



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

**Minutes from the Meeting of the Full Governing Board
held on 16th September 2019 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)
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> Governors were welcomed to the meeting. KM led the meeting in an opening prayer. Apologies had been received from DA – consented.
2	<u>To agree the terms of office of the Chair</u> <u>Election of Chair.</u> Governors agreed the term of office for the Chair should continue as 1year. The Clerk invited nominations for the post of Chair of Governors. KM nominated GS, JL seconded. GS withdrew from the meeting. GS was unanimously voted as Chair of Governors. GS returned to the meeting and took the Chair.
3	<u>Election of Vice-Chair</u> GS invited nominations for the post of Vice-Chair of Governors. GS nominated AS, KM seconded.

	<p>AS withdrew from the meeting. AS was unanimously voted as Vice-Chair of Governors. AS returned to the meeting.</p>
4	<p><u>To determine whether other urgent business should be considered.</u> None identified. However, it was noted that some Governors are having trouble in access the shared folders – GS requested that the Clerk investigate and that a presentation on the use of these be given at next FGB. Action: Clerk</p>
5	<p><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.</p>
6	<p><u>Annual Requirement to Complete:</u> A - Register of Interests. B - Register of Hospitality All Governors please completed, dated and sign the attached Register of Interests Form and Register of Hospitality forms. These were given to the Clerk at the meeting and filed.</p>
7	<p><u>Reminder of the need to declare interests, pecuniary or non-pecuniary.</u> Governors were reminded of this requirement that applies to all meetings.</p>
8	<p><u>Reminder of Declaration of Eligibility to serve as a Governor</u> Governors were reminded of the declaration made as part of the process of becoming a Governor and that the conditions still apply – and that individuals are responsible for ensuring that they continue to meet these. Action: All</p>
9	<p><u>Committees: To determine the committees that are to be established:</u> Governors agreed to establish the following committees: Staff Discipline Staff Appeal Pupil Discipline Complaints Pay Governors agreed that the Terms of Reference as detailed in the Standing Orders and Code of Conduct are still applicable.</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 that the Chairs of these Committees be elected as detailed in Standing Orders and Code of Conduct.</p>
10	<p><u>To appoint membership of the committees</u></p> <p>Governors agreed the membership of: Pay Committee – GS, JG, AS. Staff Dismissal, Dismissal Appeals, Pupil Discipline and Complaints – x3 Governors as available if there is a requirement for this committee to meet. As the FGB operates without separate committees to consider Curriculum and Financial aspects, Governors agreed that CQ would Chair FGB (Finance and Resources) meetings and that AS would Chair FGB (Curriculum) meetings.</p>
11	<p><u>To appoint (Link) Governors with specific responsibilities</u></p> <p>SEN Governor - JG Child Protection Governor/Safeguarding Governor - GS Health and Safety Governor - JL Induction Governor - GS EYFS – JG English – AS Maths – KM Curriculum – AS and CQ Science – ES Collective Worship and RE – KM and CA</p>
12	<p><u>To appoint the Headteacher’s Performance Management Group</u></p> <p>Governors agreed that the following would form this group: GS, JG, KM plus and External Advisor. TW noted that the meeting of this group is planned for 24th September.</p>
13	<p><u>To confirm:</u></p> <p>The Budget Management Policy had been circulated to all Governors prior to this meeting. TW explained that this was a standard NYCC Policy and highlighted the scheme of delegation to the Headteacher detailed in annex (B). Governors discussed this figure and agreed that it was no longer appropriate and that this should be increased to £10K.</p>

	<p>Action: TW to amend document and GS to authorise. Governors unanimously approved the Budget Management Policy.</p>
14	<p><u>To agree the Governing Body Code of Practice and Standing Orders (and re-sign)</u> The current Governing Body Code of Practice and Standing Orders had been circulated prior to this meeting. GS noted the opportunity to review this document and the requirement for all Governors to “re-sign” on an annual basis. GS gave an overview of the content, drawing attention to the Nolan Principles. There were no changes to make to the document and all Governors re-signed. Action: Clerk to file.</p>
15	<p><u>To remind the Governing Body of the ethos of the School and review if necessary</u> Governors agreed to the suggestion from GS that this be considered alongside items 18 & 19.</p>
16	<p><u>To approve the Minutes of the previous meeting held on 8th July 2019 and consider any Matters Arising not covered by this agenda.</u> Governors unanimously approved the Minutes of FGB held on 8th July 2019. There were no matters arising. TW confirmed that Y2 and Y6 Assessment Results had been circulated once they became available. TW highlighted the achievements by pupils and the progress made in these. Governors congratulated all those involved and expressed thanks to all staff, in particular to Miss Paxman for their commitment.</p>
B	School Improvement
17	<p><u>SIAMS Inspection Briefing update</u> Governors had been circulated a copy of the report by Darren Dudman following the SIAMS review undertaken on 12th July 2019 GS noted that this SIAMS development day took place at the request of the school as part of on-going support from the Diocesan Education Team. The school is due to be inspected under the new SIAMS schedule during the course of the academic year 2019/20. The purpose of this review was to support the Headteacher and Governors in identifying strengths and areas for further consideration and development, as part of their work in preparation for this inspection. The review offered a professional dialogue between the diocesan school adviser and school leaders about aspects of church school effectiveness. The scope of the review included: - observations of collective worship and a learning walk,</p>

	<ul style="list-style-type: none"> - a review of work in books, self-evaluation documentation and associated evidence - dialogue with pupils, parents, staff and leadership, including representatives from the governing body <p>GS noted that detailed verbal feedback was given throughout the day and the report includes a summary of key findings.</p> <p>GS noted that, along with JG, JL and CA, she had been interviewed by DD.</p> <p>TW noted that the report reflects well on the school and provides a focus on areas for development. TW agreed to provide an update on these areas for the next FGB meeting and to include detail on what Governors should also be progressing.</p> <p>Action: TW</p> <p>GS drew attention to the need to develop RE and Collective Worship monitoring by governors. KM and CA agreed to lead this.</p> <p>Action: KM and CA to seek feedback from pupils concerning the usefulness of CW and bring this to the next general FGB.</p> <p>TW briefed Governors on ideas to involve pupils in developing weekly themes for Collective Worship.</p> <p>TW noted that the school will have a week’s notice for the SIAMS inspection and confirmed that this could happen at any point in the Autumn Term.</p> <p>Q: Is the development plan up to date? TW noted that it was to the end of July and that whilst there was no formal requirement for this to be in place, that it was a tool to help the school, it was being used in this manner and would be kept updated.</p> <p>GS noted that all pupils, staff and governors are expected to be able to articulate the biblical underpinning of the school vision.</p> <p>Discussion took place around the recording of visits by Governors and the agreement to undertake a minimum of x1 visit per term.</p> <p>Action: AS/Clerk to e-mail blank proforma – agreement on how to file/circulate these to be made at FGB on 14/10.</p> <p>All governors to e-mail copies of completed forms to Clerk and TW until uploading onto the shared drive is effective.</p>
18	<p><u>To agree the Strategic Objectives for 2019/20</u></p> <p>GS proposed that items 18 & 19 be taken together at this point.</p> <p>Proposed Strategic Objectives and the draft SDP had been circulated to all Governors in advance of this meeting.</p> <p>GS noted the core functions of the Governing Board as –</p> <ul style="list-style-type: none"> - Ensuring clarity of vision, ethos and strategic direction - Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; - Overseeing the financial performance of the organisation and making sure its money is well spent.

	<p>GS described the purpose of the 3yr Strategic Objectives document being to put the aims of the school in context with its vision, to set priorities under each heading for Y1, Y2 and Y3 linking them to the Ofsted inspection of Intent, Implementation and Impact. GS noted that the Governing Board should be concerned with Intent and Impact with the Implementation being the responsibility of the Headteacher and this being detailed within the SDP.</p> <p>GS noted the further work to be done to better align the two documents so that they compliment one another and can easily be read and understood together. GS noted that this was the first year that the Governing Board had undertaken this task and suggested that a sub-group met to complete this work with the final documents being presented at FGB on 14th October. TW, GS, AS, KM, ES and Clerk agreed to meet prior to this date to undertake this.</p> <p>Action: Clerk to liaise to arrange meeting.</p>
19	<p><u>To approve the SDP for 2019/20 and agree monitoring process (Link Governors)</u> Please refer to agenda item 18.</p>
20	<p><u>Y2 and Y6 Assessment Results</u> These were circulated in July and a more detailed report was made available to Governors prior to this meeting. TW drew Governors attention to particular aspects under agenda item 16.</p>
21	<p><u>Governor Training</u> GS noted her attendance at the forthcoming session on Complaints run by NYCC and that CQ would be attending an Induction session being held by the Castle Alliance. GS noted that the Alliance planned to offer further sessions to include Finance, the new Ofsted Framework and Safeguarding in the future.</p>
22	<p><u>Policies to approve:</u> The proposed H&S Policy had been circulated prior to this meeting. TW noted that this has been updated in conjunction with Dale Barton, NYCC H&S manager for the school following his recent visit. Governors unanimously approved the H&S Policy.</p> <p><i>Please also refer to the Confidential Minutes</i></p>
C	Other Business
23	<p><u>To deal with any matters agreed for consideration under item 4 above.</u> No items to consider.</p>

24	<p><u>Correspondence</u></p> <p>TW noted that all governors are invited to a staff briefing led by Olivia Uttley from Barnardo's at 3.45pm on 5th November and described how this would be an introduction to some training that staff are having following a homophobic, biphobic and transphobic anti bullying program. This will be an opportunity to find out about the program and to be fully aware and support its implementation in school. TW further described how the programme would involve staff, pupils and the school council.</p> <p>At this point TW updated Governors on the works undertaken during the summer holidays, to relocate the office to the front of the school building noting the incomplete works, snagging and delayed completion. TW noted that outstanding issues should be addressed by the contractor on 17th September and that the move should now happen for w/c 23rd September.</p>
25	<p><u>Close</u></p> <p>The meeting closed at 19.20</p>

Dates of Future Meetings.

- Monday 16th September at 18.00 (FGB)
- Tuesday 1st October (Pay Committee)
- Monday 14th October at 18.00 (FGB Curriculum)
- Tuesday 5th November at 13.30 (FGB)
- Monday 25th November at 18.00 (FGB Finance and Resources)
- Monday 3rd February at 18.00 (FGB Finance and Resources)
- Monday 2nd March at 18.00 (FGB Curriculum)
- Monday 30th March at 13.30 (FGB)
- Tuesday 19th May at 18.00 (FGB Finance and Resources)
- Tuesday 9th June at 13.30 (FGB Curriculum)
- Monday 6th July at 18.00 (FGB)