair</u> Governors agreed that the term of office for the Chair should continue as 12months. <u>Election of Chair.</u> Nominations had been invited for the post of Chair of Governors prior to this meeting. GS had indicated willingness to fill this post. Governors unanimously elected GS as Chair of the Governing Board. Gs noted the need for succession planning and urged fellow governors to consider taking on the role in the future noting support and training courses that are available.
3	<u>Election of Vice-Chair</u>

	Nomination for the post of Vice-Chair had been invited prior to this meeting. AS had been nominated and governors unanimously elected AS to fill this position.
4	<u>To determine whether other urgent business should be considered.</u> None identified.
5	<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> None identified at this point.
6	<u>Annual Requirement to Complete:</u> a) Register of Interests. Due to the ongoing restrictions governors were unable to physically complete this document. Governors in turn confirmed they had none to declare. Action: Clerk to obtain signed forms when practical and possible. b) Register of Hospitality Due to the ongoing restrictions governors were unable to physically complete this document. Governors in turn confirmed they had none to declare. Action: Clerk to obtain signed forms when practical and possible.
7	<u>Reminder of the need to declare interests, pecuniary or non-pecuniary.</u> Governors were reminded of their responsibility to declare interest in any agenda item when appropriate.
8	<u>Reminder of Declaration of Eligibility to serve as a Governor</u> Governors were reminded of the Declaration that they signed as part of the process of becoming a governor and of their responsibility to highlight if any circumstances change that means they are no longer eligible to serve. Action: Clerk to circulate form as a reminder.
10	<u>Committees: To determine the committees that are to be established:</u> Governors discussed the Committees to be established and agreed the following - Staff Discipline - to consist of x3 Governors when required to be chosen from a pool of all Governors. Staff Appeal - to consist of x3 Governors when required to be chosen from a pool of all Governors. Pupil Discipline - to consist of x3 Governors when required to be chosen from a pool of all Governors.

	<p>Complaints - to consist of x3 Governors when required to be chosen from a pool of all Governors.</p> <p>Pay – to comprise TW, GS, AS and JG.</p> <p>Governors agreed that the Terms of Reference for these Committees are reflected in those set out within the Code of Conduct and Standing Orders documentation.</p> <p>Governors agreed that the Pupil Discipline, Staff Discipline, Staff Discipline Appeals, and Complaints Committees be given full delegated authority in respect of their terms of reference.</p> <p>Governors agreed the practice for electing Chairs and Vice-Chairs of committees to be an election on the occasion of that Committee having to meet.</p>
11	<p><u>To appoint membership of the committees</u></p> <p>Please refer to item 10.</p>
12	<p><u>To appoint (Link) Governors with specific responsibilities:</u></p> <p>Governors agreed the following Link Governors:</p> <p>SEN Governor - JG</p> <p>Child Protection Governor/Safeguarding Governor – GS/JP</p> <p>Health and Safety Governor - JL</p> <p>Induction Governor - GS</p> <p>EYFS – JG</p> <p>Before/After School Clubs – JL</p>
13	<p><u>To appoint the Headteacher’s Performance Management Group</u></p> <p>The following were agreed to form the HT Performance Management Group – GS, AS and JG. Governors noted that an external adviser would also be included when they met.</p>
14	<p><u>To confirm:</u></p> <p><u>The Budget Management Policy</u></p> <p>TW briefed Governors on the Budget Management Policy for 2020/21 noting the few changes to the document.</p> <p>Action: TW to circulate – All governors to comment by 25th September</p> <p>Governors agreed the scheme of delegation to the Headteacher to remain unchanged at £5K.</p> <p><i>Note – following the meeting it was identified that the scheme of delegation was £10K – increased to this amount in September 2019 and recorded in the Minutes as such.</i></p>

15	<p><u>To agree the Governing Body Code of Practice and Standing Orders (and re-sign)</u> Governors were encouraged to familiarise themselves with these and to highlight any changes that are required. Action: Clerk to obtain signed forms when practical and possible.</p>
16	<p><u>To remind the Governing Body of the ethos of the School and review if necessary</u> GS noted that Kildwick is a Church of England School and that it should promote its' Christian character and that this is reflected in the vision and values set out in the SSDP.</p>
17	<p><u>To approve the Minutes of the previous meeting held on 6th July 2020 and consider any Matters Arising not covered by this agenda.</u> Governors unanimously approved the Minutes of the meeting held on 6th July 2020. Action: Clerk to arrange for signing when practical and possible. TW to upload on to website and file when possible.</p> <p>TW noted that the buddy arrangements were in place for the new starters but that this was virtual to prevent mixing of bubbles. TW confirmed that additional funding allocated to support pupils post closure.</p>
B	School Improvement
18	<p><u>Headteacher update</u> TW briefed governors on the re-opening of school this term explaining how the "bubble" system was currently operating and the reasoning behind the decisions. Generally speaking, the plans put into place are working well with excellent compliance by pupils. TW explained the staggered arrival times for pupils and the measures around this. TW noted the school is reacting to requests from parents to accommodate varied start times for siblings. TW noted some changes to lunchtimes that had been made following a review of current arrangements- this will result in all pupils now eating in the dining hall. TW gave an overview of lunchtime supervision arrangements and how enhanced cleaning and handwashing routines are being carried out.</p> <p>TW highlighted a visit from a parent, who is also a nurse at Airedale Hospital, who gave a superb demonstration and presentation on the most effective way to wash your hands.</p> <p>TW noted that staff are underway with pupil assessments in preparation for a "reverse" parent's evenings to be held w/c 28th September. TW explained that this was sooner than usual and noted that all contact will be either via phone or e-mail and would lead to targeted interventions to ensure all pupils were "back to where they should be" as soon as possible. TW briefed governors on how this support would work, led by Gill Manthorp in the role of Intervention Leader.</p>

	<p>TW noted the forthcoming advertisement for a 15hr TA post due out this term.</p> <p>TW highlighted the observations that the new Reception Class was settling in well but that there were issues with language that could be attributed to the current situation and limited Nursery contact.</p> <p>Q: How many pupils are in Reception. TW advised there are currently 19 with further enquiries from prospective parents for their children to join in-year.</p> <p>Governors discussed the impact of further new pupils and that it might be that the school becomes oversubscribed. Governors noted the need for a cautious approach as too many pupils could have a negative impact on the school experience for all.</p> <p>TW noted that Joel Pearson has resigned and joined a teacher Training Programme. TW is covering some of the extra-curricular clubs/activities that JP ran. TW noted that J should return as a Student Teacher in January 2021.</p> <p>Governors were updated on the Before/After School clubs. These are now running again though with reduced attendees. TW noted that this is due mainly to more parents now working from home.</p> <p>Q: How many are attending. TW noted that numbers have been as low as 5 when this figure has been nearer 20 in the past</p> <p>TW noted that the PTA committee is looking to arrange events for this year albeit these will be impacted by social distancing measures.</p> <p>TW gave a detailed briefing on the learning provisions that the school will make should pupil/s and classes/bubbles have to isolate. TW noted the three stages with 1 being if a pupil is absent for three days, 2 being if a pupil is absent for more than three days and 3 being if a bubble has to be isolated. TW explained how support will be available via Google Classroom and for EYFS work will be set to be completed with an adult.</p> <p>TW noted that a letter explaining this will be sent to all parents and that the home/school agreement is also being updated to reflect this.</p> <p>Governors discussed various scenarios where a member or members of staff become ill and the effect this will have on school.</p> <p>TW noted that a member of staff will be on maternity leave as of January 2021 and explained the recruitment process to cover this.</p> <p>Governors expressed their thanks to all staff for the work and effort put in to ensure the successful re-opening of school this term.</p> <p>Q: As governors, we have responsibility for ensuring the wellbeing of staff as well as pupils- with the increased workload the staff are experiencing at the moment, is there anything extra that can be offered to support them. TW acknowledged this and agreed to highlight any opportunities should they become apparent.</p> <p>Action: TW</p>
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	<p>TW highlighted to governors that Ofsted are now conducting visits again and that full inspections will recommence in January 2021. TW noted that a team from HSE are also now undertaking inspections.</p> <p>Q: Will there be a celebration of the works undertaken in the playground over the summer holidays. TW noted the plans to do this with photographs and an article to be include in a newsletter shortly.</p>
19	<p><u>To approve the SDP for 2020/21 and agree monitoring process (Link Governors)</u></p> <p>GS thanked TW for the work in producing the final version of the SSDP – final “tweaks” to take place following discussion between GS and TW.</p> <p>Governors discussed how to share out the monitoring of the expanding number of subjects that are becoming part of the broader curriculum development. As the governing body is small and most governors have a number of other lead roles, it is not possible to assign each subject to a different governor. It was agreed that AS would continue to lead on English and reading and that JP will lead on Maths to cover the core subjects. The remaining subjects will be shared between a defined team of curriculum governors yet to be agreed.</p> <p>ACTION: To agree the curriculum team at the next meeting in October 2020</p>
20	<p><u>Policies to approve:</u></p> <p>TW briefed governors on the changes in the Child Protection Policy reflecting guidance and comment from NYCC.</p> <p>Governors approved the Child Protection Policy.</p>
C	Other Business
21	<p><u>Governor Training</u></p> <p>Attention was drawn to the various training courses being offered by the Diocese and by NYCC as noted in the recent Governor Newsletter. Governors were reminded to contact TW/the School Office should they wish to attend any sessions.</p> <p>GS noted that a bespoke session for the GB looking at responsibilities within an Ofsted Inspection was still being pursued but that current restrictions were impacting on how this might be delivered.</p> <p>Action: GS to liaise with NGA re possibilities.</p>
22	<p><u>To deal with any matters agreed for consideration under item 4 above.</u></p> <p>GS noted that AS had been appointed by the Diocese as a Foundation Governor.</p> <p>TW updated governors on the election to fill the vacancy of a Parent Governor.</p> <p>GS noted that it may be an ideal time to review the Skills on the Governing Board and that the questionnaire would be circulated after half term.</p> <p>Action: GS</p> <p>Governors agreed that a focus and understanding of Data is increasingly required and that a Governor with the ability to review this area and report in “user friendly” language would be beneficial.</p>

23	<u>Correspondence</u> None to consider.
24	<u>Date of next meeting/s and Close</u> Governors noted that the next meeting would be FGB (Curriculum) to be held, via Google, on 26 th October. GS and TW noted a clash of dates for some meetings. Action: Clerk to circulate suggested new dates. The meeting closed at 19.40

Dates of Future Meetings.

Wednesday 21st October 2020 at 18.00 (FGB Curriculum)) – **Revised date**

Tuesday 17th November 2020 at 18.00 (FGB Finance and Resources)

Tuesday 1st December 2020 at 18.00 (FGB)

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) – **Revised date**