



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

Minutes of the Meeting of the FGB – (Curriculum) held, via Google, on 9<sup>th</sup> June 2020 at 18.00

**Present:**

Christine Anderton – Foundation Governor (CA)  
Jo Gostling – Co-opted Governor (JG)  
Jamie Logan – Parent Governor (JL)  
Kath Morris – Foundation Governor (KM)  
Cameron Quinn – Co-opted Governor (CQ)  
Geraldine Sands – Foundation Governor (GS)  
Alex Swinton – Parent Governor (AS)  
Tim Whitehead – Headteacher (TW)

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)  
Daisy Spence – Subject Leader (History and Geography)

1	<u>Welcome, introductions, opening prayer and consideration of absence</u> AS opened the meeting at 18.00, welcoming all present and thanking them for their attendance. Liz Snell was absent. KM led the meeting in an opening prayer.
2	<u>All to declare in turn that they are in a secure and confidential environment</u> All Governors present declared, in turn, that they were in a secure and confidential environment.
3	<u>To determine whether other urgent business should be considered</u> GS requested that consideration be given to forming a group to specifically look at a wider re-opening of the school in the future. GS requested that discussion take place following contact by the Church. TW noted and item on Staffing that should be considered.
4	<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>

	TW requested that the AOB item on Staffing be treated as confidential.
5	<u>Declaration of interest on any agenda item</u> None declared.
6	<p><u>Update on Governor vacancies – approval of NYCC LA Governor nomination</u></p> <p>AS noted the nomination from NYCC for John Perry (JP), to fill the vacancy for the LA Governor post on the Governing Board. GS and TW updated governors on their Zoom meeting with JP and endorsed the nomination recommending that JP be accepted onto the Board. Governors had previously had sight of the application for from JP. GS proposed, AS seconded, that JP be accepted onto the Governing Board. Governors unanimously voted for JP to become the LA Governor.</p> <p><b>Action: Clerk to contact JP and inform the LA. TW to commence the DBS process.</b></p> <p>KM confirmed that she would be stepping down from the Board at the end of this academic year. GS noted that she had been in contact with the Diocese to fill the vacancy that this would leave.</p>
7	<p><u>To approve the Minutes of the FGB meeting held on 19<sup>th</sup> May 2020 and matters arising from the minutes not otherwise covered by the agenda</u></p> <p>The Minutes of the FGB meeting held on 19<sup>th</sup> May 2020 were unanimously approved by governors.</p> <p>There were no matters arising.</p> <p><b>Q: At the meeting on 19<sup>th</sup> May consideration was given to the possibility of Governors supporting in school with the re-opening, was this seen as feasible. TW noted that this was a valuable offer and could be of benefit in the future but, for now, it was not practical for H&amp;S considerations as contact between adults/children was being restricted as much as possible within the “bubbles” that had been created. Going forward this offer could be accepted.</b></p> <p>AS reminded governors to send their feedback on the SSDP 2019/20 to GS no later than 18<sup>th</sup> June.</p> <p>TW confirmed he has started to engage with parents re priorities for 2020/21 as part of the SSDP for then.</p>
<b>B</b>	<b>School Improvement</b>
8	<p><u>Update on school re-opening</u></p> <p>TW gave governors a verbal update on plans to re-open the school to Y6 on 15<sup>th</sup> June 2020 and to Reception and Y1 after this. TW noted the ongoing provision for children of Keyworkers and vulnerable children and that numbers attending had increased over the past two weeks.</p> <p>TW explained the cautious approach in enabling pupils to return, confirming that Y6 will resume on 15<sup>th</sup> June with two “bubbles” attending on Monday, Tuesday, Thursday, and Friday. TW noted the plan to enable Reception pupils to return w/c 22<sup>nd</sup> June on Monday and Tuesday with Y1 attending on Thursday and Friday. TW confirmed that a further e-mail</p>

	<p>has been sent to parents explaining the arrangements and that more pupils would now be returning.</p> <p>Q: Is there capacity for these additional pupils. TW confirmed that yes, there is and that the weeks delay in enabling Reception and Y1 pupils to return will allow the planned systems, procedures, and processes to be “tested” and refined, as necessary.</p> <p>Q: What additional cleaning is being arranged and are there sufficient supplies. TW confirmed that NYCC cleaning services had supplied additional products and that the school had also placed orders for further supplies. TW noted that this extra spend will be claimed back from NYCC. TW confirmed that arrangements for lunchtime cleaning of classrooms and toilets.</p> <p>TW reiterated the need for a calm and controlled start back to ensure confidence in the measures in place.</p> <p>GS noted the announcement made today re it not being compulsory for all pupils to return and that the plan for all children to return this term have been shelved.</p> <p>Governors discussed the wellbeing of pupils and how they might feel having been isolated and the need to address this on their return. Discussion also took place as to what support could be offered to those who may not return to school this year.</p> <p>Q: Could additional year groups be offered contact in school this year. TW noted the space restrictions and that if it were decided that this should be done then Y1 and Y6 would have to have their time in school reduced.</p> <p>Q: Could the Parish Rooms or closed Church building be used to accommodate classes. TW noted the staffing issues that would be caused by additional pupils returning and that the “bubble” system may be compromised if further year groups returned.</p> <p>TW noted that there may be a need to review and refine the approach especially as the new school year in September may still be subject to constraints.</p> <p>Further discussion took place on the emotional impact the current circumstances may be having on pupils and the need to recognise this.</p> <p>TW updated governors on thoughts to engage with those pupils who will not be in school – Y2, Y3, Y4 and Y5, including letters to each child, video clips and ways in which parents’ evenings could be conducted by phone.</p> <p>GS suggested that a small group to meet to help shape and formulate plans for a wider opening of school this term if possible and to review arrangements for September 2020.</p> <p><b>Action: TW, GS, DA, AS and JL to form this group – to meet initially on 17<sup>th</sup> June at 18.00 via Google to review learning from Y6 returning on 15<sup>th</sup> June. TW to send invite.</b></p>
9	<p><u>Presentation on Curriculum development - History and Geography Curriculum</u></p> <p>The Power-point presentations on the History Curriculum and on the Geography Curriculum had been made available to governors prior to this meeting.</p> <p>Daisy Spence, Subject Leader for History and Geography gave governors separate presentations on how History and Geography are being taught at Kildwick School as part of the Broad and balanced Curriculum.</p> <p>For both subjects DS explained –</p> <p>The subject overview, how it is taught either weekly or as a block and that it is taught every other half term.</p>

	<p>How progression across the school is split into a number of components, (taken from the National Curriculum), and how these components are developed and built on each year. How the units of study (topics), are taken from the National Curriculum and taught in KS1, KS2 and what happens in Class 5.</p> <p>How Teachers are provided with progression documents and extra resources to support planning and that DS mentors staff where necessary providing additional support.</p> <p>How teachers are provided with a knowledge organiser for each topic that DS has made or edited to fit specifically with the school's curriculum.</p> <p>DS gave examples of how topics are taught to KS1 and KS2 across a year and of the teaching and learning sequence that shows how a subject is taught in a sequence of lessons that covers objectives from the progression document, how a test is given at the end using a recall test and that the topic is re-visited during the next half term to see what knowledge has been retained.</p> <p>DA gave examples of:</p> <p>A recall Test in KS1</p> <p>A knowledge organiser for KS1 for planning lessons.</p> <p>A knowledge organiser for KS2 for lesson planning</p> <p>A page from the progression document showing how the document is split into components taken from the National Curriculum. These components are then built on to a more in-depth extent each year. They ensure that knowledge and skills are deepened each year. The coloured boxes in the presentation showed the disciplinary knowledge and the substantive knowledge to be gained.</p> <p>DS concluded the presentations with examples of deep dive questions that might be asked during an Ofsted inspection.</p> <p>Governors were encouraged to read these!</p> <p>Governors expressed their thank to DS for her interesting and comprehensive presentation. (DS left the meeting at 18.33)</p>
10	<p><u>General update on Teaching and Learning during school closure and implications for 20/21</u></p> <p>TW updated governors that the use Google Classroom continues for all the school with some tweaks. All parents had been sent an e-mail as to the success of this – along with many positive responses were some practical suggestions for changes that will be incorporated into longer term planning.</p> <p>TW noted that the “Star of the week” has been reintroduced with the award being sent out by Tim to encourage children further. TW briefed governors on a writing activity for all pupils to record their experiences during lockdown and how these will be collated and sealed in a time capsule for future generations to discover. TW noted plans for a “Kildwick’s got talent” competition with all pupils being encouraged to upload a video of something they are proud of to be shared with the whole class. Plans to investigate holding a virtual sports day were discussed along with involving older children reading to those younger pupils.</p> <p>Q: Is there scope to have lessons recorded – even if it is time limited – e.g.15minutes, so that pupils can see a teacher’s face. TW noted that this has been discussed but that there is a time issue in preparing these that is not feasible at present.</p> <p>Discussion took place around the importance of children seeing their teachers and ways in which this could happen without it becoming onerous. TW noted he will re-introduce him</p>

	<p>reading bedtime stories. Governors discussed the merits of Google Classroom noting it can lack the “personal touch”. Suggestions were given to encourage working on a topic in pairs or small groups to help improve emotional wellbeing.</p> <p>DA noted the support that will be needed for those pupils returning as they will be coming back to a different, new, and changed environment.</p> <p>Governors recognised the crucial role of the school in supporting pupils and families over anxieties that may be a result of this long challenging period, and thanked staff for their continued hard work to support children's learning and wellbeing. It was also noted that neither school nor individual staff can be held responsible for the wider circumstances and that school simply will not be able to resolve all the difficulties that some families are encountering at the moment. Staff wellbeing at the current time is also a priority for the governing body</p>
<b>C</b>	<b>Other Business</b>
11	<p><u>To deal with any matters agreed for consideration under item 3 above</u>  <i>Please also refer to Confidential Minutes.</i></p> <p>GS referred to correspondence from the Parish re the service normally held for Y6 leavers. Governors discussed how the presentations could be made whilst adhering to current regulations and agreed that these could not be made in person by a Church representative. Suggestions made to overcome this and to celebrate the Y6 leavers included using Google hangout, a recorded message from the Vicar and the possibility of a virtual Leavers Assembly, led by Revd Julie Bacon (JB).</p> <p><b>Action: GS to contact with JB</b></p> <p><i>Q: Is feedback being sought from other schools over re-opening. TW noted that he is in contact with other HTs and that a number of meetings had been held via the Castle Alliance at which various approaches had been discussed and learning shared. TW noted this contact would continue.</i></p> <p>Governors agreed that the school should not be over ambitious in reopening and that comparisons will be made by parents over what school is doing what – each school has its own unique circumstances and it will not be possible to please everyone all of the time.</p>
12	<p><u>Date of next meeting and Close</u></p> <p>Governors noted the date of the next meeting on 29<sup>th</sup> June via Google to be held between 13.30 and 15.00.</p> <p>The meeting closed at 19.31</p>

Dates of Future Meetings.

Tuesday 9<sup>th</sup> June at 18.00 (FGB Curriculum)

Monday 29<sup>th</sup> June between 13.30 and 15.00 (Strategy Meeting)

Monday 6<sup>th</sup> July at 18.00 (FGB)