

# Kildwick CE Primary School

## *Striving for Excellence and Promoting Christian Values*

### Minutes from the Meeting of the Full Governing Body on 21<sup>st</sup> November at 1800

**Present:**

Tim Whitehead – Headteacher (TW)  
 Molly Barton – Co-opted Governor (MB)  
 Natalie Barrett – Parent Governor (NB)  
 Robin Figg – Foundation Governor (RF)  
 Heather Parsons – LA Governor (HP)  
 Michael Richardson – Co-opted Governor (MR)  
 Geraldine Sands – Foundation Governor (GS)  
 Alex Swinton – Parent Governor (AS)  
 Angela Field – Parent Governor (AF)

**In attendance:**

Donna Akrigg – Kildwick School SENCo (DA) (Item 1-11)  
 Stephen Dale – LA Clerk to Governors (Clerk)

| A | Procedural   | Action              |
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| 1 | <p><u>Welcome and consideration of absence.</u></p> <p>MR thanked everyone for attending and welcomed DA to the meeting. Apologies had been received from Nigel Dickinson (consented), and Bridget Hall (consented).</p>   |                     |
| 2 | <p><u>To determine whether other urgent business should be considered.</u></p> <p>Financial update, consideration/approval of Caretaking Hours, consideration/approval of decorations to School Hall</p>   |                     |
| 3 | <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>None</p>   |                     |
| 4 | <p><u>Declaration of interest on any agenda item.</u></p> <p>None declared</p>   |                     |
| 5 | <p><u>To approve the Minutes of the FGB meeting held on 12<sup>th</sup> September 2016.</u></p> <p>The minutes were accepted as an accurate record and signed by the Chair.</p>  |                     |
| 6 | <p><u>Matters arising from the minutes not otherwise covered by this agenda.</u></p> <p><u>Item 15.</u> The Ethos statement will be discussed at the Staff training day in January, that Governors are welcome to attend, and the outcome of this will be available for the FGB meeting in March.</p> <p><u>Item 23.</u> A revised timetable for Policy review has been produced</p> <p><u>Item 27.</u> TW to arrange staff photographs – it was discussed and agreed that Governor’s photographs should also be included.</p> <p><u>Item 19.</u> RF updated the meeting on progress with obtaining more information</p> | <p>TW</p> <p>TW</p> |



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|    | <p>A governor questioned how the action plan had been received. DA briefed that it had been received well by all staff and that it is another means of challenging staff and holding them to account.</p> <p>Governors were briefed from an anonymised report on the progress of SEND supported pupils.</p> <p>Governors noted that one child was recorded as making no progress and questioned what happens next in this instance. DA outlined the next steps that would be taken to involve outside support and how this would be discussed with the half-termly meeting with the parent.</p> <p>Governors were briefed as to the robust transition plans in place to support one child’s transition to secondary education.</p> <p>Governors noted that DA and HP meet once a term and also had considered the minutes of the meeting between GS as Safeguarding Governor and TW that had been circulated prior to this FGB meeting.</p> <p>Governors thanked DA for her presentation and asked if this would be a regular attendance.</p> <p>TW briefed Governors that DA would present the annual safeguarding report in the new year and that another member of staff would also be asked to present on another subject/area at future Governor meetings</p> <p>DA departed at 1835</p>  |  |
| 12 | <p><u>Report of the Headteacher</u></p> <p>Governors had been circulated the Headteacher’s report dated November 2016 along with the results of the Parental Questionnaire prior to this FGB meeting.</p> <p>TW briefed Governors that performance management meeting had been held with all staff to set objectives for 2016-17. TW updated Governors on staffing levels and changes.</p> <p>Governors noted the Staff training that had been undertaken, in particular that which had been “away from school”, and asked how this had been received and would it be continuing as they felt this brought particular benefit to the school and individual. TW briefed Governors that Staff reaction had been positive and that there would be continued encouragement and opportunity to continue this experience.</p> <p>TW briefed Governors on the results of the Parental Questionnaire and that these would be shared with parents, an action plan devised and a further questionnaire will be sent out in the summer term.</p> <p>Governors requested that space for comments be included in the next questionnaire and noted that this was the first time the results had been shared and discussed with the GB – a very positive sign that there was a move towards a more open culture.</p> <p>TW briefed Governors as to a covering letter that would be sent out with the results and how this would be used to promote an “open door” policy.</p> <p>Governors noted that there have been no exclusions and no reported racial incidents</p> <p>Governors were briefed that there are 126 pupils on the roll at November 2016 and that 1 child is due to commence in Y4 in January 2017</p> |  |

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| 13 | <p><u>To approve the Draft School Development (SDP)</u></p> <p>Governors had been circulated the draft School Development Plan prior to the meeting. Also included in the Headteacher's report were some further updates on the Plan.</p> <p>TW briefed Governors that staff had agreed the document and that performance targets were cross-referenced to the plan.</p> <p>Governors noted the detail in both the plan and the update in the HT report and agreed that, in his Spring report that the "red highlighted" updates be left in and that the Spring update be highlighted in blue to clearly show progress.</p> <p>Governors requested that, in order to enable easier/clearer monitoring that the format of the SDP be altered slightly with a tick box to highlight when an item has been completed and that any changes/updates be shown in a different colour font.</p> <p>In response to a question, TW updated Governors on the actions being taken to improve KS1 results in Reading and Writing.</p> <p>Governors approved the SDP</p>   |                     |
| 14 | <p>Governors unanimously ratified the following policies:</p> <p>Safeguarding<br/>Child Protection<br/>Health and Safety<br/>Induction</p> <p>Governors unanimously agreed the following policies:<br/>Inclusion Policy<br/>Collective Worship</p>   |                     |
| 15 | <p><u>To receive reports of Governor visits to School and to consider a new format for these, and to consider Governor "Open Days".</u></p> <p>Governors had been circulated the report from the Safeguarding governor visit on 14.11.16</p> <p>Governors were briefed that this agenda item arose from the Governance Healthcheck on 19<sup>th</sup> October and "proof" was vital to Ofsted that Governors were active in school. Governors discussed the differences between formal and informal visits and the current means of recording these – via a "Governor visit book" and the completion of a pro-forma.</p> <p>Governors agreed to make an entry in the "visit book" for an informal visit if there is something specific to note and that for a formal visit the pro-forma would be completed. TW undertook to update this pro-forma</p> <p>Governors discussed the practicalities of attending "Governor open days" noting that maybe half days might be more appropriate for the size of the school and that anything agreed must not be onerous on the HT/Staff to organise or accommodate. The benefits of visits were discussed and it was agreed that whilst these were positive and were a way in which Governors were more visible, the visit must have a purpose and should link to the SDP.</p> <p>TW agreed to consult with Staff around the practicalities and arrange dates for the new year.</p> | <p>TW</p> <p>TW</p> |
| 16 | <p>Governors discussed the constitution of the Governing Body and considered the vacancies likely to occur in 2017. Governors noted that HP, MB and ND complete their terms of office in summer 2017. MB stated that she might consider</p>  |                     |

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|          | <p>extending her term. NYCC have been approached as to a replacement for HP and RF agreed to pursue a replacement for ND with the Diocese.</p> <p>AS to continue next year but will be abroad. It will be possible to participate in GB meetings via video link – details on this tbc</p> <p>Governors noted that the school website contained inaccurate information on the GB – TW to update</p>   | <p>Clerk<br/>RF<br/>Clerk/<br/>Chair</p> <p>TW</p> |
| 17       | <p>Governors had been requested by TW to complete on-line training on Safeguarding and “prevent from extreme radicalisation”. Governors were reminded to please complete this if they had not done so already and to provide TW with the appropriate certification.</p>  | All  |
| 18       | <p>Governors discussed the need to undertake a Skills Audit in preparation to fill vacancies in the GB that are likely to occur in 2017. The Clerk to investigate the practicalities of this.</p> <p>Governors were reminded of free training available from NYCC and that course information is detailed on the NYCC CYPS website.</p>  | Clerk  |
| <b>C</b> | <b>Other Business</b>  |  |
| 19       | <p><u>To deal with any matters agreed for consideration under item 4 above.</u></p> <p>TW submitted a proposal to Governors for the school to buy-in 5 hours of caretaking services per week – this would cover duties currently undertaken by various members of staff. Governors considered the financial implications and were briefed that money has been allocated in the budget. Governors agreed the proposal.</p> <p>TW submitted a proposal to instigate a programme of internal decorations to the school and requested that these commence during the Christmas holidays with work to the school hall. Governors considered the financial implications and were briefed that money has been allocated in the budget. Governors agreed the proposal.</p> <p>TW circulated the latest Budget Monitoring Report and updated Budget Forecast Report. Governors noted that the financial position will remain “healthy” for the next two years but becomes less so in Y3 as funding decreases. A Governor queried the photocopying costs which seem relatively high. TW to clarify what is included and if cost reductions can be made?</p> <p>Governors were briefed on the meetings held with TW and the Foundation Governors and a request made for the minutes from these to be circulated and itemised on future FGB meeting agendas.</p> | <p>TW</p> <p>Chair/<br/>Clerk</p>                  |
| 20       | <p><u>Correspondence</u></p> <p>None.</p>  |  |
| 21       | <p><u>Governance Healthcheck.</u></p> <p>Prior to this meeting Governors had been circulated the Governance Health check undertaken by Margaret Burton (MBU) of the NYCC Governance team, on 19<sup>th</sup> October.</p> <p>MR briefed Governors on the meeting held between TW, MR, HP, the Clerk and MBU. Governors were asked to refer to the report and the 29 headings and comments within this, and to note the 7 points in the summary section.</p> <p>The meeting with MBU had been very informative and reminded Governors to ensure that they understood the challenges faced by the school, that they were well informed with up to date information, that questions were being asked around support for vulnerable groups and that the appropriate data was being</p>   |  |

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|    | provided to enable them to track progress  |  |
| 22 | <p>As one of the recommendations from the governance Heathcheck, Governors were asked to consider <u>"What impact on Pupils have we had at this meeting today"</u>?</p> <p>Governors agreed that this was an opportunity ensure that that the focus had been on the wellbeing of the children.</p> <p>Governors noted that they were more informed as to SEND, were clearer on the SDP and how it impacted on teaching and learning, they had reviewed Governor involvement in school through visits, that they had reviewed the parental questionnaire and to ensure that the school is giving/getting value or money, had updated financial information.</p> <p>Governors expressed their appreciation to TW on the work and effort he had put in since taking up the headship in September.</p> |  |

The meeting closed at 2015