

Ryarsh Primary School
Minutes of the Full Governing Body Meeting
held at the school on Thursday 12 May 2016 at 7pm

Present: Ruth Austin (Headteacher), Iona Bell, Daniel Childs (Deputy Headteacher), Claire Crome, Steve Hughes, John Macnab, Jon Naylor, Rachel Rowland (Chair), Stewart Speake, Daniel Sproul, Carmel Sutton

In attendance: Vanessa Stevens (KCC Clerking Service)

		Action
1	<p>Welcome and apologies</p> <p>Stewart Speake had advised that his arrival would be delayed. Governors accepted apologies from Steve Hill via Stewart Speake. The meeting was quorate.</p>	
2	<p>Business interests</p> <p>No business interests were declared against agenda items.</p>	
3	<p>Governing Body (GB) matters</p> <p>Most Governors had attended bespoke training on Special Educational Needs (SEN) arranged by Daniel Childs. Governors shared positive feedback on the training which had been useful and informative.</p> <p>Action: Governors to review GB oversight of SEN and Safeguarding (currently the responsibility of the Vice Chair) at the September Full Governing Body (FGB) meeting.</p>	Sept FGB
4	<p>Minutes of previous meeting</p> <p>4.1 Governors approved, and the Chair signed, minutes of the FGB meeting held on 17 March 2016.</p> <p>4.2 Governors shared updates on agreed actions:</p> <ul style="list-style-type: none"> i. Covered under item 3. ii. Steve Hughes had requested outstanding pen portrait information by the following day. iii. Carried forward: The Head and the Vice Chair to meet for in-house safeguarding training. iv. The Clerk had circulated the list of ID documents required for enhanced DBS checks. The Chair reminded Governors to provide their documents as soon as possible. v. Governors had confirmed approval of the Schools Financial Value Standard (SFVS) assessment form to the Head via email for submission by the 31 March 2016 deadline. vi. Covered under item 14. <p>4.3 Matters arising – None.</p>	Head & CS Govs
5	<p>Headteacher's update</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 Safeguarding –</p> <p>Action: Governors to complete the online Prevent training (link in Headteacher's Update) and advise the Head of the completion date.</p> <p>5.3 Staffing – The newly appointed Teacher for Year 3 had visited the school several times ahead of formally joining the staff in September.</p> <p>5.4 School Plan/SEF approach – The Head explained that, as the school was graded outstanding, it was appropriate for the School Plan to set out three sets of milestones per year (i.e. at intervals of two terms) and for evidence of achievement of those milestones to be likewise summarised three times per year. The Head advised that the new format School Plan would be tied in closely with the SEF and with Governor monitoring reports; collectively, those documents would form the focus of future meetings. Governors discussed how best to report on and share visit findings and how best to incorporate that information into the School Plan.</p>	Govs

	<p><i>At 7.20pm Steve Hughes joined the meeting.</i></p> <p>Governors identified scope to increase the level of challenge during GB meetings, recognising that such discussions tended to be held outside of formal meetings. Governors recognised that a greater focus on challenge during meetings was necessary in order to evidence outstanding leadership and management. The Chair invited Governors' suggestions for a new structure of visits, reporting and evidence-gathering that would better link to and inform the School Plan.</p> <p><i>At 7.35pm Stewart Speake joined the meeting.</i></p> <p>Action: The Chair to circulate an email invitation to a Governors' working group meeting to consider different models of monitoring and reporting. Resultant proposals to be formally approved at the next FGB meeting.</p>	Chair
5.5	<p>Surveys – Governors had received for pre-reading the results of recent pupil and staff/Governor surveys. A Governor asked whether the results had been thematically analysed by class. The Head said that they had and that emerging issues had been addressed with pupils and/or staff as appropriate. For example, feedback had been passed to kitchen staff concerning the cleanliness of cutlery. A Governor asked whether staff responses had been separated out from Governors' responses. The Head advised that they had not.</p>	
5.6	<p>Buildings – Governors discussed possible timescales for the planned building work, in particular the construction of the proposed new corridor which would be the most disruptive stage of the project. The Head was awaiting Environment Agency (EA) information for the flood risk report. A Governor asked whether the planning application for the new hall had been submitted. The Head said that it had not due to the wait for the EA information.</p> <p>Action: The Head to investigate whether the planning application could be submitted before the flood risk assessment information had been received. The Head to look into arranging a visit from the planning representative.</p>	Head
6	<p>SEF & School Plan</p> <p>Covered under item 5.</p>	
7	<p>Policies</p> <p>The Finance Policy had been revised to move from an external to internal check of the accuracy of the budget (p3 of Policy; copy filed with minutes). Governors approved the change.</p>	
8	<p>Academy status</p> <p>This agenda item was no longer relevant following news that the government would not require good and outstanding schools to convert to academies by 2020 as previously announced.</p>	
9	<p>Governor visit reports</p>	
9.1	<p>Quality of provision – Monitoring pair Iona Bell and Carmel Sutton gave a verbal update on their visit on 22 April 2016 (report previously circulated). The Head had provided an update on a class where the provision continued to require improvement (RI) despite some initial improvement. The monitoring pair had been satisfied that clear and direct action was being taken by the Head to address the issue. Feedback meetings with staff had been more discussion-based, which staff had found useful.</p> <p>A Governor asked why provision in the class had been graded as RI. The monitoring pair identified: behavioural issues, including low level disruptive behaviour; learning outcomes; and, historical inaccuracies in assessment. A Governor asked what elements of provision could be strengthened in order to ensure that provision met the required standard. The Head reported that robust targets had been set for the remainder of the academic year, in particular with regard to quality of feedback, progress, and quality and length of Writing. A Governor asked how the school would ensure the accuracy of assessment going forward. The Deputy Headteacher identified: improved moderation arrangements; more detailed transition handovers between Teachers of different Year groups, including discussion and corroboration of assessments; and, the use of external assessments.</p> <p>A Governor asked how progress could be accelerated so as to close gaps in data (for the class with RI provision) before the end of Term 6. The Head advised that appropriate staff support and guidance measures were in place. A Governor asked whether the school could buy in extra intervention provision to ensure the gap was closed within the remaining nine weeks of the school year. The Head said that there was scope to increase the hours</p>	

9.2	<p>worked by part time staff. The Head had planned to use the newly appointed Teacher (referenced in item 5.3) to address low level attainment in Year 1. In response to a Governor's suggestion, the Head advised that it was not practicable to move children on to their 2016-17 Teachers during Term 6 of the current academic year.</p> <p>Learning behaviour and diversity –</p> <p>Action: Daniel Sproul and Carmel Sutton to send monitoring report to the Chair for circulation.</p>	DS/CS
9.3	Health & safety and premises – No urgent matters arising.	
9.4	<p>Attainment – Steve Hughes gave a verbal update, identifying key areas of interest: Year 1; Year 5 Maths; Pupil Premium; high-achieving pupils; and, benchmarking against collaboration schools.</p> <p>Action: Steve Hughes to send monitoring report to the Chair for circulation.</p>	S.Hu
10	<p>Finance</p> <p>Budget monitoring – Jon Naylor reported on the Finance monitoring meeting held prior to the FGB meeting. He reported a £129,857 rollover, much of which was earmarked for improvement of the Early Years outside area and the hall. As the rollover had exceeded the balance control mechanism (BCM) limit by c.£66k, the Chair had written to KCC to explain the reasons for the school's committed spend. There was a c.£44 underspend of which c.£25k was being held for work on the outside area. The revenue budget included c.£33k of additional monies, including high needs funding and new PE funding. Governors noted the c.£44k spend on educational resources during the year 2015-16, including books and phonics resources. This expenditure represented a significant increase compared to recent years and reflected the GB's commitment to carefully targeting expenditure on priority areas.</p> <p>A Governor asked whether the cost of converting the existing hall to classrooms was included in the cost of the new hall. The Head said that it was not. A Governor asked whether there were any constraints around how the developer's grant from Redrow could be spent. The Head advised that it was to be spent on improving teaching and learning. A Governor suggested requesting early receipt of the Redrow grant in order to bring forward planned premises improvements. Governors formally approved the three year budget plan for submission to KCC ahead of the 31 May deadline.</p> <p>Action: Steve Hughes to obtain contact details for Redrow; thereafter the Chair to write to request early receipt of grant.</p>	S.Hu Chair
11	<p>Health and safety</p> <p>Action: Stewart Speake and Steve Hill to visit to look at condition of school field.</p>	SS & S.Hill
12	<p>School trip</p> <p>Item carried forward.</p>	
13	<p>Chair's report</p> <p>No matters arising.</p>	
14	<p>Any other urgent business</p> <p>14.1 SATS – The Head reported that children had shown resilience following the difficult Reading test. The Head explained that each child would receive a scaled score where 100 represented the expected level.</p> <p>14.2 INSET – Governors were invited to attend INSET training on the morning of 24 June 2016.</p> <p>14.3 School celebration – The Head reported that, as part of the school's 75th anniversary celebrations, children would be researching the Queen's life during each decade of the school's history. Governors supported postponement of the school celebration event until the summer of 2017 on the grounds that it would still take place during the school's 75th academic year and that the occasion warranted careful planning well in advance.</p> <p>14.4 Whole school assembly – Governors were invited to attend at 9.30 - 10.00am on 23 June 2016.</p>	

15	Confidentiality It was agreed that raw data from the pupil survey would be filed as confidential due to a small number of identifiable comments.	
16	Meeting date FGB – 7 July 2016 at 7pm.	

Signed (Chair) _____

Date _____

Action Summary

i.	Review GB oversight of SEN and Safeguarding.	GB	Sept 2016
ii.	Carried forward: Meet for in-house safeguarding training.	Head & CS	
iii.	Provide ID documents for enhanced DBS checks.	Govs	ASAP
iv.	Complete online Prevent training and advise Head of completion date.	Govs	
v.	Invite Governors to a working group meeting to consider different models of monitoring and reporting.	Chair	
vi.	Investigate whether planning application could be submitted before receipt of flood risk assessment information.	Head	
vii.	Send learning behaviour and diversity monitoring report to the Chair for circulation.	DS/CS	
viii.	Send attainment monitoring report to the Chair for circulation.	S.Hu	
ix.	Obtain contact details for Redrow.	S.Hu	
x.	Write to request early receipt of Redrow grant.	Chair	
xi.	Visit to look at condition of school field.	SS & S.Hill	