

Kildwick CE Primary School

Striving for Excellence and Promoting Christian Values

Minutes of the Full Governing Body Meeting held on 13th June 2017 at 1800

Present:

Tim Whitehead – Headteacher (TW)
 Donna Akrigg – Staff Governor (DA)
 Angela Field – Parent Governor (AF)
 Nigel Dickison – Foundation Governor (ND)
 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)
 Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural	ACTION
1	<u>Welcome and consideration of absence.</u> 1. MR opened the meeting at 1800, welcoming all present and thanking them for their attendance. MR noted that this would be the last meeting that three Governors attend. There were no absences to consider.	
2	<u>To determine whether other urgent business should be considered.</u> 2. TW noted that a request for leave of absence had been received from a Staff member and asked Governors to consider this.	
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> 3. The Staff questionnaire results reported in the Headteachers report were identified to be treated as confidential.	
4	<u>Declaration of interest on any agenda item.</u> 4. No interests were declared.	
5	<u>To approve the Minutes of the FGB meeting held on 6th March 2017</u> 5. AS proposed and NB seconded that the minutes of the FGB meeting held on 6 th March 2017 should be approved. Governors voted unanimously to approve these minutes.	
6	<u>Matters arising from the minutes not otherwise covered by this agenda</u> 6. There were no matters arising.	
7	<u>To agree dates of the next meetings for 2017/18</u> 7. The first FGB meeting of the 2017/18 academic year will be held on Monday 11 th September at 1800	

B	School Improvement
8	<p>To consider the recommendations of the following Committee meetings:</p> <p><u>Teaching and Learning Committee on 22nd May 2017</u></p> <p>8. AS reported to all Governors on the meeting of the T&L Committee held on 22ⁿ May noting the discussions around safeguarding, the concerns over engagement with Parents on e-safety, reading monitoring and the analysis of the Data presented on pupil progress.</p> <p><u>Resources Committee 22nd May 2017</u></p> <p>9. MB reported to all Governors on the meeting of the Resources Committee held on 22nd May noting the input from Toni Birch as to the Budget Monitoring and Benchmarking and the conclusions reached in setting the Budget for 2017-18. Discussion had also taken place over ICT developments in school and MB also updated Governors on the proposed office relocation and upcoming planned maintenance.</p> <p><u>Foundation Governors Committee 10th May 2017</u></p> <p>10. GS reported to all Governors on the meeting of the Foundation Governors Committee on 10th May. Minutes of this meeting had been circulated prior to this FGB Meeting. GS noted the significant progress with theming and structure of collective worship and on the challenge in undertaking this with the space available in the hall. GS to present a more detailed paper to the next FGB on this.</p> <p>11. GS also updated Governors on the progress with replacing ND as a Foundation Governor and on how cover will be provided for RF for the coming months until his replacement takes up post. TW will be invited to the September meeting of the Foundation Governors.</p>
9	<p><u>Report of the Headteacher</u></p> <p>12. The Governors had been circulated the Headteacher's Report, dated June 2017, prior to this meeting.</p> <p>13. TW invited questions on the report.</p> <p>14. TW highlighted the Staffing update. Bridget Hall officially left on 30th April 2017. Abigail Smith has been appointed as a full time NQT in Class 2 to start in September. TW outlined changes to PPA support and noted that a HLTA post has been advertised as a "Job-share" with Sutton CE School. In response to a Governor's query TW briefed that the post holder would be in school all day Wednesday and Thursday.</p> <p>15. TW briefed Governors on the results of the Staff Survey – please see confidential Minutes.</p> <p>16. Governors had been circulated the SEN report and Science Reports prior to the meeting along with Outcomes data. TW briefed Governors over the Moderation exercise that took place recently on writing noting that it was a very supportive session.</p> <p>17. A Governor asked who undertook the Moderation. TW briefed Governors that teachers from other schools took part and explained the training that now had to be completed before someone could be accredited to "moderate". TW briefed on the joint moderation exercise that had taken place in the week before this noting that there were no disagreements on judgements. The next moderation will be in KS1 and preparations are underway. The School Improvement Advisor (SIA) has discussed targets and agreed these based on the available evidence.</p> <p>18. In response to a question on how the moderation information is reported, TW briefed on how this is reflected on Raise Online and Data Dashboard and will be on ASP in the Summer.</p> <p>19. Discussion took place on how the data can be used and if it could trigger and OFSTED inspection. TW briefed Governors on the scenarios that might instigate this including high staff turnover, parental complaint or a noticeable/unexplained dip in standards.</p> <p>20. Discussion took place around the data presented and Governors noted that the school must not become complacent and that pupils in KS1 do need to be challenged to avoid a downward trend.</p> <p>21. Governors expressed they're thanks to Clare for managing the recent SATS and to Gill for her work on moderation.</p> <p>22. Governors discussed the dip in attendance levels.</p>

GS

	<p>23. TW briefed Governors on the impact of unauthorised absence because of holidays being taken in term time. TW detailed the procedure to apply for "authorised" absence and how, when applications are refused, children are still withdrawn from school with the consequences for the child, class and teacher.</p> <p>24. Governors asked how many children were being removed from school and if any year group was affected. TW to check on numbers but they are across all classes/year groups. Discussion took place around rewarding good attendance and the difficulties this might present and opportunities maybe for class rewards rather than individual recognition.</p> <p>25. Governors discussed changing the day on which terms ends if the issue is heightened when end of term is on a Wednesday, with noticeable increases of absence on Monday and Tuesday of that week. Governors were briefed over the control NYCC has over term dates and the flexibility that the school has around this agreeing that maybe Inset days could be moved around?</p> <p>26. A Governor asked for further detail on the Racial Incident mentioned in TW's report. TW briefed Governors on the occurrence.</p> <p>27. Governors expressed they're thanks to TW for his comprehensive report and the detail contained within this.</p>	
10	<p><u>Update on the School Improvement Plan (SIP)</u></p> <p>28. This update was contained within the Headteacher's Report dated June 2017.</p>	
11	<p><u>Safeguarding</u></p> <p>29. The record of the meeting between GS (as Safeguarding Governor) and TW on 11th May had been circulated to all Governors prior to this FGB meeting. GS highlighted how concerns by staff are escalated and how they are involved in multi-agency review meetings and some outcomes of these.</p> <p>30. The main entrance into school is still a concern. GS noted the actions planned to make access more secure and controlled.</p> <p>31. There have been two recent incidents of bullying that have been logged and appropriate interventions by staff have been undertaken.</p> <p>32. Governors discussed the survey "Growing up in North Yorkshire" which will target KS1 and KS2 children and will help to ascertain how safe they feel in school. The results to be fed back to Governors in the Autumn.</p>	GS/TW
12	<p><u>To ratify/approve the following policies</u></p> <p>33. Governors unanimously approved the following Policies:</p> <ul style="list-style-type: none"> • Resources Policy • Admissions Policy 2017-18 • Charging Policy • Pay Policy • School Uniform Policy Summer 2017 • Appraisal • Accessibility Plan • School Fund Summer 2017 • Science <p>34. Governors had discussed standards of dress within the school and asked TW to reinforce what is expected. It was noted that some pupils on a visit to South Craven School had been made aware that their standards were not acceptable to the College.</p> <p>35. A Governor asked if the PCC were aware of the Accessibility Plan as it was dependant on access to the school across Church Property. TW will contact the PCC Secretary for any comments they might have.</p> <p>36. A Governor asked if PTA funds are included under the School Fund. TW replied that PTA funds are quite separate and agreed to review if mention of these should be made somewhere.</p>	<p>TW</p> <p>TW</p>

13	<u>To receive reports of Governor visits to School</u> 37. Governors noted visits made and recorded involving SATS, Collective Worship, Learning Walks and subject Monitoring	
14	<u>Governing Body Constitution – (to consider current and forthcoming vacancies and update on what action is to be taken to fill these)</u> 38. In September 2017, there will be three vacancies, LA Governor, Foundation Governor and Ex- Officio. TW has approached several people who might be interested in joining the GB but so far without commitment. Governors discussed ways of recruiting additional Governors and it was agreed that mention should be made in the school newsletter, church newsletter and "Bridge" Magazine	ALL
15	<u>Governor Training</u> 39. NB reported to Governors on the recent "Complaints" training she had undertaken, the clear processes that must be followed should there be a complaint and the need for absolute confidentiality. 40. A governor asked about training on Data analysis with the changes currently underway. TW to investigate this.	TW
16	<u>Governor Skills Audit</u> 41. MR noted that this had been completed and would be used to identify future training needs and to identify needs when filling vacancies on the GB	
C	Financial	
17	<u>Authorisation of School Budget 2017/18</u> 42. Governors were briefed on the presentation by TB on the proposed School Budget for 2017-18 and the discussions held by the Resources Committee to agree the proposal. 43. Governors authorised the Budget for 2017-18 but noted that for 2018-19 more involvement in discussion by the FGB should take place. TB to attend the FGB when this happens.	
D	Other Business	
18	<u>To deal with any matters agreed for consideration under item 2 above.</u> 44. TB asked Governors to consider a request from a staff member for leave of absence in September to attend a family wedding. Governors approved the request.	
19	<u>Correspondence</u> 45. None to report.	
20	<u>To consider "What impact on Pupils have we had at this meeting today"</u> 46. Governors reflected on the areas discussed at this meeting noting the increased awareness to Safeguarding Issues and how best to support those with SEN. The Staff questionnaire had been analysed, ways to address attendance issues discussed and how a better understanding on moderation and the effect on school data. Maintenance issues and concerns had been discussed to ensure a good and safe learning environment. 47. Governors extended their gratitude to Heather, Nigel and Robin for all their time, effort and hard work whilst on the Governing Body and for their support given to the School	

The meeting closed at 1950