

**Ryarsh Primary School**  
**Minutes of the Full Governing Body Meeting**  
held at the school on Thursday 17 March 2016 at 7pm

**Present:** Ruth Austin (Headteacher), Daniel Childs (Deputy Headteacher), Steve Hill, Steve Hughes, Jon Naylor, Rachel Rowland (Chair), Stewart Speake, Daniel Sproul

**In attendance:** Vanessa Stevens (KCC Clerking Service)

		Action
1	<p><b>Welcome and apologies</b></p> <p>Apologies were accepted from Iona Bell, Claire Crome, John Macnab and Carmel Sutton. Stewart Speake had advised that his arrival would be delayed. The meeting was quorate.</p>	
2	<p><b>Business interests</b></p> <p>No business interests were declared against agenda items.</p>	
3	<p><b>Governing Body (GB) matters</b></p> <p>3.1 Training – Daniel Childs had organised in-house training on Special Educational Needs (SEN) to be held at 6.30pm on Thursday 28 April 2016.</p> <p><b>Action: Governors to advise the Chair of intention to attend SEN training on 28 April.</b></p> <p>3.2 Skills audit – The Chair had circulated the updated skills audit matrix (copy filed with minutes).</p>	Govs
4	<p><b>Minutes of previous meeting</b></p> <p>4.1 Governors approved, and the Chair signed, minutes and confidential minutes of the Full Governing Body (FGB) meeting held on 28 January 2016.</p> <p>4.2 Governors shared updates on agreed actions:</p> <ul style="list-style-type: none"> <li>i. Covered under item 3.2.</li> <li>ii. Covered under item 3.1.</li> <li>iii. Governors had declined an invitation to attend Prevent training at Discovery School as it duplicated previous training and clashed with some existing commitments.</li> <li>iv. The Clerk had sent approved minutes to the Head.</li> <li>v. All but four Governors had provided pen portraits. <b>Carried forward: Remaining four Governors to send pen portrait information to Steve Hughes.</b></li> <li>vi. A defibrillator was being installed in the village hall porch. As the hall was close to the school, it was unlikely that the school would receive funding for its own equipment. Instead, staff would be told the access code for the village hall defibrillator.</li> <li>vii. The Head confirmed that the school was able to source a spare set of asthma inhalers.</li> <li>viii. <b>Carried forward: The Head and Carmel Sutton to meet for in-house safeguarding training.</b></li> <li>ix. The Chair had received all outstanding monitoring visit reports. All actions from the Health and Safety monitoring report had been undertaken.</li> <li>x. The budget meeting was scheduled for 15 April 2016.</li> <li>xi. There was a new requirement for Governors to obtain enhanced DBS checks.</li> </ul> <p><b>Action: Governors to provide documentary proof of identity from list provided (tabled). The list to be circulated by the Clerk.</b></p> <p>4.3 Matters arising – A Twitter account had been set up for the school and a Twitter feed had been added to the school website. The school community had been pleased to receive tweets from authors following visits to school.</p>	Govs  Head & CS  Clerk & GB
5	<p><b>Headteacher's update</b></p> <p>5.1 Overview – Governors had received for pre-reading the Headteacher's Update (filed with minutes). Governors discussed the Update as follows:</p> <p>5.2 Staffing – The Head advised that no appointment had yet been made to the full-time Key Stage 2 Teacher vacancy; the role would be re-advertised for a September start. The role was currently covered by two temporary part-time Teachers. Unfortunately a strong candidate for the</p>	

	<p>role had accepted a post elsewhere. The Head had taken advice from Schools' Personnel Service in order to minimise the chance of losing out on another strong candidate. Another interview for the vacancy had been arranged for the following day. The Head confirmed that offers of employment could be made immediately to successful candidates.</p> <p><i>At 7.30pm Stewart Speake arrived.</i></p>	
5.3	<p>INSET: Teacher/Teaching Assistant (TA) Partnerships – The Head reported the introduction of joint Teacher/TA PPA sessions; time for such collaboration was built into TAs' contracts. The number of TA-run interventions had been reduced in order to ensure optimum balance of roles. The Head reported high levels of professional respect between Teachers and TAs.</p>	
5.4	<p>Assessment – The Head presented assessment data (page 2 of Update). Teaching observations had been replaced by learning walks and triangulation with data from children's books in order to assess the quality of provision. Assessment data for Years 2 and 6 had that day been moderated by staff from Discovery and Kings Hill Schools. Governors noted the increased expectations and demands of the new curriculum which had been introduced for the current Years 2 and 6 in 2014. There was now a requirement for 'complete fit' rather than 'best fit' between a child's work and the curriculum attainment descriptors in order for that child to be deemed to have 'achieved'.</p>	
5.5	<p>Buildings – The Head tabled an architect's plan of the proposed new school hall (filed with minutes). That drawing would form the basis of the planning application to be made the following day subject to GB approval. In response to questions, Steve Hill confirmed details of the plan, including removal of the air raid shelter and the existing corridor, and creation of a walkway with two roof windows between the proposed new hall and the existing building. Governors were satisfied with the plan's provision in relation to two points raised via email by an absent Governor: first, that there was appropriate fire escape provision; and, second, that the proposed size of the roof windows in the new corridor maximised available light. Following scrutiny of the plans, Governors agreed to submit a formal request for planning permission.</p>	
5.6	<p>School surveys – Governors discussed feedback from the recent parent survey (summary filed with minutes), the findings of which would be fed back to parents via the school newsletter the following week. Governors commended the school on the generally positive feedback, noting in particular the impact of visits and activities. Governors discussed four areas in which parental responses had identified scope for further improvement:</p> <ul style="list-style-type: none"> <li>• Homework: Parents' views varied; there was some preference for more interesting and challenging homework. Governors discussed whether providing clearer advice to prospective parents would help manage parental expectations around homework. The Head reported increased flexibility afforded to schools around the use of homework. During the previous year, topic work had been made optional; despite this, most pupils continued to complete it.</li> <li>• Themes for improvement: There was a preference for increased provision of clubs, sports and activities. Parents were willing to pay for these activities. Governors noted that such increased provision would be possible following completion of the proposed new hall.</li> <li>• Communication and information-sharing: There was generally positive feedback regarding the school newsletter. The school was moving towards the use of email over traditional contact books.</li> <li>• Stability: There was some concern around stability in terms of continuity of staff. During the previous year there had been three staff departures due to relocations. Governors noted that the school had appointed good quality staff to fill the resulting vacancies.</li> </ul> <p>The Head would discuss key findings of the Governors' questionnaire with senior leadership staff. A pupil survey was also being undertaken.</p>	
6	<p><b>SEF</b></p> <p>Carried forward.</p>	
7	<p><b>Policies</b></p>	
7.1	<p>Collective Worship Policy – The Head explained that the Collective Worship Policy (filed with minutes) had been revised to provide more detail of examples of activities. <b>A Governor asked about the purpose of collective worship</b>; the Head explained that, beyond any religious significance, collective worship offered a positive way of embedding the school ethos and building a sense of community. Governors approved the Collective Worship Policy.</p>	

7.2	Whistle Blowing Policy – Governors approved the Whistle Blowing Policy (filed with minutes).	
8	<b>Governor visit reports</b>	
8.1	Quality of provision – The report by Iona Bell and Carmel Sutton had been circulated.	
8.2	Assessment – Two visit reports by John Macnab and Jon Naylor had been circulated. The Target Tracker system had been successfully embedded, with further work planned on the Teacher moderation element.	
8.3	Attainment – A visit by Steve Hughes and Stewart Speake was arranged for the following day.	
8.4	Governors were reminded to circulate monitoring reports within a fortnight of visits.	
9	<b>Finance</b>	
9.1	Schools Financial Value Standard (SFVS) – <b>Action: Governors to review and approve the SFVS assessment form via email for submission ahead of 31 March deadline.</b> <i>Clerk's note: Quorate GB approval of the SFVS assessment form was obtained via email on 21 March 2016; the SFVS assessment form was submitted ahead of deadline by the Head.</i>	Govs
9.2	Priorities for 2016-17 – Governors identified potential spending priorities for 2016-17: <ul style="list-style-type: none"> <li>• Fire alarm. The Head said that fire alarm provision had been discussed in the context of the proposed new hall and that the school was nearing the top of the list to have it done. Potentially, construction of the new hall could result in three separate fire alarm systems across the school site.</li> <li>• Conversion of existing hall and Book Base.</li> <li>• Improvement of Year R play area.</li> <li>• Construction of canopied area.</li> <li>• Possible creation of amphitheatre and/or outdoor adventure trail.</li> </ul>	
10	<b>Health and safety</b> Steve Hill and Stewart Speake had compiled a list of action points which were anticipated to be completed before their next monitoring visit. Their recent visit had noted trailing leads in the Year R classroom and the fact that some electrical equipment was awaiting PAT testing. The Head advised that PAT testing was carried out annually and that staff were asked to make all electrical equipment available for testing.	
11	<b>School celebration</b> <b>Action: Steve Hughes to liaise with the PTFa to determine capacity and, if agreed, to establish a celebration working party to take forward the idea of a school celebration.</b>	SHughes
12	<b>Chair's report</b> Governors discussed the new requirement to convert to an academy (or to have initiated the process) by 2020. Governors agreed the need for a proactive approach to determining the school's future. The matter was expected to be discussed at collaboration meetings with Mereworth, Discovery and Kings Hill Schools.	
13	<b>Any other urgent business</b>	
13.1	The Head advised that the school's website was being updated by EiS.	
13.2	Governors were invited to take part in the whole school photograph on the morning of 23 June.	
14	<b>Confidentiality</b> It was agreed that the Headteacher's Update would be filed as confidential due to sensitive information contained therein; discussion of the Update was not deemed to be confidential.	
15	<b>Meeting date</b> Thursday 12 May 2016 at 7pm.	

Signed (Chair) \_\_\_\_\_

Date \_\_\_\_\_

## Action Summary

i.	Advise the Chair of intention to attend SEN training on 28 April.	Govs	
ii.	Send pen portrait information to Steve Hughes.	Govs (x4)	
iii.	Carried forward: Meet for in-house safeguarding training.	Head & CS	
iv.	Provide documentary proof of identity from list (to be circulated by Clerk).	Clerk & GB	
v.	Confirm approval of SFVS assessment form to the Head via email for submission by 31 March 2016 deadline.	Govs	
vi.	Liaise with PTFA re. school celebration working party and preparation.	S Hughes	

Approved