

Kildwick C of E Primary School
Believe, Achieve, Succeed
Striving for Excellence and Promoting Christian Values

Minutes of the Full Governing Body Meeting
held on 11th September 2017 at 1800

Present:

- Donna Akrigg – Staff Governor (DA)
- Molly Barton – Co-opted Governor (MB)
- Natalie Barrett – Parent Governor (NB)
- Tim Chapman – Foundation Governor (TC)
- Michael Richardson – Co-opted Governor (MR) (from 1820)
- Geraldine Sands – Foundation Governor (GS)
- Alex Swinton – Parent Governor (AS)
- Tim Whitehead – Headteacher (TW)
- Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural	Action
1	<p><u>Welcome</u></p> <p>1. The Clerk opened the meeting at 1800, welcoming all those present and thanking them for their attendance. As one Governor was yet to arrive it was agreed to delay item 2 and to complete some of the “administration” items</p>	
3	<p><u>Consideration of Absence</u></p> <p>1. Apologies had been received from Angela Field and this was consented.</p>	
4	<p><u>To determine whether other urgent business should be considered.</u></p> <p>1. A Governor requested to give feedback on a meeting held with local Church Primary schools in June 2017 and TW requested to update the meeting on the H&S statement.</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></p> <p>1. The LA Governor nomination will be treated as confidential.</p>	
6	<p><u>Annual Requirement to Complete:</u></p> <p>1. Governors were requested to complete:</p> <ul style="list-style-type: none"> a) Register of Interests. b) Register of Hospitality <p>2. Governors were informed that The Registers of Interests will be needed in the event of an Audit inspection. OfSTED may request evidence of their completion and were reminded that completion of the Register of Interests Form does not remove the requirement upon them to disclose orally any interest at any specific meeting.</p>	

7	<p><u>Reminder of the need to declare interests, pecuniary or non-pecuniary.</u></p> <ol style="list-style-type: none"> Governors were reminded of this requirement that applies to all Governors at all meetings. 	
8	<p><u>Reminder of Declaration of Eligibility to serve as a Governor</u></p> <ol style="list-style-type: none"> Governors were reminded of the Declaration that they signed as part of the process of becoming a governor and that they have a duty to inform the GB if their circumstances change that might disqualify them. 	
9	<p><u>Committees: To determine the committees that are to be established:</u></p> <ol style="list-style-type: none"> The following Committees will be established: <ul style="list-style-type: none"> Staff Discipline Staff Appeal Pupil Discipline Complaints Pay Resources Teaching and Learning Foundation Governors The terms of reference of the Committees were reviewed and agreed for the Teaching and Learning Committee and Foundation Governors Committee. Governors reviewed and discussed the Terms of reference for the Resources Committee and agreed that these seemed unwieldy. All to take a further look at these and TW to speak with other schools as to simplifying the Terms of Reference Governors discussed what functions, if any, are to be delegated to the committees and agreed that the Pupil Discipline, Staff Discipline, Staff Discipline Appeals, and Complaints Committees are to be given full delegated authority in respect of their terms of reference. Governors agreed that the Chair/Vice Chair of the Resources and Teaching and Learning Committees will be elected at the first meeting. The Chair of the Foundation Governors is undertaken on a rotational basis. Chairs of all other Committees will be decided as and when they meet. Governors agreed that the Foundation Governors Committee should be clerked by one of the members present and that the LA Clerk will attend all other Committees. 	All/TW
2	<p><u>Election of Chair and Vice Chair</u></p> <ol style="list-style-type: none"> MR attended the meeting at 1820. The Clerk invited nominations for the post of Chair. NB and MR stated their willingness to continue their role of Co-Chairs for a further year. There were no other nominations for Chair and Governors unanimously agreed that NB and MR should become Co-Chairs for one year 	

10	<p><u>To appoint membership of the committees:</u></p> <ol style="list-style-type: none"> Governors agree the following Committee membership: Resources – TW, MR, MB, GS T&L – TW, NB, AS, AF, DA, TC Pay – TW, NB, MR, GS Performance Management – MR, NB, GS + advisor Governors agree that membership of the Staff Dismissal, Dismissal Appeal, Pupil Discipline and Complaints Committees should be formed when the need arises from the pool of all Governors. 	
11	<p><u>To appoint (Link) Governors with specific responsibilities</u></p> <ol style="list-style-type: none"> Governors agreed the following Link Governors SEN – NB Child Protection Governor/Safeguarding Governor - GS Health and Safety Governor - MB Induction Governor – TW/AS Governors agreed that further “links” would be agreed at the next FGB meeting in conjunction with a review of the SIP 	
12	<p><u>To appoint the Headteacher’s Performance Management Group</u></p> <ol style="list-style-type: none"> Governors agreed that this would consist of NB, MR and GS plus an independent advisor. 	
13	<p><u>To confirm The Budget Management Policy and the Scheme of Delegation to the Headteacher.</u></p> <ol style="list-style-type: none"> Governors discussed the Budget Management Policy that had been previously circulated. A Governor asked if point 3 (c) was being adhered to in terms of segregation of duties. TW briefed Governors that this was the case with Sandra Chapman having responsibility for ordering and invoices and this being audited by Toni Birch. A Governor queried point 4 relating to when the 15hrs were undertaken, TW replied that this was 15hours per month Governors unanimously approved the Budget Management Policy Governors unanimously agreed the scheme of delegation to the Headteacher being £5K or 0.5% of the budget. 	
14	<p><u>To agree / confirm / amend the Governing Body Code of Practice and Standing Orders</u></p> <ol style="list-style-type: none"> Governors agreed to carry this item over to the next FGB – Clerk to circulate appropriate document. 	Clerk
15	<p><u>To remind the Governing Body of the ethos of the School and review if necessary</u></p> <ol style="list-style-type: none"> TW presented a document setting out the ethos of the school that was a result of consultation and discussion with staff. A Governor noted that this was reflected of point 9 in the Instrument of Governance noting that “Kildwick C of E Voluntary Controlled Primary School is a school designated as one having a religious 	

	<p>character and whose ethos is derived from a Church of England Foundation”. Also noted was that “the school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers all its pupils.</p> <p>3. A Governor asked how Christian Education is reflected in the statement. TW briefed Governors that the “caring Christian environment” in line two encompasses this.</p> <p>4. Governors agreed the Ethos statement and linked it to the Instrument of Governance which is clear that the school must uphold Christian values and bring these to life.</p>	
16	<p><u>To remind the Governing Body of the Instrument of Governance</u></p> <p>1. Governors reflected on the Instrument of Governance.</p> <p>2. A Governor noted point 7 and briefed the meeting on the progress towards appointing a new incumbent and how the role would differ with the appointee covering three parishes. If the appointee is unable to serve on the Governing Body then process as described in point 7 (b) would be followed. An update on this will be given at the next FGB meeting.</p> <p>3. In response to a question from a Governor TW briefed on the arrangements for collective worship.</p>	
17	<p><u>To agree / confirm the dates of meetings for the coming school year</u></p> <p>1. Governors agreed the following committee meeting dates: 02/10: 1400 Pay 30/10: 1800 T&L 30/10: 1915 Resources 27/11; 1800 FGB 19/02: 1800 Resources 19/02: 1915 T&L 13/03: FGB 22/05: 1800 T&L 22/05: 1915 Resources 12/06 FGB</p> <p>2. Governors agreed that an additional meeting will be required to approve the budget – Clerk to contact Toni Birch re dates.</p> <p>3. A Governor noted that the T&L and Resources meeting would entail the Headteacher and Staff Governors spending a long day at school and suggested that, if possible, and if Governors were available, that the meeting start earlier. Clerk to check if this is possible via e-mail nearer to the meeting dates.</p>	<p>Clerk</p> <p>Clerk</p>
18	<p><u>To approve the Minutes of the previous meeting held on 13th June 2017.</u></p> <p>1. The Minutes of the meeting held on 13th June 2017 were unanimously approved.</p>	
19	<p><u>Matters Arising not otherwise covered by this agenda</u></p> <p>1. TW updated the meeting that an e-mail had been sent to the PCC for comment on the Accessibility Plan. (12/35)</p>	

	<ol style="list-style-type: none"> 2. TW briefed Governors that training on Data analysis was being arranged (15/40). Cost for x5 Governors will be £200. Training will be delivered by a consultant known to the school and planned for 27/11 – TW to confirm time and those Governors available to attend. 3. TW briefed Governors on the progress with the new gate – work in progress and still to be commissioned. 4. The H&S statement has been updated for 2017-18 – Governors approved this. 5. A Governor asked what action was being taken on the issue previously raised around ventilation in class 5. TW briefed that the fire door was only being opened when an adult is present. Governors asked if an a/c unit could be installed and, as this was a H&S issue, could funding from NYCC be applied for. TW to follow up. 	
B	School Improvement	
20	<u>To agree the aims and objectives for the current academic year.</u> <ol style="list-style-type: none"> 1. TW will present the SIP at the next FGB. Governors agreed to review aims and objectives in line with this at that meeting. 	
21	<u>To agree a process for evaluating the effectiveness of the Governing Body</u> <ol style="list-style-type: none"> 1. Governors discussed the opportunity for self-evaluation and agreed that this should be undertaken. Clerk to investigate means of doing this. 	Clerk
22	<u>To agree a process / timetable for the Review of Policies</u> <ol style="list-style-type: none"> 1. TW tabled a programme to review all policies on an annual basis – these will be undertaken at Committee and ratified by the FGB. 2. The Budget Management Policy had been approved under item 13. 	
23	<u>Governing Body Constitution.</u> <ol style="list-style-type: none"> 1. Please refer to Confidential minutes as to the nomination of a LA Governor. 2. The vacancy of ex-officio Foundation Governor has been discussed under item 16. 	
24	<u>Governor Training</u> <ol style="list-style-type: none"> 1. TW to circulate the courses available. Please will all Governors review and discuss with TW, NB or MR attendance and bookings. 	
C	Other Business	
25	<u>To deal with any matters agreed for consideration under item 4 above.</u> <ol style="list-style-type: none"> 1. MB reported on a meeting attended by TW, AF and MB with other local Church Schools and sought approval from Governors to share budgetary information to aid decision making, in particular over savings. Whilst some information is shared/given by Toni Birch this would be more detailed sharing. Governors agreed this request. 2. TW briefed Governors on the updated H&S Statement and sought approval for this – Governors unanimously approved the H&S Statement. 	
26	<u>Correspondence</u> <ol style="list-style-type: none"> 1. Letters received from Siemens regarding the photocopier and from NYCC as to current developments – no further action required. 	

Authorised

27	<u>Date of Next Meetings</u> 1. Pay Committee on 02/10 at 1400 2. T&L Committee on 30/10 at 1800 3. Resources Committee on 30/10 at 1915 4. FGB on 27/11 at 1800	

The meeting closed at 2026