

## RYARSH PRIMARY SCHOOL

### Minutes of the Full Governing Body meeting held at the school at 7pm on Thursday 26 November 2015

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

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

1	<b>Apologies for absence</b>	<b>Action</b>
	John Macnab, Stewart Speake and Daniel Sproul had advised that they would arrive after the start of the meeting due to unavoidable traffic delays. There were no apologies for absence. The meeting was quorate throughout.	
2	<b>Business interests</b>	
	No business interests were declared during the meeting.	
3	<b>Governing Body Structure and procedure</b>	
	Terms of Reference , Standing Orders and Code of Practice –  <b>Action: Carried forward: The Chair to update the Terms of Reference in accordance with changes agreed in minute 4.3 of previous Full Governing Body (FGB) minutes, and to review the Terms, Standing Orders and Code of Practice in light of updated KCC circle model template from KELSI website. Updated document to be circulated to Governors and Clerk ahead of discussion/approval and signature of Code at next FGB meeting.</b>	Chair
4	<b>Governing Body matters</b>	
4.1	Parent election – Steven Hughes had been re-elected as Parent Governor on 2 November 2015 for a term of four years. Membership paperwork had been completed and records updated.	
4.2	Skills audit – The Chair had received all but three skills audit forms.  <b>Action: Governors who had not already done so to return skills audit forms to the Chair.</b>	Govs
4.3	Training priorities – There were no training needs at that time.	
5	<b>Minutes of previous meeting</b>	
5.1	Governors approved, and the Chair signed, minutes and confidential minutes of the FGB meeting held on 24 September 2015.  <b>Action: The Clerk to send approved minutes to the Head for the school website.</b>	Clerk
5.2	Update on agreed actions – All actions had been completed except those noted under minute 3 above and those relating to Governors' pen portraits. Steven Hughes had spoken to a parent volunteer regarding the school's website and was awaiting information from EiS. It was understood that addition of an online payment system, if required, would incur cost.  <b>Action: Carried forward: Steven Hughes to circulate pen portrait template; Governors to return pen portrait forms to Liz Burbidge.</b>	S Hughes Govs
5.3	Matters arising – None.  <i>Stewart Speake arrived at 7.13pm; Daniel Sproul arrived at 7.15pm.</i>	

6	<p><b>Headteacher's update</b></p> <p>6.1 Overview – The Head presented the Headteacher's Update November 2015 (filed with minutes). Governors had received the FFT Aspire Governor Dashboards for Key Stages (KS) 1 and 2 and valued the detailed data these provided.</p> <p>6.2 Attainment – Governors commended the strong KS 1 and 2 data from the previous year. The Head emphasised the importance of understanding the Steps Attainment Summary data from Target Tracker (pp2-3). <b>A Governor asked why 27% of children in Year 1 were two steps behind the expected standard in writing.</b> The Head explained that those children had not met the early learning goals (ELG) in Reception and so would need to catch up with their peers. Governors noted the high percentages of boys and summer-born children in that cohort.</p> <p>6.3 Staffing – Interviews for a Higher Level Teaching Assistant (HLTA) would be held the following week. That role would cover PPA, class support and subject leader release time.</p> <p>6.4 Admissions – The school anticipated between 11 and 13 sibling link applications for the following year. <b>A Governor asked whether there would be any impact on applications (previously 130) caused by new local schools.</b> The Head advised that the school offered something very different to other local schools and that the school's prospectus had been updated to reflect its strengths (copy filed with minutes).</p> <p>6.5 Buildings – James Sanderson (KCC Project Manager) was due to visit the following day to further discuss plans for a bigger school hall.</p> <p><i>John Macnab arrived at 7.50pm.</i></p>	
7	<p><b>SEF</b></p> <p>The Head provided an overview of the self-evaluation dated November 2015 (filed with minutes). There had been no change in SEF grades since the previous SEF report. Governors thanked the Head for providing detailed and transparent information.</p>	
8	<p><b>Policies</b></p> <p>8.1 Review arrangements – Governors agreed that, for the sake of efficiency, the task of reviewing draft policies would be retained by monitoring pairs.</p> <p>8.2 Assessment Policy – <b>A Governor asked whether the draft Policy (filed with minutes) needed to provide more detail on moderation (section 8.2).</b> The Deputy Headteacher (DHT) explained that schools were awaiting further advice on moderation from central government; as such, no further detail could be included at that time. Governors approved the draft Assessment Policy, which was signed by the Chair.</p> <p>8.3 Charging and Remissions Policy – Governors approved, and the Chair signed, the Charging and Remissions Policy (copy filed with minutes).</p> <p>8.4 Emergency Management Plan – Governors approved the draft Emergency Management Plan (copy filed with minutes).</p> <p>8.5 Pay and Reward Policy – The Chair had circulated the draft Pay and Reward Policy for pre-reading. That draft (copy filed with minutes) had been highlighted to show: suggested new wording (green); wording which required clarification/agreement by the GB (blue); and, changes made by KCC (yellow). The Chair advised of an issue around the leadership pay range ('Individual School Range'; ISR) and Governors approved the increase in ISR from 15-18 on the KCC range. Governors appointed Rachel Rowland, Carmel Sutton and Steven Hughes to the Headteacher's Performance Management group and the Pay Committee. Governors appointed Steve Hill and Jon Naylor to the Appeals Committee; it was agreed that the third member of that Committee would be whichever of the remaining eligible Governors were available at such time as the Committee needed to convene.</p> <p>Governors approved the draft Pay and Reward Policy, subject to exclusion of the following wording:</p>	

	<ul style="list-style-type: none"> <li>The Pay Committee and Leadership Pay Committee would recommend to the Governing Body the annual budget for pay and would ensure that sources of external funding for pay were accessed to maximum effect (p3); and</li> <li>The Governing Body, via the Finance Committee, would determine the budget to be set for pay, including pay progression for all staff (p4);</li> </ul> <p>Governors agreed to amend the Policy to clarify the Headteacher's right to appeal.</p> <p><b>Action: The Chair to: make agreed changes to Pay and Reward Policy; append pay range information; circulate to Governors.</b></p>	Chair
8.6	Pay increases – With reference to Appendix 2 of the Pay and Reward Policy, the Chair advised of proposed pay increases for Teachers (2% for point 6; 1% for others). Governors approved those changes; draft letters had been prepared and would be signed for sending to staff the following day.	
8.7	Photographic Image Use Policy – <b>A Governor asked whether the Head had resolved an issue arising from the sharing of photographic images on social media;</b> the Head confirmed that she had. Governors approved the draft Photographic Image Use Policy (filed with minutes) subject to the inclusion of a statement clarifying the school's position on the sharing via social media of photographic images which show children other than the poster's own. <b>A Governor asked whether, although permission had already been obtained for their publication, the Head would remove children's images from the school website if a parent so requested;</b> the Head confirmed that she would.	
8.8	Supporting Pupils with Medical Conditions Policy – Governors approved the Policy subject to amendment of wording to reflect acquisition of a defibrillator. Governors agreed that the school should make use of recent changes to legislation to allow the school to have a defibrillator and hold asthma inhalers for emergency use.	
	<p><b>Action: Stewart Speake and Steve Hughes to follow up on sourcing a defibrillator.</b></p> <p><b>Action: The Head to order a set of asthma inhalers for use in school or on school trips.</b></p> <p><b>Action: The Head to amend the Supporting Pupils with Medical Conditions Policy.</b></p>	SS, SH Head Head
9	<b>Governor visit reports</b>	
9.1	Quality of provision –	
	<b>Action: Iona Bell and Carmel Sutton to circulate report ahead of next FGB meeting.</b>	IB, CS
9.2	Assessment – A monitoring report by John Macnab and Jon Naylor had been circulated for pre-reading (copy filed with minutes). The visit had focused on the use of Target Tracker to track key features of performance data.	
9.3	Attainment – Steven Hughes and Stewart Speake gave a verbal report. Year 1 and high attainment in Maths had been identified as key focus areas. Governors agreed that, while the Assessment monitoring pair would look at the use/process of Target Tracker, the Attainment monitoring pair would explore the actual content and significance of the data.	
9.4	Cultural diversity and positive learning behaviour – Daniel Sproul presented the monitoring report (copy filed with minutes).	
9.5	Budget – The minutes of the Finance Committee meeting on 12 October 2015 had been circulated to Governors (filed with minutes). The expected yearend surplus had risen to £16,468 and the yearend rollover to £68,629. The Head confirmed that the planned capital expenditure, including the creation of a new intervention space in Seahorse classroom, would be carried forward as planned capital works.	
9.6	Health and safety and premises –	
	<b>Action: Stewart Speake to circulate the monitoring report from the previous week.</b>	SS

10	<p><b>Child protection and safeguarding</b></p> <p>Daniel Sproul and Rachel Rowland had attended training on the Prevent (anti-radicalisation) Strategy. <b>A Governor asked whether the school had completed the Prevent self-assessment toolkit.</b> The Head said that it had not yet been completed. The Head explained the school's role in the Channel process i.e. its responsibility to pass on any concerns around children being drawn into extremism. <b>A Governor asked what training staff had received on Prevent and Channel.</b> The Head advised that she had attended Headteachers' training and had disseminated information to staff. All staff had signed to confirm that they had read information on Prevent. <b>A Governor asked whether the school had an emergency lockdown procedure.</b> The Head advised that it did not as it was not practical for children to rehearse responses to a multiplicity of potential threats. Schools were awaiting advice from KCC and central government on this. <b>A Governor asked whether the school regularly rehearsed the evacuation procedure for fire drills;</b> the Head confirmed that it did.</p> <p><b>Action: The Head to complete the Prevent Strategy self-assessment toolkit before the next FGB meeting.</b></p>	Head
11	<p><b>School celebration</b></p> <p>The Head advised of plans for a fete on the school's 75<sup>th</sup> anniversary (Saturday 11 June 2016) and for a local historical focus to pupils' learning in the run-up to the event. Governors were keen to participate in an informal working party to assist with planning for the celebrations.</p>	
12	<p><b>Chair's report</b></p> <p>The Chair had received a very positive Note of Visit from the School Improvement Partner. That report had validated the school's own self-assessments.</p>	
13	<p><b>Any other urgent business</b></p> <p>None.</p>	
14	<p><b>Confidentiality</b></p> <p>No items were deemed to be confidential.</p>	
15	<p><b>Meeting date</b></p> <p>28 January 2016 at 7pm.</p>	

*The meeting closed at 9pm*

Signed \_\_\_\_\_

Date \_\_\_\_\_

#### Action Summary

1	Update and circulate Terms of reference (minute 3) before next FGB.	Chair	28-01-16
2	Return skills audit forms to Chair (where not already done so).	Govs	18-12-15
3	Send approved minutes to Head.	Clerk	06-12-15
4	Circulate pen portrait template.	S Hughes	ASAP
5	Return pen portrait forms to Liz Burbidge.	Govs	ASAP
6	Amend Pay and Reward Policy; append pay range information; circulate.	Chair	18-12-15
7	Follow up on sourcing a defibrillator.	SS, S Hughes	28-01-16
8	Order a set of asthma inhalers.	Head	18-12-15
9	Amend Supporting Pupils with Medical Conditions Policy to reference defibrillator.	Head	18-12-15
10	Circulate Quality of Provision monitoring report.	IB, CS	18-12-15
11	Complete Prevent Strategy self-assessment toolkit; report to FGB.	Head	28-01-16