



## **Kildwick CE Primary School**

**Loving to learn, learning to live, living to learn**

Minutes from the Meeting of the FGB (Curriculum)  
held on 11<sup>th</sup> October 2021 at 18:00 – in School

**Present:**

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

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)  
Gill Manthorp – Interventions Leader

<b>A</b>	<b>Procedural</b>
1	<u>Welcome, introductions, opening prayer and consideration of absence</u> AS opened the meeting at 18.00, thanking all present for their attendance. HB, JG, and Clerk joined the meeting via Google. GS led the meeting in an opening prayer.
2	<u>To determine whether other urgent business should be considered.</u> Update on Parent Governor election and to confirm dates for additional training day in 2022.
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> Item 11 re HT Performance Meeting may be considered confidential.
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 8<sup>th</sup> September 2021 and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>A governor commented on Item 21 and the reason for delaying the Skills Audit. Governors agreed that this should be expanded to explain that undertaking this in December/January would enable new Parent Governors to participate.</p> <p><b>Action: Clerk</b></p> <p>Governors noted that items 6, 8, and 14 will need to be carried forward as not all Governors were physically present today.</p> <p><b>Action: Clerk</b></p> <p>Governors approved the Minutes of the FGB Meeting held on 8<sup>th</sup> September subject to item 21 being amended.</p>
<b>B</b>	<b>Achieving our School Vision</b>
6	<p><u>Curriculum, SEND, Recovery Programme, and Interventions – TW/DA &amp; GM update</u></p> <p>A copy of the SEND Information Report 2021 had been circulated prior to this meeting.</p> <p>GM briefed governors on the Recovery Programme operated within school and explained her role along with that of Jessica Morgan, (TA Support) and Kym Wilson, (Pastoral and Welfare Assistant). GM noted that KW concentrates on wellbeing of pupils.</p> <p>GM briefed governors on the numbers of pupils currently being supported through interventions and how these might differ by year/age group.</p> <p><b>Q: How are those being supported identified – is there a holistic approach or are interventions based on ability.</b></p> <p><b>GM explained that the range of factors used in identification noting there was much more involved that just results from assessment – teacher recommendation plays a significant role in identifying.</b></p> <p>GM noted how pupils are regularly reviewed and that the length of time interventions are in place are not fixed nor are the numbers of pupils involved – there is a very flexible/fluid approach.</p> <p><b>Q: Are the number of pupils involved and trends similar to other schools.</b></p> <p><b>GM confirmed that this was so – pupils in lower years/ages appear to have been impacted more and those entering Reception have noticeably fewer skills and less confidence.</b></p> <p>TW highlighted the study by the Education Endowment Foundation, and how this had fed into advice from the DFE, on the importance of interventions and how best to use – TW confirmed this advice was being followed.</p> <p>GM explained how social skills and self esteem are being supported in pupils – with KW taking the lead here and noted how pupils were identified for support in these areas.</p> <p>Governors recognised the importance of social skills and how “a lack of these” can adversely impact on learning.</p>

	<p>GM explained how group sizes differ and also how groups may be mixed for the benefit of those involved. GM explained the involvement of parents and how their feedback is sought and used.</p> <p>Q: In terms of funding, for how sustainable is this programme. For how long can we continue this.</p> <p>TW noted the monies received to enable this to be in place and explained how the strands including SEND and Pupil Premium funding have been considered alongside Recovery to maximise what can be in place.</p> <p>GM detailed some of the packages/programmes used in interventions including Nellie, Nessie, IDL and Fresh Start. GM explained what these were for – the ages/abilities targeted at and how/when progress was measured.</p> <p>GM noted the training undertaken by herself, KW and JM on understanding the various programmes to enable them to maximise support in the interventions.</p> <p>GM tabled the programme of interventions in place for this half-term.</p> <p>Governors noted the importance of the interventions being integrated within what is happening in classes</p> <p>Q: Are Class Teachers involved with discussions.</p> <p>GM confirmed that these took place regularly.</p> <p>Q: Is there scope for interventions to support talented learners.</p> <p>TW noted the challenges here and how more “conventional” interventions may not work and the more thinking “outside the box” would be needed to do this effectively.</p> <p>Governors thanked GM for her work and for enabling a more thorough understanding of how the Recovery Programme works and how interventions are being delivered.</p> <p>GM left at 18.45</p> <p>DA updated governors on the work around SEND provision at the school and referred to the information within the SEND report for 2021. DA noted that support from the LA is not as easily/readily available as before and noted the work undertaken with other local schools and with Claire Ashton, in reviewing provision and sharing best practice. Significant time has been spent of provision mapping and on learning passports. DA noted that meetings have been held with every class teacher and SEND child, DA has undertaken a “learning walk” and training sessions delivered.</p> <p>DA briefed governors on the work undertaken by school for those who are just below the threshold of being on the SEND register.</p> <p>Q: Is this report the same as on the school website.</p> <p>DA confirmed that there are inconsistencies and that a meeting is planned with JG to update these.</p> <p>Governors discussed the role of the SEND Governor agreeing that they should not be a point of contact for parents.</p> <p><b>Action: DA and JG to meet and update document for website.</b></p> <p>A governor asked that the Inclusion Policy is reviewed so that it is in step with the SEND document.</p>
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	<p>TW updated governors on the current Covid situation in school and the number of cases amongst staff and pupils.</p> <p>TW confirmed that the “full curriculum” is now being taught and reviews are now taking place – TW noted that Daisy Spence currently working on History and Geography topics and lesson plans.</p> <p>The new Phonics Scheme is in place and orders placed for the resources to support this. TW noted the outlay involved and that, despite orders being placed to time, there will be a delay in delivery due to overwhelming demand resulting in delivery delays and out of stock situations. TW confirmed that all staff have undertaken on-line training and that the new scheme will enable consistency across the school. TW detailed communication over the scheme including a parents evening to explain its workings.</p> <p>TW noted the meeting he and JP had been invited to – to meet with the SEA and a Principal Advisor – to be held in November and to include discussion around SEF, SSDP and HT Reports. This is an exercise to enable the LA to understand where schools are “at” to target support accordingly.</p> <p>TW highlighted that school trips are resuming and that after school clubs/extracurricular activities are underway noting Art, Cross Country, Football and Spanish.</p>
7	<p><u>Collective Worship</u></p> <p>A copy of the Diocesan Guide to Collective Worship had been circulated prior to this meeting.</p> <p>JP noted his meeting with the Diocesan Education Advisor the document that includes the Governors role/responsibility in Collective Worship.</p> <p>GS noted that the Collective Worship Policy is due for review and that the content within this would be considered as part of that review. Governors noted that aspirational message within the guide and that CW does need to be evaluated and discussion took place as to this being undertaken effectively.</p> <p>Governors discussed possible training needs for all involved in leading Collective Worship – including school staff.</p> <p>GS noted that the CW Policy will also need the approval of the PCC.</p> <p><b>Action: Review of CW Policy – TW/Foundation Governors</b></p>
8	<p><u>Monitoring &amp; Class visits - agreement/discussion on how best to undertake easily, efficiently and effectively.</u></p> <p>JP tabled a document updated with the Committee structure and membership and also Link Governor responsibilities.</p> <p>Discussion took place around how make links between staff and governors work most effectively in terms of time and outcomes. Conclusion was reached that a member of staff linked to a governor would enable this in the best way.</p> <p>Discussion took place as to how visits/communication/monitoring should happen and how this should tracked/recorded.</p> <p>Agreement was on having visits/monitoring on all FGB (Curriculum) and FGB meeting agendas.</p> <p><b>Action: Clerk</b></p>

	<p><b>Action: AS to monitor with separate folder on the shared drive for “filing” – AS to update visit “form”</b></p> <p><b>AS/JP to circulate final version of Link Governor responsibilities.</b></p> <p>Governors committed to undertaking one visit per term and that all will have completed Autumn Term visit prior to FGB on 8<sup>th</sup> December.</p> <p><b>Action: All</b></p>
<b>C</b>	<b>Other Business and information</b>
9	<p><u>Academisation communication from Diocese</u></p> <p>JP noted the communication from the Diocese of Leeds received at the end of September 2021 with reference to schools converting to Academies. JP noted that schools were being encouraged to actively engage in discussions over academisation and whilst there is no expectation for a school to “convert” – nor any firm timelines, as a Governing Board we should consider this communication and the content.</p> <p>JP noted that he would be meeting with TW shortly to understand the document in more depth.</p> <p>JP suggested that the document be circulated to all Governors for them to read and digest, and that a further discussion as to “what next” be held during FGB on 8<sup>th</sup> December with a view to identifying further information required so that informed discussions and decisions can be made. An additional FGB meeting to be held in Spring to progress further.</p> <p><b>Actions:</b></p> <p><b>JP to meet with TW</b></p> <p><b>JP to circulate correspondence from the Diocese – ALL to read prior to 8<sup>th</sup> December.</b></p> <p><b>Clerk to arrange further meetings in Feb/March 2022 for further discussion.</b></p>
10	<p><u>Policies to approve:</u></p> <p><u>A – no changes – carried forward:</u></p> <p>Subject to a rethink on the scope of the Inclusion Policy, (following comment by a governor), the following Policies were approved:</p> <ul style="list-style-type: none"> <li>Anti-Bullying</li> <li>Aut 21 Safeguarding</li> <li>Aut 21 Home/School Agreement</li> <li>Budget Monitoring</li> <li>E-Safety</li> <li>Exclusion</li> <li>Fire Evacuation Plan</li> <li>Inclusion</li> <li>Data Protection</li> <li>Use of Children’s Images</li> <li>Use of Sunscreen</li> <li>Use of the Peggy Wilson Playing Field</li> <li>Whistleblowing</li> </ul> <p><u>B – with changes:</u></p>

	<p>TW noted the link between these Policies and the bigger picture re Safeguarding and that a need for more detail around certain aspects had been identified. TW confirmed that NYCC templates had been followed in the writing of these Policies.</p> <p>Governors requested more time to digest and comment on these.</p> <p>Governors agreed to make final comments to TW by 22<sup>nd</sup> October so that these can be re-presented in November.</p> <p><b>Action: ALL</b></p> <p>Child Protection</p> <p>Children with Health Needs that Cannot Attend School</p> <p>CLA</p> <p>Peer on Peer Abuse</p> <p>Self-Harm</p> <p>Suicide</p>
11	<p><u>Headteacher Performance Review:</u></p> <p>JP noted that the annual Performance Review for TW had taken place and that a new set of objectives for 2021/22 for had been agreed. The appropriate pay progression award has been confirmed .</p> <p>JP noted that current circumstances had not allowed a face-to-face meeting.</p> <p>Governors thanked TW for his work and for achieving all target set.</p>
12	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>TW noted the resignation of Jamie Logan, thus creating a further Parent Governor vacancy.</p> <p><b>Action: TW to progress a further election to fill this vacancy – information to be in newsletter and to welcome applications in particular with those with an interest in H&amp;S.</b></p> <p>TW confirmed the election of Ben Lazenby as a new Parent Governor with effect from 12<sup>th</sup> October 2021.</p> <p><b>Action: Clerk to contact.</b></p> <p>TW noted the school now has a new NYCC Bursar and confirmed that Toni Birch would now be the point of contact.</p> <p>Governors approved the rescheduled Staff Training day in 2022 as 25<sup>th</sup> April 2022. (This being necessary due to the additional Bank Holiday being granted to celebrate the Queen’s Platinum Jubilee in 2022.</p>
13	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Discussion around Safeguarding and associated Policies.</p> <p>Discussion with Gill Manthorp and detail on interventions.</p> <p>Finalising of Link Governors and how monitoring will take place.</p>
14	<p><u>Date of next meeting, (also to agree meeting dates for Spring and Summer terms), and Close.</u></p> <p>Governors noted the date of FGB (Finance and Resources) on 15<sup>th</sup> November.</p>

	<p>Governors agreed the remaining dates of meetings scheduled in 2021/22.</p> <p><i>8<sup>th</sup> December 2021 – FGB</i></p> <p><i>14/02/22 - 1.30pm - FGB (Curriculum)</i></p> <p><i>14/03/22 - 6.00pm - FGB (Finance and Resources)</i></p> <p><i>06/04/22 - 6.00pm – FGB</i></p> <p><i>09/05/22 - 6.00pm - FGB (Curriculum)</i></p> <p><i>24/05/22 - 6.00pm - FGB (Finance and Resources) - Budget Approval</i></p> <p><i>22/06/22 - 1.30pm or 6.00pm?? FGB strategy Meeting</i></p> <p><i>13/07/22 - 1.3pm?? FGB</i></p> <p>The meeting closed at 19.50.</p>
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Dates of Future Meetings.

15<sup>th</sup> November 2021 – FGB (Finance and Resources)

8<sup>th</sup> December 2021 – FGB

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

14/03/22 - 6.00pm - FGB (Finance and Resources)

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