

RYARSH PRIMARY SCHOOL

Minutes of the Full Governing Body meeting held at the school at 7pm on Thursday 28 January 2016

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

In attendance: Vanessa Stevens (KCC Clerking Service)

| 1 | Apologies for absence | Action |
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| | Apologies were accepted from Daniel Sproul (traffic delay). The meeting was quorate. | |
| 2 | Business interests No business interests were declared during the meeting. | |
| 3 | Governing Body Structure and procedure Governors approved Terms of Reference and standing orders for 2015-16 (copy filed with minutes). Governors signed the Code of Conduct. | |
| 4 | Governing Body matters | |
| 4.1 | Skills audit – The Chair had compiled the skills matrix using results from the recent skills audit. The remaining form was submitted during the meeting. Action: The Chair to circulate the finalised skills matrix. | Chair |
| 4.2 | Training – Governors identified Special Educational Needs (SEN) as a training priority. Action: Daniel Childs to arrange in-house training session to update Governors on the latest SEN terminology, criteria, funding provision and interventions. <i>Iona Bell arrived at 7.10pm. Stewart Speake arrived at 7.12pm.</i> | DC |
| 4.3 | The Chair of Governors of Discovery School had invited Ryarsh Governors to attend training on the government's Prevent Strategy to be held at 5.30-7.30pm on 13 April 2016. Action: Governors to notify the Chair of their attendance by the end of the week. | Govs |
| 5 | Minutes of previous meeting | |
| 5.1 | Governors approved, and the Chair signed, minutes and confidential minutes of the FGB meeting held on 26 November 2015. Action: The Clerk to send approved minutes to the Head for the school website. | Clerk |
| 5.2 | Update on agreed actions – Most actions had been completed; some were carried forward: Action: Governors to return outstanding pen portrait information to Steve Hughes. Action: Steve Hughes to obtain and circulate defibrillator cost information. Action: The Head and the Office Manager to speak to the School Nurse regarding how to source a spare set of asthma inhalers without an individual prescription. | Govs S Hughes Head |
| 5.3 | Matters arising – None. | |
| 6 | Headteacher's update Confidential discussion recorded in Part 2 Confidential Minutes. | |

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| 7 | School Plan Governors thanked the Head for progress updates on School Plan milestones (filed with minutes). There were no questions. | |
| 8 | Policies Governors approved the following policies, which had been reviewed by monitoring pairs: <ul style="list-style-type: none"> • Special Educational Needs & Disability (SEN&D) Policy – Monitoring Pair 1 (Quality of Provision). • Safeguarding Policy – Monitoring Pair 2 (Assessment). The Head highlighted amended wording around the requirement for safer recruitment training. • Attendance Policy – Monitoring Pair 3 (Attainment). The Head confirmed that this Policy had been updated to include reference to changes in the Attendance Service code of conduct and to update the wording around penalty notices. • Manual Handling Policy – Monitoring Pair 4 (Learning behaviour & Diversity). • Health & Safety Policy – Monitoring Pair 6 (Health & Safety). Action: The Head and the Vice Chair to meet for in-house safeguarding training. | Head & CS |
| 9 | Governor visit reports | |
| 9.1 | Report submission – Action: Governors to submit monitoring reports to the Chair for circulation as follows: Quality of provision (IB & CS); Learning behaviour and diversity (DS & CS); Health & safety and premises (S Hill & SS); Attainment (S Hughes & SS). | IB/CS; DS/CS; S Hill/SS; S Hughes /SS |
| 9.2 | Budget monitoring – The Chair presented minutes of the budget monitoring meeting held on 8 January 2016 (filed with minutes) and gave assurance that money allocated for work on the new hall would not be clawed back. Governors confirmed that £5k of the voluntary fund was segregated to cover long-term absence in lieu of supply insurance. Governors approved the write-off of items including monitors, hard drives, projectors and a numb chuck from the asset register. Action: Daniel Childs to attend budget monitoring meeting at 1.30pm on 15 April 2016. | DC |
| 10 | Child protection and safeguarding Covered above. | |
| 11 | Health and safety Governors noted a problem with repeat offenders parking on the zigzag lines outside the school. | |
| 12 | School celebration Steve Hughes reported on initial research into costs for marquee and furniture hire, musical entertainment and catering. There was understood to be a lot of interest in the event among the local community. Governors agreed to reschedule the celebration until later in the summer term to avoid a clash with a Euro 2016 football match on 11 June 2016 (day of the school fete). | |
| 13 | Chair's report No matters arising. | |
| 14 | Any other urgent business | |
| 14.1 | Website – Steve Hughes advised that John Hart would contact the Office Manager to discuss the school website. | |

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| 14.2 | <p>School Improvement Adviser (SIA) visit – The Head reported on a visit from Alastair McMeckan (KCC SIA) and the new method of assessing quality of provision, namely four learning walks per term i.e. a drop-in approach rather than whole-lesson observations. The SIA had spoken with staff about the new Ofsted framework and had reported very favourably, identifying just two areas for action: Continue to update the school website and information on the impact of pupil premium; and, Continue to implement the learning walk approach to support judgements on teaching and learning.</p> <p>A Governor asked whether the SIA's report had indicated the likely outcome of the school's next Ofsted inspection. The Head said it had not.</p> | |
| 14.3 | <p>Exit interviews – Iona Bell and the Head had undertaken work on staff exit interviews (questionnaire filed with minutes). Iona Bell shared feedback from interviews carried out with six voluntary participants. There had been generally positive feedback on the school, its atmosphere and CPD opportunities, and a range of reasons for departure had been cited. There had been some indication that staff members' personal commitment to achieving high standards was at the expense of an optimum work-life balance. Governors supported the idea of using an anonymous online survey to seek feedback from current members of staff; such a survey to include both open and closed questions so as to provide statistically measurable results and allow personal comment. Governors agreed that all future leavers would be offered exit interviews, to be conducted either by Iona Bell or another Governor depending on availability. Participation in interviews would continue to be voluntary and on the express understanding that feedback would be shared with the Head and other Governors.</p> | |
| 14.4 | <p>DBS checks – A Governor asked whether DBS checks for school volunteers were renewed every three years.</p> <p>Action: The Head to check school policy regarding renewal of volunteers' DBS checks.</p> | Head |
| 14.5 | <p>Offer of assistance – Steve Hughes advised that a KCC-approved contractor had volunteered to cost the work for the conversion of the existing school hall to classrooms.</p> | |
| 15 | <p>Confidentiality</p> <p>Item 6 was deemed to be confidential.</p> | |
| 16 | <p>Meeting date</p> <p>17 March 2016 at 7pm. Claire Crome offered apologies (family commitment).</p> | |

The meeting closed at 8.35pm

Signed _____

Date _____

Action Summary

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| i. | Circulate finalised skills matrix. | Chair | |
| ii. | Arrange in-house Governor training session on SEN. | DC | |
| iii. | Notify Chair re. attendance at Discovery School Prevent Strategy training. | Govs | 31-1-16 |
| iv. | Send approved minutes to Head for school website. | Clerk | 31-1-16 |
| v. | Return outstanding pen portrait information to Steve Hughes. | Govs | |
| vi. | Obtain and circulate defibrillator cost information. | S Hughes | |
| vii. | Speak to School Nurse regarding how to source a spare set of asthma inhalers. | Head | |
| viii. | Meet for in-house safeguarding training. | Head & CS | |
| ix. | Submit monitoring reports to Chair for circulation: Quality of provision (IB & CS); Learning behaviour and diversity (DS & CS); Health & safety and premises (S Hill & SS); Attainment (S Hughes & SS). | IB/CS; DS/CS; S Hill/SS; S Hughes/SS | |

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| x. | Attend budget monitoring meeting at 1.30pm on 15 April 2016. | DC | 15-4-16 |
| xi. | Check school policy regarding renewal of volunteers' DBS checks. | Head | |

Approved