



**Kildwick CE Primary School**  
**Loving to learn, learning to live, living to learn.**

Minutes of the Meeting of the FGB (Curriculum)  
held on 7<sup>th</sup> June 2021 at 18:00 – via Google.

**Present:**

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> AS took the Chair and opened the meeting at 18.04, welcoming all present and thanking them for their attendance. AS led the meeting in a prayer. All governors declared they were in a secure and confidential environment. Apologies received from Christine Anderton, Cameron Quinn, Liz Snell, and Jo Gostling – consented. Jamie Logan was not in attendance.
2	<u>To determine whether other urgent business should be considered.</u> GS requested to update on the FGB Strategy Meeting. TW requested to update on the admin vacancy.
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> None identified at this point.
4	<u>Declaration of interest on any agenda item.</u> None declared.

5	<p>To approve the Minutes of the FGB meeting held on 25<sup>th</sup> May 2021 and matters arising from the minutes not otherwise covered by the agenda.</p> <p>These Minutes were not available due to the half term break – to be approved at FGB on 29<sup>th</sup> June.</p> <p><b>Action: Clerk</b></p>
<b>B</b>	<b>Achieving our School Vision</b>
6	<p><u>TW update:</u></p> <p>Prior to this meeting information and papers on the following had been circulated: Phonics, Reading, Spelling and PHSE.</p> <p>David Horton gave an overview of the new booklet on spellings to be sent to all parents. DH also noted his meeting planned with JP to review MFL, Maths and PE).</p> <p>DH explained the content of the booklet detailing what is being done in school and how parents can help at home noting that spelling has a whole school focus. DH highlighted the continued need to be close to spelling despite the increasing use of IT and the associated functions such as “spell check” – children can be held back if they are not confident with spelling.</p> <p>DH explained the aim to make spelling “fun” and described how testing is undertaken regularly for all year groups and tailored to that cohort. DH noted that the booklet is trying to make spelling easy for parents and to enable them to engage with confidence. using a mix of low tech and high-tech strategies.</p> <p>DH highlighted the “Spelling Shed” scheme and how this can be accessed at home to complement work undertaken at school.</p> <p>DH briefed governors on the links to phonics and how these benefits as the spelling test are not always the most appropriate method of reinforcement.</p> <p>A governor questioned when this would be sent out and how it would be “launched”. TW noted that the guide is aimed at parents and would be sent out within the next two weeks and launched alongside activities in school – the link to quality first teaching would be emphasised to gain support.</p> <p>A governor asked where this would fit in with the SSDP. TW noted that staff had highlighted spelling as an issue and that this would form a priority in the 21/22 SSDP and that this and the schemes in place would help evidence progress.</p> <p>A governor questioned if the meaning of words is being explained/noted anywhere. Dh explained how parents would be encouraged to use the words, to explain meanings and spelling to reinforce use by children in their vocabulary.</p> <p><b>Action: DH to include in booklet.</b></p> <p>DH briefed governors on the Healthy School Award scheme – (HSA) – a national award scheme managed locally by the LA, in this case NYCC. DH noted the aim to achieve a bronze award this year and to go for Gold next year. DH explained what has to be demonstrated in order to gain the award in the areas of Healthy Eating and Exercise. Areas that would be given as to what good looks like include – parental engagement, links to a number of</p>

	<p>curriculum subjects (Science, DT, PHSE, Cooking), Cookery Clubs, accommodation of various dietary requirements within school meal menus, Food Policy, use of the Community Garden, composting and provision of healthy snacks in pre/post school clubs. DH confirmed that the entry would be submitted on 26<sup>th</sup> June.</p> <p>DA briefed governors on the Reading Review that had taken place across school and on phonics. DA noted that the review was undertaken following concerns raised and highlighted these key points –</p> <p>The new reading scheme is now embedded across the school and is achieving positive results.</p> <p>Staff training has been undertaken with Heather Russell from NYCC as part of CPD.</p> <p>Heather Russell has also undertaken a review of phonics teaching and a long-term plan to improve this area has been written.</p> <p>More time is now given to staff reading to and with pupils and a review of books available to loan from school has been undertaken with the aim of providing more that may not normally be kept at home – to offer variety and diversity.</p> <p>Assessment process reviewed to ensure consistency.</p> <p>More children are heard reading in school.</p> <p>New schemes/methods/strategies employed to support language development – DA noted that there are a lot of “new schemes” available and that further consideration as to what is best for the school and pupils will be made in Autumn 21 as these need to fit with the school’s reading scheme.</p> <p>Guided reading in KS2 to keep pupils enjoying and interested in reading.</p> <p>Governors thanked DH and DA on their presentations. (DH left the meeting at 18.48.</p> <p>JP gave feedback on the Staff Inset day held on 28<sup>th</sup> May noting how it included all teaching staff, TAs, and lunchtime supervisors and how this inclusion was of great benefit. Embedding of the school ethos and Mental Health was discussed in the session JP attended along with Interventions and other “non-statutory” activities within a wider strategy to bring the school together for all pupils. JP noted the great benefits had from these and how they helped the school stand out.</p> <p>TW gave an update on “catch-up” progress with assessments to take place later this month and a detailed report to governors at the next FGB meeting in June.</p> <p>TW noted that a full range of after school activities was now in place including sports clubs, cookery, and art clubs.</p> <p>TW noted that uptake of places in the before and after school clubs is steadily increasing.</p>
7	<p><u>Governor monitoring of the 'loving to learn' success criteria on the SSDP.</u></p> <p>AS highlighted the difficulty facing governors with Covid restrictions continuing to restrict access into school. TW confirmed that the list of Governor/Staff links to cover all curriculum areas had been circulated. GS asked that all governors follow up with their “linked” member of staff before 21<sup>st</sup> June and to start a conversation so that an understanding of progress with Curriculum Development can be made.</p> <p><b>Action: All governors.</b></p>

	<p>Feedback from Parent Forum held on 21<sup>st</sup> May 2021 had been circulated prior to this meeting. TW noted the benefits of these sessions and that they were a great opportunity for constructive discussion on topics important to the school and for parents.</p> <p>A governor asked if these sessions could be used to obtain feedback on the SSDP – progress from a parental perspective and for future priorities. TW noted that the next forum is on 22<sup>nd</sup> June which is too late but that this idea will be put into practice.</p>
8	<p><b>Ofsted:</b></p> <p>The NYCC Document – “questions to ask around an inspection” – had been circulated prior to this meeting.</p> <p>Following the training session for governors facilitated by Heather on Ofsted and the e-mail sent to all by GS following her attendance at a NGA session on this, GS highlighted the importance that all governors are aware of what will happen and the questions that will be asked when the school undergoes an inspection by Ofsted and that the Governing Board is “ready”.</p> <p>Discussion took place over governor monitoring of the school website – currently no governor has responsibility for this. TW noted that there is a checklist to refer to and governors agreed that a governor should be undertaking spot checks to ensure relevance and ease of accessing information/documents.</p> <p><b>Action: If a governor is willing to do this, please contact GS.</b></p> <p>Discussion also took place around a parent undertaking this on behalf of the Board and this was considered another possibility.</p> <p>TW highlighted the proforma circulated that can be used to inform conversations between Subject Leaders and governors and used later if meeting with an inspector.</p> <p><b>Action: Clerk to re-circulate</b></p>
<b>C</b>	<b>Other Business and information</b>
9	<p><b>Policies to approve:</b></p> <p>Governors discussed the Food Policy.</p> <p>A governor asked what previous conversations had been held with parents re packed lunch content to ensure that the new guidance is well received. TW and DA noted the difficulties in monitoring what is brought into school and that this will be discussed at a future Parents forum as well as a “soft launch” of this new policy via the newsletter.</p> <p>Discussion took place on ensuring that the launch/introduction of the policy is not confrontational. TW noted it’s launch can be linked to the school applying for the “Healthy Schools Award” and undertook to do this within a newsletter.</p> <p><b>Action: TW</b></p> <p>Governors noted that there had been communication in the past re content of packed lunches/snacks brought into school with nuts and juices being specifically highlighted previously.</p> <p>A governor asked what communication is given to parents of new pupils to the school. TW noted this would be included in future information and highlighted that the take up of universal FSM was 100% for those ages eligible.</p> <p>Governors approved the Food Policy.</p>

	<p>TW highlighted some of the changes to the Relationships and Sex Education Policy with a new date now given for full implementation following delays due to Covid. The policy is now very clear as to what is being taught. TW and DA briefed governors on new resources being used to link to the PHSE curriculum with staff training recently completed. TW confirmed that content will be tailored to year groups and will be responsive to the cohort.</p> <p>TW noted that there has to be consultation with parents prior to the introduction of this policy and that detailed communication re lesson content would be made at the appropriate time.</p> <p>A governor asked if the policy title should include “Health Education” as it seems broader than just RSE. TW agreed that this can be actioned.</p> <p>Governors requested that the Policy be reconsidered once parental consultation had taken place.</p> <p><b>Action: TW/Clerk for 29/06</b></p> <p>DA noted the aim within the school to embed PHSE across all areas of the curriculum – especially Safeguarding and enabling children to feel safe in school.</p>
10	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>GS made suggestions for the next FGB meeting, which would have a focus on strategy. GS noted that to meet in person would be beneficial and proposed that the meeting on 21<sup>st</sup> June should be held at school – outside if possible but, if not, in the school hall with appropriate Covid-safety measures in place. GS suggested that, in order that the meeting is as productive as possible, that a number of actions take place by governors prior to the day. Governors to be familiar with the SEF.</p> <p>Governors to review the current SSDP and to “sign off” – or not – the elements that they had previously agreed to monitor. This to be achieved by a revised copy of this report being uploaded into the folder on the shared drive for the meeting date – this would have additional columns – one to enter Yes/No if that element had been achieved and one for any comment on that element.</p> <p>GS stressed that an element not being achieved was perfectly acceptable and the comment column should be used to explain this variance – in one sentence! (GS noted that the element may have become no longer relevant, may have been affected by covid/school closures in which case this needs to be clear)</p> <p>TW agreed to seek views for staff and parents on school priorities for 2021/22 and include comments from the recent Inset day.</p> <p><b>Action: TW</b></p> <p><b>Action: Clerk to upload revised SSDP document into meeting folder for all governors to access and update.</b></p> <p><b>Action: Clerk to upload SEF into meeting folder – all governors to read.</b></p> <p><b>Action: GS to e-mail all governors re meeting preparation.</b></p> <p>TW updated governors on the admin vacancy in the school office. The date for acceptance of applications has closed and interviews are planned for w/c 14<sup>th</sup> June – JP has agreed to sit on the interview panel – any other governor who would like to be involved, please contact Tim.</p> <p><b>Action: All</b></p>

11	<u>Correspondence</u> TW noted that, following the update of records for NGA membership, the school is now receiving the “Governing Matters” publications again – a copy will be available on 21 <sup>st</sup> June.
12	<u>How has this meeting impacted on the welfare and progress of our pupils?</u> AS highlighted the detailed presentation on Reading and Spelling and how these would have a positive impact. Discussions on the Healthy School Award and how elements will be integrated across school and clubs. Discussion on RSE that would enable this to be successfully implemented.
13	<u>Date of next meeting and Close</u> Governors noted the date of the next meeting on 21 <sup>st</sup> June at 17.00 – to last until 19.00. To be held at school – outside if fine – in the school hall, with appropriate measure in place, - if not.  The meeting closed at 19.42.

Dates of Future Meetings.

***Monday 21<sup>st</sup> June 2021 at 17.00 (Strategy Meeting) In School***

Tuesday 29<sup>th</sup> June 2021 at 18.00 (FGB)